Proud to be UNION

EDUCATION SUPPORT PROFESSIONALS (ESP)
STEWARD "POW WOW" TRAINING
BROWARD TEACHER UNION
THURSDAY, AUGUST 1, 2019
1. Develop and maintain a visible union presence at your worksite.
2. Engage and recruit new hires and potential members.
3. Hold union meetings with your members from time to time. (First meeting with all ESPs)
4. Lead efforts to move members to activists and activists to leaders.
5. Advocate for members and public education at your worksite, district, local, State and national levels.
6. Always seek opportunities to strengthen skills and knowledge as a leader and organizer.
THINGS EVERY STEWARD SHOULD DO

• In the beginning of the school year, meet with your administration and complete the Administration Conversation Guide within the first 6 weeks of the school year.

• Stress the fact that in any meeting with administration that may be disciplinary in nature or lead to disciplinary action, the employee must be provided with a written notice stating the infraction and has a right to union representation. The employee has three (3) days to obtain representation. Weingarten Rights! (The Law!)

• Notify BTU staff (field staff representative) of any violation of the contract. Call and ask if in any doubts.

• Instruct members to not answer questions or provide a written statement without union representation! (Important!)
ADDITIONAL STEWARD DUTIES

- Welcome all new employees to your worksite and offer assistance. Recruit! Recruit! Recruit!
- Keep your bulletin board neat and uncluttered. (Remove old handouts and add new)
- Make sure your board is attractive and easy to read.
- Include important information from our communications, website and emails/flyers from ESP VP.
- Attend Steward Training (Release Day)
- Ensure all BTU members at your work location, know they have a right to union representation if they are called into a meeting that they believe may lead to discipline.
- Attend Area Meetings (ESP Chats), quarterly Steward Council Meetings
- Complete a steward incentive form NO later than May 12, 2020.
- Develop and maintain a visible union presence at your worksite.

**REMEMBER – BTU has the right to at least one union bulletin board. More than one board is allowed. Article 5 (e)1**
CONSIDERATION FOR TEACHING POSITION

• Article 1 B(5) (Recognition) Seniority

Employees who were probationary teachers, were released, are in good standing, and who have made a request in writing to Talent Acquisition Non-Instructional to return to a vacant bargaining unit position, will be offered a vacant position after all current bargaining employees whom have placed on lay-off and have been offered one (1) of three (3) vacancies.
1. Article 5(P) **Student Pick Up & Drop Off**

Education Support Professionals SHALL not be required to open and/or close automobile/van doors for students, load or unload children from vehicles, secure children in car seats, or load or and/or unload student supplies. This section shall apply only to students picked up or dropped off in a private vehicle.
• **Article 6 (L) Covering Classes**

An education paraprofessional shall not be utilized for in-classroom teaching or supervisory responsibilities over a classroom of students except in those most extreme circumstances. In the event that an emergency arises that requires an education paraprofessional to cover a class for more than a few minutes, the principal must provide a memorandum to the Office of School Performance & Accountability, after the fact, which justifies the classroom coverage.

The memorandum must also include the total time period that the education paraprofessional was in the classroom without a teacher, the name of the education paraprofessional, and the regularly assigned teacher.
• Article 6 (B) Cafeteria Duty Assignment

Certified Classroom Assistants, and Certified Teacher Assistants will have cafeteria duty for no more than ninety (90) minutes per day, when feasibly possible except in the following cases: because of Federal restrictions or where ESPs have been hired either on a partial basis or exclusively for cafeteria duty.

A rotation list shall be posted. To ensure the safety of all students, ESPs who are assigned to Head Start, unique, or special needs students (including autism) are excluded from cafeteria assignment beyond their specific student assignment(s). Such cafeteria duties shall be performed within the appropriate ESP job description. For example, these ESPs shall not wipe tables, run the trash compactor, or mop floors.
Article 15 (H) Employee Reimbursement

If employees are attached or assaulted or victim of theft or vandalism in the course of employment, the Board will insure or otherwise reimburse such employees for any loss, damage or destruction of clothing, or personal property up to two hundred and fifty dollars ($250) per employee per school year upon verification to the principal, unless the employee is otherwise reimbursed.
Article 17 (R) Referendum Funds

No less than 2.5% of funds collected from the August 29, 2018 Referendum on a Question Regarding a Levy of Ad Valorem Taxes for Essential Operating Expenses (“Referendum Funds”) in the Fiscal Year beginning on July 1, 2019, shall be designated for and distributed to eligible district employees in the BTU Education Support Professionals bargaining unit. Such Referendum Funds shall be distributed as Referendum Supplements as described below.

For the 2019-2020 school year, eligible employees of the BTU Education Support Professionals bargaining unit whose effective start date is on or before June 30, 2019, will receive a Referendum Supplement equal to 3.5% of base salary. (Every year after, the distribution shall be negotiated annually by the parties until the referendum sunsets or is extended via School Board approval and community vote.)
HARASSMENT OF STEWARD

• Article 9 (c) Harassment of Steward
• Steward complaints under this paragraph shall not be subject to the provisions of Article Four but shall be directed to the Office of School Performance & Accountability for final binding decision.
THE WEINGARTEN RIGHTS!

WEINGARTEN RIGHTS

“If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working condition, I respectfully request that my union representative or steward be present at the meeting. Without representation, I choose not to answer any questions.”