

M.E.S.P. Courier

Marana Education Support Professionals

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A Letter From Your President



Dear Members,

Welcome back! I am Larry Trimble, newly elected President of Marana ESP, and I am glad to tell you, that we, the Officers of MESP have been working hard for you this summer. I am on a short leave of absence so Robin Abrams-Ryan will be acting President until my return.

Robin, Crystal Rivenbark-Secretary, Phyllis Yancey-Co-Treasurer, along with Heather Johnson-Co-Treasurer, attended the AEA Summer Leaders Training. This was three days of concentrated seminars and classes, covering all the different areas to help us have a successful year.

We met several times during the summer to work on our operating procedures and upcoming trainings for all of you. That's right; I really want to see new faces who are eager to take over some of the committee's and associate representative positions, as some of us went on to retirement or other jobs. We are conducting elections for the associate representative positions now so please consider nominating yourself. We are all busy with everyday life, but it is important for all of us to take an active part in keeping and obtaining what it is we stand for: **"The students of Marana Unified School District."** **Together** we will make a difference.

I would like to hear from everyone about what it is that we can do to make that difference in your work place. We have included a survey that will help us to help you. Please take the time to fill it out and give us the feedback on what you would like to see in each site for our district. For example, if there are ways to cut back on material things and help us when it comes to the budget, please let us know. We all know that there are tough times ahead of us, lets work on this together. On another form you will see a place to sign up for the committee positions that need to be filled. Again, we need your help!

I know some of you are going to have different duties than the previous year, or even different sites. If you are having any problems, as a union member we can help you try and get settled in. I will be available by home phone 682-7773, cell phone 820-3892, or email me at ltrimble@maranaesp.org. You will also find the other officers numbers listed and they are there for you when you need them (remember some of us drive the bus and we cannot answer the phones while driving; we will get back to you as soon as possible).

Congratulations! Heather Johnson won a School Bell Award for our website and three other awards for our newsletter. We invite you to go to our Association website, which is www.maranaesp.org. Please take the time to visit and browse as we have our constitution, newsletter, and links to AEA, and NEA. You can also leave a message for one of the officers.

We Need Your Input

As Larry stated above we want to hear from you if you have any problems or concerns in your workplace.

We also would like to hear from you if you feel that you have something that is working great at your site. This feedback will allow us to help other members and improve the quality of their workplace at their sites. We want everyone to have a great working environment because this impacts

the children's environment also.

We are here to be your voice and to help create and maintain a productive workplace for you. Thereby, creating a great environment for the children of our district to learn.

You can call or email any of the officers or you may go to the feedback form located online at our website at www.maranaesp.org under the *Contact Us* Tab.

Heather Johnson

The feedback form allows you to submit a concern or problem at your site and should you desire to not give your name you can do it anonymously.

In order for us to continue to grow and be a productive Association that serves you and the children of our district we need feedback from our members.

What can we do to help you? Please let us know.

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Visit our website at www.maranaesp.org

Highlights:

- MANY EMPLOYEES HAVE LOST VACATION TIME DUE TO THEIR DAYS EXPIRING!
- CHANGE IN LEAVE POLICY
- FURLOUGH DAY INFORMATION
- WANT TO SAVE MONEY? GET OUT YOUR AEA CARD!
- CALENDARS FOR THE NEXT TWO MONTHS. SEE OUR DAYS OFF

Vacation policy - 12 month Employees

Heather Johnson

In the April Issue of the MESP Courier I submitted an article about some of our 12 month employees losing vacation time due to it expiring. I wanted to resubmit this article just in case some may have not seen it then.

Part of a 12 month employee's benefit package is vacation time. This time has an expiration date. MUSD Policy GDD states that all vacation time accrued through one school year must be used by July 31 of the following year.

At this point in time, vacation and sick time are not noted on our paychecks, this should be happening soon, but until then an employee must ask their site's secretary for the

balance of vacation and sick leave.

Please see the Supplement dated 9/4/09 of your support staff handbook for the full version of this policy

GDD – SUPPORT STAFF VACATIONS AND HOLIDAYS

All twelve (12) month employees, except supervisors, are entitled to vacation with pay upon completion of ninety (90) calendar days of employment, and upon completion of each subsequent year of employment thereafter.

Any employee with five (5) or more years of service in a nine (9), ten (10), or eleven (11) month position who transfers or is promoted into

a twelve (12) month position will be eligible to receive ten (10) vacation days, unless prorated, as of the transfer/promotion date. Additional days will not be accrued during that school year.

Years	Pay Period Accrual
1 to 4	3.1 hours
5	4.0 hours
6	4.6 hours
7	5.2 hours
8	5.5hours
9	5.8 hours
10+	6.2 hours

All twelve (12) month employee positions accrue prorated based on the following chart.

