



Acalanes Education Association

Newsletter


www.acalanesteachers.org

[@AcalanesEA](https://www.facebook.com/AcalanesEA)

THANKS FOR COMING TO THE SOCIAL

We had a nice time coming together as a unified group at our first AEA social of the school year at Sauced in Walnut Creek. Our winter social will be in January. The date will be announced soon.



Pictured: Aaron, Tren, Lori, Nader & Ladan
photo by Sarah

CTA WORKSHOPS & CONFERENCES



Are you interested in going to some uplifting and fun conferences this year? Consider a CTA conference. Funding to pay for this may be available via a grant from CTA. Please let your site rep know if you're interested!

Region 1 Conference

Location: Hyatt Regency, San Francisco
Conference Dates: October 11-13

LGBTQ+ Issues Conference

Location: Hilton Financial District, San Francisco
Conference Dates: December 13-15

SICK & PERSONAL NECESSITY DAYS -----WHY YOU SHOULD SAVE THEM

According to our contract with the District (Article 7) full time educators (FTE's) are given 12 days of sick/personal necessity days per year. These days accumulate without limit. You may use these days when you are sick or injured. If you are out for more than 3 consecutive days the HR department may ask for a doctor's certificate as proof of the illness or injury. Personal Necessity (PN) may be used for family, personal or religious obligations. If you must take more than 3 PN days in a row you must notify the HR department in writing. Special leaves such as bereavement and family leave, for example, have different rules and limits and can be found in our contract in Article 7.

AEA suggests using your days wisely, and only using them when you are sick, have important appointments or need to take care of sick family members. Banking these accumulated days is a good idea as you never know if you may need them for a prolonged personal illness, maternity/child bonding leave, or to care for a sick family member. Also - any unused sick days count as service credit when you retire and may allow you to retire earlier than you think!

See more details about this Article 7 on page 12 of our contract posted on the [AEA website](http://www.acalanesteachers.org).

To see your sick leave balance log on to your "Employees Self Service" account found on the STAFF page on the District website. Your log-in information is:

Username: first initial last name last 4 of your SS

Temporary password: last 4 of your SS

Password: create own upon 1st time log-in.

Forgot password? Contact Maria in the payroll and benefits department @ ext. 6610.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Under SISC (Self Insured Schools of California) we have a resource called the Employee Assistance Program (EAP). We can receive

- ★ free counseling,
- ★ help with finding day care or eldercare,
- ★ financial advice or
- ★ expert medical opinions.
- ★ get 24/7 physician access
- ★ get free generic medication (at Costco)

These services are free and have been under utilized so we want to encourage you to give these services a try! **Call 1-800-999-7222 OR Go to anthemEAP.com and enter SISC.** or visit acalanes.k12.ca.us and click the Human Resources tab for more information.

TECHNOLOGY REMINDERS

District Board Policy #E. 4040 [Personnel] states:

Employees are prohibited from using District technology for improper purposes, including, but not limited to, use of District technology to:

1. Access, post, display, or otherwise use material that is discriminatory, defamatory, obscene, sexually explicit, harassing, intimidating, threatening, or disruptive
2. Disclose or in any way cause to be disclosed confidential or sensitive District, employee, or student information without prior authorization from a supervisor
3. Engage in personal commercial or other for-profit activities without permission of the Superintendent or designee

4. Engage in unlawful use of District technology for political lobbying

5. Infringe on copyright, license, trademark, patent, or other intellectual property rights

6. Intentionally disrupt or harm District technology or other District operations (such as destroying District equipment, placing a virus on District computers, adding or removing a computer program without permission, changing settings on shared computers)

7. Install unauthorized software

8. Engage in or promote unethical practices or violate any law or Board policy, administrative regulation, or District practice

Please see your site rep if you have any questions about this or ever need them to attend a meeting with you.



IMPORTANT DATES

October 3, 2019 - Rep Council Meeting, 3:45 at CHS

October 7-8, 2019 - Grading Practice Group PD

October 10, 2019- CTA/Alcosta President's Forum, 10am at the CTA Office in Concord

October 11-13, 2019 - CTA Region 1 Leadership Conference

October 16, 2019 - Governing Board Meeting, 7:00 pm at the District Office

October 28, 2019 - AEA Organizing Team Meeting, 3:30 at Acalanes

November 6, 2019 - Governing Board Meetings, 7:00 pm at the District Office

November 7, 2019 - Rep Council Meeting, 3:45 at LLHS