

2025 - 2026 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		1	2	3	4	5				1	2	3	
4	5	6	7	8		8	9	10	11	12		6	7	8	9	10	
11	12	13	14	15		15	16	17	18	19		13	14	15	16	17	
18	19	20	21	22		22	23	24	25	26		20	21	22	23	24	
25	26	27	28	29		29	30					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
3	4	5	6	7		1	2	3	4	5					1	2	
10	11	12	13	14		8	9	10	11	12		5	6	7	8	9	
17	18	19	20	21		15	16	17	18	19		12	13	14	15	16	
24	25	26	27	28		22	23	24	25	26		19	20	21	22	23	
						29	30	31				26	27	28	29	30	
FEBRUARY						MARCH						APRIL					
M	T	W	T	F	TOTAL	M	T	W	T	F	TOTAL	M	T	W	T	F	TOTAL
2	3	4	5	6		2	3	4	5	6				1	2	3	
9	10	11	12	★		9	10	11	12	13		6	7	8	9	10	
16	17	18	19	20		16	17	18	19	20		13	14	15	16	17	
23	24	25	26	27		23	24	25	26	27		20	21	22	23	24	
						30	31					27	28	29	30		
MAY						JUNE											
M	T	W	T	F	TOTAL	M	T	W	T	F	TOTAL						
				1		1	2	3	4	5							
4	5	6	7	8		8	9	10	11	12							
11	12	13	14	15		15	16	17	18	19							
18	19	20	21	22		22	23	24	25	26							
25	26	27	28	29		29	30										

Pay dates in **BOLD** (1st pay 8/22)

★ Independent Work Day (2/13)

⬡ No students **whole district**

Key

Shaded - schools closed

◀ ▶ First/Last day for students

♥ IPA day



SECURITY MONITOR BARGAINING UNIT

2025 - 2026
Survival Guide

Cleveland Heights Teachers Union
CHTU 795
12434 Cedar Rd. Suite #1, Cleveland Heights, OH 44106
Tel: 216.321.0020 Fax: 216.321.0786
www.chtu.org
Office Manager, Ari Klein, office@chtu.org

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 2025-2026

President - Karen Rego (Monticello)
1st Vice President - Tiffany Underhile (Roxboro Middle)
Treasurer - Quinci Teer (Roxboro Middle)
2nd Vice President - Tamar Gray (Fairfax, Boulevard)
3rd Vice President - Mark Mrazek (High School)
4th Vice President - Wendy Ward Woodard (Roxboro Middle)
5th Vice President - Darrell Lausche (Gearity)
6th Vice President - Nadine Davis (Canterbury)
Secretary - Josephine Shelton-Townes (Roxboro Middle)
Financial Secretary - Quata Tucker (High School)

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 20 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.

Employee 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 the issue. If you have moved, changed your marital status, and/or changed your email or phone number, please contact our office so that we can update our records. Send your new information to office@chtu.org.

AFLAC

Supplemental benefits from AFLAC are now available. If you are interested in signing up for coverage, contact Derrick Fellows at derrick_fellows@us.aflac.com. AFLAC is deducted post-tax and is deducted biweekly over 20 checks.

Income Disability & Life Insurance

After 30 consecutive days of absence due to illness or injury, 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.) contact 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.

Uniform Allocation

The Board of Education will provide uniforms to monitors according to the following schedule:

Every Year: 3 short sleeve shirts, 3 pairs of pants, one winter hat

Every other year: one fleece wind jacket

Every five years: one winter coat with 2 linings, parking lot vest for monitors assigned parking lot duty, one security baseball cap upon request for outside use only.

Assault

According to our contract language, an employee is assaulted if “an employee who is unable to work because of a physical disability, or for a psychological condition allowed in the corresponding workers’ compensation claim, received in, or arising out of employment, whether during or outside of school hours and whether on or off school property, resulting from an assault or physical altercation between or among individuals.”

- These steps must be followed if you are assaulted.
- 1. Reach out to your building steward.
 - 2. Complete an [Incident Report form](#) within 10 days of the incident disclosing the nature, participants, witnesses, and location of the assault.
 - 3. Write a referral as soon as you are able. Do not trust someone else to do this for you. Write the referral, code it as assault, and list yourself as a victim. Make sure to list any witnesses in the referral.
 - 4. Make a police report with the police department that oversees your building.
 - 5. Go to an urgent care or emergency room and tell them that you were injured at work. Make sure you get a Workers’s Compensation number.
 - 6. The Board of Education will send you an Assault Leave application. You will need to take this to your physician to have it completed and signed. Do not have this completed by a nurse practitioner or physician’s assistant. It must be completed by a licensed physician.