Vacation accrued in a fiscal year (July 1 through June 30) must be used by July 30 of the next fiscal year.

Vacation will be prorated based on the E.O.D. date a person begins working a twelve (12) month position.

- Please make note of this. You **will not** receive information that your time is going to expire.
- Ask your building secretary for your current balance and see which days could be endanger of expiring.

Leave Accrual

This year the district has implemented a change in the way that leave is accrued. First there is no longer sick and personal leave. It is now referred to as "Leave Hours".

The district has now changed the way we accrue our sick time. It will now reflect hourly instead of days. This is the same as the vacation time accrues.

In recent years, we started off with a certain number



of days (depending on hours worked) and through each paycheck we accrued a certain number of days.

- Leave hours will now be accrued at an hourly rate per pay period. A full-time equivalent support employee shall accrue sick leave at a rate of 4.6 hours per pay period. An employee working less than eight (8) hours per day will be prorated.

What does this mean to you? For example: An employee has a total of 7 hours of sick time accrued. If he takes 8

hours of sick time then he will be docked 1 hour.

This means that he will not accrue a positive balance until this hour is paid back.

Please see the supplement dated 9/4/09 of your support staff handbook for the full version of this change.

I also want to mention the two following items that pertain to leave.

- Leave may accrue to a maximum of one thousand two hundred forty-eight (1248) hours, at which time the hours over this will be deducted from the employee's leave bank at

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the end of the fiscal year.

- Once a year, a support employee with one thousand forty (1040) hours of accrued leave is eligible to sell eighty (80) hours back to the District at a rate of twenty-five percent (25%) of his/her hourly wage. A request in writing, must be submitted to the chief financial officer between July 31 and March 31 of each school year.

If you have any questions you may contact one of the officers or the Human Resources Department.

Furlough Days

In your September 11 paycheck there was a decrease in pay due to the implementation of furlough days. I don't have to say it has been a difficult year for our negotiations team because that would be an understatement. They have worked hard with the district to minimize the impact on our support staff. Thankfully, your negotiation team was able to negotiate only two days instead of the intended four.

A furlough day is defined as an unpaid day off for which an employee would normally be paid.

Also included in your paycheck you received a letter which stated the exact

amount of your deduction. This amount will be different for each employee depending on their rate of pay.

Since there will not be a line item for this on your paycheck please keep this letter for your records.

Furlough days are not being implemented on days that you are regularly assigned to work. Instead, furlough days will be applied to days which are currently identified as paid holidays in which you are not scheduled to work.

This basically means that you subtract two days from the total of paid holidays that you receive this year.

To minimize the financial impact to any one paycheck, the number of furlough days will be multiplied by your daily rate of pay and divided by the number of remaining paychecks. The district had previously determined that the impact of the furlough would be deducted over 18 paychecks. However, after further research with the iVisions consultant, they are now able to spread the amount of the furlough over all remaining pay periods, which will further minimize the impact to you.

If you work less than full time, or if you began work after the first work day your furlough reduction will be prorated accordingly.

Heather Johnson

The only support staff employees that will be different than described above will be time card employees (mainly in Food Services, LEAP, and pre-school). Because they do not get agreements, their pay cannot be annualized—therefore, neither can their furlough days. The district will simply have to choose two days to be the furlough days.

If you have specific questions regarding your furlough reduction, please contact Monica Harper or Kathy Travers in the Human Resources Department.

Every Member Option

Delegates at this year's Delegate's Assembly passed by a large majority a new business item which establishes an optional dues assessment.

All AEA members will be asked to contribute annually by way of the **Every Member Option**. These dues will fund the following three areas:

AEA Foundation for Teaching and Learning (educational grants and scholarships); the **AEA Fund for Children and Public Education** (political action funds and campaign contributions); and the **Education Improvement Fund** (to

support or oppose ballot propositions which affect public education or employees).

Information about these programs can be found online at our website and also the AEA/NEA websites.

Active members will be asked to contribute \$12 a year above their dues amount. It will be divided as follows: \$5.00 per year to the AEA Foundation for Teaching and Learning, \$4.00 per year to the AEA Fund for Children and Public Education (PAC), and \$3.00 per year to the Education Improvement Fund to

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support pro-education ballot initiatives and oppose anti-public education initiatives.

By remaining in this option we will be providing much needed funding for three very important programs that are working hard to change public education.

There is an "opt out" provision for active members who do not wish to contribute. All members should have received a letter informing them about this program along with a returnable form in which to decline participation. If you did not receive your letter the fall issue of the AEA Advocate will carry the same informa-

tion for those who might have missed it.

If you wish to decline to participate please follow the directions on the form and you will receive a reimbursement check for twelve (\$12) dollars.

If you have any questions please contact one of the officers for more information.



Associate Member Category

The new Associate Member category will be for those people who wish to support AEA and public education, but who do not qualify for any other membership category.

