

Table of Contents

Acronym Glossary	7
CHTU Vision Statement	3
Committee On Political Education (COPE)	10
Curriculum and Conference Nights	11
Deadlines and important dates	8
Educational Research and Dissemination	10
Employee Assistance Program	5
Employee Kiosk and Access Center.....	6
Executive Board Meeting Dates	3
Family Medical Leave Act (FMLA)	6
Frequently Asked Questions	7
Flexible Spending Account.....	9
Grading Periods	11
Heights Coalition for Public Schools	6
Income Disability & Life Insurance	10
Leaves of Absence	5
Officers	3
Pay:	
Additional Coursework, Independent Professional Activity	4
Personal Days	5
Retirement Enhancement.....	9
Retirement Incentive	9
Sick Days.....	5
Sick/Personal/Spot Sub Tracker	back cover
STRS sign up	9
Supplemental Contracts	4
Tenure	9
TUSH and Other Social Events.....	4
Union card and AFT PLUS.....	4
Voluntary and Compensated.....	10
Website.....	10
Where to go.....	11

Where to go	
Insurance Forms	www.chtu.org
Questions About Licensure and Renewal (LPDC) Local Professional Development Committee	Vickie Larkins-Forte, Tina Reynolds, George Gee, Tamar Gray
Teacher Assessment Programs-(ARC) Appraisal Review Committee	Ari Kein, Jen Bennett, Karen Rego, and Dejunee Lawson
Insurance/Benefits Problems	Karen Rego 321-0020 or kreg@chtu.org
Work Related Injury	Ari Klein 321-0020 or aklein@chtu.org
Leaves of Absence/Evaluation Problems/Work Related Legal Issues (criminal/civil)	Ari Klein or Karen Rego
Master Teacher Committee	Kathy Lawrence, Melissa Garcar, and Dani Copeland
Retirement Assistance	Ari Klein
Payroll/Benefits	Arlene Mohammadpour/Denise Toney 320-2046
Credit Union	Debbie Lavin 371-2550
Medical Mutual Customer Service	1-800-521-6492
Impact – Employee Assistance Program	1-800-227-6007

Elementary Grading Periods

	Progress Window	Report Card Window	End of Trimester
T I	10/2-10/11	11/13-11/22	Nov 15
T II	1/15-1/24	3/4-3/13	Mar 6
T III	4/15-4/24	5/20-6/1	May 29

Secondary Grading Periods

	Progress Window	Report Card Window	End of Quarter
Q 1	9/18-9/27	10/8-10/18	Oct 18
Q 2	11/20-11/26	12/18-1/10	Jan 10
Q 3	2/5-2/14	3/11-3/20	Mar 20
Q 4	4/22-5/1	5/20-6/1	May 29

Curriculum Night, Conference Nights, Records Half Days

	Curriculum Night	Fall Conferences	Winter/Spring Conferences	Records/PD HALF Days	PD Days
Elementary	Thurs, Sept 5	Thurs/Fri, Oct 17/18	Thurs/Fri, Feb 6/7	Oct 17/Feb 6	Nov 5/Jan 10
Middle School	Thurs, Aug 29	Wed, Oct 23	Thurs, Feb 20	Oct 18/Jan 10	Nov 5/Feb 7
High School	Wed, Aug 28	Thurs, Oct 24	Wed, Feb 19	Oct 18/Jan 10	Nov 5/Feb 7

Website

We have a website and are on Facebook. Both are filled with informative, interesting, and helpful materials. You will probably want to investigate both of them. The address for our website is www.chtu.org. We also suggest you “like” our official Facebook page to get our feed.

Income Disability & Life Insurance

After 30 consecutive days of absence due to illness, members are eligible for payment from our income disability policy. At \$450 per month this benefit is designed to assist in the small extra expenses that people have when they are ill. This policy does not cover pregnancies (unless there is a medical complication), although some members have personal policies to cover it.

In addition, our income disability plan includes a life insurance waiver of premium provision so your \$64,000 life insurance policy benefit remains in force throughout the period of disability at no cost to the member. **If you need to change your life insurance beneficiary (marriage, divorce, new children, death of your named beneficiary, etc) call our office and a new form will be emailed to you.**

Members who retire under STRS or SERS disability continue to get these benefits semi-annually until age 65. Members who might be eligible should call or email our office. For people returning to work we will submit a claim for you upon your return.

