



Resource Guide

2018-2019

Contract Language valid through June 2020

OCTA Board of Directors

| Position | Name | Building | Home # | email |
|---------------------------|------------------|--------------|--------------|----------|
| President | Carrie Patane | OHS 341-2202 | 315-343-3926 | cpatane |
| 1st VP - Grievance | Kim LeRoy | MIN 341-2641 | 315-591-5605 | kleroy |
| 2nd VP - Negotiations | Gretchen Coakley | KPS 341-2500 | 315-591-3678 | gcoakley |
| 3rd VP - PR | Dan Rose | OMS 341-2300 | 315-254-5657 | drose |
| 4th VP - Political Action | Jennifer Cahill | FLS 341-2700 | 315-342-0891 | jcahill |
| Treasurer | Mike Patane | OMS 341-2300 | 315-343-3926 | mpatane |
| Secretary | Michelle McManus | FLS 341-2700 | 315-529-1049 | mmcmanu2 |

Building Officers and Representatives 2018-2020

| OHS | 315-341-2202 | FLS | 315-341-2700 |
|-------------------------|---------------------|---------------------------------|---------------------|
| Gina Iorio Pres | giorio | Jamie Turtura Pres. in training | jturtura |
| Heather Sugar Pres | hsugar | Carolyn Dehm | cdehm2 |
| Gloria Canale-Giberson | gcanale | Amy Armet | aarmet |
| Lindsay Brown | lbrown23 | Jennifer Cahill | jcahill |
| Tami Palmitesso | tpalmit2 | Jim Hartmann | jhartman |
| Kathy Audlin | kaudlin | Michelle McManus | mmcmanu2 |
| Jenn Smith | jsmith3 | | |
| Kaylee Morse | kmorse | | |
| Gretchen Fronk | gfronk | FPS | 315-341-2400 |
| Sarah Kimak | skimak | Erin Wilder Pres | ewilder |
| Heather Robillard | hrobilla | Jamie Brancato Vp | jbrancat2 |
| Trish Shene | pshene | Josh Lerch | jlerch |
| | | Laurie Kelly | lkelly |
| | | Cari Joyce | cjoyce2 |
| | | Nick Little | nlittle |
| | | | |
| OMS | 315-341-2300 | MIN | 315-341-2600 |
| Lori Bradway-Veiga Pres | lbradway | Carol Janice Co-Pres | cjanice |
| Peg Holt Vp | mholt | Amy Sullivan Co-Pres | asulliva |
| Kevin Morgan | kmorgan | Sandy Kunzwiler | skunzwil |
| Rory Malone | r Malone | Judy Oleyourryk | joleyou2 |
| Mary Alice Brennan | mbrennan | Don Fronk | dfronk |
| Sally Kingsbury | skingsbu | Crystal Mason | cmason |
| Susan Roik | sroik | Kathy Manion | kmanion |
| Chad Platten | cplatten | Rayna Mills | rmills2 |
| Elise Davis | edavis | Jenn Szkotak | jszkotak |
| Dan Rose | drose | | |
| | | | |
| KPS | 315-341-2500 | CER | 315-341-2800 |
| Mary Lynne Maxwell Pres | mmaxwell | Terri Stacy Pres | tcullens |
| Jessica Burrridge Pres | jburrridg | Holly Babcock Vp | hbabcock |
| Hope Mazuroski | hmazuros | Molly Clark | mclark2 |
| Carolyn Slobodian | cslobodi | Stacy Dawson | sdawson |
| Gretchen Coakley | gcoakley | Pam Hall | phall2 |

OCTA Meetings:

9/11, 10/9, 11/13, 12/11, 1/8, 2/12, 3/12, 4/9, 5/14, 6/11

September, December, March and May Meeting Rep Assembly attends. All others OCTA Building Presidents, Vice Presidents and BOD Attend.

CHAIN OF COMMAND

In order to ensure that member concerns are addressed in the most effective and efficient manner possible, please bring any issues or concerns that you believe may be a union concern to your elected building representatives first. They will escalate those concerns if necessary to the appropriate OCTA officers. This will allow us to address your concerns in the most effective and efficient manner possible. Because you have elected your building representative to oversee union-related activity in your building, it's important that they be kept in the loop on all such matters and serve as the first point of contact.

Be mindful of identifying who the appropriate administrator is to bring your concerns to. Discuss your concerns with your rep who can help you identify who your immediate supervisor is. Overstepping an administrator can create negative consequences for you or even for your supervisor if the issue is not handled appropriately. Let issues work their way up the ladder. Do not bring issues straight to the Superintendent or the Board of Education.

Concerns for your OCTA Officers

All members will have an OCTA Building Rep that should pass along any pertinent information related to OCTA. If you have a concern, see your assigned rep. If your rep cannot answer or help with your questions or concerns or you feel more comfortable you should see your building OCTA President or Vice President. If you still have a concern, reach out to the OCTA Board of Directors.

Medical Insurance The Oswego City School District provides health insurance to its employees from UMR United Healthcare. Members pay **14%** of their insurance premium for the 2018-2019 school year. Members will pay **15%** of their insurance premium for the 2019-2020 school year.

ANTICIPATED Costs 2018-2019

Individual \$929.61
Family \$2760.95

21 pay periods

Per pay period \$44.27
Per Pay period \$131.47

When you go to an appointment you will be asked to pay a **\$20 copay**. If you go to an ER you will be asked to pay a **\$50 copay** and an Urgent Care will require a **\$25 copay**.

