

January Ten Minute Meeting

- **Two-Factor Sign in on computers. Be careful using cell phone for school business.**
- **TRB Statements please check and call TRB if there is any problems ASAP**
- **Tax forms coming by January 31**
- **½ days of work = full days of work for sick time/personal leave. If you take a sick or personal day on a half day it counts as a full day of work so you must take the full 7 hours or 3.5 if you put in for a half day.**
- **PLEASE make sure you get preapproved for courses for advancement on Salary schedule. They can deny your courses so make sure they are approved FIRST!**
- **If you put in for a transfer to another school in district, the district does not have to grant. They can do what they feel is right for the district. NO GUARANTEES!**
- Students are not allowed to take pictures of SEA members without permission. If picture is taken without permission, please make sure you follow up with administration to make sure pics were destroyed.
- Please make sure you are getting the proper 200 minutes of prep time per week, and a proper 30 min duty free lunch every day. (NO WORKING LUNCHES)
- If leaving job for a new job there is no 30 days clause. You can resign whenever. Two weeks is nice, 30 days if going to another school in CT.
- If you have an issue with another teacher, come to SEA rep first before administration if possible.
- If you are a witness or called on about DCF. Please contact Mark Janick immediately. CEA covers DCF matters. Don't go into a meeting alone.
- Do not share information with students about administration or jobs. Meetings with administration are not to be shared with parents or students.
- No personal business on any school device or WIFI. Do not use school email for personal business. Do not use school WIFI (even public one) for your own devices or cell phones!!!!!!
- Do not give out cell phone numbers or text students EVER.
- If you are injured on the job please fill out appropriate paperwork. Found on SEA website. Getting assaulted is not part of your job ever!!!!!!
- If you feel a meeting with an administrator is going south you have the right to stop a meeting and get representation.
- School Times for teachers. This includes wraparound time. Time before student day is not PREP and must be in class with students. o HS: 7:15 - 2:25 (3:20 Tuesdays) MS: 7:10 – 2:20 (3:20 Tuesdays) o MIS: 8:20 – 3:30 (4:30 Tuesdays) S: 8:20 – 3:30 (4:30 Tuesdays)
- If you are struggling in need help Employee Assistance Program is FREE for you. Call 1-800-526-3485 or go to [EAP](http://www.eap.org)

Please contact Mark Janick ((860) 919-7674), 24/7, or email mvjanick@gmail.com if you have any questions or concerns.

www.suffieldteachers.org for updates.