Educational Research and Dissemination

Our Union sponsors and conducts professional development courses, usually during the summer. These 30 hour courses are taught by our members on a variety of topics. Course descriptions are on our website. Members with a masters degree earn credit on the salary schedule for ER&D coursework they complete.

Voluntary and Compensated

Members cannot be compelled to work outside of the normal work day unless you want to and you get paid for doing so. If you are being asked to do some work and not being paid, then there is a problem. In fact, our contract also protects us against being singled out by an administrator to volunteer. You might ask “What is the harm in doing this thing?” It is only an hour. The issue is that once something becomes volunteer work the expectation will only grow to consume us. This is not suggesting that volunteer work is a bad thing. You should volunteer for your church, a local food bank, your kid’s little league team, but not for your employer.

When you are asked to do anything beyond the normal work day or calendar year without compensation, you should contact your steward so it can be investigated.

There is **one exception** to our voluntary and compensated language. The Board can require members to go to specific training, in the summer or a weekend, that is considered “essential”. You must be notified of the dates 4 months in advance and are limited to 7 days every 5 years. Of course, you can attend more times if you believe it is helpful, but it cannot be required. This PD is still compensated, but not voluntary.

Committee On Political Education – COPE

One of the ways we can influence elections is through voluntary contributions to COPE. Currently about half of our members elect to have a specified amount taken out of 24 pays. We usually work in concert with other locals in the Ohio Federation of Teachers to determine how best to spend this money. From candidates who support our positions to issues that are important to us, COPE contributions make a difference. Email office@chtu.org or call 321-0020 for a sign up form.

CHTU VISION STATEMENT

As a vibrant group of professionals, The Cleveland Heights Teachers Union, AFT Local 795 will create, enhance, and sustain optimal teaching and learning conditions through collaboration, political action, community engagement, and the active involvement of all our members.

Purpose:

- Promote the welfare of children and ensure that they receive a quality public education.
- To advance our teaching profession by securing optimal teaching/learning environments for the work our members do.

Core Values

- We recognize the value of each child.
- We recognize the inherent value of public education.
- We advocate respect for teaching professionals and support staff.
- We value high quality and sustained professional development.
- We promote social justice and democracy, and we champion fairness as core values that guide our union activities.

CHTU Officers 2019-20

President—Ari Klein, (High School)
1st Vice President—Karen Rego (Monticello)
Treasurer—Jen Bennett (BOE)
2nd Vice President—Tamar Gray (Fairfax)
3rd Vice President—Brian Schaner (High School)
4th Vice President—Debbie Frost (Monticello)
5th Vice President—Tina Reynolds (Boulevard)
6th Vice President—Beth Rae (Noble)
Secretary—Darrell Lausche (Gearity)
Financial Secretary—Josephine Shelton-Townes (Options/Roxboro Middle)

Executive Board Meetings

August 22— Union Office
September 19— Union Office
October 16— Heights High (Wednesday)
November 21— Union Office
December 19 — Noble
January 16— Union Office
February 13— Oxford
March 19— Canterbury
April 23— Union Office
May 21— Union Office

Meetings start at 4:00. All members welcome.

Pay

We receive twenty-six biweekly pays year. Three times this year, in August, January and July, there will be a third pay during the month for which there will be no withholding for the credit union, union dues, medical insurance and the like.

When you get your first electronic pay stub, be sure to check to see that income taxes are being withheld for the correct city (or cities) where you work. (If you work at a building in Cleveland Heights, then Cleveland Heights should be having income tax withheld, etc.)

If you think that federal income tax is being under or over-withheld, you will need to complete a new W-4 form in the Employee Access Center.

Pay for Additional Coursework

When we take additional coursework in order to renew our teaching licenses it also can move us into higher pay categories. If you complete graduate studies such that the hours earned will move you up the salary schedule, you must provide transcripts to the Board no later than September 15 or January 15 in order for the increase to take effect during the current school year.

Pay for Independent Professional Activity

Your first paycheck received in December and second in March will each contain an additional amount equal to one day's pay at your regular *per diem* rate. This is in recognition of the fact that you engage in professional activities that benefit your students outside of the regular work year. To calculate your *per diem* rate, divide your annual salary by 192 (or however many contract days you work). This info is also available in the Employee Access Center

795 Union Card

All 795 members who are in good standing received a new membership card at the beginning of the school year. Your card has your AFT number on it which you will need to access over 22,000 AFT Plus products, services and discounts. Go to aft.org—member services.