Maximum amount of **out of pocket expenses** (co pays): January 1-December 31

Individual: \$500
Member plus 1: \$600
Family: \$700

If you have questions about your health insurance you can contact Melissa Syrell. Her email is msyrell@oswego.org. Phone number 315-341-2023. If you have any other issues, you can contact UMR



directly (see your insurance card) or if they cannot assist you, call ENV - our Third Party Administrator. When you go to the Dr. or have to fill out forms regarding health insurance use the words United Healthcare/ Pomco Select.

When you have a qualifying life event (marriage, birth of a child, change in spouse's benefits, etc), you only have a **30 day window** to notify Heidi Sweeney or Melissa Syrell. We will then create a life event in the HRConnection portal for you to make the appropriate changes. If you do not notify us within the 30 days, you may lose the ability to make an insurance change or add your baby/spouse.

Prescription Drug Benefits

Retail Pharmacy (local pharmacy)

\$5 for generic

\$15 preferred brand name

\$25 non- preferred brand

Mail Order

\$0 for generic

\$15 preferred brand name

\$25 non-preferred brand

Dental Insurance

OCTA provides your dental insurance. The plan is overseen by Delta Dental. We are self insured and oversee our own plan. Our dental plan is DIFFERENT from the District/CSEA plan. Once you are enrolled, you don't need to do anything else the next year to continue your plan. If you want to change anything, you will need to do so with Pat Armet during Open Enrollment (usually in May) or within 30 days of a COBRA qualifying event (marriage/birth/etc).

Cost 2018-2019

Individual \$105

Member plus 1 \$525

Family \$963.69

Two in Unit \$481.74

21 pay periods

Per pay period \$5

Per pay period \$25

Per pay period \$45.89

Per pay period \$22.94

Questions: Patrick Armet octadentalplan@gmail.com

MEMBER BENEFITS

Members receive a variety of benefits and discounts through NYSUT Member Benefits. Receive rates for insurance, disability, shopping, travel, legal advice, financial planning, etc. Go online to find out more! They offer a LOT to our members.

<http://memberbenefits.nysut.org/>.



Vision Insurance

Vision is covered by Davis Vision and is offered as one of MANY benefits through NYSUT Member Benefits. If you want the VISION plan you MUST enroll online anytime from January to December of each year (pre-pay only). Go to the NYSUT Member Benefits Insurance Plan Vision Plan at the following web address in order learn about enrollment:

<http://memberbenefits.nysut.org/program-service/insurance/vision-plan>

NYSUT Vision Plan **2018** costs are:

Individual \$195.00

Family \$395.00

Flexible Spending

A Flexible Spending Account (AKA a FLEX plan) is an account reserved for **childcare** or out-of-pocket **health care** costs. By using this account, you will use PRE-TAX dollars for your co-pays, prescriptions, childcare, or other medical expenses. This means you'll save an amount equal to the taxes you would have paid on the money you set aside.

You must re-enroll each year during open enrollment (Usually in May).

Contributions:

Medical/ Dental minimum \$200 and maximum is \$2,550

Daycare maximum is \$5000

\$500 of flexible spending money can be carried over to the following year.

Once you have enrolled in Flex, a debit card will be issued pre-loaded and ready for Flex medical debit. Flexible spending money is available July 1st.

Employee Assistance Program (EAP)

The district provides members with services to help with stress management, family stress, anxiety and panic, workplace issues, communication barriers and more. The service is provided by Help People.

Offices are located in Fulton, Liverpool and Syracuse. To contact them call 315-470-7447.

Cancer Screening

Members are entitled to four hours of release time for any cancer screening. There is a form that needs to be filled out prior to these appointments. The form needs to be filled out 10 days prior to your appointment. The form is being relocated onto the Google Drive as the Technology Department is relocated. Heidi Sweeney or Melissa Syrell will make us aware of the forms' new location.

Sub Calling System

The district uses the same system the rest of Oswego County uses through Citi BOCES, so book your sub as early as possible. You may put in for a "random" sub or you may contact the sub directly and book them specifically. When you do so, be sure to indicate that the sub has already accepted the position. Be sure to fill out a separate Electronic "Leave Time Request" Form so the district can track your days (which you can view on the Staff Portal). The district will give you an Access ID number for the sub caller site and you will create your PIN. The link is available in Staff Links on the bottom of the OCSD web page or you can access School Solutions here: <https://subserviceocmboces.eschoolsolutions.com/logOnInitAction.do>.

Remember to put in for a sub in the sub system as soon as possible.

Bereavement

You must fill out the same electronic form as you would for a sick day. Find the form titled "Leave Time Request" and request a bereavement day. You will be asked to include who the bereavement leave is for.

Five days: Death of spouse, children, father, mother, or others residing in a unit member's household (defined as those physically in residence in the household for at least ninety [90] days). Three Days: parents-in-law, brother, sister, grandparent, grandchildren, or others residing in household. One day for others.

Sick Days/ Personal Days

At the start of every year you are given twelve (12) sick days and five (5) personal days. If you do not use your personal days they turn into sick days at the start of the next school year.

Three (3) of your personal days are automatic and two (2) are upon approval. You must use your automatic days first, and then you can request to use your discretionary days.

Use your sick days wisely. At retirement, a member can use 100 sick days to purchase lifetime health insurance.

Fill out an electronic form (Leave Time Request) and then put in for your sub on School Solutions as soon as possible.

