

# AEOTE NEWS FLASH

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## CTA President, Barbara Kerr, to Visit

We are excited to announce that Barbara Kerr, President of CTA, will visit us at our next AEOTE General Membership Meeting, March 15th at 5:15 PM, at the Burbank Elementary School Cafeteria. We would like all members to come out for this meeting. She will be talking about our new relationship with CTA. We will also have a report from the Bargaining Team regarding how our negotiations are going. We want Barbara to see how involved and interested AEOTE members are, so we want every member to attend! We will be providing dinner. Mark this day on your calendar!!! A flyer about March 15th is attached to this newsletter.



## Your AEOTE 2007 Bargaining Team:

Jeff Bellaire, Delores Fernandez, Soledad Munoz, Gina Parish, Wendy Sagi, Lisa Thierry, and Theo Austin Smith (CTA)



Your AEOTE Bargaining Team met with the HUSD Bargaining Team (three members: a lawyer, Cheryl Petermann and George Cole) on Wednesday, February 21 at the District Office. We presented 15 of our 18 "sunshined" articles to the HUSD team. The District Team asked only a handful of questions during our two and half hour presentation. They admitted that they were surprised at the level of our preparation and that they were not prepared to present their proposals during this session. We were unable to get another bargaining date until March 22<sup>nd</sup>, due to the District Team claiming that their time was taken up until after the March 6<sup>th</sup> Fact Finding with HEA. We asked repeatedly for a short session before the 6<sup>th</sup> to hear at least some of their issues but the 22<sup>nd</sup> was the best they could do. We adjourned at 11:30 am, had lunch and spent the remainder of the afternoon finishing details on the remaining three articles. They are now ready to present at the next session. We will have details of the presented articles at our March 15<sup>th</sup> Membership Meeting. We are excited to have the opportunity to present the Bargaining Team and answer questions about our proposals and any other bargaining related issues.

## Plan Now for the Future

No time is a good time to think about the inevitable. Therefore, do you know who your beneficiary is for Retirement benefits? Please contact CalPERS at their toll-free number (888) 225-7377 for verification of beneficiary (ies). To research more information, please go to CalPERS On-Line, located at [www.calpers.ca.gov](http://www.calpers.ca.gov) to see a comprehensive view on CalPERS benefits.



Speaking about retirement beneficiary, who is the beneficiary (ies) on your District-paid Life and Disability insurance policies? Hum. If you are not certain, please forward a request to [gparish@husd.k12.ca.us](mailto:gparish@husd.k12.ca.us), Gina L. Parish, Benefits Office.

## Did you know???

That when you retire under the CALPERS retirement system, your unused sick leave can give you additional service credit thus increasing your monthly retirement?

The amount of unused sick leave hours are converted to 8 hour days by your payroll department and then this information is given to CALPERS with the retirement application.



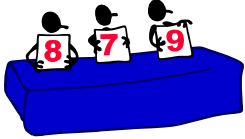
An employee with 500.00 hours of unused sick leave will receive an additional .25 years of service credit when they retire. That is an extra ¼ of a year of service credit without having to do anything!

Did you also know that if you leave the school district before retirement and you go to work for another school district in the state of California, that your sick leave goes with you? Likewise, if you take a job with Hayward Unified and have worked for another school district within California previously, you can have your sick leave from that district transferred to your new job in Hayward.

So keep track of that sick leave, it will help you one day when you are ready to retire.

## Evaluations

Yes, it's that time of year, and although most of you have completed your evaluations, it's important that you are reminded of how evaluations are SUPPOSED to be done for all AEOTE members.



Below is section D of Article 15 of the contract. Please pay particular attention to the areas in italics. Remember the sheet WILL BE a product of joint cooperation. That means that you are not handed a completed evaluation and asked to sign it. There is a process in the paragraphs below and that process should be followed. When discussing the minimum requirements of the position, get a copy of your job description from the HUSD web page in the Classified Personnel section. Here is a link to that page...

[http://www.haywardusd.org/Class\\_job\\_descriptions.htm](http://www.haywardusd.org/Class_job_descriptions.htm)

If your evaluation was not handled in the manner outlined below please contact an AEOTE officer. Even if your evaluation was good, especially if it wasn't...we want to help you every step of the way, and if it takes a word with your supervisor or filing a grievance, then that's what needs to be done. If you continue to let these folks ignore the contract they will continue to feel that they can do you dirty and I promise sooner or later they will....

### "Procedures for Rating Employees

1. Each employee is to be rated by his/her immediate supervisor who is defined as the person of higher classification who assigns, checks, and supervises more of the work of the employee than any other person in the section or office. Whenever possible, each employee shall also be rated by the officer or person who is next higher in rank to the immediate supervisor and who has personal knowledge of the work of the employee. The Executive Director of Human Resources or designee shall have final approval of all evaluations. *The ratings shall be made in a joint conference between the employee and his/her supervisor in accordance with procedures prescribed by the Commission.*

2. In preparing the rating sheets, the first (1<sup>st</sup>) steps should be a conference with the employee at which time the employee and supervisor will discuss ways and means of improving the conditions under which the employee is working to provide greater efficiency and productivity. *They will discuss the minimum requirements for the position. Together they will analyze the employee's strong points and the areas in which improvement may be made. The rating sheet will be a product of their joint cooperation.* A copy of the rating sheet will be given to the employee. The employee will indicate his/her knowledge of the rating by signing the copy that will be forwarded to Human Resources."



### Problems/Concerns

If you have any problems or concerns, please contact one of your AEOTE Board Members listed below:

#### AEOTE Board Members

Jeff Bellaire	President	510 784-2600 ext. 72742
Wendy Sagi	Vice President	510 293-8576
Linda Collins	Secretary	510 784-2645
Betty Akai	Treasurer	510 784-2654

