

2022 - 2023 Academic Calendar

Use this to keep track of sick leave, personal leave, and class coverages.

AUGUST							SEPTEMBER							OCTOBER						
M	T	W	T	F	TOTAL		M	T	W	T	F	TOTAL		M	T	W	T	F	TOTAL	
1	2	3	4	5						1	2			3	4	5	6	7		
8	9	10	11	12			5	6	7	8	9			10	11	12	13	14		
15	16	17	18	19			12	13	14	15	16			17	18	19	20	21		
22	23	24	25	26			19	20	21	22	23			24	25	26	27	28		
29	30	31					26	27	28	29	30			31						
NOVEMBER							DECEMBER							JANUARY						
M	T	W	T	F	TOTAL		M	T	W	T	F	TOTAL		M	T	W	T	F	TOTAL	
	1	2	3	4						1	2			2	3	4	5	6		
7	8	9	10	11			5	6	7	8	9			9	10	11	12	13		
14	15	16	17	18			12	13	14	15	16			16	17	18	19	20		
21	22	23	24	25			19	20	21	22	23			23	24	25	26	27		
28	29	30					26	27	28	29	30			30	31					
FEBRUARY							MARCH							APRIL						
M	T	W	T	F	TOTAL		M	T	W	T	F	TOTAL		M	T	W	T	F	TOTAL	
		1	2	3					1	2	3			3	4	5	6	7		
6	7	8	9	10			6	7	8	9	10			10	11	12	13	14		
13	14	15	16	17			13	14	15	16	17			17	18	19	20	21		
20	21	22	23	24			20	21	22	23	24			24	25	26	27	28		
27	28						27	28	29	30	31									
MAY							JUNE													
M	T	W	T	F	TOTAL		M	T	W	T	F	TOTAL								
1	2	3	4	5						1	2									
8	9	10	11	12			5	6	7	8	9									
15	16	17	18	19			12	13	14	15	16									
22	23	24	25	26			19	20	21	22	23									
29	30	31					26	27	28	29	30									

CHTU



AFT AFL-CIO OFT

2022 - 2023 Survival Guide

Cleveland Heights Teachers Union
CHTU 795

Coventry Peace Campus

2843 Washington Blvd., Cleveland Heights, OH 44118

Tel: 216.321.0020 Fax: 216.321.0786

www.chtu.org

Office Manager, Ari Klein, office@chtu.org

Key

Pay dates in **BOLD** (1st pay 8/26)

Shaded - schools closed

☆ Independent Work Day (8/22 is a half day) □ □ First/Last day for students

□ No students **whole district**

Table of Contents

[Benefits Information](#)
[CHTU Vision Statement](#)
[Class Coverages](#)
[Committee on Political Education \(COPE\)](#)
[Curriculum and Conference Nights](#)
[Deadlines and important dates](#)
[Educational Research and Dissemination \(ER&D\)](#)
[Employee Assistance Program](#)
[Employee Kiosk and Access Center](#)
[Executive Board Meeting Dates](#)
[Family Medical Leave Act \(FMLA\)](#)
[Frequently Asked Questions](#)
[Flexible Spending Account](#)
[Grading Periods](#)
[Heights Coalition for Public Schools](#)
[Income Disability & Life Insurance](#)
[Independent Work Days](#)
[Leaves of Absence](#)
[Officers](#)
[Pay:](#)
 [Additional Coursework](#)
 [Independent Professional Activity](#)
[Personal Days](#)
[Retirement Enhancement](#)
[Retirement Incentive](#)
[Sick Days](#)
[Sick/Personal/Spot Sub Tracker](#)
[Social Media Information](#)
[Tenure](#)
[Voluntary and Compensated](#)
[Website](#)
[Where to Go](#)

Where to go

Insurance Forms	www.chtu.org
Questions about Licensure and Renewal - Local Professional Development Committee (LPDC)	Vickie Larkins-Forte, Tina Reynolds, George Gee, Tamar Gray
Teacher Assessment Programs - Appraisal Review Committee (ARC)	Karen Rego, Tiffiny Underhile, Jen Bennett, and Lisa Stewart
Insurance/Benefits Problems	Tiffiny Underhile 321-0020 or tunderhile@chtu.org
Work Related Injury	Karen Rego 321-0020 or krego@chtu.org
Leaves of Absence/Evaluation Problems/Work Related Legal Issues (criminal/civil)	Karen Rego or Tiffiny Underhile
Master Teacher Committee	Kathy Lawrence, Melissa Garcar, Yolanda Harris
Retirement Assistance	Karen Rego
Payroll/Benefits	Arlene Mohammadpour/Denise Toney 320-2046
Medical Mutual Customer Service	1-800-521-6492
Impact - Employee Assistance Program	1-800-227-6007

Website/Social Media Information Executive Board Meeting Dates



www.chtu.org



www.facebook.com/chtu795



@CHTU795

8/25	9/15
10/20	11/17 (v)
12/15	1/19 (v)
2/16 (v)	3/16
4/13 (v)	5/18

(V) indicates virtual meeting

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.