Sick days can be used for the employee, family and any person residing in the household on a permanent basis. The district pays attention to excessive use of sick time; especially on Fridays or before and after a vacation and may request a doctor's note if they have reason to suspect abuse.

Try to avoid taking a dock day. A dock day CAN affect your seniority.
(If there are layoffs or involuntarily transfers, seniority becomes a factor.)

OCTA Contract Language for Personal Days

(a) Five per year if needed - three automatic, two upon approval.

(b) Purposes: Legal or financial, religious or other ceremonies, other personal and cogent reasons.

(c) Other Requirements: Request 24 hours in advance, except in an emergency. Three days in advance for discretionary leave days. Except as hereinafter provided in subsections

(d) and (e), personal leave not to be used to extend any holiday or vacation period. Unused Personal Leave shall be credited to the individual's accumulated sick leave at the end of the school year. Other available leave days provided by contract must be used before discretionary leave days.

(d) Personal Leave can be used on days prior to or following a holiday or vacation period for a court appearance or other legal matter where the teacher is a party, marriage(s), religious or other ceremonies, and for a significant immediate family ceremony or event (example: child's graduation). Upon provision of details (who, what, where, when, why) of one of the above reasons to the Superintendent, the Director of Personnel shall grant approval for the leave. Use of such leave shall be considered as Automatic Personal Leave.

(e) In extenuating circumstances, the Superintendent may grant approval for other requests for personal leave not covered in (d) above on days prior to and/or following a holiday or vacation period. Should the Superintendent deny such leave, the teacher may appeal the decision to the Board of Education for a final decision.

(f) DOCK DAYS - "Dock" days (leave without pay) shall be made available to teachers on days prior to or after a holiday or vacation period with the following restrictions:

(i) The maximum number of "dock" days a teacher may take prior to or after a holiday or vacation period shall be two (2) days.

(ii) No teacher may use "dock" days for the same holiday or vacation period in two (2) consecutive years.

Sick Bank

Always donate to the sick bank! It is used in place of short term disability and can cover up to 100 days of absence in the event of an injury or other medical condition. If an individual donated to the bank and doesn't have enough sick days, he or she may apply for the sick bank if they are a member. If a person is applying for the sick bank they must have exhausted all of their accumulated sick time. The sick bank CANNOT cover the first 20 days, but after day 20, the individual may use the sick bank. (Until then they may need to use dock days). A person

who needs to use the sick bank will need to fill out an application and can apply to use the sick bank for up to 100 days. The applicant must provide a valid doctor's note with the application.

A person is asked to donate to the sick bank upon being hired and if there is a resignation their remaining days are added to the Sick Bank. The bank is capped at 500 days and if the amount of days in the sick bank gets below 100 days, the district will ask for members of the OCTA to donate an additional day in order to continue their membership. **You must donate every time in order to maintain your membership in the sick bank.**

The sick bank application is available through the Personnel Office and can be found on Google Drive once the new technology move is complete. (Your union rep can also help you get access to the document if you are unsure what to do.)

Maternity Leave & Sick Bank Use

Be sure to notify the district of the need to take a maternity leave, so the district is able to provide a sub during your absence. You may use your OWN sick days for 6-8 weeks (depending on delivery method) after the delivery of your baby. If you do not have enough days to cover your maternity leave, the sick bank can be used for childbearing leave, but it only covers the first 6 or 8 weeks. Subsequent to the first 6 or 8 weeks, the member may choose to go on an unpaid leave of absence. If you use the Family Medical Leave Act (FMLA), to extend your maternity leave, the time that you take off does not count towards your seniority or your time in the retirement system. It is morally reprehensible to manipulate the system in order to use the sick bank to extend a maternity leave beyond the 6 to 8 weeks if you do not have a significant medical issue. The bank is limited to a maximum of 500 days and misuse of the bank impacts everyone.

OCTA Contract Language:

A person will not withdraw days from the bank until his/her own accumulated sick leave is depleted. In any case, the first twenty (20) days of serious illness or serious injury must be covered by the person's own accumulated sick leave or absence without pay. The submission of the application for additional sick leave, along with a medical report setting forth the nature of the illness or injury, the anticipated date of recovery and return to work, and the date of initial incapacitation shall be submitted to the Sick Leave Bank Committee on the appropriate form. Additional information stating the number of accumulated days, the number of days used prior to request, and the number of sick days requested will also be required. The maximum number of days available from the bank for any serious illness or injury is 100 days.

Substitutes

There are substitute teacher shortages across the country. We are experiencing these shortages a lot in our district. If you know you are going to be absent in advance, put in for a substitute using the district sub service as early as you can. Try to book appointments for vacations or mid-week to avoid issues with substitutes. You can also book your own sub in advance. The more proactive we are, the better we help ourselves and each other.

Mentoring

- Every new teacher is assigned a mentor for year one. In rare cases, a principal will ask for a teacher to have a mentor for a second year. Work with your mentor to learn the cultural nuances of your building and the proper procedures for filing electronic forms, taking a sick day or a personal day, registering for inservice or grad classes, seeking inservice or grad class salary adjustments, using School Tools, taking attendance, writing discipline referrals, filling out report cards, etc.

Your work day

Oswego High School and Oswego Middle School contractual faculty hours are 7:25-2:35.

Elementary contractual faculty hours are 8:35-3:45.

