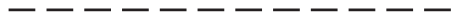


### Discipline and Safety

The January 22 Sharpener, our union's newsletter for teachers, has information on what schools need to do to maintain a safe and orderly environment. Some of the discipline/security measures it describes are in the **teacher** contract. However, many of the steps apply to substitute teachers as well. Furthermore, the school board policies and procedures apply to all staff.

If you have questions or concerns about safety and discipline matters that require administrative support, please go to [mtea.org](http://mtea.org) (Members>Newsletters>Archives), to access the January 22 Sharpener.



### MSTA Leadership - Candidate Declaration

_____
Name
_____
Home/Cell Phone
_____
Home E-Mail
_____
Address
_____
City/Zip

### MSTA Position Sought

I hereby declare my candidacy for the following MSTA Officer or Executive Council open position:

\_\_\_\_\_

This form must be received at the MTEA Building by **5:30 p.m. on Monday, February 8, 2010.**

-----

---

---

## MSTA/MTEA Is You!

The Milwaukee Substitute Teacher Association is the organization for the substitute teachers within the Milwaukee Teachers' Education Association. MSTA focuses on the issues and concerns that impact your professional work in MPS classrooms and your financial well-being.

### Getting Involved in MSTA/MTEA

What's the best way for our union to meet the needs of members like you? Through the active participation of members, **like you**, in the MSTA. Whether it's contract talks or professional development, we need informed and involved members to provide leadership for substitute teachers.

To get involved in working to improve conditions for substitute teachers, please consider serving as an MSTA Officer or Executive Council member. You can play an important role within our union because of your unique background, views, and experience working in MPS.

### Brief Description of MSTA Leadership Duties

MSTA Officers and Executive Council members have important policy-setting responsibilities within our union. Their decisions may impact substitute teachers and all MTEA members.

### Matters Affecting Substitute Members

If elected to a union leadership position, one of your primary duties will be to participate in monthly meetings of the Executive Council and the MTEA. You will discuss and make decisions on contract negotiations, professional development, and other issues and concerns that directly affect substitutes in MPS.

### Matters Affecting All MTEA Members

Another key responsibility will be participating as a voting member of the monthly MTEA Representatives Assembly meetings. RA meetings address issues and positions affecting all four MTEA bargaining unit members - substitutes, teachers, educational assistants, and bookkeepers.

### Six Positions Open

There are six leadership positions open for election to **two-year** terms this April: the four Officers - President, Vice-President, Secretary, and Treasurer - and two at-large representatives.

### Members Invited to Declare Candidacy by February 8

If you would like to become a candidate, you need to submit the form (to the left) by **Monday, February 8**. Your form should be mailed to: MSTA Nominating Committee; 5130 West Vliet Street; Milwaukee, WI 53208. You will automatically become a candidate when your form is received, provided you are a dues-paying member.

---

---

## **Are Your Documents on File With MPS?**

The college courses you have taken and your prior teaching experience may place you at a higher rate on the teacher salary schedule for teacher vacancy pay.

### **Your Division**

If you have 16 college credits beyond your BA, you may qualify for the BA+16 division. If you have an earned master's degree, you may qualify for the MA division. By contract, MA is the highest division of the teacher salary schedule for pay to substitutes assigned to a teacher vacancy.

### **Your Step**

Up to seven years of prior teaching experience, in or outside of MPS, is counted for your step placement on the teacher schedule. If you have seven (or more) years, your teacher vacancy pay will be at Step 8 of the teacher salary schedule.

### **File ASAP**

If you have not already done so, you should take steps **now** so that MPS receives your original college transcripts and verification of teaching experience outside of MPS. Both items are needed to place you at the teacher salary schedule level matching your education and experience.

We recommend you bring your documents to the MPS Compensation Division in Room 124 at central office and ask for a time-stamped copy to verify submission. The mailing address is MPS Compensation Division; P.O. Box 2181; Milwaukee, WI 53201-2181.

---

---

## **First Semester Vacancy Pay**

If you were assigned to a teacher vacancy (or vacancies) during the first semester, you should be paid the difference between your substitute teacher rate and your teacher salary schedule rate.

MPS has not determined the payday for teacher vacancy pay adjustments. (It's usually in March.) We'll print the date when MPS sets it.

### **Were You in a Teacher Vacancy?**

If you are not certain if you were assigned a vacancy during the first semester, please call the MPS Certificated Staffing Division at 475-8224. Staffing specialists have the information to let you know if the position was a vacancy, as defined by the teacher contract, or if the teacher was merely absent.

(QTI dispatchers cannot provide this information. In fact, they may not even know if an assignment is a vacancy.)

### **Being Paid at the Appropriate Rate**

If you were in a teacher vacancy, you may qualify for pay as high as Step 8 in the MA division on the teacher salary schedule. You may need to submit some documents to MPS, as explained in the box to the left.

---

---

## **Keep Your STF Copy**

At the end of each assignment, you should complete the Substitute Teacher Form (STF) at every school. The administrator's signature and your own are required for this documentation.

Be certain you obtain your signed copy before you leave the school and **keep it!** It is your evidence if questions arise about assignments - especially teacher vacancy pay.

## **Save Your Paychecks**

We recommend that you retain your biweekly MPS paycheck statements. Your records may be needed to correct an error related to days paid, teacher vacancy pay, your sick leave accumulation, etc.

---

---

## **If Your Car Is Vandalized...**

The contract provides school board coverage for malicious damage to employee cars parked at school during school hours or while on school business. Motorcycles are also covered.

### **File MPS Claim Form**

If your car is maliciously damaged, you should file a "Report of Auto Vandalism to Employee Auto" form, available in each school. MPS sent new forms to the schools in early November, to reflect the name and phone number of the new company MPS selected to handle claims.

Do not have the auto damage repaired until **after** Cannon Cochran Management Services, Inc., the MPS auto claims administrator, inspects the damage and authorizes repairs. If your car cannot be driven, call CCMSI immediately at **1-262-696-4636** to expedite a resolution.

### **Problems? Questions?**

If your claim is denied or for reimbursement questions, call an MTEA staff member at 259-1990.

---

---