

Member Handbook

*“Together Everyone Achieves More with
GGEA”*



GARDEN GROVE EDUCATION ASSOCIATION

12966 Euclid Street #220
Garden Grove, CA 92840
(714) 638-7480
Fax: 638-9167

Prepared for the 2008-2009 School Year.

GGEA New Member Welcome Packet

This packet is intended to give you a brief overview of GGEA and its benefits. The association works to hard to represent its members and assist them as much as possible. Also included are some recommendations on how to protect you in the classroom. Please review at your leisure and contact the office at (714) 638-7480 if you have any questions now or throughout the year.

Table of Contents

GGEA, CTA, & NEA Contact Info.....	page 2
Mission Statement and Goals.....	page 3
GGEA Structure.....	page 4
GGEA/CTA/NEA in Action.....	page 5-6
Evaluation Procedures Checklist.....	page 7
Fostering a Good Observation.....	page 8
Personnel Files.....	page 9
Leaves.....	page 10
Frequently Asked Questions.....	page 11
Reporting Child Abuse.....	page 12
Sexual Misconduct/Corporal Punishment.....	page 13-14
Get Involved with GGEA.....	page 15





Garden Grove Education Association

12966 Euclid Street, Suite 220

Garden Grove, CA 92840

(714) 638-7480 Fax (714) 638-9167

www.ggea.org

President (Chris Francis): cfrancis@ggea.org

Executive Director (Judy Harrison): exec@ggea.org

Office Hours

Regular Hours: Monday - Friday 8:00 a.m. – 5:00 p.m.

Summer Hours: Monday - Thursday 9:00 a.m. – 4:00 p.m.

School Holidays: 9/1, 11/11, 11/26-28, 12/22-1/2, 1/19, 2/13,
2/16, 4/6-10, 5/25

=====



California Teachers Association

1705 Murchison Drive

Burlingame, CA 94010

(650) 697-1400

www.cta.org

Office Hours: Monday- Friday 9:00 a.m. – 5:00 p.m.

=====



National Education Association

1201 Sixteenth Street, N.W.

Washington, D.C. 20036

(202) 833-4000

www.nea.org

Office Hours: Monday- Friday 9:00 a.m. – 5:00 p.m.

Garden Grove Education Association

Mission Statement

“GGEA is an organization of teachers who advocate for the best educational programs and environment for our students by serving as an equal partner with the community and school district.”

Goals for 2008-2009

Membership

- Increase member involvement in Association activities
- Provide programs that address the needs of new and experienced teachers, nurses, and librarians
- Communicate effectively with members using a variety of modes

Trainings

- Identify and train members for Association leadership
- Work collaboratively with the district to promote quality staff development in areas of professional interest
- Provide training for member advocacy and inform members of their rights under the contract and state law
- Provide training in the area of equity and human rights
- Educate members about the Association’s structure and segment issues