Teaching assistants work 7.75 hours and times vary by building and by assignment. Teaching assistants are entitled to two fifteen minute breaks per day and one half-hour lunch. Per our contract TA breaks shall not be used for late arrival or early dismissal and are intended to be used one in the AM and one in the PM.

OCTA Members are required to attend **one** before or after school meeting each month. This meeting cannot be more than one hour unless there is an emergency. A member cannot be required to attend a meeting during their 30 minute lunch or 40 minute planning time. If a member chooses to attend additional meetings, beyond the one a month, they are doing this in a voluntary role. The OCTA encourages members to voluntarily attend meetings which enhance their expertise and enrich professional relationships, such as department meetings, parent meetings, or other committee meetings.

OCTA Members are required to attend one Open House or evening event per semester.

OCTA Contract Language:

Meetings per month- After/Before School Meetings 1. Teachers may not normally be required to extend their working day before or after school by more than one hour to attend staff meetings. Generally, Principal's meetings as called are not to exceed one per month unless there is an emergency. 2. Attendance of teachers at meetings, such as PTA or Home and School Association affairs, shall be at the option of the individual teacher. The District encourages active participation in such meetings and civic affairs as part of the teacher's professional responsibility. However, all teachers shall be expected to attend the Open House meetings sponsored by the school which may be held one per semester

Dress code

We do not have a dress code, however, as a professional, you should dress in a professional manner. Schools often hold "dress down days" or "jeans days" as fundraisers. You should certainly participate in these community building efforts. Although jeans are not forbidden, they should not be everyday attire and wearing them for a purpose is more appropriate. Each

school has a handbook. You should follow your schools' handbook and dress accordingly in terms of width of tank tops, length of shorts or skirts, and messages on clothing.

Inservice Classes

OCTA is fortunate that the district allocates money for professional development. Many of the professional development classes are offered right here in Oswego at our schools and you can register for these in My Learning Plan (oswego.org- staff links). These classes are not mandatory but will help a teacher complete their required hours for certification purposes. When members take classes outside their contractual hours they are compensated at a rate of **\$29.25** per hour for the 2018-2019 school year.

If you are taking an inservice class in the district you do not need to fill out an electronic form. You will register for the course through My Learning Plan (oswego.org- staff links) and fill out an evaluation. After you have completed the course and evaluation you will be compensated.

If you are taking an inservice class outside the district, (ie: Citi) you will need to file for prior approval through My Learning plan before taking the class and then submit an Electronic Form showing proof of attendance within 30 days of taking the class. If you do not complete the second form within 30 days of taking the class you will not be paid.

Graduate Courses/ Continuing Education

Members who are not in a matriculated program may take up to 12 credit hours per year (July 1-June 30). There is no limit for those in a matriculated program.

Course Approval Process

Inservice Salary Credit

Inservice/professional development courses for Professional Growth (NYSED/ TEACH, professional certification requirements) should be submitted through **MLP**. After course completion, further steps may be required to finalize and verify course attendance. Personnel is the last approver, which confuses people sometimes, as they think they must wait until Heidi approves the form. Personnel confirms attendance after you attend the class, to track PD hours.

1. Inservice/professional development courses that are submitted for payment consideration**, in addition to professional growth & certification, **require an electronic form (Course Approval Request- prior to attendance)**.
2. If the inservice/professional development course is approved for payment, then the Inservice Invoice form must be submitted, along with the uploaded proof of attendance/completion, **within 30 days of completion**.

**If funds are available and upon approval, the district will pay for the cost of the conference or pay the hourly rate, but not both

Graduate Course Work

Graduate work may be approved, by the Superintendent of Schools or his/her designee, for the following categories: content reasonably related to the teacher’s current teaching assignment, pedagogy (including EDI), technology, trauma sensitivity/mindset, coursework required for matriculated degrees. Additional information on the two levels of salary credit (up to 90 hours and over 90 hours) can be found in section N of this article.

1. Submit a Course Approval Request (prior to attendance) electronic form
2. Complete course and request an official (sealed) transcript be sent to the Personnel Office
3. Submit a Salary Adjustment Application electronic form, filing deadlines **October 1st and March 1st**
4. Graduate coursework may also be tracked in MLP for professional development credit

Electronic forms

You will need to fill out an electronic form (found on the Oswego.org website under staff links) for absences, prior approval of a graduate course, after taking a graduate course to receive a salary adjustment, for requesting payment of an inservice course on the Inservice Invoice for courses not offered by the district and which you had prior approval for (and completed within 30 days), to request a key card for your building, to submit change of address, to submit Superintendent Hearing information, to request the use of a district vehicle, etc.

Electronic Forms Cheat Sheet

| OCSD Electronic Forms | | | |
|-------------------------|---|--|---|
| Form Name | Description of Form | When to Use this Form | Admin Contact |
| My Learning Plan | Request to Attend a Conference, Workshop, Meeting, Visitation | This form should be used during the school year for permission to attend a workshop during the school day. | Building Principal /Exec Dir of Elementary Education & Accountability |
| My Learning Plan | Request to Attend a Conference, Workshop, Meeting, Visitation that is out of New York State | This form should be used during the school year for permission to attend an out of state workshop and/or during the summer months, <u>if</u> there will be expenses incurred by the district | Building Principal /Exec Dir of Elementary Education & Accountability |

