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## February 29 Deadline - Three Reminders

The three items below were explained in the February 18 Team-Mate. The due date for all three is this Friday, February 29.

1. Asking Tim Sheehy, the president of the Metropolitan Milwaukee Association of Commerce (MMAC), to show the business community's support for public education by also conducting a \$1,000,000 campaign to promote Milwaukee's public schools.

You may contact Mr. Sheehy at [tsheehy@mmac.org](mailto:tsheehy@mmac.org) or **287-4125**. (For more information, go to [mtea.org](http://mtea.org).)

2. Completing the 2008-09 school calendar survey at [mtea.org](http://mtea.org) to help set our union's priorities and proposal for negotiations with the School Board.
  3. Investigating a unique opportunity to learn more about our union and getting involved. Contact Stephanie Walters of the MTEA staff at 259-1990 or [walterss@mtea.weac.org](mailto:walterss@mtea.weac.org).
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## Union Leadership Candidates

Eight members have declared their candidacy for MEAA Officer and Executive Council Representative positions. The election will be held in April. The candidates are listed below:

### MEAA Officers (Two-Year Terms)

<b>President:</b>	Tommie Lee Glenn	Milwaukee Academy of Chinese Language
<b>Vice-President:</b>	Tjuna Eggson	Clarke Street
<b>Secretary:</b>	Carol Sims	King High School
<b>Treasurer:</b>	Phyllis Deal	Riley

### MEAA Executive Council (Four-Year Terms\*)

<b>At-Large - Seat C:</b>	Gwen Anderson	53rd Street
<b>Special Education</b>	Lisa Johnson	Goodrich
<b>Bilingual:</b>	Linda Villa	Kagel
<b>Middle School:</b>	Millicent Smith	Lincoln Center of the Arts

\*Two seats, middle school and bilingual, are two-year terms.

### Candidates Needed for Five MEAA Council Positions

At this time, there are no candidates for five representative positions - two elementary four-year seats, one elementary two-year seat, a four-year at-large seat, and the senior high seat (two-year term).

MEAA Officers and Executive Council members have important policy-setting responsibilities within our union. They participate in monthly meetings of the 18-member Council and MEAA Chairpersons. They discuss and make decisions on negotiations, professional development, and other issues that directly affect assistants in MPS. The duties include voting on all appointments to MEAA union positions and serving on one of our union's key committees.

### Additional Nominations at March 12 Meeting

Nominations will also be taken from the floor at the March 12 EA Chairperson meeting. The meeting will be held after school at Serb Hall, 51st and Oklahoma.

To be nominated from the floor, a member must be present to accept the nomination in person or submit a signed statement of acceptance **at the meeting**. If you cannot attend, your signed statement should include your school, home phone number, and the position you seek.



## If You Are Injured at Work

If you are injured or contract an illness at work, you should follow the steps outlined below.

### Medical Treatment/ Reporting Steps

1. Secure appropriate medical treatment immediately. Even if an injury appears to be minor, you should have it examined by a doctor. Tell the doctor treating you that your injury or illness is a result of your employment. To receive the worker's compensation benefits that are provided under the state law, you must receive medical treatment. The doctor's statements will help determine compensability under the law.

2. Ask the doctor/hospital to submit all medical reports and bills to Worker's Compensation Division - Employee Benefits Division, City of Milwaukee City Hall, 200 East Wells Street, Room 701, Milwaukee, WI 53202.

3. Keep a record, including receipts, of your out-of-pocket medical expenses related to the injury or illness. You should submit the original bills for prescription drugs and your travel expenses (directly between your home and the site of medical services) to the city's Worker's Compensation Division for reimbursement. Be certain to retain a copy for your records.

### School Reporting Steps

1. Report the injury or illness to your principal as soon as possible.

2. Provide your school with the information needed to file the EB-49 form. The EB-49 form is the official form used by MPS for reporting a work-related injury or illness. It is your responsibility to provide a statement of the facts such as what took place, where, when, how, and who was present.

After you obtain medical treatment, make certain that the name and address of the doctor/hospital are included on the EB-49 report form.

3. If you are absent, notify your school that your absence is work-related, so that the school's payroll report is coded as "Industrial Accident." The MTEA/MBSD Educational Assistant Contract provides for up to 80 days at full net pay for absences due to an injury or illness covered by worker's compensation.

The 80 days at full net pay are in lieu of worker's compensation payments from the state and are not deducted from your sick leave accumulation. You should check your payroll check statement to make certain that you are paid without any deductions from your sick leave accumulation.

### If You Are Assaulted

If you are assaulted, you should follow the worker's compensation reporting steps above and file an assault report form.

For time lost due to an assault, the contract provides: "Any employe who is absent because of an injury or disease compensable under the Wisconsin Worker's Compensation Law which results from an assault during the course of employment, and who selects either worker's compensation or sick leave benefits shall be entitled to receive full salary for up to one (1) consecutive year of total disability from the date of the incident in lieu of compensation under the Worker's Compensation Law or sick leave benefits for said period. Such days of absence not to exceed one (1) year for any individual shall not be deducted from sick leave credit of the employe nor shall it preclude the employe from collecting any other benefits to which he/she is entitled under the Worker's Compensation Law."

### Notes on EB-49 Form

While it is important to have the EB-49 form filed promptly, you should take great care to provide a clear and accurate statement of the facts. When your written statement is being prepared, you should

be calm and not under duress. Your account of the incident is very important because worker's compensation benefits are determined based on the facts of each case. If you have any questions, you should call an MTEA staff member for assistance in making certain that the EB-49 form is properly completed.

### If Problems Recur...

If medical problems recur that you believe are caused by a work-related injury or illness, you should take the following steps:

1. Notify your school if you are absent from work. Be certain that you explain that the absence is due to a prior work-related injury or illness, and indicate the date that the injury or illness occurred. The absence should be coded on the school's time sheet as due to an industrial accident.

2. Inform the doctor who provides treatment that you believe the problem is due to a prior work-related injury or illness.

3. If the doctor finds that a prior work-related injury or illness is causing a recurrence of medical problems, ask the doctor to send the treatment bill to the city's Worker's Compensation Division. Along with the bill, the doctor should send a report which includes: a) the date of the current treatment; b) the diagnosis; c) the doctor's statement that the medical problem is caused by a prior work-related injury or illness; d) the prescribed treatment.

### Call the MTEA If Problems Arise

If you follow the above steps, your medical bills should be fully paid by the city's Worker's Compensation Division. If you are absent, you should receive your full net pay for up to 80 days without any deductions from your sick leave accumulation. If a problem arises, you should contact an MTEA staff member at 259-1990 for assistance.