

### ***What's This About Working an Extra 5 Hours a Month for Free?***

The collective bargaining agreement (cba) provides that members can be required, on an equitable basis, meaning everyone does it, to work five (5) hours a month beyond the regular work day. Two (2) of the five hours are for teacher contact with parents and students.

If required professional development, faculty, circuit or department meetings or other required duties exceed three (3) hours per month, then you should request extra duty pay. Extra duty pay remains at \$21.77 per hour. Faculty meetings should not be used to disguise professional development. In other words, if professional development is added on to a faculty meeting and the professional development portion of the meeting exceeds the regular workday, that portion begins the clock on the three (3) hours. Any required time beyond the three (3) hours is chargeable as extra duty.

You need to note all of the time you work beyond your workday on a calendar, so you have documentation.

### ***Only Trained Administrators May Evaluate***

The question was recently asked if administrators need to be trained on how to evaluate teachers. The answer is "Yes." Ed. Code Section 44689.1 provides that school site administrators must be trained in evaluation strategies and techniques. Unless a person is an administrator officially (remember: only a supervisor may evaluate) and has received "effective training," they should not be evaluating teachers or other support personnel.

### ***Jury Duty Procedure***

If you are called for jury duty and are told to stand by and call in before showing up, you do not need to report to work. If it turns out that you do not have to report to be enpanelled, then attach your jury summons (keep a copy for yourself) to your leave form. If you do serve, then you will get a form automatically that confirms your service, which is attached to your leave form

### ***Are YOU a Member? Are YOU sure?***

Unless you have signed a membership form, you are not a member of OEA/CTA/NEA. One obvious way to determine if you are a member is if you received a membership card in the mail for the current school year. Another way is if you receive the CTA and NEA newspapers or other member benefit information. If you are receiving such information, then you are a member. A third way is to call OEA and have your status checked on the database. Don't assume you are a member, just because there is a monthly deduction from your check. That could be the agency fee. If you are a fee payer, you are unprotected in some instances. You cannot receive Group Legal Services, unless you are a member **at the time you need those services**. The benefits of membership can amount to thousands of dollar of free legal services, but only if you are a member at the time of any event requiring them. Remember, membership does not cost. It pays!!!

**BACK ISSUES OF CURRENT  
ISSUES AT [WWW.OAKLANDEA.ORG](http://WWW.OAKLANDEA.ORG)**

### ***We've Moved***

OEA is now located at 7700 Edgewater #544. Edgewater is the first street just west of I-880 that intersects Hegenberger Road where the Chevron Station is located. Turn right at the Chevron Station and proceed north. The temporary offices are on the right side of the street. **Turn right just north of the Girl Scout's sign.** OEA's door faces the north parking lot. Phone calls will be forwarded to the new offices using the current OEA number – 763-4020.

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