

Posting & Advising of Vacancies Is Required by the Contract

Article XIII. *Transfer and Reassignment Policy* specifies the procedures for securing out-of-the-classroom positions. If the procedure is not being followed, contact your site principal and a building rep as soon as possible.

1. All vacancies shall be posted in the Human Resources Office within ten (10) days of the time the District closes the position.
2. Support Personnel and other out-of-classroom Bargaining Unit vacancies will be open to all Bargaining Unit members and will be posted at each school site for at least six (6) working days. Bargaining Unit members may request an interview through the Human Resources Office. The appropriate administrator shall make the selection recommendation to the Human Resources Office.
3. An interim appointee may be placed in the vacancy by the appropriate administrator for no more than forty (40) days. Under extraordinary circumstances this period may be extended by twenty (20) days.
4. The May 15 vacancy list shall be posted at each site no later than May 20 and continue to be posted through the end of the school year.
5. Bargaining Unit members being involuntarily transferred will be given priority in placement over any voluntary transfer requests, as well as over newly employed Bargaining Unit members' assignment requests. Whenever possible, the wishes of the individual Bargaining Unit member will be honored to the extent that they do not conflict with program, educational and staffing needs.
6. Within the first month of the school year, principals shall request names of Bargaining Unit members interested in any out-of-classroom positions. Those Bargaining Unit members indicating an interest shall be notified if such a vacancy occurs during the school year.

California Gears Up for the November Election

California schools have been cut by \$17 billion over the past two years. All of our State's problems and our school funding issues cannot be solved with the November election, but a successful election can lay a strong foundation to affect real change in our State's government and tax structures. The California



Teachers Association (CTA) has outlined three goals for November: electing Jerry Brown for governor; Tom Torlakson for state superintendent of public instruction; and passing the CTA-sponsored Proposition 24, the Tax Fairness Act of 2010 that would repeal corporate tax loopholes. In addition CTA recommends Barbara Boxer for U.S. Senator and "yes" on Proposition 25, the Passing a Budget on Time Act of 2010, which will help stop the gridlock in passing a state budget.



Principal May Approve IEP Meeting Pay

Bargaining Unit members must attend IEPs during contractual meeting times as directed by the site principal.

- The contract allows 2 hours of meetings within the board day and 3 hours outside the board day each staff development month. (Calendars are available at www.montebelloteachers.org on the "calendar" page.)
- Principals may authorize IEPs after the Board day beyond the 3 hours outside the board day.
- Bargaining Unit members may elect to participate in an IEP beyond the Board day with payment at the IEP rate.
- Bargaining Unit members are not mandated to attend IEPs beyond the Board day once the 3 hours are exhausted. If Bargaining Unit members volunteer, the IEP rate is required.
- Only an administrator can authorize the additional IEP hours.
- The District requires the completion of the "white card" for payment. Time should be noted in 15 minute intervals.
- The current rate is \$35.60.

Do You Understand Your Pay Stub?



The codes and abbreviations can be overwhelming when studying your pay stub. Items marked *Deductions* are coming out of your pay after taxes (CTA Income Protection Insurance, Dues) while *Contributions* are paid by the employer (dental, vision, life insurance) *Reductions* come out of your pay before taxes (TSAs, STRS, Section 125 Plans, out-of-paycheck contributions CalPERS medical plans.)

You may also be interested to note:

- ◆ Bargaining Unit members are paid on the first working day of the calendar month. Supplementary checks may be paid on the 10th of each month.
- ◆ Bargaining Unit members are paid the first business day of October through the first business day of July with the following exceptions:
- ◆ Bargaining Unit members on a 12 month pay warrant cycle since June 30, 2010 and continuously employed by the District continue on the 12 month cycle.
- ◆ Support staff Bargaining Unit members whose regular work year includes July and August are paid on a 12 month cycle August through June. If the Bargaining Unit member has begun the 12 pay check assignment after June 30, 2010 and the assignment changes no longer including July and August, the Bargaining Unit member will have a full year to transition to a 10 month cycle.
- ◆ Bargaining Unit members may opt for the V-12 (or voluntary 12 month cycle) through the Payroll. The District works with a third party administrator to deduct post tax funds from the October through July warrants. The Bargaining Unit member receives a direct deposited check August 1 and September 1.
- ◆ Pay checks are drafted and delivered by Los Angeles County. The District transmits the information to the County and the County transfers the funds for direct deposit officially on the 1st working day of the month. Individual credit unions and banks post the funds according to their guidelines as long as it is posted by midnight of the date of the warrant.
- ◆ Contact Payroll to initiate direct deposit. If you change banks or credit unions contact Payroll and change your direct deposit instructions prior to the 15th of the month, otherwise your funds may be transferred to your former institution or held in limbo if the account no longer exists.
- ◆ If you participate in direct deposit, your pay stub will be distributed by your site secretary. Your pay stubs are valuable to you when making loans and conducting other personal financial business. *Remember to collect your pay stub!*
- ◆ Always check your pay stub for accuracy. State law requires the District to correct any errors in pay. That means that even if it is the District's fault you could be legally bound to return money if you are overpaid and the error is discovered within a 3-year period. Similarly, if the District underpaid and discovered the error more than 3-years later, you will not receive the retroactive pay.
- ◆ Warrants are legal for 6 months. If not deposited, the bank may not honor the warrant. If you lose your check contact payroll as soon as possible to sign an affidavit and receive a new check.
- ◆ All the monies that are contained in one check are taxed at the same rate. Bargaining Unit members may change their deductions at any time. Changes must be made by the 15th of the month to be reflected on the 1st.

Questions?

Contact **Alonso Ibanez at the MTA office** for issues concerning dues. (323) 722-5005

Contact **Payroll at extension 2311** for issues concerning salary, withholding tax status, reductions, and taxes.

Contact **Gail Contreras at extension 2302** for issues concerning health insurance deductions.

Contact **William Paja at extension 2285** for issues concerning deductions other than dues.

Contact **Rose Gomez at extension 2351** for issues concerning TSAs.

SCHOOL DISTRICT OF LOS ANGELES COUNTY						PAY LOCATION	PAY CYCLE	ISSUE DATE	ADVICE NUMBER
64808 MONTEBELLO UNIFIED						340	C1J	10-01-2010	2755889
EMPLOYEE NAME DOE, JANE			EMPLOYEE ID XXX-XX-0001			FEDERAL STATUS/ ALLOWANCE S / 01	STATE STATUS/ ALLOWANCE S / 01	ADDITIONAL STATE ALLOWANCES 00	
EARNINGS/COMPENSATION						DEDUCTIONS/TAXES/CONTRIB		EMPLOYEE DEDUCTIONS	
BASIS	DESCRIPTION	END DATE	RATE	UNITS	AMOUNT	CURRENT AMOUNT		YTD TOTALS	
C M	REGULAR	09-30-2010	7,768.00	16.00	7,768.00				
PRE-TAX REDUCTIONS									
STRS RED						621.44		621.44	
CALPERSKSD						5.00		5.00	
EMPLOYEE DEDUCTIONS									
MEDCAR DED						112.57		112.57	
FWT						1,146.01		1,146.01	
SWT						420.04		420.04	
PAC EDUC						60.90		60.90	
MTA						198.30		198.30	
EMPLOYER CONTRIBUTIONS									
STRS CON						640.86		640.86	
MEDCAR CON						112.57		112.57	
SUI						23.30		23.30	
WORK COMP						186.43		186.43	
FORTD CON						10.33		10.33	
EASE						1.13		1.13	
TRAV DNTL						134.70		134.70	
ALL OTHER						829.19			
LEAVE BALANCES		CURRENT TAXABLE BALANCES				YTD TAXABLE BALANCES		CURRENT PAY SUMMARY	
VACATION	FEDERAL	8,841.56		FEDERAL	8,841.56		GROSS PAY 7,768.00		
SICK LEAVE	STATE	8,841.56		STATE	8,841.56		REDUCTIONS 926.44		
COMP TIME	MEDI GROSS	7,763.00		MEDI GROSS	7,763.00		TAXES 1,678.62		
	OASDI GROSS			OASDI GROSS			DEDUCTIONS 259.20		
	CA SDI GROSS			CA SDI GROSS					
	GROSS EARN'S	7,768.00		GROSS EARN'S	7,768.00		NET PAY \$4,903.74		
DISTRICT NAME			DISTRICT ADDRESS						
MONTEBELLO UNIFIED			123 S MONTEBELLO BLVD			MONTEBELLO, CA 90640-4729			