| | | | |
|--|--|---|--|
| My Learning Plan | Request for reimbursement for cost associated with attending *Please do not select 'yes' to the out of state conference question unless the conference is actually out of state. A 'yes' causes the form to route to the Superintendent's level. | This form should be used to request reimbursement for the registration fee, meals, and/or mileage, if prior approval was given using the MLP conference request form. Original itemized receipts should be sent with a copy of this form to the Exec Dir of Elementary Education & Accountability's office, which approved the original request. | Building Principal /Exec Dir of Elementary Education & Accountability |
| Course Approval Request (Prior to Attendance) | Request to attend an out-of-district sponsored course or workshop (i.e. - Citi, OCM Boces or college course) *See directions on electronic form | This form must be used to request approval to attend a course for salary credit or inservice payment. This must be completed prior to registration for the course/workshop. | Building Principal/Executive Director of Secondary Education & Personnel |
| Inservice Invoice | Request for reimbursement of course or credit hours | This form must be submitted with verification of attendance within 30 days of course completion. You must upload the course completion form to this document to enable submission of this form. | Building Principal/Executive Director of Secondary Education & Personnel |
| Inservice Invoice | Request payment for in-district summer work and/or inservice instructor | This form must be used to receive payment for inservice instructor stipend (\$40 per hour) or the current per diem rate for summer work with prior approval given. | Executive Director of Secondary Education & Personnel |

Social Media

Make sure what you are posting is posted in a tasteful manner. If you have called in sick, don't post pictures of yourself doing something other than being sick. It is not a good idea to be online "friends" with your students or students in the district. Do not make posts about your work or your students. Any posts work related or defamatory in nature could lead to dismissal.

Staff Portal

At Oswego.org under staff links there is a tab that says staff portal. This portal will provide you with the number and sick and personal days you have remaining. You can keep track of your days on the portal and on your paystub. Check these occasionally for accuracy.

Document, Document, Document

You should also keep all professional documentation in a secure location. Maintain your pay stubs, meeting notes, position appointments, salary notices, evaluations, etc. that come from the administration. It is equally important to maintain notes from meetings, document any situations in which you felt uncomfortable, witnessed inappropriate student behavior, phone calls you made or anything you feel you may need to refer to in the future. School Tool is an excellent resource for documenting any student concerns or parent phone calls. It has a Notes section where a member can document any of the scenarios mentioned above. You can change the note to global and the information is available for those who have access to School Tool. Do not offer your opinions in these notes; facts only. Speak with your mentor or building rep for assistance.

Meetings

If you are in a meeting or on a phone call with a parent and you do not feel that the conversation is positive, you may consider asking to reschedule the meeting to another time. At this time you may invite another colleague or building rep to attend a new meeting.

Meetings with Administrators

For any meeting that could be of a disciplinary nature, the member needs to be given three days notice for the meeting to take place. This allows the member to calm themselves, and get an OCTA Rep to support them. A member can choose to meet sooner, however, just know, you can't be forced to come before the three days unless there is a serious accusation which may require the district to act sooner. (This would generally involve the police.)

The district has been directing building administrators to put meeting minutes in the form of building memos. These are not disciplinary. They are just a record. The memo should stay within your building and does not go in a member's folder at the personnel office. Be sure you have a rep look it over before you sign it.

Snow days/ 2 hour delays

You do not need to go to school on snow days. For two hour delays you are required to be at school two hours later than your normal starting time.

Mandated Reporter

By law you are a mandated reporter. If you are made aware of a situation in which you feel a student is not safe you must call Child Protective Services at 800-342-3720. Your name is kept confidential. Your principal, school psychologist, school counselor or school nurse can also provide assistance with this. Report any instances to your building administrator as they will want to be informed as well.

Nonviolent Crisis Intervention (CPI)

All 7 buildings in the district have a CPI team. The CPI team is trained to help students who are having behavioral difficulties in the classroom. Those who are CPI trained use verbal techniques to calm a child. In the event a hold needs to be used, these members have been trained in the proper way to hold a child. If you are not CPI trained you should not be holding a child. It is important that all new members understand who is on their CPI team and what to do if you need additional support in your classroom.

Class Sizes/ Teaching Load

Secondary teachers should be assigned no more than 5 teaching contacts each day and the district “strives” for a maximum of 125 students.

Elementary teachers receive one uninterrupted lunch and one uninterrupted planning period and the district “strives” to cap classes at 25

OCTA Contract Language

At the secondary and elementary level and subject to physical building capacities, maximum class loads and maximum class sizes shall meet state recommendations, and the District will strive to maintain levels as follows:

(a) Maximum class load of 125 students.

(b) Maximum class load of 25 students.

(c) A professional employee (including administrators) - student ratio of 25 to 1 in any self-contained classroom and 20 to 1 in the middle school and high school. 2. Where unusually large classes exist, the Board will focus attention on efforts to relieve those problems.

Student Teachers

OCTA Contract Language

Student teachers will be assigned to individual teachers only with the voluntary consent of those teachers.

Teachers shall be free to refuse the assignment of any student teacher. It should be understood, however, the decision to accept a student teacher rests with the individual teacher without coercion from either the District or the OCTA.

Pay

We are paid bi-weekly. The first paycheck of the school year will be September 14th. You can choose to have direct deposit. We are paid 21 times a school year. If you choose, you can be asked to be paid 26 times instead of 21. On the last payday of the school year you will get your regular check plus 5 additional checks. These 5 additional checks will be larger than your regular check because they do not have union dues, insurance, flexible spending, TRS dues and 403 B deductions in them. If you wish to change to the 26 paychecks, you should contact Kelly Lagoe. Her email is klagoe@oswego.org. The district works closely with the Teachers' Credit Union as well as other banks, but there are always advantages of being in the credit

union, such as great loan rates, summer skip on loan payments, and summer savings accounts so check them out.

