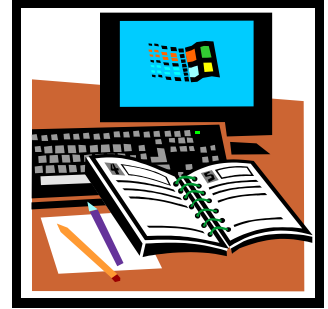


September 2003

By Ben Visnick/First Vice President

OEA "REP SCOOPS"



Welcome back or welcome to the 2003-04 School Year! Whether you are a new OEA/CTA/NEA member or a returning veteran, this “back to school” issue of the OEA Rep Scoops is full of valuable information. So please read on.....

COPY EVERYTHING

This summer a teacher’s credential to teach Driver Education was challenged by the District.

Even though this instructor had taught the class since 1997 and received excellent evaluations, the Human Resources Department claimed that the individual was unqualified. However, since this member kept his own personal file, he was able to produce copies of his life credential and transcripts/continuing education proving that he had the nine (9) units necessary to teach this course.

Therefore, always make “hard” copies of all your employment documents in case of a problem with your supervisor(s) or if you have a computer glitch! This District is notorious for losing our most basic paperwork (credentials, transcripts, professional growth cards, evaluations, tuberculosis tests and, yes, even time sheets).

ALWAYS MAKE paper copies of important documents and keep a chronological personnel file at home in a safe place. The time and worry you will save is worth the extra effort! For anything you give to the O.U.S.D. make sure they date and time-stamp your copy. This is proof they received it in case they deny receiving the original.

AVOID UNNECESSARY PAPER

Are you tired of paperwork that has absolutely nothing to do with the quality of your teaching, counseling, or nursing? Well, join the club! Except for Special Ed teachers, who have legal mandates to follow, there is contract language which may enable you to decrease unnecessary bookkeeping in your classroom. Article 10, Section 6.4, states:

10.6.4 “The Employer shall reduce the paperwork required of teachers. The FC should address suggested means to achieve said reductions.”

Among “suggested means” should be streamlined lesson plan formats which save teachers time and redundancy.

FILL OUT THESE FORMS FIRST!

1) OEA MEMBERSHIP

However, there are certain forms that can actually save you time and money if you complete them in September:

By completing your OEA/CTA/NEA membership form, you can join all three (3) levels – local, state, and national-of the United Education Profession in less than 3 minutes. Oakland is a “fair share” local and we deduct dues for all unit members automatically. However, at no extra cost, members receive NEA’s Professional Liability Insurance (\$1,000,000 worth), CTA’s Group Legal Plan (for your whole family); and participation and voice in the OEA (meetings, elections, committees, etc.). Please join and/or update your membership status and address today. It pays to belong to your union and receive the benefits/services not available to non-members who just pay an agency-fee!

2) PERSONAL PROPERTY

By completing (and making a copy) of your Personal Property Form and registering the personal possessions you use in your classroom, you may be reimbursed if any of these items are stolen, vandalized, or destroyed in the course of your professional duties. Every school secretary should have these District forms. Call OEA (763-4020) if none are available at your site and we’ll send you and your OEA Rep some blank copies.

3) VANDALISM REPORT

By completing an Auto/Truck Vandalism Report, you can be reimbursed the cost of your comprehensive insurance deductible, up to \$300, after the incident occurs. Since most car insurance companies have \$100, \$250, and \$500 options for this deductible, it is wise to have at least a \$250 deductible in Oakland in case your transportation is vandalized (scratched, punctured, or smashed) while on campus or parked nearby. A police report is usually required along with the Vandalism Report. Again, make copies of all forms signed by you, the site administrator, and police. Submit them together (with your auto insurance policy) to 1025 - 2nd Avenue, the O.U.S.D. Administration Building.