

Table of Contents of Frequently Asked Questions
(click link and hold down control key at the same time to be taken directly to that chapter)

1. [Who are Site Representatives and the Executive Board?](#)
 2. [What do I do if I have a problem during my employment with the District?](#)
 3. [What do I do about contract violations?](#)
 4. [How can I get involved and help out in our Union?](#)
 5. [Can I transfer sick leave from one district to another?](#)
 6. [How many sick days can I use for personal necessity leave?](#)
 7. [What is bereavement leave?](#)
 8. [Can I view my personnel file?](#)
 9. [When and how do I file a formal complaint?](#)
 10. [When and how do I file a grievance?](#)
 11. [Can I be forced to change a student's grade?](#)
 12. [Can I suspend a student from my class?](#)
 13. [If I am called to a meeting with one or more district officials what should I know before I go?](#)
 14. [What are the guidelines for parent observations and do I have to allow parent volunteers into my classroom?](#)
 15. [What are my rights as a probationary teacher?](#)
 16. [I was evaluated last year and my principal wants to evaluate me again this year. Can they?](#)
 17. [Can another teacher observe or evaluate my teaching?](#)
-

[Back to Top](#)

1. Who are Site Representatives and the Executive Board?

Site Representatives are your elected school Union Representatives. They represent your school at our Representative Council Meetings where they vote on issues that affect our Union. They are the first union members you should talk to when you have a question or problem about working in MUSD. They have generally had training in how to handle problem situations with an administrator in the District and have surface knowledge of our contract.

The Executive Board is a group of union officials who have the fiduciary responsibility for overseeing the governance of our Union and By-laws. They work closely with the President to work for the betterment of MEA. They are there to make suggestions to the President and Site Representatives at our Executive Board and Representative Council Meetings. Directors also sit on the Executive Board and act as a liaison between the grade level they represent and the President.

[Back to Top](#)

2. What do I do if I have a problem during my employment with the District?

If there is a problem or contract violation at your school site, be it with an administrator, teacher, or parent you must first speak with your elected Site Representative at your school; they should be able to help you. You should also look up what the contract has to say about it; the contract can be found [online](#). If your Site Representative cannot help you or they do not have the answer to your question, contact our leadership team at help@mantecateachers.com or text or call us at (209)603-3767 and we will advise you of what to do. .

[Back to Top](#)

3. What do I do about contract violations?

A contract violation occurs when a district administrator or principal does something or orders you to do something that goes against our negotiated contract with the Manteca Unified School District. Since there is quite a bit of information in our contract, often times, the violation that occurs is due to the District or administrator not knowing what the contract says. So, you shouldn't be afraid to advise your administrator if he or she unknowingly violated the contract. Many problems can be easily fixed this way. However, if you speak with your administrator about the problem and nothing gets done, you only have 15 business days to file a grievance. It is at this point that you should contact MEA leadership immediately so they can advise you of what to do. The contract needs to be upheld for it to work. If our contract is weakened by one, it can be weakened for all. If you feel that the contract is being violated on purpose, then you should contact our leadership team at help@mantecateachers.com or text or call us at (209)603-3767 and we will advise you of what to do.

[Back to Top](#)

4. How can I get involved and help out in our Union?

You can help out by reading your contract and understanding what it means to you and your profession while working here in the Manteca Unified School District. You should uphold the contract and be active in the Union and in our local school board politics. When our Union leadership calls for your involvement in an organized event, you should be prepared to participate – there is power in numbers. You can also help out by running for an elected position such as a Site Representative at your school, Director, or assisting on any one of our committees in the Union. To get more information you can contact the MEA office at help@mantecateachers.com or text or call us at (209)603-3767.

[Back to Top](#)

5. Can I transfer sick leave from one district to another?

Yes, you may transfer sick leave (Ed Code 44979, 8772).

[Back to Top](#)

6. How many sick days can I use for personal leave?

A unit member shall be entitled to use during each school year a maximum of 7 days of sick leave towards personal necessity leave. “Personal leave may not be used for any of the following reasons: recreation, gainful employment, Association activities, or work stoppage or for additional income. Prior approval for the use of personal leave is not required. The District may require evidence supporting the use of personal leave if there is just cause to suspect that such is being misused.” (Article XXV, Section 3).

[Back to Top](#)

7. What is bereavement leave?

Paid bereavement leave shall be granted for the death of a member of the immediate family. Immediate family includes the mother, father, stepmother, stepfather, stepchildren, grandmother, grandfather, or a grandchild of the unit

member or of the spouse of the unit member, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the unit member, or any relative living in the immediate household of the unit member.

A unit member shall be granted up to three (3) days for bereavement purposes. If travel beyond 250 miles is required, two (2) additional days shall be allowed.

[Back to Top](#)

8. Can I view my personnel file?

Yes, click [Personnel Files](#) for more information.