Oswego Teachers Employee Federal Credit Union

<https://www.oswegoteacherscu.org/>

(315) 342-4574

Know Your Paycheck Deductions

FICA is social security

MEDI is Medicare

FEDERAL is federal tax

STATE is state tax

D/I OCTA is disability insurance

HI10F14% is 10 month family health

MED/DENT is your flex spending account

DFBOCTIN is your OCTA Dental Insurance

NYSUT is a benefit option through NYSUT member benefits (life insurance/ vision) OCTA28+ is your union dues

OPL is city library contribution

The mention of 'other' means that you have some 'other' optional deductions from your paycheck like a 403(b) contribution, a Teachers' Retirement System Loan payment, and/or your VOTE-COPE contribution. If you want to find out what makes up your specific 'other' deductions (and the amount for each deduction) email Kelly Lagoe directly at

klagoe@oswego.org

Investments

START NOW! It is never too early to start investing in a 403B or 457 plan.

As a new teacher, money will automatically be deducted from each pay check and go into the NYS Teachers' Retirement System. In addition, you have the option of investing for retirement with a 403b, 457b, or ROTH IRA. The 403b is like a 401k except it is only available to public schools and churches. Your money will be invested before taxes are taken out. You will be taxed on the earning when you withdraw the money. The 457b is almost identical to the 403b except it is available only to employees of NYS. The ROTH IRA uses after tax dollars and will grow tax free. If you choose to invest in a 403b you can ONLY invest with companies that are on the district "approved" list. If you choose to invest in a ROTH IRA you have the option of investing anywhere you like because you are using after tax money. It is up to you whether to use a financial adviser, or set the account up yourself, the choice is yours. Retirement investments can be set up at any time so do not feel pressured to start investing until you are ready.

Members may open accounts with the following providers:

AMERICAN CENTURY SERVICES LLC
ASPIRE FINANCIAL SERVICES
AXA EQUITABLE LIFE INSURANCE COMPANY
CONFIDENTIAL PLANNING - MULTICHOICE
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Evaluations

Announced observations cannot happen before the first full week in September or after June 1st. Unannounced observations cannot happen before the first full week in October or after June 1st.

All teachers will have one announced observation (at least 40 minutes) and one unannounced observation (at least 20 minutes). Additional unannounced observations can happen at the discretion of the evaluator for non-tenured teachers, but a non-tenured teacher cannot have more than three unannounced evaluations. With unannounced observations, a member can request a meeting with the evaluator, but this meeting must be requested within five days of the electronic feedback.

For announced observations a member will meet with the evaluator for a pre-observation meeting and meet with the evaluator for a post observation meeting. Prior to the post observation meeting members need to fill out a post observation form. The post observation meeting should not happen more than 10 days after the observation unless there are extenuating circumstances.

Members are evaluated on the 2013 Danielson Rubric.

Getting Involved

Get to know your building, your students and those who work there. You will be asked to join committees. These are voluntary but help you get to know how your building works. Don't be afraid to attend evening or after school events. Students love seeing their teachers out and about. Knowing your students makes for a caring classroom. Treat the secretaries and your custodians very well. They make our buildings run. Participate in the social activities that your school offers. Don't be afraid to ask a lot of questions. Consider participating in building committees, attending union workshops or events in order to meet other colleagues. There are many low profile union committees you can participate in if you want to get involved with your union, but don't want to be a rep, such as: OCTA Scholarship Committee, Stuff A Bus, Adopt a Highway and Vote Cope.

NYSUT Retirement System Tiers

All teachers and teaching assistants who joined from September 1, 1983-December 31, 2009 are Tier 4. The minimum criteria to retire with full pension for Tier 4 members is 55 years of age and 30 years of service; you can retire with less service at a reduced pension. Tier 4 members are eligible to collect a pension, or become vested in the retirement system, after achieving five years of service credit and are required to contribute 3 percent of their salaries until they have completed 10 years of service credit.

All teachers and teaching assistants who joined on or after January 1, 2010, are in Tier 5. The minimum criteria to retire with a full pension for Tier 5 members of TRS is 57 years of age and 30 years of service; you can retire with less service at a reduced pension. Tier 5 members of TRS are vested in the retirement system after achieving 10 years of service credit.

All teacher and teaching assistants who joined on or after April 1, 2012, are Tier 6. They contribute 3.5 percent of their salaries for the life of their employment. Tier 6 members can collect a full pension at age 63 and are vested in the retirement system after achieving 10 years of service credit. Tier 6 members contribute to the retirement system for the life of their employment. The amount Tier 6 members contribute is based on their salary and ranges between 3 and 6 percent.

Janus

What's this all about?

Anti-labor forces funded by the wealthy elite and their well-heeled friends have launched another assault on working Americans, this time with a case before the U.S. Supreme Court known as *Janus v. AFSCME*.

The *Janus* case — challenging fair-share fees and threatening public-sector unions — culminates decades of assault on working people by right-wing ideologues and wealthy special interests.

Here's what you need to know to protect your labor rights:

Q: I saw an ad that said I should give myself a raise and stop paying union dues. Why shouldn't I?

