

FAQs about Your Contract

(WEA Members 2006-2007)

The following information has been provided to you based on comments and concerns of members in previous years. We hope that these brief descriptions will assist you during the year. Each topic refers you to the appropriate page number in your contract for more detailed information. Please read your contract carefully!

SICK/MEDICAL DAYS (p. 15):

Sick/Medical days can be used for illness, injury, medical testing, and non-routine medical or dental appointments. A doctor's certificate may be required from an employee who is absent in excess of 3 consecutive days at a time. Scheduled medical days should be called in as far in advance as possible to secure substitute coverage.

**When calling in a sick/medical day, call the W. P. S. Substitute Service line, (781) 893-4391.*

You earn 1 1/2 sick days each month. Should you use unearned sick days (thus unpaid), and have such days at the end of the year, you may request reimbursement. As many as five sick days in a year may be used for bedside care of immediate family or household members.

PERSONAL DAYS (p. 17): *Call sub service (781) 893-4391*

First year staff: all requests must include the reason that the day is needed (see below).

After one full year of teaching in Waltham, you will be able to request 2 non-consecutive personal days **without a reason. After two years, if you used no personal days the year before, you may request a third such day without giving a reason. These days may not extend a vacation or holiday weekend. All requests after the 2nd personal day in a year (with or without reason being given) OR not meeting the above conditions, must include a reason. Please follow the procedures below.*

Personal Day requests **must** be made in writing to the SUPERINTENDENT (parrellas@k12.waltham.ma.us) and should be sent as far in advance as possible, but no less than 48 hours prior, except for emergencies. Please include in your request what number personal day for the year it would be (1st, 2nd, 3rd). Requested day that is not approved may be taken as a day without pay. The request **must** include a clearly stated reason for the leave (except as allowed above). IN ALL CASES personal days should NOT extend a school vacation or holiday weekend.

DISCRETIONARY DAYS (p. 17): *Call sub service (781) 893-4391*

If eligible, taken at any time without reason given. Maximum of 2 per year, with you giving up 3 accumulated sick days for each. Notify Superintendent 48 hours or more in advance, except for emergencies. To be eligible, you must (1) have at least 100 accumulated sick days, and (2) been out for sick and discretionary days a total of 4 or fewer days the year prior.

BEREAVEMENT LEAVE (p. 17): *Call sub service (781) 893-4391*

The Committee will grant five (5) consecutive school days, not to exceed eight (8) calendar days leave with pay for death in the immediate family with such days not charged to sick leave. The immediate family shall be defined as mother, father, grandparent, grandchild, brother, sister, wife, husband, son, daughter, foster or step child, household partner, mother-in-law, and father-in-law. *Days lost due to other deaths require using personal or discretionary days.*

PROFESSIONAL DAYS: *Call sub service (781) 893-4391*

Participation in outside professional development opportunities that require missing school must be requested in advance and are processed through principals and directors

SALARY INCREASES (p.27):

In order to advance on the payscale you must submit a complete, official transcript from accredited college or university. Credits earned after a Masters degree must be previously approved by Superintendent in order to guarantee payscale advancement. Deadlines for payscale changes (only made on two dates): August 15th for Sept. 1st changes and January 15th for February 1st changes.

GRAD COURSE REIMBURSEMENT (p. 35)

A written request must be made to the Superintendent for approval **PRIOR** to the start of the course, even if it is offered through the Waltham Public Schools. Reimbursements for teachers are limited to graduate level courses taken from an accredited college or university in order to obtain professional licensure or to renew a professional license. Paraprofessionals may qualify for reimbursement when taking courses recommended and/or approved by immediate supervisor and superintendent. No more than \$750 will be reimbursed per person per year.

*Request prior to start of course must include: Course title and description, cost, college or university granting credit.

*Documentation required after course is completed: Proof of payment & official grade.

LICENSING:

YOU are individually responsible for knowing, maintaining and monitoring your individual license(s). See *Massteacher.org* for info.

**Be aware of DOE being historically backlogged. Start the processes well in advance. Always send materials certified mail or walk them in to DOE.*

PREP PERIOD REIMBURSEMENT (p. 5)

A 55 minute preparation period is afforded to each teacher every day. If any scheduled prep period is not afforded on a given day, leaving a teacher with **NO** prep time, a \$15 compensation will be awarded to the teacher. Instruction must be provided to students to qualify for payment. A professional/friendly courtesy to a colleague (to cover for a funeral, etc.) does not qualify for payment.

Please feel free to contact any of these WEA representatives with questions:

George Viens, WEA President: viensg@comcast.net or (857) 891-2062

Alan Jacobson (WHS), WEA Vice President: jacobsona@k12.waltham.ma.us

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