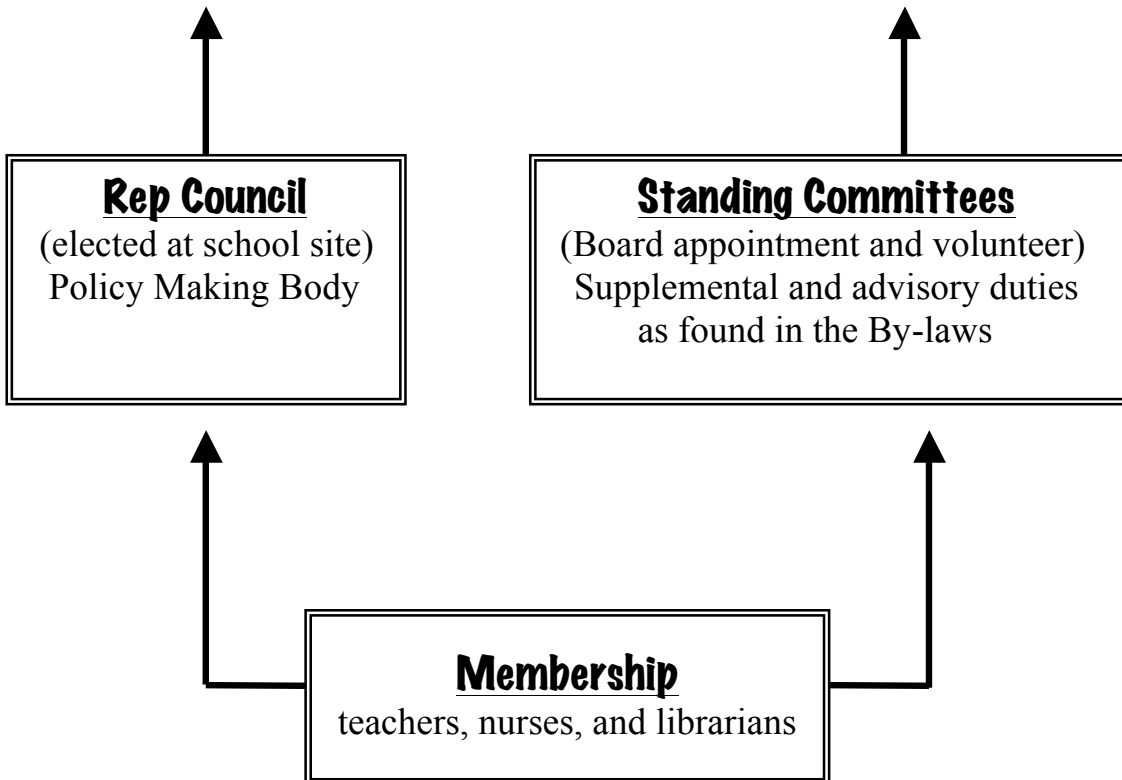
Working Conditions and Contract Rights

- Improve working conditions through the collective bargaining process
- Protect contractual rights of our members through the grievance process and other problem solving means
- Involve members in the consult process to address instructional and professional issues

Community Outreach and Political Involvement

- Promote and protect the interests of public education through a heightened public image, political action, and community involvement
- Increase the political involvement of members at the local and state level through education and awareness of current political issues
- Actively seek and support education friendly GGUSD school board candidates
- Mobilize member involvement regarding ESEA/NCLB

GGEA Structure



GGEA in Action!!!

THE ADVOCATE: Member publication that helps communicate educational issues, relevant information, membership achievements, etc. Published on a biannual basis.

ADNOTES: Timely, pertinent information published on a “as needed” basis.

BARGAINING: GGEA bargains for all teachers; however, only members have the right to vote for ratification of the contract. The contract includes provisions for wages, benefits, and working conditions for all teachers, nurses, and librarians in GGUSD.

GRIEVANCES: Association representation provided in all areas within the scope of representation as defined in bargaining law. Includes contract maintenance and the formal grievance process.

TRAININGS/WORKSHOPS: GGEA holds these on a variety of issues. Recently topics have included maternity leaves, assertiveness training, and retirement planning. CTA/NEA workshops are also available to members.

PROFESSIONAL COUNSELING: GGEA has experienced to staff to assist you with professional problems.

COMMITTEE PARTICIPATION: Members have the opportunity to participate on GGEA policy and service committees. They also have the opportunity to participate on textbook and curriculum consults with the district.

RECOGNITION PROGRAMS: Recent honorees include retired teachers, Board of Directors, committee members, and secretaries.

REPRESENTATION AT SCHOOL BOARD MEETINGS: Association leaders attend the bi-monthly meetings.

SCHOLARSHIPS: Children of members are eligible for a \$2,000 GGEA scholarship awarded annually.

LEGAL COUNSELING: Members are provided with a ½ hour per year of limited legal advice in regards to all issues not related to employment such as wills and probate, vehicle code violations, personal injury, real estate, bankruptcy, etc. Meetings by appointment only.

