

## Welcome!



HCEA President Ann DeLacy

Whether you are just beginning a career in education or bringing prior experience with you to Howard County, we, your colleagues in the Howard County Education Association, welcome you. You are going to make a tremendous difference to the children whose lives you touch.

This year will be both exhilarating and challenging. As your professional education association, HCEA is ready to provide the experience, wisdom, guidance and support you need to achieve success in your chosen profession. Our members say they feel more secure just because they know HCEA is there for them.

HCEA provides training – for both new and veteran staff – to help you do your job better. We can help with career advancement, like National Board Certification and Praxis/ParaPro Assessment preparation. We provide Sick Leave Bank benefits and will offer short-term pregnancy disability coverage soon.

Once you join HCEA, we'll be able to give you all the support we can. Look over the information we provide. Check out the HCEA website, [www.hceanea.org](http://www.hceanea.org). Talk to your colleagues and to the HCEA Association Rep at your school. If you have questions, feel free to call me or drop by the HCEA office.

As an HCEA member, this will be your office and HCEA is your professional Association. We're so glad to be working with you. Our best wishes for a great school year!

## Top Ten Ways to Beat First Day Jitters

Clammy hands? A sudden case of hives? It's all in a (first) day's work. Want to get a good night's sleep before that awesome first day? Most of these tips for teachers work for everyone!

- **Know the school's policies and procedures.**
- **Find out where things are.**
- **Introduce yourself to colleagues.**
- **Decorate a friendly room.**
- **Use traditional seating to start.**
- **Get there early the first day.**
- **Plan how to greet your pupils.**
- **Get down to business right away.**
- **Plan, plan, plan.**
- **Go over classroom rules.**

You'll find out more about these tips, "30 Questions You Should Ask Before the School Year Begins" and "21 Questions to ask your Supervisor" (for paraeducators) and other helpful hints on the HCEA website.

## What's in Your Contract?

HCEA negotiates two contracts, also called negotiated or master agreements. One covers teachers' rights and one is for education support professionals or ESPs. Your contract covers salaries and benefits (including health care); duty year and duty day (including work load for teachers and overtime for ESPs); transfers and assignments; evaluations and observations; personal rights; sick, bereavement and other leave and much more. The teacher contract also addresses academic freedom, student discipline and classroom control.

You will receive a copy of your contract and salary scale when you join HCEA. You'll find a summary of some important contract rights on the HCEA website, [www.hceanea.org](http://www.hceanea.org). The HCEA Rep at your school and HCEA staff can help you understand your contract rights and interpret your salary scale. Just call HCEA.

## Dates to Remember:

Call HCEA for information.

### Paychecks

September 9

September 23 (First dues deduction)

### Last Day to Sign Up For Teacher Sick Leave Bank

Friday, September 30

### MSTA Representative Assembly & Convention Workshops

Friday, October 21 &

Saturday, October 22

Ocean City Convention Center

[www.mstanea.org](http://www.mstanea.org)

### Last Day to Sign Up For ESP Sick Leave Bank

Monday, October 31

## How much are HCEA dues?

Full time teachers pay \$25.10 per pay for 20 pays, beginning on September 23<sup>rd</sup>. Part-time teachers and education support professionals pay dues based on their salary scale. Signing up for payroll deduction means that your dues will be automatically taken out of your check in 20 increments.

## What is the Sick Leave Bank? Do I want to sign up?

Members donate one sick-day to an HCEA Sick Leave Bank. Their Bank then provides sick leave after the contributing member's accumulated sick leave has been exhausted in cases of incapacitating personal illness or injury. Sick Leave Bank Guidelines are in your new member packet, on the HCEA website and available from the HCEA office.

## "Who is HCEA?"

HCEA is sometimes called the "teachers' union." We are actually more than 4,000 teachers, counselors, psychologists, pupil personnel workers, interpreters, therapists (speech, occupational, physical and school mental health therapists), assistants (instructional, health, media, special ed, student, and food and nutrition service assistants), school social workers, secretaries, clerks, registrars and central office technical employees.

### HCEA is your Professional Association.

We are committed to helping you provide a quality education for every student. We work to increase your salaries and benefits and make sure you have materials, supplies, training and professional development, time to prepare and time to teach, an opportunity to contribute your ideas, and the respect you deserve as a professional. Your membership packet explains the benefits you have through membership in HCEA.

**HCEA is Your Union.** Through collective bargaining we stand together to address the issues that matter most to us. Only HCEA members have input into negotiations. Because of HCEA, you have higher salaries, better benefits, defined rights and professional staff to assure that your rights are respected.

**HCEA is Your Voice.** HCEA is your legal representative in collective bargaining and dispute resolution. HCEA represents you before the Board of Education, on Board committees and with parent and community groups. HCEA works with the community and elected officials to make sure our schools have the funding they need. At the state and national level, the 60,000 member Maryland State Teachers Association (MSTA) and the 3 million member National Education Association (NEA) are the strongest voices for public education and education employees.

## What Your Colleagues Say

*"With all the accusations out there about child abuse, I'd never teach without Association legal protection!"*

*"HCEA provides great training that is really geared to day-to-day needs."*

*"I never had to call them until the 32<sup>nd</sup> year of my 34-year career. But I was always glad they were there. And when I had a problem, they stood by me."*

*"I turned to HCEA for help on the ParaPro Assessment and they came through with flying colors."*

*"HCEA really understands how difficult our job is."*

*"HCEA is the only place I can call and talk confidentially about issues and concerns, without fear of repercussions."*

Learn more about what HCEA membership means to you and get answers to your questions at [www.hceanea.org](http://www.hceanea.org).

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