- a. Once completed, submit this application to Human Resources.
- b. There is no time frame for approval unfortunately. You will have to use your own sick time.

If you have been assaulted, please contact our office for assistance.

Paid Holidays

The following are paid holidays for Monitors: New Year’s Eve, New Year’s Day, Juneteenth, Martin Luther King Jr. Day, Memorial Day, Labor Day, Thanksgiving Day, Thanksgiving Day, Christmas Eve, Christmas Day, December 26, and Good Friday. In addition, the following holidays are paid if they fall within the Monitor’s work week: President’s Day, Rosh Hashana, Yom Kippur, and the day after Thanksgiving.

Note: In order to receive holiday pay, Monitors must work or be on paid leave the work day before and the work day after the holiday.

795 Union Card

All 795 members who are in good standing receive a new membership card at the beginning of the school year. Your card has your AFT number on it, which you need to access over 22,000 AFT Union Plus products, services, and discounts. Go to <https://www.aft.org/member-benefits> for more information.

Where to go

Insurance Forms	www.chtu.org
Insurance/Benefits Problems	Tiffany Underhile 321-0020 or tunderhile@chtu.org
Work Related Injury or Retirement Assistance	Karen Rego 321-0020 or krego@chtu.org
Leaves of Absence/Evaluation Problems/Work Related Legal Issues (criminal/civil)	Karen Rego or Tiffany Underhile
Master Teacher Committee	Sarah Parker, Jazmine Monroe, Yolanda Harris
Union Concerns	1st - Mark Johnson or Randy Stokes, 2nd - Tiffany Underhile, 3rd - Karen Rego
Payroll/Benefits	Arlene Mohammadpour a_mohammadpour@chuh.org Lindsay Smith lin_smith@chuh.org
Medical Mutual Customer Service	1-800-521-6492
Employee Assistance Program (EAP)	https://www.theeap.com/educators-eap 1-800-252-4555

Website/Social Media Information



www.chtu.org



www.facebook.com/chtu795

Executive Board Meeting Dates

8/21	9/18
10/16	11/20
12/18	1/15
2/19	3/12
4/16	5/14

[2025-2026 Executive Board](#)

Pay

Monitors receive twenty biweekly pays per year after two weeks of work, which may result in a three week delay.

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.

Pay for Additional Coursework

Monitors who have satisfactorily completed the pre-approved 12 semester hours of coursework prior to September 15th and/or January 15th, shall be entitled to the differential pay (equal to a differential of \$2.00) upon submission of appropriate documentation to the Chief of Human Resources (Sean Patton). The differential will begin as of the second pay period after submission.

Shift Premium Pay

Monitors who have work day start times beginning prior to 7:00 a.m. or after 11:30 a.m. or later, receive a shift premium pay of \$1.25 per hour over the normal rate of pay. Such assignments are open to all monitors, and shall be initially offered on the basis of seniority. If no monitor volunteers for working a shift with a start time beginning prior to 7 a.m. or after 11:30 a.m., then reverse seniority shall apply and the monitor with the least seniority shall be involuntarily assigned.

Work Day

The monitors' work assignments consist of a 40 hour work week and an 8 hour work day with a 30 minute lunch and two 15 minute breaks. The start time for monitors may begin as early as 6 a.m. and as late as 1 p.m.

Voluntary Overtime

Overtime, which is 1.5 times the hourly rate of pay, is based on the weekly hours worked in excess of 40. Calamity days, professional leave, holidays, and jury duty shall be included in hours worked for purposes of calculating overtime premium pay.

Monitors who want to work overtime shall so indicate on a sign-up list, one list for elementary schools/middle schools and one for the high school. Overtime will be offered on these lists based on seniority.

Longevity Pay

Upon a monitor's 10th year of service, longevity pay will be paid as follows:
10-14 years: \$1.10 per hour over step 5 hourly rate
15 & over years: \$1.75 per hour over step 5 hourly rate
21 & over years: \$2.40 per hour over step 5 hourly rate

Retirement Severance

Monitors 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. Monitors with less than 10 years may be eligible for up to one-fourth of up to 120 sick days by statute.

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 8. You earn 3 personal days per year that are shown on your first pay. We can accumulate at most 5 personal 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 personal business to an administrator.

Personal leave must be requested in writing at least one week in advance, giving the reason for the request to the Director of Safety and Security, unless there is an emergency, which can be approved after the personal day is used.

Personal days can be entered into AESOP **unless you need a day just before or after a holiday (e.g. 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 for more information.