POLITICAL INVOLVEMENT: The association actively works to elect School Board members who support the educational interests of Garden Grove teachers.

CTA/NEA

LIABILITY INSURANCE: THE CTA/NEA Liability Insurance Policy provides teachers with job related civil liability protection in the amount of \$1 million per occurrence. The policy also offers reimbursement of attorney's fees for certain criminal and civil rights proceedings if found not guilty.

DISCOUNTS: Discounts are available for automobile purchasing and leasing, entertainment, airfare, furniture, tires, and amusement parks. For further information, contact CTA Special Services at 1-800-537-8491 or use the website at www.tsaspecialservices.com.

ECONOMIC PROGRAMS: NEA provides information on investments, travel programs, Visa/MasterCard, and Accidental Death/Dismemberment Insurance.

STATE/NATIONAL PUBLICATIONS: Members receive up-to-date information regarding educational issues through CTA's California Educator and NEA's NEA Today.

INSURANCE: The following insurance programs are available: Salary Protection, Life, Homeowners, Automobile, and Disaster/Earthquake.

A CHECK LIST OF EVALUATION PROCEDURES

GGEA members need to keep track of their Performance Evaluations to ensure that their contractual rights and benefits negotiated by GGEA are not lost or compromised. The following checklist should assist Association members in this effort.

IS YOUR EVALUATION PROCEDURE ON TRACK?

ALL EMPLOYEES REGARDLESS OF YEARS OF EXPERIENCE:

- _____ 1. **OCTOBER 30** -- Deadline for GOAL SETTING conference. Evaluator and employee shall mutually determine goals.
- _____ 2. **NOVEMBER 15** -- Deadline to receive a copy of evaluation goals from evaluator.
- _____ 3. **ALL YEAR** -- At least one formal observation/conference shall be conducted. Employees shall be advised of what they do well and what needs to improve, as well as how to improve. Evaluators should be offering assistance to teachers needing improvement during this period, including specific recommendations, opportunities to observe other teachers, in-services/staff development training, and other District resources identified by the evaluator.
- _____ 4. **MARCH 15** -- Deadline to receive a Recommended Improvements Report (Form D). This Report must include a specific plan for correction, recommended timelines for action, follow-up by evaluators.
- _____ 5. **MAY 1** -- Deadline to hold an evaluation conference to review the wording of the final evaluation. The final evaluation shall reflect progress or lack of progress on goals.
- _____ 6. **MAY 15** -- Deadline to receive written summary of the evaluation for signature by both parties.

FIRST AND SECOND YEAR EMPLOYEES:

*All of the above procedures apply **PLUS***

- _____ 2. **ALL YEAR** -- Employees in the first or second year of employment must have at least two informal 15 minute observations and one 45 minute formal observation. Informal Observation reports (Form B) and Formal Observation reports (Form C) must be completed and received by the employee within five (5) work days. Reports must contain commendations and recommendations for improvement. Conferences must be held within ten (10) workdays of a formal observation.

What Fosters a Good Observation?

How can an employee determine whether or not an evaluation observation is a good one? There are several standards by which to measure the quality of observations, as reflected below:

- Each individual being evaluated is informed about the purpose, nature and process of evaluation observation. Evaluators meet early in the year with their assigned teachers to explain how observations will be conducted; to share forms that will be used, and to discuss concerns teachers may have about the observation. **Good communication** between the observer and teacher is maintained throughout the evaluation process.
- The actual observation is conducted unobtrusively and with as little disruption of the normal routine as possible. Scheduled observations are conducted when scheduled or, if canceled, are rescheduled at a mutually agreed upon time. There is respect on the part of the evaluator for the employee's time and effort and **all observations, whether formal or informal, result in feedback to the employee.**
- Observers learn to look at the classroom in the ways defined through good teaching practices, teacher goals, and the observation instruments so events are recorded reliably. **The observation yields accurate insight into matters of concern to both the teacher and the evaluator.**
- **The timing of observations is planned to ensure fair and reliable sample of classroom activities and teaching practices.** Pre-observation conferences are held to help both the evaluator and the teacher discuss what the teacher plans to have happen and what is expected of students, as well as to identify any particular concerns either party might have observed.
- **The data obtained during the observation is used positively and constructively to enhance and improve instruction and student learning.** Criticisms are professionally communicated with suggestions and alternatives being offered for growth and improvement. Suggestions for improvement are specific; assistance is offered, and the evaluator revisits the classroom to see if the improvements are being implemented successfully. If there is still need for improvement, then evaluator and teacher can work as partners to accomplish that improvement.
- **Timelines and procedures in the GGEA-GGUSD agreement honored and followed.**