Supplemental Contracts

Supplemental contracts are issued to staff who take on duties outside of their regular job description, such as coaching an athletic team or advising a student extra-curricular club. Supplementals are designated by letters (A through I) and their specific amounts are found in Article 7 Section O of our Contract. If you have a supplemental contract covering duties that happen throughout the school year, you should begin receiving payment only after the supplemental contract has been approved at a Board of Education meeting and be paid through June. If your supplemental contract covers seasonal duties, you will be paid at the end of the season if you have fulfilled your responsibilities.

Whether you are doing extra work as a coach, advisor, TAP member, or grade level team leader you should see the supplemental pay on your pay stub on an extra line and should have a contract for each one.

T.U.S.H. & other Social Events

Teacher Union Social Hour scheduled after school at a local establishment a few times each year where you can obtain beverages and snacks and socialize with fellow CHTU members. The TUSH date this year is Friday, January 31 .

We will have an Open House in our new office at a date TBD.

Friday, August 18 CHTU will participate in the Heights Candy Crawl on Lee Rd. Come join us!

Walk with us on Saturday, October 5 at the zoo and help us raise money for our Make a Wish student. Join a building team or consider donating.

The spring social/banquet will take place on Friday, May 1. We raise money through a basket raffle, by school, for our Glenn Altschuld Scholarship to support a Heights graduating senior going into education among other things.

Retirement Enhancement

If you have completed 27 years of service as indicated by your STRS/SERS Annual Statement of Account, you are eligible to receive additional payments totaling \$1,150 per year in each of your 28th, 29th and 30th years of service. You are first eligible as soon as your statement shows you have 27 or more years. You stop being eligible when the statement indicates 30 or more. So, 26.7 won't work, but 27.4 does—in case you have fractional years.

To get these payments, you must submit written documentation of your eligibility EACH YEAR on or before NOVEMBER 15. There are two documents required; your annual STRS statement that comes in October and can be printed from your STRS account and the form letter you can find with the FAQ's on our website.

Retirement Incentive

If you have worked for the District for at least 10 years or more and want to retire this year through STRS/SERS (except under disability) with 30 or fewer years of service credit, you can receive two payments of \$12,000 each. The payments will be made in July of the current year and following year. To get these payments, you must give the Board written notice of your intent to retire on or before MARCH 1 of this year and create an account with VALIC.

STRS sign up

If you are new to the State Teachers Retirement System you may be asked how you want to set up your account. There are two choices:

-Defined Benefit: This is the one we recommend strongly. It calls for you to have a set benefit once you retire, guaranteed.

-Defined Contribution: This method allows you to choose from investments and perhaps come out with more money in retirement than the experts who work full time in doing that work. It is great, unless it is not. Pick this method if you want to follow the markets closely and like playing pension roulette.

Flexible Spending Account

IRS code 125 allows you to sequester an amount of money from your salary – pretax – and then use that money to reimburse yourself from a list of specific items relating mostly to out-of-pocket health care expenses or child/elder care expenses. In the past few years, if you use a licensed provider you could pay for up to \$5,500 in pre-tax dollars (if you are married). If you have recurring expenses of this type or expect to incur a big expense this year for something like orthodontia, for example, this plan can, in effect, give you a discount equal to the percentage you pay in income tax. There are rules that you need to become familiar with before entering into this type of plan but give it some consideration. Enrollment is during the first two weeks of December. See our website chtu.org in the Health Corner for a comprehensive article.

Tenure

Continuing contracts are awarded to teachers who have been employed by the District for at least three years (out of the last five), who are duly licensed, have at least 30 semester hours of graduate work (masters degree not required) and who are recommended by the Superintendent. If initially licensed with a masters degree, an additional 6 hours of coursework is required. The three year period is reduced to two years if you had a continuing contract in another district in Ohio.

Teachers who were initially licensed after January 1, 2011 must have held their license for seven years of experience to qualify for a continuing contract. All paperwork needs to be completed by March 20 – but there is no application process for the teacher.

If you expect to become eligible for tenure **after** the start of the year, then you should inform your principal and the HR director—a simple email will suffice.

