We are MEA MANTECA EDUCATORS' ASSOCIATION

GEN ED - SDC - RSP - ADAPTIVE PE - CTE - JROTC - NURSES - SPEECH PATHOLOGISTS - PSYCHOLOGISTS - COUNSELORS - BEHAVIOR SPECIALISTS - TOSA - PROGRAM SPECIALISTS - ATHLETIC DIRECTORS

Know Your MEA Master Agreement

Welcome to MEA! We've fought hard for a strong union contract that helps you do what you do best—support your students. Below are key answers and highlights from the MEA-MUSD Master Agreement to help you hit the ground running.

WORK HOURS	***Teachers/Teachers on Special Assignment (TOSAs)*** Teachers and TOSAs work a 7.5-hour day including a duty-free lunch, with specific start and end times 15 minutes before/after the school day, and may flex non-student contact time—excluding regular instructional days—with prior notice to administration. ***Support Services (Speech Therapists, Counselors, Psychologists, School Nurses, Behavior Specialists, Program Specialists)*** Support Services work an 8-hour day including a duty-free lunch, with specific start and end times determined by their supervisor, and may flex non-student contact time—excluding regular instructional days—with prior notice to administration. ***Prep Time*** Grades 4-8: One 30-minute prep period per week, except on holidays, in-service days, or minimum days. Grades 9-12: Daily non-instructional period ***Meetings*** After-school district or site meetings will start within 15 minutes of student dismissal, last no longer than 45 minutes, and usually have five school days' notice.
TAKING SICK LEAVE	***Sick Leave*** Full-time educators earn 10 sick days each year. Please request a sub the day before your absence whenever possible. ***Personal Leave*** Up to 8 available sick days may be used for personal leave each year. Prior approval not required. Personal Leave should not be used for recreation or secondary occupation. *Note:* Once all sick leave is used, a unit member on approved sick leave will be paid the difference between their daily rate and the substitute's rate, but no less than 50% of their daily pay.

ADJUNCT DUTIES	All educators, except support services, must take on additional adjunct duties that support school operations or enhance student learning, with part-time educators assigned duties proportionally; these duties are determined at each site by a voluntary committee of staff and administrators.
PRIVACY & WORKSPACE	The District will provide upon request a lockable space near the classroom for personal items like purses or bags. Staff who travel between schools ("itinerant") will be provided a workspace at each school.
STUDENT DISCIPLINE	A teacher may suspend a student from class for one day and the following day under state law, must report it to the principal, offer a parent-teacher conference as soon as possible—with a counselor, psychologist, or administrator attending if requested—and the student may not return to class during the suspension without both the teacher's and principal's agreement. *Note:* Suspension should be a last resort. Use your school's discipline matrix to address and document behaviors, and follow the COST process to provide constructive resources to your students.
SPECIAL EDUCATION	All educators share a commitment to supporting and uplifting our special education students, including implementing their Individualized Education Plans (IEPs) in every class. Educators have the right to advocate for their students with special needs without coercion, intimidation or retaliation by the District.
CLASS SIZE & CASELOADS	Negotiated class size/caseloads caps in the MEA Master Agreement help ensure manageable workloads for educators, promote better student learning, and create a more effective and supportive school environment. See pages 44 – 47 of the MEA Master Agreement for specific caps. See Addendum F of the MEA Master Agreement for overage payments.
SAFETY	Educators don't have to work in dangerous conditions or do anything that could harm their health, safety, or well-being.

Having an issue? Talk to your MEA Site Representative and Immediate Supervisor to Resolve it first.

For additional support contact your MEA Executive Board, Grievance Committee, President or CTA Staff.

MORE INFO: **MANTECAEDUCATORS.ORG**