A: Because it's not true. It will cost you. A weakened union would lead to long-term cuts, loss of benefits and salary stagnation for everyone. You gain myriad benefits from having a strong union representing you at the bargaining table. If the union loses, you lose, period.

Q: What is the motivation behind these cases?

A: These court cases — including *Janus v. AFSCME* — are backed by corporate profiteers and hedge-funders. Their goal is to weaken unions, which will hurt all workers, to the benefit of the 1 percent. That's who is spreading the bogus claim that you can give yourself a raise — the wealthy. They will get a raise, not you.

Q: What's at stake in this *Janus* case?

A: Back in 1977, another U.S. Supreme Court decision established that, if you benefit from union representation, even if you don't join the union, it is fair and reasonable to expect to pay something for it. Your wages, benefits and retirement security all come from the union's influence over terms and conditions, even if you're not a member.

The adverse decision in *Janus* could overturn that decision and force cuts in resources directed toward union services. Dues and fair-share revenues fund union services, including bargaining power, legal representation and much more. Loss of revenue means loss of strength, and there's no question that a weaker union would have an adverse effect on terms and conditions.

Q: What's the risk to you?

A: We've already seen what happens to union strength in states like Wisconsin, Michigan and Indiana, three states that lost the right to collective bargaining in the past several years. Compared to union workers in neighboring Illinois, Minnesota and Ohio, the workers in the right-to-work states earn 8 percent less annually, according to research from the Illinois Economic Policy Institute. Salaries go down, benefits evaporate, jobs disappear and the economy stagnates.

Q: A law firm advertises that it can provide me with protection for a fraction of what we pay in dues.

A: Don't be misled. No slick, hourly billed law firm can match the range of benefits, rights and opportunities your union card guarantees. Your union gives you access to member benefits, discounts, professional development, help with certification and licensing, a contract that protects your salary, benefits and working conditions and a strong voice in determining what those are. For-profit opportunists use misleading advertising in an attempt to make a buck — there's no comparison.

Q: What does NYSUT's legal team do?

A: NYSUT has the largest labor legal team in the country with unmatched expertise. It represents hundreds of NYSUT members every year, protecting their rights to due process and ensuring enforcement of the provisions in their hard-earned contracts. NYSUT legal also represents the total membership — more than 600,000 people — in legal challenges that affect our professions, our public institutions and our rights to represent the best interests of those we serve. NYSUT has litigated, and won, on historic issues such as equitable school funding, unfair evaluation and testing schemes, threats to struggling schools, the education department's "gag order" on educators and much more.

Q: Bottom line: Why should I stay with the union?

A: Our local union negotiates for competitive pay and better benefits, and makes sure our contract is honored. NYSUT, our state affiliate, fights to protect our labor rights, retirement security and our professions. Together, we have the power to exercise and protect our rights, to defend the things we value and to give our members a voice.

Defending our union means preserving our voice, defending our values, and protecting what we need to succeed in our professional lives. If our voice is diminished, our students, our schools and the people we serve lose. We have the will and the power to fight this threat and protect what is ours. When we all commit to our union, we can protect what's ours and defend what we have earned.

Signing a re-enrollment form is the best way to defend our voice, our values and our union.

2018-2019 Salary Schedule

2018-2019 (3.0%)

| Step | BS+0 | BS+3 | BS+6 | BS+9 | BS+12 | BS+15 | BS+18 | BS+21 | BS+24 | BS+27 | BS+30 |
|------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 1 | 53,133 | 53,627 | 54,117 | 54,609 | 55,111 | 55,601 | 56,092 | 56,585 | 57,086 | 57,580 | 58,069 |
| 2 | 53,610 | 54,105 | 54,595 | 55,086 | 55,589 | 56,079 | 56,570 | 57,063 | 57,564 | 58,058 | 58,547 |
| 3 | 54,087 | 54,582 | 55,072 | 55,563 | 56,066 | 56,556 | 57,047 | 57,540 | 58,040 | 58,535 | 59,024 |
| 4 | 54,565 | 55,060 | 55,550 | 56,041 | 56,544 | 57,034 | 57,524 | 58,018 | 58,518 | 59,013 | 59,502 |
| 5 | 55,052 | 55,547 | 56,037 | 56,527 | 57,031 | 57,521 | 58,011 | 58,504 | 59,006 | 59,500 | 59,987 |
| 6 | 55,549 | 56,043 | 56,534 | 57,026 | 57,528 | 58,018 | 58,507 | 59,000 | 59,502 | 59,996 | 60,485 |
| 7 | 56,055 | 56,550 | 57,039 | 57,532 | 58,033 | 58,525 | 59,015 | 59,507 | 60,008 | 60,503 | 60,991 |
| 8 | 56,571 | 57,066 | 57,556 | 58,047 | 58,549 | 59,040 | 59,529 | 60,022 | 60,523 | 61,018 | 61,506 |
| 9 | 57,107 | 57,602 | 58,092 | 58,583 | 59,086 | 59,576 | 60,067 | 60,559 | 61,060 | 61,555 | 62,043 |
| 10 | 57,665 | 58,160 | 58,649 | 59,141 | 59,643 | 60,132 | 60,623 | 61,116 | 61,617 | 62,111 | 62,600 |
| 11 | 58,244 | 58,739 | 59,229 | 59,721 | 60,223 | 60,713 | 61,204 | 61,697 | 62,198 | 62,692 | 63,181 |
| 12 | 58,847 | 59,342 | 59,833 | 60,324 | 60,826 | 61,317 | 61,806 | 62,300 | 62,800 | 63,296 | 63,784 |
| 13 | 59,474 | 59,969 | 60,459 | 60,951 | 61,454 | 61,944 | 62,434 | 62,926 | 63,427 | 63,923 | 64,410 |
| 14 | | | | | | | | | | | 65,054 |

