

# ACPSOP FOCUS

ACPSOP Focus

August 2011

## THE PRESIDENT'S MESSAGE

Dear Colleagues,

Welcome to the 2011-12 school year! I hope that you had a chance to relax and enjoy some time off this summer.

I have spent much of my time during the last two months monitoring the placements of those ACPSOP represented employees who were surplus-ed at the end of May. I am happy to report that all surplus-ed employees have secured positions for the upcoming school year; however, budget restraints continue to plague schools and central office departments. Many positions that were vacated through transfers, promotions and/or retirements have not been filled and workloads, once again, are being reassigned to remaining staff. Excessive workloads remain a problem for ACPSOP represented employees. Please remember that you are hired to work 7.5 hours per day, 37.5 hours per week. ACPSOP represented employees, by contract, are eligible for two fifteen minute breaks and a 30 minute **duty free** lunch. The additional workload will cause additional stress and it is important that you take breaks and exercise your right to eat lunch away from the office. It is the responsibility of your Administrator/Supervisor to see that offices are covered during lunch and breaks.

On a personal note, I have made the decision to retire effective January 1,

2012. The ACPSOP Executive Council unanimously voted to appoint a long time union activist, Sandra Faulkner, to fulfill my duties as ACPSOP President beginning January 1st through May. ACPSOP officers' elections will be held in April and the elected officers will begin their term in May. Sandra is very knowledgeable of the ACPSOP contract and will provide the union with the stability needed to insure that all members' rights are protected.

Making the decision to retire has been a very difficult. I have always felt overwhelmed by the support shown me by the ACPSOP membership and have made friendships that I will value forever. I will continue to work in support of the ACPSOP membership through December and will always only be a phone call away.

If you have questions, or if I can be assistance throughout the next few months, please don't hesitate to call me. I can be reached at the CFT/ACPSOP office at 475-6048 or by cell phone at 253-2626.

In solidarity,

Betty Hodson  
President ACPSOP



### *Special Points of Interest*

- Labor Day Picnic  
September 5, 2011
- Fall Celebration  
October 21, 2011
- The first ACPSOP membership meeting of the 2011-12 school year is scheduled for September 15, 2011 @5:00 p.m. at the Education Center, Room 1A.

**LEVEL PAY**

In the last round of negotiations, all CPS recognized unions negotiated level pay for all represented employees. This action means that all employees annual pay will be “stretched” out over 26 weeks. Beginning with your first check of the 2011-12 school year, you now will see that you have level pay. For those of you that start in your position after the first day of the pay period, you will not have level pay until you receive your next check. The level pay does include your bi-weekly salary and your add ons. Examples of add ons are: Longevity, In Lieu, Spec. Assign., etc. In addition to your add ons, this change also will affect some, but not all of your voluntary deductions. Examples of those changes are: Union Dues, Child Support, Garnishments, etc. The **examples** attached are how you can calculate your new level pay.

<b>Biweekly Salary</b>	\$	1,564.01	
<b>Divided by</b>		<u>10</u> Days	
	\$	156.41 Daily Rate	
<b>Multiply by</b>		<u>234</u> Days Scheduled to be Paid	
	\$	36,599.90	
<b>Divide by</b>		<u>26</u> Pays in a Year	
<b>Level pay</b>	\$	1,407.69	
	\$	1,407.69	This is your new bi-weekly level pay, exclusive of deductions.

<b>Longevity 25 Yr Biwkly</b>	\$	55.00	
		<u>10</u> Days	
	\$	5.50 Daily Rate	
<b>Multiply by</b>		<u>234</u> Days Scheduled to be Paid	
	\$	1,287.00	
<b>Divide by</b>		<u>26</u> Pays in a Year	
<b>Level pay</b>	\$	49.50	New 25 Yr bi-wkly longevity, exclusive of deductions.

\* These amounts do not reflect any deductions (i.e., union deductions, child support, garnishments, etc.)

***Wellness Plan***

Please go to Staffnet and take a few minutes to read about CPS’s new Wellness Plan. You will be able to earn up to \$500.00 for you and \$500.00 for your spouse by participating in the new Tri-Health Wellness Plan. There are many options you can choose to live a healthier life. Everyone will benefit by participating in this plan. We can lower health care costs and live a healthier life. If you have any questions or need any assistance please contact Tri-Health; they are very helpful with any questions you may have.

How to Prepare for a Leave of Absence

Over the past several years, the Clerical Resource Team has been summoned to cover for individuals who have been out on extended leave. The team is happy to complete these assignments; however, sometimes the transition is difficult due to the variance of duties performed by office personnel in different offices and schools.

If you know that you are going to be on extended leave, it would be helpful if you had a manual that specifies which job duties are unique to your position.

- Write a description of each task you perform, giving clear and detailed instructions. Gather samples of your work such as form letters, memos, and agendas and specify where to find them.
- An updated, alphabetical list of your school or office staff, including their position and phone extension, is extremely helpful.
- Please see that your Supervisor or Principal have passwords to telephones, computers, copiers, etc. Remember to leave the keys to desks, file cabinets and storage rooms with your Supervisor or Principal.

Providing the Clerical Resource Team access to your work area enables us to do the best possible job in your absence.

Cincinnati Federation of Teachers/ACPSOP along with the Greater Cincinnati AFL-CIO Labor Council invite you to the ..

**Cincinnati AFL-CIO  
Labor Day 2011 Picnic**

**Date:** Monday, September 5, 2011

**Place:** Coney Island

**Time:** Gates open at 9:00 am (enter West Gate)

**Cost:** Admission to Picnic Free with ticket; Sunlight Pool—\$6.00; Ride All-day for \$5.00/person; Free Children's games & toddler rides, bingo

**No Union Card Needed—ALL ARE WELCOME**

CFT/ACPSOP OFFICE HAS ADMISSION & PARKING TICKETS.  
PLEASE CALL US AT 961-2272

TO REQUEST TICKETS

CFT/ACPSOP will provide food & drinks, or bring your own picnic basket.

Look for the CFT/ACPSOP banners—in the

Teddy Bear area. Join you labor brothers & sisters for a day of family fun including rides, hourly door prizes & children's activities.

**Come Early....**

**CFT/ACPSOP will only grill from**

**11:30 am—2:00 p.m.**

**SAVE THE DATE!**

**Fall Celebration**

**October 21st, 2011**

*As you are aware, Hartwell Country Club was bought and torn down by Duke Energy so we had to make changes to our annual Fall Celebration plans.*

*We took this as an opportunity to give our celebration a new face.*

*This year we will be having our*

***Fall Celebration on October 21<sup>st</sup> at the Greek Orthodox Church on Winton Road.***

*Brandon King, our recently elected Social Chair, from Woodward High School has worked very hard to find a suitable new location for us.*

*We are also planning to have live music and some changes to the menu.*

*We are all very excited about our new plans!*

**ASSOCIATION OF CINCINNATI PUBLIC SCHOOLS OFFICE PERSONNEL**

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Visit us on the web  
[www.CFT-AFT.org](http://www.CFT-AFT.org)

*The Association of Cincinnati Public School Office Personnel was formed:*

- *To unite in one group all of the public school office personnel on the Cincinnati Public School system.*
- *To promote and protect the rights of all office personnel.*
- *To strengthen the professional status of the Cincinnati Public Schools' office personnel.*
- *To promote full and equal employment opportunities for all.*
- *To promote better understanding between teachers and office personnel.*
- *To advance the economic securities and professional interests of office personnel, and to secure their active participation in the formation of administration of educational policies.*