

12.14.18

To: [Activist Name]

Subject: One week left, you can survive...Your Weekly Updates Inside

From: Cincinnati Federation of Teachers/CFOP

Reply To: ksingleton@cft-aft.org

One week to go....

2nd Quarter Overload Forms - were sent out on December 7. All forms must be received in the Human Resources Department by the absolute deadline of **Friday, December 14, 2018 at 4:00 p.m.** *Forms received after this date/time will not be processed.* 2nd Quarter Teacher Overload forms will be submitted to the board on Monday, January 7, 2019. Payment should be made on Friday, January 25, 2019.

CFT/CFOP Office Hours - During the break, the CFT/CFOP office will be closed December 24 - January 1. Clerical staff will return on January 2, 2019 and certificated staff will return on January 7, 2019.

Wellness Works - There are only 16 days left to submit items for your wellness dollars. **The deadline for submitting incentives is December 31, 2018.** All incentives must be received or postmarked by this date. No exceptions. Submit your incentives now to avoid the hassle over the holidays!

- Submit your biometrics and complete your PHA by **November 30th** and receive the \$50 Early Completion incentive on your scorecard. This incentive will be loaded after the biometric upload in mid-December.
 - Also, the last day to add a spouse for them to participate in 2018 is **December 15th**. No exceptions. To add a spouse, please send their name, DOB, a phone number, an email address (that's different than your CPS email), and your employee number to the Wellness Works team at cpswellnessworks@trihealth.com. We upload spouse accounts once each month, so if you would like them to be on the first December upload, please get their information to us before December 1st.
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Please Report CFT/CFOP Assaults - No member should suffer an assault at work. We know that assaults against teachers are far too common. Unfortunately, teacher assaults

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are underreported. Please help CFT collect data that more accurately reflects teachers' working conditions. If a student kicks, hits, bites, pushes, or spits on you, please file a "Notification of Assault" (http://cft.oh.aft.org/files/notification_of_assault.pdf) AND an "Employee Accident Report" (<https://drive.google.com/file/d/10QcnLhNOrkkVosrcF9cseSLa9UB2nWTp/view>). File the reports even if you are not injured or forced to seek medical attention. Please send copies of both reports to CFT. We will share them with the Office of the General Counsel and HR.

Announced Observation Process - There was a typo in the Announced Observation Process handout that was distributed at the membership meeting. Evaluators must submit observation reports in eTPES within **fifteen** (not ten) days. A link to the correction is below. http://cft.oh.aft.org/sites/default/files/article_pdf_files/2018-11/announced_observation_process.pdf

Friends of the Public Library - Winter warehouse sale will be happening January 17-20. An incredible teacher resource, particularly for those with a limited budget. For more information [click here](#).
Hang in there friends.....

As always, if you know a colleague who is not receiving our weekly updates, please ask them to send an email to cft@cft-aft.org from their non-work email address!