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.

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
- Financial Concerns
- Child Care/Elder Care
- Marital, Child, or Family Distress
- Depression or Anxiety
- Alcohol or Drug Abuse
- 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.

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. These courses can also be used for license renewal.

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 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 2022-2023

President - Karen Rego (Monticello)
1st Vice President - Tiffany Underhile (TVA)
Treasurer - Jen Bennett (District)
2nd Vice President - Tamar Gray (Fairfax, Boulevard)
3rd Vice President - Carolyn Pavel (High School)
4th Vice President - Wendy Ward Price (Roxboro Middle)
5th Vice President - Tina Reynolds (Boulevard)
6th Vice President - Darrell Lausche (Gearity)
Secretary - Nadine Davis (Canterbury)
Financial Secretary - Josephine Shelton-Townes (Options, Roxboro Middle)

Pay

We receive twenty-six biweekly pays per year. Twice this year, December and June, 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 pay stub, be sure to check to see that income taxes are being withheld for the correct city (or cities) where you work (for example, if you work 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.

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 or your business to an administrator. Personal days can be entered into AESOP **unless you need one just before or after a holiday (ex. Labor Day, Thanksgiving break, etc.).** In those cases, approval must be given through an email to HR. Check out our Sick and [Personal Leave FAQ](#) on our website.

Sick Days

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

If you are sick, you should use sick time. 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 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.

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. 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 Karen Rego or Tiffany Underhile if you want us to be aware of the issue so we can help resolve it if you need.

Use the Employee Kiosk to submit your IPDP.

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 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 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 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 your employee contribution.

If the district notices absences, you may receive an email 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 FMLA that allows for eligible leave time if your spouse or family member is called to active duty or is serving in the military. Contact our office if you need details on this section of FMLA.

If you run out of both FMLA and sick leave, and it's due to your own health condition, we can assist you in securing 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 the union office.

Leaves of Absence

There are several different types of leaves 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.

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/Single paid in June)(\$3,000/\$1,500 if 12 members waive)
Deadline for paperwork for Flexible Spending Account	First two weeks in December
Notification for Retirement Incentive (30 years and fewer)	March 1
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 Revised SLO due (if needed)	Submit final draft of SLO to principal by third week in September 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
<u>Tier 1 - for non-OTES</u> 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
<u>Master Teacher</u> -Letter of intent -Portfolio/documentation due	1st Monday in December 1st Monday in May
Job Share Submissions	March 1

Pay for Independent Professional Activity

Your first paycheck received in December and second in March and May will each contain an additional amount equal to one day’s pay at your regular *per diem* rate. 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.

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 with the 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 work with you to submit a claim upon your return.

Pay for Additional Coursework

When you take additional coursework in order to renew your teaching licenses, it also can move you 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.

Voluntary and Compensated

You cannot be compelled to work outside of the normal work day. All such work is both voluntary and compensated. . 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 extra work?” or “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 volunteer for your church, your union, local food bank, your kid’s little league team, but not your employer.

When you are asked to do anything beyond the normal work day or calendar year without compensation, you should contact your steward immediately .

There is **one exception** to our voluntary and compensated language. The Board can require members to attend specific training in the summer or a weekend that is listed as “essential” in the contract (see contract pp. 41-43 for criteria and payment information).

Independent Work Days

The second half of Convocation Day and the Friday before Presidents’ Day shall be designated as independent work days where those teachers work independently at their discretion at their location of choice as needed. No meetings shall be called during these days.

Flexible Spending Account

IRS code 125 allows you to allocate 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 healthcare expenses or child/elder care expenses. 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.

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 are entitled to two lump sum payments of \$12,000 each upon retirement. The payments will be made in July of the current year and July the following year. To be eligible for these payments, you must give the Board written notice of your intent to retire on or before MARCH 1 of your retirement and create a special account through the district.

Class Coverages

When a teacher assumes the duties of another teacher, the teacher shall be paid at the rates set forth in the LOU for substitute duties.

- \$15 for 5-25 minutes
- \$33 for 26-50 minutes
- \$170 per day

To receive payment, complete the [In School Coverage form](#) found under the staff tab of the district website.

Retirement Enhancement

If you have completed 30 years of service as indicated by your STRS/SERS Annual Statement of Account, you are eligible to receive an additional payment of \$700 during years 31, 32, 33, 34 and 35 of service. If you have already received a retirement enhancement of \$1,150 during years 28-30, please see p. 77 of the contract to determine your enhancement eligibility. This additional compensatory payment will be paid in monthly increments during the contractual cycle.