Deadlines and important dates:	
Deadlines for getting transcripts in for salary schedule adjustment	September 15 and January 15
Waiver of medical coverage	First two weeks in September (\$1,000 /Family and \$500 for Single paid in June)
Deadline for paperwork for Flexible Spending Account	First two weeks in December
Notification for Retirement Incentive (30 years and fewer)	March 1
Deadline for paperwork to be tenure eligible	March 20
Notification of non-renewal of limited contract teachers	June 1
Resignation deadline	July 10
Deadlines for being observed/evaluated under OTES (teaching at least 50% of time at work)	
Completed Self-Assessment/Growth or Improvement Plan	August/September
Submit Student Learning Objective (SLO) for approval	Submit final draft of SLO to principal by third week in September
Revised SLO due (if needed)	Principals will review slo and return to teacher by third Friday in October
Deadline for complete observation cycle 1	December 15 limited contract January 15 continuing contract
Deadline for final observation cycle and completed evaluation	May 1
VISIT THE OTES HANDBOOK ON OUR WEBSITE IF YOU HAVE MORE QUESTIONS. Go to CHTU.ORG and look under "Evaluations on the "Recourse" Tab.	
Tier I – for non-OTES	
Observation 1 for limited contract teachers -1st post observation questionnaire -Evaluation conference Observation 2 including final summative assessment report	December 1 within 2 working days of observation December 15 May 1 for limited contract June 1 for continuing contract
Master Teacher	
-Letter of intent	1 st Monday in December
-Portfolio/documentation due	1 st Monday in May
Job Share Submissions	March 1

Employee Assistance Program

One of our negotiated benefits often overlooked is our Employee Assistance Program (EAP) called IMPACT . Our EAP provides round the clock referral services and confidential assistance for a wide range of problems including:

- Stress
- Job performance difficulties
- Financial concerns
- Child Care/Elder Care
- Marital, Child, or Family Distress
- Depression or Anxiety
- Alcohol or Drug Abuse
- General day-to-day problems
- Legal issues

The Impact program is available to you and your family members 24 hours a day. To reach an IMPACT counselor call 1-800-227-6007. Help is available if you need it.

Personal Days

Your pay stub will show how many personal days and sick days you have in hours. To convert the hours to days, divide by 7.5. We earn 3 personal days per year that are shown on our first pay. We can accumulate at most 5 days.

Earned personal days in excess of 5 convert to sick days at the beginning of the school year.

Personal days are intended for use in emergencies or for business that cannot be performed at any other time. They are personal and you are not required to describe the nature of your business to an administrator. Personal days can be obtained through the use of AESOP **unless you need one just before or after a holiday (ex. Labor Day, Rosh Hashana, or Thanksgiving break).** In those cases, approval must be given through an email to HR. Check out our [Sick and Personal Leave FAQ](#) online at CHTU.org under the resources tab.

Sick Days

We earn 15 sick days per year at the rate of 1.25 per month. These days are credited to you on the first pay of each month.

If you are sick, you should use these days – that is what they are for. On the other hand, if you accumulate sick days from year to year, they will become a form of insurance for you should you have a long-term illness, need to be out for a pregnancy or accident recovery time. If you are sick but have run out of sick days, your pay will be docked. If you start the school year with less than 10 days you can be advanced up to 10 days. You will not be allowed to carry a negative balance at the end of the school year.

Teachers who retire who have worked for at least ten years in the district are eligible for retirement severance pay. This amounts to a maximum of one-fourth of the first 360 accumulated sick days plus one-eighth of the next 100 days. Teachers with less than 10 years may be eligible for up to one-fourth of up to 120 days by statute.

Leaves of Absence

There are several different types of leave of absence delineated in our contract; maternity, child care, professional, foreign assignment, and more. Our office will assist you in setting up an appropriate leave and help in processing paperwork in a timely fashion. For a summary of the different types of leaves you can visit the [Leaves FAQ](#) on our website or for more information consult our contract.

Family Medical Leave Act—FMLA

The Family Medical Leave Act (FMLA) provides up to twelve weeks of unpaid leave for eligible employees if they are unable to work due to illness or to care for a family member suffering from a serious health condition. Under the FMLA, insurance benefits continue without interruption or additional cost to the employee for up to twelve weeks.

If you have worked in the CH-UH school district for one year and worked at least 1250 hours in the last year, you are eligible.

