



UESF

United Educators of San Francisco
AFT/CFT, AFL-CIO • NEA/CTA

2310 Mason Street ■ San Francisco, CA 94133 ■ 415 956-8373 ■ Fax 415 956-8374 ■ www.uesf.org

SFUSD Paraprofessionals: Important Advice From Your Union

2007 – 2008 School Year

- **Membership:** Only active members have political rights within UESF and access to Union Member benefit programs, including legal representation. If you are not a member, complete an application form and return it to UESF. Non-members generally still have to pay monthly union service fees.
- **Documents You Get:** Keep a copy of all documents that SFUSD or your Principal gives you in a binder in chronological order. It is important to keep them in a coherent fashion.
- **Documents You Give:** Keep a copy of all documents you give to SFUSD. When giving them documents, always have proof that they have received them. Certified mail with return receipt is one way. If delivering in person, take two copies to Human Resources and get them both date/time stamped – one copy for them and one for you. If faxing, the first sheet should be your document and the last should be your cover sheet. This is a way of having a proof sheet with the document's image on it. Check your personnel file at least once a year.
- **Health Benefits:** Only Special Ed core subs shall receive benefits in accordance with Article 13 of the USP contract.
- **Pay Stubs:** Check your pay stubs upon receipt and keep them organized in a safe place. Make sure you are getting paid for the right status and the right pay rate. You will be paid every other Wednesday.
- **Email:** Get a personal email account separate from one assigned by the SFUSD. SFUSD can read your District email account and can control its use. Free personal email accounts are available from Hotmail, Yahoo, Google, etc. Tell UESF what your email address is so you can keep informed. Send your email address to UESF at: ask-uesf@uesf.org.
- **Your MD For On-The-Job Injury or Illness:** Turn in a signed “Predesignation of Personal Physician” form for work-related injuries or illness now. If you do not do this, and have a work-related injury or illness, you will have to see the SFUSD-designated doctor instead of your own medical provider for at least 30 days.
- **Longevity Paras:** If you have worked 10 years in the District, you are entitled to the “Longevity” rate. Check your pay stub.

- **If you get sick or hurt on the job:** If you have a work-related injury or illness, report this immediately to your Principal. If you have trouble dealing with the SFUSD workers' compensation administrator, TriStar, you may need a workers' compensation attorney. We suggest that you use Waxman and Brodie, 415 956-5505. Workers' comp attorneys are paid on a contingency fee basis, typically 12% to 15% of what is awarded.
- **Your Rights:** Your rights under the UESF/SFUSD contract and applicable Labor Law take precedence over Board of Education Policies and Principal's statements. You have a right to union representation when you meet with an administrator. Talk to your Union Building Representative. Do not go in by yourself. If that does not work out, contact UESF.
- **Probation:** Probationary period is a twelve (12) month period. It is a six month period in the case of a promotive position, excluding temporary, limited term, restricted, casual, substitute or as-needed employment.

Collective Bargaining Rights

Knowing our collective bargaining agreement with SFUSD is one of the most important elements to navigating your way through the district. (Go to www.uesf.org, where there is a link to the contract.) We suggest that you focus first on the following provisions:

Article 15: Health and Safety

Article 15.1.1: You are not required to work in unsafe conditions.

Article 15.3.2: The District will provide each classroom with a first-aid kit.

Article 15.3.6: You do not have to live with unwanted rodents and vermin in your workspaces.

Article 7: Evaluation The contract does not allow for grieving the content of the evaluation, so paying close attention to correct procedure is very important. If the timelines are violated, let your Union Field Rep know immediately.

Article 18: Grievance Procedure This is how contract violations are addressed. A grievance must be filed within 15 working days of the occurrence of the problem.

Appendix E: Union Building Committee The administrator must meet with the Union Building Committee about staffing, assignment, programming, facilities management and planning, staff development and budgeting.

Salary Schedules: Pages 61 to 65.

If you have questions, **first** check with your Union Building Representative or give UESF a call at (415) 956-8373.

Monthly Paraprofessional Meetings

The fourth Wednesday of the Month

4:00 p.m. to 6:00 p.m.

Civic Center Secondary, 727 Golden Gate Avenue