[Back to Top](#)

9. When and how do I file a formal complaint?

If you feel you have been acted upon inappropriately by anyone in the district, be an employee, student, or a parent, you may file a complaint by using the [complaint form](#). This form is then given to your supervisor.

[Back to Top](#)

10. When and how do I file a grievance?

If you believe your contractual rights have been violated, then you may file a grievance against the site administrator and/or district. Please contact our leadership team at help@mantecateachers.com or text or call us at (209)603-3767 and we will advise you of what to do.

[Back to Top](#)

11. Can I be forced to change a student's grade?

No. “In the absence of clerical or mechanical mistake, fraud, bad faith, or incompetence on the part of the teacher, grades given by a teacher to each pupil shall be final and not subject to change by others.” (Ed. Code 49066)

[Back to Top](#)

12. Can I suspend a student from my class?

1. A teacher may suspend any pupil from the teacher's class, for any of the acts enumerated in Section 48900 of the Ed code, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal or principal's designee for appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by the governing board of the school district. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. Whenever practicable, a school counselor or a school psychologist shall attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests. The pupil shall not be returned to the class from which he or she was suspended, during the period of the suspension, without the concurrence of the teacher of the class and the principal.

2. A pupil suspended from a class shall not be placed in another regular class during the period of suspension. However, if the pupil is assigned to more than one class per day this subdivision shall apply only to other regular classes scheduled at the same time as the class from which the pupil was suspended.

3. A teacher may also refer a pupil, for any of the acts enumerated in Ed. Code Section 48900, to the principal or the principal's designee for the consideration of a suspension from the school.

[Back to Top](#)

13. If I am called to a meeting with one or more district officials what should I know before I go?

1. Remember, your private life is your own. Read your [Weingarten Rights](#).

2. You can expect to be treated in a professional manner. A meeting between you and your supervisor should be held in a professional manner. You should, therefore, not expect to be yelled at, or berated by an administrator.

3. If you are called to a meeting with one or more district officials, you are entitled to (1) know what the meeting is about, (2) know approximately how long it will last, and (3) to have a representative accompany you to the meeting.

4. If the occasion arises that the administrator wants to tape record the meeting, you can decide yes or no. If he/she persists, demand a copy of the tape, refuse to answer any questions without counsel and state your objections on the tape.

[Back to Top](#)

14. What are the guidelines for parent observations and do I have to allow parent volunteers into my classroom?

Per section 51101 of The California Ed Code, parents have a right "within a reasonable period of time following making the request, to observe the classroom or classrooms in which their child is enrolled or for the purpose of selecting the school in which their child will be enrolled." The law also states that, although parents may volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, they must have approval to volunteer in the classroom from the classroom teacher. Moreover, they are under the direct supervision, of the teacher, and although volunteer parents may assist with instruction, the primary instructional responsibility shall remain with the teacher.

This means that parents should never just walk into your classroom without permission or an appointment. They should make an appointment with you and generally stay for not longer than 5-10 minutes. Also, any parent who visits a classroom more than once whether to observe or volunteer, should have a negative tuberculosis test and a volunteer form filed with the district.

[Back to Top](#)

15. What are my rights as a probationary teacher?

You can read the following document provided by the CTA on "[Rights of Probationary Teachers.](#)"

[Back to Top](#)

16. I was evaluated last year and my principal wants to evaluate me again this year. Can they?

It depends on your status as a teacher in the district and your prior year evaluation. If you received an overall "Less than Effective" or "Unsatisfactory" on the composite portion of the Summative Evaluation Report, then yes, they can. Article XXI, Section 3 states that "Permanent unit members receiving any rating of Less than Effective on the composite portion of the Summary Evaluation Report shall then be **evaluated annually** until improvement is noted or they are terminated. Unit members receiving a rating of Unsatisfactory on the composite portion of the Summary Evaluation Report shall also be referred to Peer Assistance and Review."

However, permanent unit members "may be evaluated every five years if the evaluator and the unit member **mutually** agree and the employee has:

- Worked in Manteca Unified School District for ten (10) consecutive years.
- Been deemed "Highly Qualified" under the NCLB.
- Received a "Satisfactory" rating in each area on their last Summary Evaluation." Article XXI, Section 3.

However, "If a permanent unit member on the five-year cycle receives an "N" or an "Unsatisfactory" on their Summary Evaluation, they shall be evaluated annually. Once the unit member receives all "Satisfactory" ratings, the unit member shall return to their five-year evaluation cycle." Article XXI, Section 4.

[Back to Top](#)

17. Can another teacher observe or evaluate my teaching?

Observations and evaluations are the job of the site administrator, not fellow teachers. MEA unit members should not observe or evaluate other members without their permission and should not be offering unsolicited advice and feedback unless such advice or feedback is requested. As a courtesy to each other as members who are in the same bargaining unit, you should always ask about visiting another members classroom. Furthermore, our Union Code of Conduct prohibits any member from negatively speculating about a fellow unit member; therefore, no member may negatively disparage another member to administration.