GGEA believes that every teacher needs to be evaluated properly, fairly, regularly, and provided feedback on his/her performance. Members experiencing difficulties with evaluation, or who are unsure of what to expect in the process, should contact their GGEA Rep at the school site for assistance.

INDIVIDUAL PERSONNEL FILES

School districts are required to maintain personnel files on all employees in the district. Materials in personnel files that may serve as a basis for affecting employment status must be made available for inspection by the employee involved. Materials not accessible for inspection include reports or records obtained by the District before the person's employment, materials prepared by identifiable examination committee members, or materials obtained in connection with a promotional examination.

Information of a derogatory nature, except as mentioned above, shall not be entered in a personnel file unless and until the employee is given notice concerning such and is given an opportunity to review and comment thereon. An employee has the right to comment in writing on the derogatory materials, and such comments are to be attached to and filed with the material. A request to review the materials in the personnel file shall be made at a time when the employee is not actually required to be on duty. The personnel file is solely the property of the district and is not shared with other districts. It will not follow the employee if hired in a new district.

Immediate supervisors, including principals, keep a working employee file at the school. These files shall contain only the current evaluative data and those materials found in the District files. These files are not open to review.

Further, evaluative data shall not include allegations by anyone, unless the allegations have been investigated and confirmed as fact by the District. Your evaluation should be based on information gathered through actual observations, conferences, job descriptions, and firsthand knowledge of your total performance. You are to receive a copy of each entry into your personnel file, signed and dated by the evaluator. In no case may evaluations be used as a basis for discipline short of dismissal proceedings.

Should you have any questions or need advice on how to proceed with these regulations, please contact the GGEA office for assistance.

LEAVES

If you anticipate a leave, it is important to know what provisions exist for such leave. Consult your contract and/or call GGEA for assistance.

SICK LEAVE

By 7:00 A.M. of your first day of absence -

Notify substitute services online (www.sub.ggusd.k12.ca.us) or through the automated phone system at (714) 663-6310.

District assumes you will return the next day unless you tell them otherwise or call **by 1:00 P.M.** to indicate otherwise.

If you find yourself sick again the next day and have not notified the District, notify substitute services by 7:00 A.M. the next day.

Each year the District must provide you with written statement of your accumulated days of sick leave for verification (10 per year).

PERSONAL NECESSITY

Employees are allowed up to 10 days of accumulated sick leave annually for purposes of personal necessity (i.e., reasons of compelling personal importance). If you need to use such leave, notify your principal that you will be taking personal necessity leave (***you need not give your PERSONAL reason***) at least 72 hours in advance **when possible**.

PREGNANCY/DISABILITY

Employees may use accumulated sick leave for disabilities caused by pregnancy, miscarriage, childbirth, or recovery from childbirth (e.g., recovery from surgery).

The length of such leave is determined by the employee and her physician.

MATERNITY

Employees may take voluntary maternity leave for up to 1 year because of pregnancy, miscarriage, childbirth, or recovery from childbirth.

The length of such leave is determined by the employee and the district.

OTHER LEAVES

Other leaves specified in your contract include:

Bereavement	Jury Duty
Family Care Leave	Long Term
Family Illness	Military
Illness and injury	Sabbatical
Industrial Accident and Illness	

SALARY ADVANCEMENT DEADLINES - (Article 12)

To receive a year's salary increment (i.e., vertical movement from one step to the next) a teacher must have worked in the District for 75% of the assigned duty days of the preceding school year.