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.

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 absent for a pregnancy, or need to recover from an accident. 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 year.

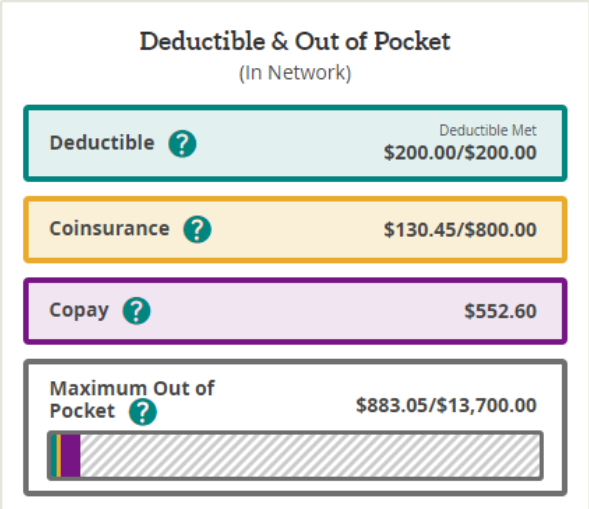
Flexible Spending Account

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. Enrollment is during the first two weeks of December. See our website (chtu.org) in the Health corner for a comprehensive article.

Probation

Newly hired Monitors must serve a probationary period for the first 60 work days of their employment. This probationary period does not apply to your insurance benefit coverage, which begins your first day of work.

Understanding Out of Pocket Expenses for Health Care



If you visit your Dashboard on the Medical Mutual website (medmutual.com), you should see a widget that shows your Deductible & Out of Pocket expenses. What do these numbers mean?

Deductible
Your deductible is \$100 for single/\$200 for family. Your deductible is the amount you will pay per year for medical bills before your healthcare plan starts sharing the cost. Once your deductible is met, your costs are determined by your plan’s coinsurance.

Coinsurance
Your coinsurance is 90/10 with an out-of-pocket limit of \$400 for single/\$800 for family. This means that you will pay 10% of your medical expenses after you reach your deductible until you reach your plan’s out-of-pocket limit.

Once you reach your deductible and coinsurance, you will only pay copays for the remainder of the year.

Copays are flat fees you pay each time you go to the doctor or fill a prescription. Copays do not count toward your deductible. If you are going to a preventative visit (annual well visit, mammogram, pap smear, etc.) there will be no copay.

Maximum Out of Pocket
The maximum out of pocket is the limit for how much you can pay per year for services covered by your plan. This is inclusive of all deductibles, coinsurances, and copays that you would accrue in one year.

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.

Paying up front:
The No Surprises Act went into effect on January 1, 2022. This act made it mandatory for medical facilities to disclose your maximum out of pocket for all procedures prior to undergoing treatment. As a result, you may be asked to make a payment up front. **DO NOT PAY UP FRONT FOR ANY PROCEDURE!** The medical facility gives you an estimate before billing insurance, which means they do not know your deductible or coinsurance maximums. Have them bill insurance and then pay the bill once it comes in the mail. If you pay too much up front you may not get a refund. It is best to wait for your Explanation of Benefits before you pay any medical bills.

Curriculum Night, Conference Nights, Records Half Days (tentative)			
	Curriculum Night	Fall Conferences	Winter/Spring Conferences
Elementary	8/26 (5:30 - 7:30)	10/23 (1-7)	3/19 (1-7)
Middle	8/27 (5:30 - 7:30)	11/6 (2:00 - 8:00)	3/11 (2:00 - 8:00)
High School	8/28 (5:30 - 7:30)	11/5 (2:00 - 8:00)	3/12 (2:00 - 8:00)

*Working past your regular hours is voluntary. You will be paid for working outside of your shift.

Deadlines and important dates:	
Deadlines for submission of documentation for additional coursework for hourly pay increase.	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
Probation Period for Monitors	60 work days after date of hire
Deadline for completion of monitors’ evaluation	May 16

PPO Plan		
	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

[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 Bifocals up to \$205 Trifocals up to \$230 Progressives up to \$205 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
<p>As of January 1, 2026, GLP-1 receptor agonists/drugs are not covered for the treatment of obesity or weight management. Where GLP-1 receptor agonists/drugs are prescribed for FDA-approved indications (e.g., diabetes), prior authorization is required.</p> <p>Outpatient therapy is now covered for up to 12 visits per year before needing authorization (up from 10 visits per year). This includes physical therapy, occupational therapy, and psychotherapy.</p>		