

Elementary East Officer Report

December 2018

Contact information

- email - evansl@readingsd.org, lindsaymeevans@gmail.com

Elementary teacher day is as follows –

- Monday – 6 hours, 45 minutes (8-2:45)
 - 45 minute meetings may be held on the first 3 **calendar** Mondays of each month, except in September when the meetings may be held on the first 3 **school** Mondays.
- Tuesday – Friday – 7 hours (8-3)

Safe Schools modules have been emailed to everyone. Be sure to complete them by the due date!

Check your paystubs to be sure you are receiving the correct pay. Multiply your **gross** salary on your paystub by 26. This should equal your yearly salary.

Please follow chain of command and timelines when filing a grievance or complaint. When correct procedures aren't followed it hinders the grievance process.

If you are given an unsatisfactory observation rating, contact your building rep immediately.

I would like to attend your monthly meetings. Please let me know when they are!

Respectfully submitted by,
Lindsay Evans