To receive salary credit for completed course work units (i.e., horizontal movement from one column to the next), all course work, including District In-services Education, must be completed by the first workday. Official transcripts and/or records of in-services must be submitted to the Office of Personnel Services prior to November 1.

Frequently Asked Questions

There is a much more in-depth and extensive list of frequently asked questions at the GGEA website: www.ggea.org.

When do I get paid?

Paychecks are received the last working day of the month except in December. The December paycheck is received on the first working day of January.

How long is the contractual workday?

All teachers are required to be on campus 30 minutes before their first class and 15 minutes after their last class. This may be different for schools that bank time for collaboration schedules.

What am I to do with discipline problems?

Thorough planning and a variety of activities are successful in eliminating many of the minor problems of restlessness in a class. Nevertheless, a new teacher with few exceptions, will have some problems. It is usually experience that gives a variety of techniques to meet most situations.

The administrators in a building, particularly the assistant principal in the secondary schools, are responsible for the overall discipline of the school. The experienced teachers in the school are the best source of information on how to handle students and what office policy is. Your GGEA Association Representative will also be a good source of help.

How long am I on probation?

The first two years of employment are probationary contracts. Employment may only be terminated upon written notification by March 15th of each year. After the first day of your third year you will be on a permanent contract.

If I need help or have any questions, to whom can I turn?

The GGEA Association Representative at your school is always willing to help. If you prefer, you may call the Garden Grove Education Association at (714) 638-7480. There is full-time staff people prepared to help at 12966 Euclid Street, Suite #220, Garden Grove, CA, 92840.

Reporting Suspected Child Abuse

Child abuse is an act of omission or commission that endangers or impairs a child's physical or emotional health and development. Child abuse is everyone's business. It is a valid public concern, and the responsibility to report it is not optional; **it is mandatory**. Educators probably have the best opportunity to identify a problem before it becomes a statistic. The major legal responsibilities of school personnel or childcare custodian are:

1. To identify incidents of suspected child abuse
2. To comply with laws (PC1166a) requiring reporting of suspected abuse to the proper authorities

Determining whether or not the suspected abuse actually occurred is not the responsibility of the educator. Such determination and follow-up investigation will be made by a child protective agency. The responsibility of the educator is to report suspected abuse, not substantiate it. The duty to report child abuse is an individual duty and no supervisor or administrator may impede or inhibit such reporting duties. Internal procedures to facilitate reporting and apprise supervisors and administrators of reports may be established.

Penal Code 11167 Provides:

1. A telephone report of suspected child abuse shall include the full name of the person making the report, the name and location of the child, the nature and extent of the injury, and any other information, including information that led such person to suspect abuse, with a written follow-up report submitted within 36 clock hours to Child Protective Services and the local law enforcement.
2. Information relevant to the incident of child abuse may also be given to an investigator from a child protective agency that is investigating the case.
3. The identity of all persons who report this article shall be confidential and disclosed only by the court order or between child protective agencies or the probation department.

Immunity of Reporting Persons (Penal Code 11172a):

Persons required to report, such as educators, are not liable for civil damages nor criminal prosecution for reporting child abuse as required by law, unless it can be proven that a false report was made, and that the person knew or should have known that the report was false.

WHAT TO DO IF AN ALLEGATION OF SEXUAL MISCONDUCT IS MADE AGAINST YOU

It is not uncommon that the individual being accused of sexual misconduct is the last to find out. If you are approached by someone who wants to ask you questions, you have a right to inquire as to the purpose of the questioning. Ask them if they are conducting an investigation. If they are, ask them what and whom they are investigating. Ask them if they are seeking information that could result in disciplinary action against you.