This member category was voted on at Delegate Assembly 2009. AEA wished to enroll parents, family members, local Boards of Education and many other non-education employees who share AEA's vision of "a great public school for every student".

Associate Members will have no voting rights but would

receive publications and e-mails which would keep them up to date on issues around public education.

This will allow us to lawfully send information about candidates for political office and allow them to make voluntary contributions to the AEA PAC and EIF Funds.

Those interested in obtaining Associate Membership will pay forty-eight (\$48) dollars a year.

If you know someone who is interested in joining our cause "a great public school for every student" then

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please direct them to the AEA website or contact one of your MESP Officers for a Associate Membership form.

To find more information about this membership or any other membership category visit AEA on the web at the following address: www.arizonaaea.org.

This is an exciting time for many people who have wanted to join AEA/NEA in their fight for the students of this nation. We look forward to these new faces in the fight for public education.

MESP: Let's Build a Better Future Together

Heather Johnson

Do you think ESP play an important role in our school district? Do you believe we always get the acknowledgement we deserve? Have you ever felt like speaking up when our working conditions could be better? If you said yes to any of these questions, we encourage you to seriously consider lending your time, talent, and energy to making MESP be all it can be.

We will need to nominate and elect Association Representatives for each site. AR's work at the building level and form the critical links between MESP's elected officers and rank and file members. Let's face it; the strength of our organization is directly related to our ability to advocate for and meet our membership's needs. This is why our AR's play such a crucial role.

As an AR, you will have the opportunity to develop your leadership skills by participating in some of following activities:

- ★ Advocating for fellow members
- ★ Providing assistance to members in your building
- ★ Handling employee problems at the work site and informing the President of any problems or potential problems
- ★ Participating in AR meetings and trainings and distributing MESP info at your site
- ★ Attending monthly Executive Board meetings with feedback, suggestions, and recommendations from your site

MESP will hold its annual election for Association Representatives (AR's). Be on the look-out for flyers and the nominating forms.

Think about nominating yourself or someone you know. There's plenty of need for helping hands and every little bit counts. The fact is, all ESP employees need and deserve a powerful voice. We need a strong and robust organization. We need **you**.

If you are unsure about becoming an AR please join us at a meeting or two. The officers are also a great source of information and can answer many of your questions. There are many other ways you can help your association. Come to a meeting and find out how!





Marana Education Support Professionals

6873 N. Oracle Road
Tucson AZ 85704

President: Larry Trimble 820-3892
ltrimble@maranaesp.org

Vice-President: Robin Abrams-Ryan
rabrams-ryan@maranaesp.org

Secretary: Crystal Rivenbark
crivenbark@maranaesp.org

Treasurers: Heather Johnson
hjohnson@maranaesp.org
Phyllis Yancey:
pyancey@maranaesp.org

For information about events in the calendars please check our website under the News Tab. Information is updated daily to reflect any changes.

In an effort to keep the General Meetings down to one hour or less we will be holding Executive Board Meetings once a month. The General Meeting will be held at least every 3 months. We may also schedule Special Meetings when a need arises.

We hope that this will encourage more members to attend our General Meetings because we want our main focus of these meetings to be about you. This will be a time for you to hold fellowship with your colleagues, express concern over issues that you are having at your sites or share ideas that you believe will benefit your Association.

All meetings will be held at Estes Elementary School in room B-104, unless otherwise noted.

You can find a list of all meetings posted on our website along with a map to the locations. These can be found in the Meetings tab on our website.

www.maranaesp.org

Upcoming Meetings

December 10

January 14

February 11

March 11

New AEA Membership Cards!

Heather Johnson

Members should have received their new membership cards through the mail recently. If you have not received your membership card please contact Heather Johnson at hjohnson@maranaesp.org

As an AEA member you will receive a membership card operated through the Education Access program. Your official membership card not only serves as your Association identification, but also as a valuable savings card offering exclusive discounts at over 200,000 business nationwide.

With your membership card, you can save up to 50% on everyday purchases like:

- Fast food and casual dining
- Dry cleaning
- Auto service and repair
- Health and beauty products
- Movie tickets and video rentals
- Golf
- Ski passes
- Hotel rooms

- Vacation packages
- Luxury cruises
- Outdoor recreation
- And a lot more ...

You will need your AEA membership card to log-in.

www.memberweb.com/memberweb/NewLogin.asp

While on the web check out AEA's Member's Only section. You will need to create an account to access this section of the website.

<https://login.nea.org/arizona/index.cgi>

October 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8 E Board Meeting	9	10
11	12	13	14	15	16	17
		Fall	Break			
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12 E Board Meeting	13	14
15	16	17	18 ESP Day	19	20	21
22	23	24	25	26 Thanks-giving	27	28
					Break	
29	30					