



821 Williamson St. * Madison, Wisconsin 53703-4503 * Phone (608) 257-0491 * Fax (608) 257-1168

Solidarity!

Keep Your Own "Personnel" Records

Record keeping by an employee is important. *Don't wait for trouble to start before you begin to compile your own personnel records.* Having good records is also very important, should you become involved in a grievance over your Contract rights or benefits, or in a matter involving discipline or dismissal. To enable the Union to provide the best possible protection and representation, every employee should **maintain his/her own "personnel" records.**

One's file should contain such documents as: college transcripts, evaluations, accumulated sick leave and days used, direct deposit (wage) records, records of student disciplinary referrals, Wisconsin Retirement System (DTRF) records, personal leave, documentation of honors and awards, notes on student accidents and confrontations with parents or administrators, copies of all correspondence with supervisor(s) and administrators, and for teachers - individual teacher contracts for each year, licenses, and teaching assignments by year with subjects taught.

Health Insurance Annual Choice/Open Enrollment

MTI's various Collective Bargaining Agreements with the District **provide that between October 15 and November 15 each year there will be an annual choice to switch health insurance providers, between/among the insurance carriers named in each of the Contracts.** Members of MTI have their choice among the three insurers - GHC, Unity and Dean Health Plan.

ANNUAL CHOICE is the period during which MTI represented employees who are already covered under an MTI negotiated District health insurance plan *may choose, without having to prove insurability, an alternate plan which is available under the Collective Bargaining Agreement.* Implementation of new coverage will be effective **January 1, 2014.**

OPEN ENROLLMENT is available as a result of gains made during MTI's 1999 negotiations. Enrollment in health insurance is available to any employee who is benefit eligible (*an assignment of 19 hours per week or a teacher contract of at least 50%*). Those with health insurance who have **an eligible dependent, who is not now covered, may enroll that dependent during this period.** The effective date for all new coverage is **January 1, 2014.**

Flexible Spending Account

Now is the time to act. MTI's various Collective Bargaining Agreements enable one to set wages aside, tax free, to cover employee contributions toward health insurance premiums, policy deductibles, co-pays and uninsured medical, dental and optical expenses, as well as childcare expenses. As a result of MTI's recent negotiations one can set aside the maximum IRS allowance effective July 1, 2014. MTI has requested that the District implement this provision effective January 1, 2014. Remember, however, that money set aside and not used during the calendar year for such expenses is lost.

Plan now to: ● *Use the balance of funds set aside for 2013, before December 31. These can be used for unplanned expenses such as prescription glasses, hearing devices, over-the-counter medications, or mental health therapy; and* ● *Adjust your deposit into your flexible spending account for next year (see Employee Benefits Corporation (www.ebcflex.com)).* **The deadline for changing one's deduction for 2014 is November 15.**

Knowing Our History

The **Wisconsin Labor History Society** has announced that its annual High School Essay Contest is now open to all Wisconsin high school students (grades 9-12). Students are invited to write 750 words on the following theme: "Unions have been important to my family and community because...." Submissions must be postmarked on or before February 14, 2014. Cash prizes ranging from \$100 to \$500. For more information, go to the Wisconsin Labor History Society website at www.wisconsinlaborhistory.org.

What drags down average student performance on standardized tests?

P  **V E R T Y**

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HUCK

Educational Assistants (EA-MTI) and Personal Leave

Educational assistants may receive up to **two unpaid personal leave days per school year** in at least one-half (½) day increments. Requests are submitted to the school principal for approval. Educational assistants are advised to request any unpaid time off sufficiently in advance so that the principal is able to plan for the absence.

Pursuant to Section VI-E of the EA-MTI Contract, EAs may also request longer term leaves of absence with 30 days advanced notice. Absences are for the remainder of the semester unless mutually agreed otherwise.

Anyone with questions regarding personal leave days should contact **Eve Degen** (degene@madisonteachers.org) at MTI Headquarters.

USO-MTI General Meeting Wednesday, October 16, Labor Temple

Members of MTI's Substitute Teachers bargaining unit (USO-MTI) will hold a general membership meeting on Wednesday, October 16 at 4:15 p.m., at the Madison Labor Temple (Room 109, 1602 S. Park St.) Nominations and elections for the USO-MTI Board of Directors will take place at this meeting. One must be a member of USO-MTI to attend and vote. Membership materials will be available at the meeting.

SEE-MTI General Membership Meeting, Wednesday, October 30

Please join us at an important meeting of the SEE-MTI General Membership on Wednesday, October 30, 4:30 pm at the Madison Labor Temple (1602 S. Park Street) in room 201c. You'll hear about our Contract settlement, an update on the legal status of Act 10, and details on work groups and workshops that have been established to directly address member concerns. This is also an opportunity to bring your questions and most importantly, to get together with your colleagues. Parking is plentiful, snacks will be provided and strength comes in numbers. We hope to see you there. Solidarity!

Our Union Makes Us Strong!

MTI's web page - www.madisonteachers.org
MTI's email - MTI@madisonteachers.org

SSA-MTI Board Vacancy

The position of Secretary on MTI's School Security Assistants bargaining unit Board of Directors is still vacant. Any member of the SSA-MTI bargaining unit interested in the position, or wishing to nominate a person for the position, should contact Eve Degen at MTI (degene@madisonteachers.org or 257-0491).

Keep MTI Updated on Changes

Please call, write or email MTI if you have a change in name, home address, home email address, telephone number, work location, certification, or hours of work. Having this information allows MTI to serve you better, both personally and contractually.

Calendar of Events



- **Monday, October 14, 4:30 p.m., MTI**
MTI Board of Directors
- **Monday, October 14, Doyle Room 103**
BOE Special Meeting (5:00 p.m.)
BOE Operations Work Group (5:15 p.m.)
- **Tuesday, October 15, 4:15 p.m., SCFL**
MTI Faculty Representative Council
- **Wednesday, October 16, 4:15 p.m., SCFL**
USO-MTI General Membership Meeting
- **Thursday/Friday, October 24/25**
Professional Development Days (Morning)
Individual Elementary Teacher Planning Time (Afternoon)
- **Monday, October 28, Doyle Room 103**
BOE Regular Meeting (6:00 p.m.)



Show **SOLIDARITY**
with your **MTI**
Sisters & Brothers.
Wear **MTI RED** on
MONDAYS!