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## Paycheck Problems

You should review each paycheck to make certain you receive pay for all of the time you work.

When you do not receive pay for all of the days you worked in a pay period, you need to notify the secretary who handles the payroll at the school involved.

### Two or More Schools

If you worked at two or more schools during the pay period, the most efficient way to find out which school did not process your payment is to call the MPS payroll department at 475-8300.

There are only a few situations when calling your dispatcher about a paycheck problem is the right step. One good example - not being paid for a holiday.

### Solving Problems

You should be able to resolve most pay problems by checking with your schools (or sometimes your dispatcher). If your efforts don't work, please contact Linda Gaston-Mounger at 259-1990 or [gastonmoungerl@mtea.weac.org](mailto:gastonmoungerl@mtea.weac.org).

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## Keep Your STF Copy

At the end of each assignment, you should complete the Substitute Teacher Form (STF) which every school has. 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.

## Status of Available Work

Some members are questioning why they are not being called to work. In the past, they found that after the first few weeks or so of school, the frequency of their assignments substantially increased.

Linda Gaston-Mounger, the MTEA staff who now works with the substitute teacher unit, sees two main reasons that some members are not working as often as in prior years.

**First**, there are an estimated 75+ "contract teachers" (covered by the teacher contract) who are being assigned to cover teacher absences. MPS is obligated to pay them every day, so the district makes certain they are all assigned first.

**Second**, MPS is strictly following the DPI mandates for assigning certified substitute teachers whenever possible. Past arrangements, such as a principal requesting a particular substitute, are no longer supersede DPI regulations.

### Broad Outline of Dispatching Sequence

1. Contract teachers
2. Regular substitutes - certified
3. Day-to-day substitutes - certified
4. Regular substitutes - not certified
5. Day-to-day substitutes - not certified

## Contract Dispatching Procedures

Below we've printed the contractual priorities for assignments. (See the contract pp. 70-72, Part IV, Section J). For this Dispatch, the language on compliance with DPI certification is in bold print:

1. Substitute teachers are divided into four (4) zones for dispatching purposes. They are north elementary, north secondary, south elementary, and south secondary.
2. Within each zone, substitute teachers are designated as regular status or day-to-day status in accordance with the MBSD/MTEA substitute teachers contract.
3. Substitute teachers are assigned according to **academic certification**. Within areas of **academic certification**, regular substitute teachers are assigned before day-to-day substitute teachers.
4. If no substitute teacher possesses the **required academic certification** for an assignment, substitute teachers will then be assigned as follows:

*Continue on back...*

Continued from front...

## Possible Violation of Dispatch Procedures

Name: \_\_\_\_\_

Home/Cell # \_\_\_\_\_

Home E-Mail: \_\_\_\_\_

MPS Employee # \_\_\_\_\_

MPS E-Mail: \_\_\_\_\_  
@milwaukee.k12.wi.us

\_\_\_\_ Northside \_\_\_\_ Southside

DPI certified to teach: \_\_\_\_\_

Date of incident: \_\_\_\_\_

Facts (your assignment that day - school, grade/subject, name of teacher)  
\_\_\_\_\_  
\_\_\_\_\_

Please explain how this assignment didn't follow the contract:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please send to the MTEA by U.S. Mail, fax at 259-7801, or e-mail to [gastonmoungerl@mtea.weac.org](mailto:gastonmoungerl@mtea.weac.org).

- a. The employer shall determine the **most appropriate certification** for the assignment.
  - b. Regular substitute teachers possessing the **most appropriate certification** shall be assigned, followed by day-to-day substitute teachers possessing the **most appropriate certification**.
  - c. If no substitute teacher possesses the **required certification** or an **appropriate certification**, any regular substitute teacher followed by any day-to-day substitute teacher may be assigned.
5. Assignments may be made across zones consistent with the above priorities of assignment when the demand for personnel requires such exchange.
  6. Every effort is made by the dispatcher to accomodate substitute teachers with special problems subject to the restriction contained herein.

### Timely Action Required If Contract Violated

If you believe contractual priorities have not been followed, please send Linda Gaston-Mounger the facts to determine if a grievance should be filed. (See form in the column on left.)

The contract requires the employee to initiate a grievance "promptly, but in no case longer than thirty (30) workdays after he/she knew or should have known of the incident." If you file a grievance today for a violation more than 30 workdays ago, MPS can deny it as untimely.

## Log Now! Avoid Problems Later.

In addition to your STF copies, you may want to log the school, teacher, and date of your assignments. The MTEA 2009-10 Date Book is handy for keeping your log. (Please call us at 259-1990 if you haven't received it.)

For your reference, the MPS payroll schedule for substitute teachers for the traditional school year is summarized below. Keep in mind that your paychecks are based on a two-week holdback.

The first number listed below is the pay date, followed by the number of **potential** days of pay in **bold** print. The first and last work dates during the two weeks covered by each paycheck are in parentheses.

|                                 |                              |
|---------------------------------|------------------------------|
| 9/18 - <b>5</b> (8/31-9/4)      | 2/19 - <b>10</b> (1/25-2/5)  |
| 10/2 - <b>10</b> (9/7-9/18)     | 3/5 - <b>9</b> (2/8-2/19)    |
| 10/16 - <b>10</b> (9/21-10/2)   | 3/19 - <b>10</b> (2/22-3/5)  |
| 10/30 - <b>10</b> (10/5-10/16)  | 4/2 - <b>10</b> (3/8-3/19)   |
| 11/13 - <b>10</b> (10/19-10/30) | 4/16 - <b>9</b> (3/22-4/1)   |
| 11/27 - <b>10</b> (11/2-11/13)  | 4/30 - <b>5</b> (4/12-4/16)  |
| 12/11 - <b>9</b> (11/16-11/27)  | 5/14 - <b>10</b> (4/19-4/30) |
| 12/25 - <b>10</b> (11/30-12/11) | 5/28 - <b>10</b> (5/3-5/14)  |
| 1/8 - <b>7</b> (12/14-12/22)    | 6/11 - <b>10</b> (5/17-5/28) |
| 1/22 - <b>5</b> (1/4-1/8)       | 6/25 - <b>10</b> (5/31-6/11) |
| 2/5 - <b>9</b> (1/11-1/22)      | 7/9 - <b>3</b> (6/14-6/16)   |