If you are the subject of the investigation, or the investigation could result in disciplinary action against you, you are entitled to representation. Answer no questions. Immediately call the GGEA Office and explain that you are the subject of the investigation and that you are in need of assistance. It is important to understand that the GGEA staff does not have an attorney/client relationship with you. Therefore, it is best that you reveal no more information to the GGEA staff than is necessary to reflect your need for assistance. Revealing the fact that you have been accused of or are being investigated for sexual misconduct is enough. Information you give to an attorney in confidence is protected information. The attorney cannot be compelled to testify against you regarding such protected information. Since union staff has no such privilege, GGEA staff can be subpoenaed to appear at trial and testify against you concerning all information you revealed to them. Save your side of the story for your attorney!

The period following an allegation of sexual misconduct can be the worst time in a person's life. It can involve action and investigation by the Department of Social Services, the school district, and the police. The guidelines here can help you avoid such a tumultuous experience. And if you ever face an allegation of misconduct, they can help you preserve your reputation and your livelihood. The point of these guidelines is not to instill fear, but rather to raise your level of consciousness by making you sensitive to a course of conduct that can leave you open to an allegation of sexual misconduct. **Think ahead!**

AVOIDING CHARGES OF SEXUAL MISCONDUCT BY TEACHERS

The term “sexual harassment” has become a catchall phrase for any type of unwelcome sexual conduct. But the term has certain legal implications, which have been addressed primarily in the employment context.

For educators, sexual misconduct has two distinct contexts: the first pertains to interaction with colleagues, while the second concerns interaction with students. The following checklist focuses on the more complicated parameters of appropriate conduct between teachers and students.

Checklist

- Remember: if you believe any conduct on your part may be viewed as questionable, you should not engage in that conduct.
- Do not flirt with students
- Avoid physical contact with students in middle or high school. Exercise great care when engaging in physical contact with any student.
- Be especially sensitive when dealing with prepubescent females.
- Avoid the situations that most often lead to allegations of sexual misconduct:
 - If you meet with a student alone, try to ensure the setting is not too private. Keep doors and blinds wide open.
 - Do not drive students anywhere, except to and from a sanctioned school event.
 - Be careful if socializing with students outside the school environment. If you do socialize with students, do so in a public setting and be sure that other adults are present at all times.
- Exercise caution in emailing a student or giving a student cards or gifts.
- **Remember, you can lose your credential for engaging in sexual conduct with a student of any age.**

CORPORAL PUNISHMENT

California law prohibits corporal punishment. Corporal punishment means “the willful infliction of physical pain on a pupil.” It does **not** include reasonable and necessary actions for self-defense, to quell a disturbance, to prevent injury to others or damage to property, or to remove dangerous weapons from students.

Ed. Code 49000, 490001; PEN. Code 11165.4.

Get Involved with GGEA!



If you would like to serve on a Standing Committee please fill out this form and send it back in to GGEA!

NAME _____ SCHOOL _____

I am interested in serving on the following GGEA Committees:

ADVOCATE - GGEA's award winning publication is always looking for writers. If you have a passion for writing, have publishing skills or would just like to learn how to put a newsletter together, this is the place for you! Five issues are published per year.

COMMUNITY ACTION - Works to develop and strengthen family-school-community partnerships. The Committee works with H.O.P.E., sponsors the "Day of the Teacher" poster contest and many other activities to enrich our community.

NEW TEACHER - Provides support for the professional needs of new teachers. The committee plans the new teacher lunch, workshops and roundtables on issues that are of concern to our new teachers.

HUMAN RIGHTS/IPD - Focuses on providing members the opportunity to attend seminars and trainings on instructional issues. This committee also works to raise awareness of members to human and civil rights issues.

POLITICAL INVOLVEMENT (PIC) - Works to protect the interest of public education through political involvement. Specifically the PIC identifies potential School Board candidates who must believe in Public Education and the issues surrounding it. PIC also plans strategies and to help elect GGEA endorsed School Board candidates.

RETIREMENT - Works to provide members information about retirement and retirement planning through roundtables, seminars, and share fairs. They also plan and host the Retirement tribute to honor teachers who are retiring.