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.

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 - an email will suffice.

Grading Periods - All levels			
	Progress Window	Report Card Window	End of Quarter
Q1	9/14-9/23	10/20-11/2	10/28
Q2	11/18-12/2	12/21-1/18	1/13
Q3	2/14-2/24	3/16-4/5	3/24
Q4	4/26-5/5	5/18-6/5	6/2

High School Final Exams:
Semester 1: 12/19 -12/23
Semester 2: 5/31 - 6/2

Curriculum Night, Conference Nights, Records Half Days (tentative)					
	Curriculum Night	Fall Conferences	Winter/Spring Conferences	Records/PD HALF Days	PD Days
Elementary	8/30	10/27 (1-7) 10/28 (8:30-11:45)	3/23 (1-7) 3/24 (8:30-11:45)	10/27(am), 3/23	8/18, 8/19, 11/8, 1/30, 3/24, 6/5
Middle	8/31	11/10 (2-7)	3/21	10/28(pm), 1/17	
High School	9/1	11/9 (2-7)	3/22	10/28, 1/17	

Frequently Asked Questions/Resources

Our website has FAQ’s that have been developed over the years that consist of the most common questions from our members. Below is the index under the Resource tab on our [CHTU website](#). There are also links to commonly used district resources.

- [General](#)
- [Health Insurance](#)
- [Retirement](#)
- [Deadlines](#)
- [Rates of Pay](#)
- [Retirement Enhancement](#)
- [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](#)
- [Student Code of Conduct](#)
- [eTPES](#)
- [Infinite Campus](#)
- [Employee Access Center](#)
- [Employee Kiosk](#)
- [Employee Code of Conduct](#)
- [OhioES](#)

Acronym Glossary

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

PPO Plan (As of February 2021)		
	In-Network	Out-of-Network
Network/Non-Network Integration	Separate - Costs incurred for a non-network provider will only apply to non-network deductible, coinsurance limits, and vice versa	
Deductible (Single/Family)	\$100/\$200	\$200/\$400
Coinsurance (%)	90%	80%
Coinsurance Out-of-Pocket Maximum (Single/Family)	\$400/\$800	Unlimited
Maximum Out-of-Pocket (Single/Family)	\$6,850/\$13,700	Unlimited
Preventative Services	100%	100%
Physician Office Visit	\$15 copay	90% after deductible
Urgent Care Office Visit	\$15 copay	90% after deductible
Surgical Services	90% after deductible	80% after deductible
Diagnostic Services	90% after deductible	80% after deductible
Emergency Room (Emergency Use)	\$25 copay, then 100%	\$25 copay, then 100%
Emergency Room (Non-Emergency Use)	\$100 copay, then 100%	\$100 copay, then 100%
Durable Medical Equipment, Ambulance Services, Inpatient Semi-Private Room and Board, Inpatient Maternity.	90% after deductible	80% after deductible
See pp. 69 - 76 of our contract for more coverage information.		

[Understanding the CHUH Health Plan](#)

Click this [link](#) for formulary information.

Prescription Drug Benefits	In-Network	Out-of-Network
Retail (Up to a 34-day supply)		
Generic	\$5 copay	Not covered
Single-Source Brand	\$15 copay	Not covered
Multi-Source Brand	\$50 copay	Not covered
Mail Order (up to a 90-day supply)		
Generic	\$10 copay	Not covered
Single-Source Brand	\$30 copay	Not covered
Multi-Source Brand	\$100 copay	Not covered
Vision	Dental	Hearing
Eye Exam - Up to \$70 Lenses and Frames: Single Vision up to \$180.00 Bifocals up to \$205.00 Trifocals up to \$230 Contacts up to \$130.00	100% Preventative (including pit and fissure sealants) 80% basic/major/restorative (to include implants)(annual limit of \$3,300) 80% orthodontia (lifetime limit of \$3,300)	Hearing exam - Up to \$70 Hearing aides - \$1,000 per ear every 24 months
Synthroid Follow these guidelines for Synthroid to receive a 90-day supply for a \$10 copay. <ul style="list-style-type: none"> Medical Mutual stated that Express Scripts mail-order does not carry the generic version of Synthroid, so only the brand can be dispensed. If the script is written <u>without</u> “DAW” (Dispense As Written) on it, the brand Synthroid will be dispensed, but only the \$10 generic copay will apply. For members who would like to transfer this script to mail, they should ask their doctor to write a new 90-day script <u>without</u> “DAW” on it, and contact Express Scripts at 1-800-417-1961 for instructions on getting this transferred to mail. Keep in mind, this situation is unique to this particular drug, so there's no guarantee that mail-order will continue to have only the brand available. 		