| Step | BS+33 | BS+36 | BS+39 | BS+42 | BS+45 | BS+48 | BS+51 | BS+54 | BS+57 | BS+60 | BS+63 |
|------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 1 | 58,586 | 59,065 | 59,555 | 60,048 | 60,538 | 61,042 | 61,534 | 62,021 | 62,518 | 63,008 | 63,503 |
| 2 | 59,063 | 59,543 | 60,033 | 60,526 | 61,015 | 61,520 | 62,012 | 62,498 | 62,995 | 63,485 | 63,979 |
| 3 | 59,541 | 60,020 | 60,509 | 61,003 | 61,493 | 61,997 | 62,489 | 62,976 | 63,473 | 63,963 | 64,457 |
| 4 | 60,018 | 60,498 | 60,987 | 61,481 | 61,970 | 62,475 | 62,967 | 63,453 | 63,950 | 64,440 | 64,934 |
| 5 | 60,505 | 60,985 | 61,473 | 61,967 | 62,457 | 62,961 | 63,453 | 63,940 | 64,437 | 64,927 | 65,421 |
| 6 | 61,002 | 61,482 | 61,970 | 62,463 | 62,954 | 63,457 | 63,950 | 64,438 | 64,933 | 65,424 | 65,919 |
| 7 | 61,509 | 61,988 | 62,477 | 62,970 | 63,460 | 63,965 | 64,457 | 64,944 | 65,441 | 65,930 | 66,425 |
| 8 | 62,025 | 62,503 | 62,992 | 63,485 | 63,975 | 64,479 | 64,972 | 65,460 | 65,956 | 66,446 | 66,941 |
| 9 | 62,560 | 63,040 | 63,528 | 64,022 | 64,512 | 65,017 | 65,508 | 65,995 | 66,492 | 66,982 | 67,476 |
| 10 | 63,118 | 63,597 | 64,086 | 64,579 | 65,069 | 65,573 | 66,066 | 66,553 | 67,050 | 67,540 | 68,035 |
| 11 | 63,697 | 64,177 | 64,666 | 65,160 | 65,649 | 66,154 | 66,646 | 67,132 | 67,629 | 68,119 | 68,613 |
| 12 | 64,301 | 64,781 | 65,269 | 65,762 | 66,252 | 66,756 | 67,249 | 67,736 | 68,232 | 68,722 | 69,217 |
| 13 | 64,928 | 65,408 | 65,896 | 66,389 | 66,879 | 67,384 | 67,876 | 68,363 | 68,860 | 69,350 | 69,844 |
| 14 | 65,571 | 66,051 | 66,540 | 67,032 | 67,522 | 68,026 | 68,520 | 69,006 | 69,502 | 69,993 | 70,487 |

| Step | BS+66 | BS+69 | BS+72 | BS+75 | BS+78 | BS+81 | BS+84 | BS+87 | BS+90 | | |
|------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--|--|
| 1 | 63,999 | 64,490 | 64,986 | 65,480 | 65,974 | 66,468 | 66,959 | 67,454 | 67,949 | | |
| 2 | 64,476 | 64,967 | 65,463 | 65,957 | 66,450 | 66,945 | 67,437 | 67,932 | 68,427 | | |
| 3 | 64,954 | 65,445 | 65,941 | 66,435 | 66,928 | 67,423 | 67,914 | 68,408 | 68,904 | | |
| 4 | 65,431 | 65,922 | 66,417 | 66,912 | 67,405 | 67,900 | 68,392 | 68,886 | 69,382 | | |
| 5 | 65,918 | 66,409 | 66,905 | 67,399 | 67,892 | 68,387 | 68,879 | 69,374 | 69,869 | | |
| 6 | 66,415 | 66,906 | 67,401 | 67,896 | 68,389 | 68,883 | 69,376 | 69,870 | 70,367 | | |
| 7 | 66,920 | 67,412 | 67,907 | 68,402 | 68,896 | 69,389 | 69,881 | 70,377 | 70,872 | | |
| 8 | 67,436 | 67,928 | 68,424 | 68,918 | 69,412 | 69,906 | 70,397 | 70,892 | 71,388 | | |
| 9 | 67,973 | 68,464 | 68,960 | 69,454 | 69,947 | 70,442 | 70,934 | 71,428 | 71,924 | | |
| 10 | 68,531 | 69,022 | 69,517 | 70,012 | 70,505 | 70,999 | 71,491 | 71,987 | 72,482 | | |
| 11 | 69,110 | 69,601 | 70,097 | 70,591 | 71,084 | 71,579 | 72,071 | 72,566 | 73,061 | | |
| 12 | 69,712 | 70,205 | 70,700 | 71,195 | 71,687 | 72,182 | 72,674 | 73,168 | 73,666 | | |
| 13 | 70,341 | 70,833 | 71,326 | 71,822 | 72,315 | 72,810 | 73,302 | 73,796 | 74,292 | | |
| 14 | 70,983 | 71,475 | 71,969 | 72,465 | 72,957 | 73,451 | 73,945 | 74,439 | 74,935 | | |