

January Representative Assembly

January 15, 2020



Logging onto the ECC Network

- Select the “ECC Public” network from the list of available wireless networks
- A popup may come up. If it does not, go to elgin.edu.
- Select the option to sign in as a guest
- Follow the on-screen instructions to access the wireless network



Dates of 2019-2020 Representative Assembly

~~August 21~~

~~January 15~~

~~September 18~~

February 19

~~October 16~~

March 18

~~November 20~~

April 15

~~December 18 (If Necessary)~~

May 20



President's Report



Early Career Leadership Fellow Program

The ECLF Collaborative is funded by a grant from the National Education Association (NEA) with support from the Consortium for Educational Change (CEC) in Illinois. Through this program, the Illinois Education Association will support Early Career Leadership Fellows to:

- *Self-assess leadership skills and engage in learning activities to grow as a leader;*
- *Learn about the Association, related leadership skills and pathways to association leadership;*
- *Identify and engage five other early career educators in one-on-one conversations and ongoing work through the association based on their interests and passions*

Early career educators under the age of 35 who are within the first 5 years in the teaching profession are encouraged to apply. The Elgin Teachers Association will select 10-15 Fellows who also have demonstrated success in improving teaching and learning, show promise and initial interest in future union leadership and reflect the diversity of America's classrooms.

Those interested can apply at the following link -

<https://docs.google.com/forms/d/e/1FAIpQLSdtg6gTL3ULfXI7Ms6xBDOw6l35kiBYJTP1sjulF96sAYcJEQ/viewform?c=0&w=1>

[More information can be found in this message as well](#)

Transcripts Update

- Transcripts for members continue to be reviewed
- If you find any issues, continue to send those to HR
- The transcript review did show that some members were incorrectly placed on the salary schedule



State of the ETA



Elgin Teacher Association Accomplishments

- Janus has only caused us to lose 3 members
- We have more members than at any point in the history of the ETA - 2,536 Members
- We helped repeal the 3% cap on pensions
- The Elgin Agreement approved by over 80% of the membership
- Those Who Excel continues to raise money for scholarships
- Safety at the front of every conversation
- Grievance committee running and filing grievances
- Finances are strong and audit is complete
- Member involvement at an all time high
- Increased Member Communication
- Ongoing district discussions that bring teacher voice to the forefront



The Road Ahead for the ETA

- Continued Involvement of the ETA Board of Directors
- Additional Member Trainings
- Difficult Conversations with District Administration
- Involvement of Early Career Educators
- Increased State and National Union Level Voice
- Planning for the Future and Being Proactive and Not Reactive



1st Vice President's Report



TWE Scholarship Night Dates

April 21, 2020

Larkin High School



High School Scholarships

Letters going out to Guidance Counselors January 21, 2020

Seniors Applications must be submitted no later than February 21, 2020



6th and 8th Grade TWE

One student from EACH 6th grade class

THREE 8th grade students from each middle school

Names must be submitted NO LATER than March 20, 2020



Help Needed

Help needed at the event. Please email:

ETATHOSEWHOEXCEL@GMAIL.COM

Questions? Please ask



Secretary Report



Constant Contact Update

Constant Contact cleanup

- 1811 contacts now - had just over 2500 - saves us money
- Cleanup - 693 names deleted
- Duplicates - 114 total with duplicate emails - 30 left

Fair Share members

- Being identified
- Emails sent out to them

New teachers hired late

- Who is new in your building? Head reps need to contact them



BAM is BACK

Selection will be based on previous month's school attendance. Names of schools will be placed in a bucket and then drawn at the next month's RA.

For January, BAM will be based on November's attendance.

Winner need not be present. One win per building per year.



Treasurer's Report



Audit

- Quickbooks is up to date and accurate
- Controls are in place to maintain finances of the organization
- We are now confident that are financial information is accurate moving forward

IEA Region 24

January 2020 Update

Spring 2020 Elections



Member Only Election

IEA REGION 24

(multiple positions)

NEA Delegate

Atlanta, GA

July 2-6, 2020

ETA Local

(2 year terms)

ETA Presidential Slate

ETA Section Directors (2 year terms)

Minority Director

Spring 2020 Elections



Open to All Election

ETA COMMITTEES

Special Education Committee (3 year terms)

The Elgin Agreement: Article 8.42 The SEC shall be a permanent structure designed to obtain information from all sources throughout the district concerning Special Education and share issues/changes regarding Special Education with district employees.

Instructional Council (3 year terms)

The Elgin Agreement: Article 7.2 The Instructional Council is advisory and shall be continued as a permanent source of recommendations on major instructional matters to the Board of Education.

Spring 2020 Elections



Nomination window opens January 15, 2020.