Sick leave and FMLA leave are used concurrently. For example, if you have 30 days of accumulated sick leave, and you need leave that extends to 50 days, your unpaid FMLA leave will continue for another 20 days after you run out of sick leave (for up to 12 weeks total). While covered by FMLA you will not have to pay full insurance premiums, only our employee contribution.

If the district notices absences, you may receive an email notification from the Human Resources Department asking you to confirm that you are eligible for FMLA and also asking you to estimate, if possible, the length of your absence.

You will need to respond to the email. If FMLA applies, you will then receive a notice of eligibility for FMLA from the administration. You may also need to have a form completed by a physician or health care provider for yourself or the affected family member.

Your own serious health condition or that of a family member is defined as a condition that involves inpatient care or continuing treatment by a health care provider; birth and care of a newborn; placement of a child for adoption or foster care. There is a special provision in the FMLA that allows for eligible leave time if your spouse or a family member is called to active duty or is serving in the military. Contact our

Union Office if you need details on this section of the FMLA.

If you run out of both FMLA and sick leave and it's due to your own health condition, we can help you get on unpaid medical leave. You will have to pay full premiums for your health insurance. If you expect to exhaust sick leave and FMLA leave due to a family member's health condition, you should contact our Union Office.

Employee Kiosk and Access Center

Archived pay stubs, W-2 forms and sick and personal leave totals can be found on the Employee Access Center—under the Staff tab on the district website. . If you have a change of status you may make these changes in the access center as well and notify our office of these changes. If you believe there are errors in your pay or withholding it is best to try to fix them immediately. Email payroll and consider copying Ari Klein or Karen Rego if you want us to be aware of the issue so we can help resolve it if you need, or bring us into the loop if you have tried and the issue is not resolved.

The kiosk is had been where most members renewed their teaching license electronically and submit their Individual Professional Development Plan. We are unsure how the District is handling this process currently

The Heights Coalition for Public Education

We partner with a committed group of community advocates for public education. Consider signing onto the Coalition's position statement with over 1,000 other people who stand against privatization of schools and against standardized testing. Read all about it and get involved with the forums, book studies, movie screening, talks, and actions the group plans. Go to www.chuh.net/coalition to get informed and sign on.

Frequently Asked Questions on Everything

Over the years we have developed FAQ's for many of the common questions from our members. Below is the index under the Resource tab on our CHTU.ORG website.

[General](#)

[What we pay for Health Insurance](#)

[Retirement](#)

[Deadlines](#)

[Rates of Pay](#)

[Retirement Enhancement years 28, 29, 30](#)

[Health Insurance](#)

[Family Medical Leave Act](#)

[Miscellaneous](#)

[Time](#)

[Leaves of Absence](#)

[Workplace Injury](#)

[Internet Issues](#)

[Guidelines for Writing Referrals](#)

[Loan Forgiveness Program](#)

[Teacher Administrative Partnership - TAP](#)

[District Change of Status Form](#)

[Employee Code of Conduct](#)

Handy Dandy Acronym Glossary

AFT—American Federation of Teachers
ALICE-Alert, Lockdown. Inform, Counter, Evacuate
ARC—Appraisal Review Committee
BCI-Bureau of Criminal Investigation
BLT—Building Leadership Team
BLAP-Building Level Action Plan
DLT— District Leadership Team
ECOC-Employee Code of Conduct
ESC—Educational Service Center
eTPES—Electronic Teacher and Principal Evaluation System
ETR—Evaluation Team Report
IEP—Individual Education Plan
IPDP—Individual Professional Development Plan
LEA—Local Education Agency
LPDC—Local Professional Development Committee
MFE—Multi-Factored Evaluation
MMO—Medical Mutual of Ohio
OCES— Ohio Counselor Evaluation System
ODE—Ohio Department of Education
OFT—Ohio Federation of Teachers
OIP—Ohio Improvement Process
OST— Ohio State Test
OTES—Ohio Teacher Evaluation System
PBIS— Positive Behavior Interventions and Supports
RTI—Response To Intervention
SAT—Student Assistance Team
SERS— State Employee Retirement System
SGM—Student Growth Measures
SLO—Student Learning Objective
STRS—State Teachers Retirement System
TAP—Teacher Administrative Partnership
TBT—Teacher Based Team