

November 2024

MEMPHIS-SHELBY COUNTY EDUCATION ASSOCIATION NEWSLETTER

CALENDAR

How may we help you? We provide quality service and representation for educators of Memphis-Shelby County Schools. (901) 454-0966



Keith Williams
M-SCEA
Executive Director

Greetings Teachers!!!

The Memphis-Shelby County Education Association (M-SCEA) is the professional organization representing Teachers, Mental Health Employees, Education Support Professionals (ESPs), Speech Pathologists, and others in the Memphis-Shelby County Schools.

Tues. Nov. 12

- BOD Meeting
- MSCEA building
- 4:45 p.m.

Sat. Nov. 16

- Legislative Dinner

Tues. Nov. 19

- RA Meeting
- MSCEA Building
- 3:45 p.m.

M-SCEA IS THE BEST LOCAL PROFESSIONAL ORGANIZATION

Dr. Anntriniece Napper
M-SCEA
President



Association Representative Spotlight

Earmond Booth
Union Representative



Delores Rivers
Union Representative



Charlotte Fields - She is a voice for the people! She consistently gives back to this organization by selflessly giving her time, her voice, and efforts to ensure our members are well represented in this district.

If you are sent to the Labor & Employee Relations regardless of the reason, contact a Union Representative to escort you. Do NOT go alone. Contact MSCEA immediately.

Please email
missladey63@gmail.com to
nominate an AR that goes over
and beyond.



MEMORANDUM

OF UNDERSTANDING

EVALUATION GRIEVANCE's INITIAL STEPS

Complaint Procedures – The employee should first contact their immediate supervisor. You are strongly encouraged to complete a written complaint that includes any information regarding the complaint. If there is no agreement or resolution, then the employee may escalate the complaint to the Superintendent or his/her designee.

Grievance procedures

A. Step 1

1. Employee may formally request resolution of an employment-related issue by submitting a written grievance within 5 days of the incident or as soon as practical.
2. Within 10 days from receipt of the written grievance the supervisor reviewing the written grievance shall meet with the grievant and discuss the issue. The supervisor reviewing the grievance will have 5 days to provide a decision.
3. A copy of the written grievance and response shall be submitted to the department.
4. A copy of the written grievance and response shall be submitted to the department responsible for human resources.

EVALUATION cont.

B. Step II

1. The grievant shall have 5 days to respond with a written appeal. Copies of the grievance and written response must be attached.
2. The next level supervisor shall have 10 days to meet with the grievant and discuss the issue. Following the meeting, the next level supervisor shall have 5 days to provide a decision in writing to the grievant.
3. A copy of the written appeal and written response to the appeal shall be submitted to the immediate supervisor.

Policy 1009 – Discrimination

The Memphis-Shelby County School Board prohibits discrimination to the base of its employees based on age, sex, race, color, religion, sex, disability, or national origin. If you feel you have been discriminated against, contact your Association Representative (AR) and the Federal Rights Coordinators. If you have a disability, you are also covered under The Rehabilitation Act of 1973, commonly known as Section 504. Speak to your AR about your rights.

POLICY SPOTLIGHT:

*Are you familiar
with your rights
as an
educator?*

ARTICLE 12 SECTION B

Recognizing the importance of a total educational program in the development of students, it is agreed that before and after school activities, faculty, department and committee meetings, parent conference, extra help for students, evening meetings, and other responsibilities beyond the work-day are a part of a professional employee's professional responsibility. These responsibilities shall be assumed as necessary and/or assigned by the professional employee's supervisor. The time teachers spend in these before and after school activities shall be reasonable. The number and duration of faculty meetings shall be reasonable and should not exceed 40 hours in one school year.

We Care Day

In the August 15th edition of the MSCS Communications, the document outlined the use for the We Care Day. They stated the following: You may see an additional (off) day in your employee portal, noted as "We Care Day." We Care Day is a mental health day that all employees are offered to balance the demands of work and life. Employees may use this day whenever they wish and must designate it as such whenever they do so. **Employees who do not use We Care Day by June 30, 2025, will forfeit it.**

Article 12 Section A, C, Q

Teachers are expected to be at their schools and in their classes before and after classes in order to fulfill their professional responsibilities. Specific times and sign in requirements will be the same for each school with the same starting time.

Therefore, the time is 15 minutes before and 15 minutes after. If the school is a 7:15 – 2:15 time, teachers are expected to be at school at 7:00 a.m. and leave at 2:30 p.m. Section C states it is recognized that the presences of all teachers on campus at required times is necessary for the proper supervision of students. Article 13 Section A defines the workday for teachers shall be seven and one-half hours.

Tenn. Comp. R. & Regs. 0520-04-03-.03 – Duty Free Lunch &

Daily Planning Time

(4) Planning Time.

(a) Local boards of education shall provide full-time classroom teachers in grades kindergarten (K) through twelve (12) with individual duty-free planning periods during the established instructional day.

(b) Individual planning time shall consist of two and one-half (2½) hours each week during which teachers have no other assigned duties or responsibilities other than planning for instruction. The two and one-half (2½) hours may be divided on a daily or other basis.

(c) individual duty-free planning time shall not occur during any period that teachers are entitled to

(5) Duty-free lunch. (d) Any school system which is providing an individual duty-free planning period by

extending the school day by thirty (30) minutes as of the beginning of the 2000-01 school year may

continue such practice and satisfy the planning time requirements. (e) The director of schools shall

report annually to the Department of Education regarding compliance with the individual duty-free

planning time requirement. (5) Duty Free Lunch Period, in schools providing a lunch period for

students, all teachers shall be provided each day with a lunch period during which they shall not have

assigned duties. The lunch period for each teacher shall be at least the same amount of time as that

allowed for students.

LET'S PAY OUR DUES

State Legislators banned payroll dues deductions for union members.

So, M-SCEA has a few options to help you pay your dues.

1. You can contact M-SCEA @ 901-454-0966
2. Click this [link to pay your dues](#).
(Members are recommended to check the box, Reoccurring Payments, to ensure dues are paid monthly.)

Contact (901) 454 -0966 if there are any questions or concerns.

Teachers' dues are \$32.09/month and \$385/year.

ESPs' dues are \$17.17/month or \$206/year.

*Substitute Teacher's annual dues are \$103.
(Must be paid in full)*

AR “40 Hour Limit” Tracking Form

AR: _____

School Year: _____

School: _____

Principal: _____

	Meeting Name	Date	Start Time	End Time	Hours/Minutes	Name of Meeting Leader
1.						
2.						
3.						
4.						
5.						
6.						
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19.						
20.						

For more information, contact your
assigned UniServ Director @ 454-0966.



M-SCEA Serves Members!!!

ADVOCACY

- We hear your voice.
- We are the MAJORITY voice of PECCA (Professional Educators Collaborative Conferencing Act).
- We negotiated a \$63 million salary increase resulting in the largest increase in the history of Memphis Shelby County Schools.
- We have Union Representatives that are here to speak to the needs of membership.
- We offer assistance for members if you need it.

BENEFITS

- We provide access to discounted legal assistance for matters that involve the individual, but that is not limited to work-related issues.
- We have professional liability insurance that is available
- We provide training opportunities and offer professional development credit.
- We enable our members to have pride in their profession.
- We offer confidential counseling.



**Memphis
Shelby County
Education
Association**