Nominate through link on www.theeta.org

Nomination window closes on February 7, 2020 at 5:00 PM

Election materials handed out at February ETA Rep Assembly

Election on March 3, 2020 at all Sites

ISBE Seeking Input

Strategic Plan Meetings

February 3rd, 5-7 pm in Carbondale

February 6th, 5-7 pm in Wheaton

February 24th, 5-7 pm in Springfield

Goal 1: Student Learning

Goal 2: Learning Conditions

Goal 3: Elevating Educators

Open to all to attend



January RA Training

Paychecks and Munis Codes

January 15, 2020

Contents

- Resources and Websites of Note
- Confirming your gross pay equals what is in the Elgin Agreement
- MUNIS codes for earnings
- Rates of pay in Munis
- Munis Codes for deductions
- Holdback pay
- Knowing your sick and personal days



Resources and Websites of Note

[U-46 Payroll/Munis Home](#)

[U-46 Document Receipt/Acknowledgement](#)

[MUNIS OnLine Home Page](#)

[Workforce \(Only works in district\)](#)

[Paycheck Sample](#)

[New Login Sheet](#)



Gross Pay (Calculate to Yearly)

To make sure your Gross Pay on your check matches your yearly salary as listed in the Elgin Agreement:

- Add up the amount of all lines “CONT CE 21”
- Divide that number by .91
- Multiply that number by 21

This number should be equal to the salary listed in the Elgin Agreement.

Salary at Step D-Lane 4 = \$63,756

Gross Pay for One Pay Period = \$2,762.76

$\$2,762.76 / (.91) = \$3,036 \text{ -----} > \$3,036 \times 21 = \$63,756$



Munis Codes (Earnings)

Below is a non-exhaustive list of codes you can see in Munis for earnings

CONT CE 21 - Your current Contract Certified Pay which is based on 21 paychecks. This will also be where salary adjustments for additional credits will show up (This will be its own line)

CONT 6 CL - If you are teaching an overload, you will see this code

HRLY CERT - Instructional Rate OR Extra Curricular Supervisions

PRD PAY - Substitute Teaching Period Pay

APDX F CE - Money paid out of Appendix F

HLDBK CER5 - This appears during the summer and is $\frac{1}{2}$ of the holdback pay that was held during the school year.

WI EE Cert - Wellness Incentive payout for the employee on the plan

WI SP Cert - Wellness Incentive payout for the spouse on the plan



Rates of Pay

Contract Rate - Rates of pay printed in the Elgin Agreement. All rates in the Agreement are inclusive of TRS (9.0%)

Munis Employee Self Service - The amount listed in Munis is the rate without the 9% for TRS.

Type of Pay	Contract Rate	Munis Self Service
10.47 Instructional Rate	\$30.25	\$27.53
23.2 Extracurricular Supervision	\$25.50	\$23.21
27.6 Regular Teacher Subbing	\$27.00	\$24.57



Munis Codes (Deductions)

MEDICARE -

HEALTH 26/DENT 26/VIS 26 - Health, dental, and vision insurance as well as the number of checks this deduction is taken

HSA EE FM 26 - Health Savings Account Contribution

FSA DEP - Dependant Care Spending Account

LIF 50K 26 - Life Insurance Plan

GTL - Group Term Life - Taxes on amounts over \$50,000

THIS MEM TCH - This is another form of TRS.

ETA DUES FT - Union dues

HDBCK CERT 5 - This is the money that is being deducted for 21 paychecks during the school year and paid over 5 checks in the summer

DD NET - Net pay that will be direct deposited



Holdback Pay

Every check, an amount of money is held back so we are continued to be paid over the summer. This situation applies to most members.

Example:

A person makes \$26,000 a year. That \$26,000 is paid over 21 checks.

\$26,000 over 21 checks would be \$1,238.10 per check.

\$26,000 over 26 checks would be \$1,000.00 per check.

The difference in the 21 checks (\$238.10) is then banked to be dispersed over the 5 summer checks. ($\$238.10 * 21 = \$5,000$). This is how holdback pay is roughly calculated.



Sick and Personal Time

Sick and Personal Days can be found in two places.

- 1) Workforce - Login to Workforce from your school computer
 - Click any of the options under “Time Entry”
 - Select your position
 - On the bottom of the screen, click the button “Time Off Balance”
- 2) On the actual image of your paycheck
 - When looking at your MUNIS paycheck, click the “View Paycheck Image” link
 - A new window will open. Go to the bottom and you will see Sick and Personal days remaining. This IS NOT updated daily.



Announcements



Representative Responsibilities for January and February

January Rep Responsibilities

- ❑ Complete your second housing survey and share results with your SD Committee. ○
 - ❑ Review 6.11 Adequate Housing for Teachers in The Elgin Agreement.
- ❑ Ensure members are aware that they should have received any first semester stipends by the end of the month. If they have not, they should contact payroll (payroll@u-46.org).
 - ❑ Review 27.4 Extra Pay Schedule for Extra Duties in The Elgin Agreement.

February Rep Responsibilities

- ❑ Alert members that to receive the retirement incentive outlined in The Elgin Agreement, notice to retire must be given by March 1.
 - ❑ Review 27.10 U-46 Retirement Incentive Plan in The Elgin Agreement.
- ❑ Remind members that all credit hours earned that will impact changes to the salary schedule are due to Human Resources by February 15, and will be reflected on the last check in November.
 - ❑ Review 27.2.B Salary Increment: Lane in The Elgin Agreement.
- ❑ Remind members that Transfer Reassignment is coming in March.
 - ❑ Review 12.5 Reassignment, 12.6 Transfers, and 12.8 Notification of Transfer or Reassignment in The Elgin Agreement.
- ❑ Remind Pre-Tenure teachers that they must have two SLOs completed in the TAP system by March 1.
- ❑ At the elementary level—ensure members are aware of when second trimester grades are due.