

2022-2025 Contract CTA Frequently Asked Questions and Answers

How does bereavement leave work and how many days do I get off?

If you need to file for bereavement contact your building administrator and fill out the leave form. It must be used within a two week period in the same school year. 5 days of leave for the death of a husband, wife, mother, father, son, daughter, brother or sister, grandparent or grandchild. 3 days of leave for the death of an uncle, aunt, nephew, niece, son-in-law, daughter-in-law, brother-in-law, sister-in-law, father-in-law or mother-in-law. One day of leave for the death of a first cousin. Additional leave may be granted by the Superintendent.

When can I use a personal day and how many personal days can I use in a row?

You have three personal days a year. While they do not roll over into personal days for the following year, they do become sick days if they are unused. You may use personal days for legal, business, household, or family matters. You may use 2 personal days in a row, however, you cannot use 3 in a row. The Superintendent reserves the right to question the reason for your use of personal days. They're not considered vacation days.

When can I not take personal days?

The day before school begins or the first day of school, or the last day of school. The day before a holiday or the day before a vacation begins. The day after a holiday or the day after a vacation ends. If there are four teachers that have already taken a personal day on that day it is no longer available. Once every 3 years, you can ask for an exception to be made by contacting the Superintendent, however, he/she is not required to grant it.

When do I earn sick days and how many do I earn a year? How do I check my sick leave balance?

You earn 1.5 sick days per month for a total of 15 per year. Log in to Infinite Campus to keep track of these days. You may use as many as you need for yourself and up to 60 a year to take care of family members. If you use three days in a row you may be asked to submit a doctor's note.

How can I join the sick bank and donate sick days I have to help others?

Contact the Sick Bank Coordinator, Terry McGuire (CHS), and fill out an enrollment form. You will need to make a one time donation of three sick days. After that, you can contribute one, two or three sick days per year to the sick bank.

When can teachers leave for a portion of a personal or sick day?

Half day: At CES you can leave at 11:50. At CMS you can leave at 11:30. At CHS you can leave at 11:00.

Quarter day: CHS = 1 hr & 52 min; CMS = 1 hr & 49 min; CES = 1 hr & 46 min.

Three Quarter Day: CHS = 5 hr & 37 min; CMS = 5 hr & 26 min; CES = 5 hr & 19 min

How can I check my pay stub?

Log into your account with Employee Forward. You can get to that website by clicking [here](#). Once you are on Employee Forward click the button at the top that says pay history.

How are stipends paid out?

Stipends are paid out as one lump sum payment with one of your paychecks. Activities are paid in June and coaches are paid in December, March or June depending on the season of the sport.

What is the tuition reimbursement process?

Fill out and submit a Tuition Reimbursement Form to your Administrator. After taking the class you will need to submit an unofficial transcript to the Superintendent's Office. You will also need to submit a payment receipt as well. You should receive reimbursement based on the town warrant schedule. Summer courses are NOT reimbursed until the 2nd pay in September. \$1700/yr or \$3400/yr for first master's degree in your field.

What are the expectations during prep time?

You are encouraged to prepare for classroom activities, grading, meeting with parents, assisting students, attending meetings or other approved activities but not required to do so. You should not be assigned any duties during this time, other than escorting students to and from another classroom (CES). You are guaranteed one prep per day, so if a meeting is scheduled during your prep, then speak with your administrator for another time to take your prep that same day, unless you voluntarily give up your prep for a meeting.

How do I move horizontally on the pay grid?

It can happen in September or January. You must submit your official college transcripts along with the Request for Movement on the Salary Schedule Form. You can find this form by clicking [here](#). **The form must be submitted to the central office by September 3rd for a September move or Feb 1 for a mid-year move.**

How many years do I need to work at CPS to earn Professional Teaching Status?

You need to work for 3 full years at CPS to earn Professional Teaching Status. You will reach Professional Status at the beginning of your 4th year at CPS.

How and when do I sign up for health/dental insurance?

You can sign up by contacting Town Hall. You can either sign up when you have a life changing event, or in the spring during the enrollment period.

How do I sign off on IEPs and 504s?

Log on to your Esped account which you can get to by clicking [here](#). Once you log on you can click IEP or 504 and search the name of a student. When you click on their IEP click the box that says you provide services to the student and you will be able to see the document. When you do that a digital log is automatically created stating that you looked at the IEP which is considered signing it.

How to calculate if my pay is correct?

Look at one of your pay stubs and look at the "gross pay" for one of the stubs. Multiply that by 26 and it should equal where you should be on the pay grid. If it does not, email Marilyn Tierney at the Superintendent's Office. You will receive 26 paychecks for one completed year, unless you opt to take a lump sum payment in June for the summer months. Watch for an email from Marilyn Tierney in late Spring to opt in/out of lump sum paycheck.

How do I sign up for professional development through the district and how can I print my PD transcript?

You should receive an email from the Superintendent telling you there is PD available to be signed up for on Teachpoint. By clicking on the button that looks like a graduation cap you can see your transcript and print it out. If you click the available events button on the top you will be able to see what PD events are available for you to sign up for.

How does the Family Medical Leave Act work?

Your job is protected for 60 days under FMLA in a 12 month period. It allows you to use your sick days to take care of a family member. If you have no sick days available you may be able to use FMLA to take the day off, but you would not be paid for that day.

There is a form I am looking for and can't find it. Where are all of the forms kept digitally?

Many important forms can be found on the district website at clinton.k12.ma.us. If you click the button that says "staff only" you will pull up a screen with several forms. If you look on the bottom you will see several files where most forms can be found.