

12.11.17

To: *[Activist Name]*

Subject: Whoaaa...lot's of information in here...Weekly updates inside!

From: Cincinnati Federation of Teachers/CFOP

Reply To: ksingleton@cft-aft.org

Yes, the subject line says it all, this is going to be a long email, but the information inside is important for everyone to read, CFT & CFOP! So, let's begin....

CFT Annual Job Share Workshop - is this Wednesday, December 13, 2017, from 4:30 - 5:30 at the CFT Office located at 2055 Reading Rd, 45202. RSVP to 513-961-2272 or cft@cft-aft.org. Click [here](#) for more information.

Winter Break CFT/CFOP Office Hours - The CFT Office will be **open** Monday, December 18 thru Thursday, December 21, 2017 staffed by clerical staff only. CFT Certificated Personnel have teacher contracts and will be spending the winter break their families. The CFT Office will be **closed** Friday, December 22, 2017 - Tuesday, January 2, 2018.

OFT Convention Call - Delegates to the Bi-Annual OFT Convention will be elected at the **January 10, 2018 CFT/CFOP Membership meeting**, 5:30 p.m., Laborer's Hall, 3457 Montgomery Rd. At least one elected delegate shall be a CFOP member. The CFT President, CFT 1st Vice President and CFOP President (or designee) are automatic delegates. Any CFT/CFOP member in good standing who wishes to have his/her name placed on the OFT Convention Ballot must submit their name **in writing** to Julia Wiant, c/o the CFT/CFOP office, **no later than 4:00 p.m., Tuesday, January 9, 2018**. Submissions can be sent in the pony, in person or via email to jwiant@cft-aft.org. NO PHONE CALLS OR VM MESSAGES accepted.

CFOP employees reporting absences in AESOP - please be mindful of the "Time" selection when reporting certificated absences, especially if the person is a less than full time employee. We are having problems with PT employees having more hours deducted than scheduled due to the "day" option instead of "hours" (which is what our payroll system uses).

Wellness Works Deadline - is quickly approaching! **Sunday, December 31** is not only the last day of 2017, it is the **ABSOLUTE LAST DAY** to submit anything to your wellness report card. December 31 is a Sunday, and the Tri-Health Wellness Works Staff will **NOT** be available **AFTER 5:00 pm on Friday, December 29, 2017** for assistance so please submit your documentation and complete your online PHA early to avoid any last minute issues.

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Reporting of Tardies in High Schools - We have received calls this week about how high schools should use PowerSchool to report Student Tardies. We are working with OFT and the district to confirm how this process should work based on ODE's guidance. We hope to have more information regarding this process in future updates.

CFOP Focus Groups - CFOP will be holding three Focus Group sessions in January. The sessions will be on Saturdays from 9:00 am to Noon at Jacobs Center and we will provide breakfast. Mark your calendars, the schedule is as follows:

- Saturday, January 20, 2018 - All High School CFOP personnel
- Saturday, January 27, 2018 - All Education Center and Iowa Street personnel
- Saturday, February 10, 2018 - All Elementary School CFOP personnel

Know Your Paycheck - We all are aware that since the migration to Business Plus, payroll problems have increased. That is why it is crucial that you check your online pay stub **every pay day** via **Employee Online**. If you have questions contact your **payroll technician**. A schedule of schools and the technician assigned to each school can be found **here**. Please download and save or print to have quick access.

Also, as of the December 1, 2017 pay day, the Oracle balances from old payroll, have been merged with the balances in Business Plus, so technically the YTD totals should be correct. Hopefully you heeded our advice and saved your last paycheck in June (prior to the migration in July) so you can verify the **totals are correct**. Check **it out** today!

Did you know that you can use the **Employee Portal** to update your personal information without having to notify several different departments with in CPS if your address/phone number etc...has changed.

Welcome - Jamie Beirne to the CFT/CFOP Office staff. Jamie will be in charge of Special Projects and in the office 2 days a week. He can be reached via email at **jbeirne@cft-aft.org**.

LPDP Help - Those with a 5-year license: Be CERTAIN you create an IPDP within 6 months of the issue of your 5-year license. Forms can be found at: **IPDP Information**. Once you've completed your IPDP, send it in to Human Resources Attn: LPDC **OR** you can sign it, scan it and email it to **teacherlicensure@cps-k12.org**. *No need to send it in both ways.*

Need help? No problem!! The Local Professional Development Committee (LPDC) is here to assist. A list of help night dates (2nd and 3rd Thursday of each month) and info can be found at this link:

https://docs.google.com/a/cpsboe.k12.oh.us/document/d/16nChZ3K-KAyI5G9NcFR6iGM-BfF7_uiWCgldRdXK-ls/edit?usp=sharing and the dates are listed below for your convenience.

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As always, seek help at teacherlicensure@cps-k12.org and stay ahead of the game-
- **make sure your IPDP is completed on time!**

IPDP Help Sessions

Location: The Mayerson Academy's Center for Teaching Excellence **Time:** 3:30-5:30 PM

January	11 & 18
February	8 & 15
March	8 & 15
April	12 & 19
May	10 & 17

2nd Quarter Overload Forms - were emailed on 12/7/17. Forms are due **no later than** 4:00 p.m. on Friday, **December 15**. Please keep a copy for your records. You should receive your Q2 overload pay on January 26.

EVERYONE Has the Right to REPRESENTATION -AKA- The Weingarten Rights -

PLEASE NOTE: You have a right to Union representation at any meeting that could lead to discipline. If a District investigator contacts you for an interview, please exercise your right. Do not agree to be interviewed until you have contacted [Karen Imbus](#) or [Don Mooney](#), our CFT Field Reps and [Betty Hodson](#), our CFOP Field Rep.

Membership Meetings - Reminder: there are no CFT or CFOP membership meetings in the month of December. We will see you at the first CFT Membership meeting of 2018 at 5:30 pm on Wednesday, January 10, 2018 at the Laborer's Hall located at 3457 Montgomery Rd. The first CFOP Membership meeting of the year will be January 18, 2018 at the CFT/CFOP Office @ 5:00 pm.

GANZ Training for Building/Floor Reps - ALL BR'S and FR's you will be receiving an invitation in the pony to GANZ training for either January 17 or January 18, 2018. This invite is for ALL BR's, FR's and Co-BR's. We would like everyone to attend on the day mentioned in your individual invitations. Released time will be provided. Please don't forget to RSVP!

Whew....that is alot of information!

As always, if you know of a colleague who is not receiving these emails, please forward to their personal email address (please do not send to CPS email address) and ask them to submit their personal email address to us at cft@cft-aft.org and receive the email first hand as soon as it comes out!

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