MTA Rep Stipend Guidelines 2022-23

MTA offers a 3-tier stipend for active Site Reps. In order to earn the stipend, a Site Rep must meet the requirements for each level.

**JOB RESPONSIBILITIES—Required for ALL levels**
- Hold monthly 10-minute meetings to disseminate MTA information
- Actively help recruit non-members to join MTA

**ATTENDANCE**
- Attend at least 8 out of 10 Rep Assembly meetings
- Attend a Rep Training session

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**LEVEL 1: $300**
- Meet Job Responsibilities and Attendance, which may be virtual

**LEVEL 2: $400**
- Meet Job Responsibilities and Attendance, which MUST BE IN PERSON

**LEVEL 3: $500**
- Meet Job Responsibilities and Attendance for Level 2 (In Person)
- Complete at least one of these Work Options:
  - Regular participation on a standing committee (70% of meetings)
  - Attend two MCS Board of Education meetings
  - Attend a CTA conference
  - Represent MTA on a District Committee

If you have any questions, please contact the MTA office at 526-0191 or mta-cta@comcast.net.
I. General Responsibilities of a Site Rep

- Attend/participate at RA, General Membership, and Town Hall meetings
- Organize site meetings to keep members informed
- Recruit site educators to join the Association
- Communicate MTA/CTA/NEA policy goals and objectives
- Support MTA Leadership to accomplish goals
- Uphold Collective Bargaining Agreement (CBA) and protect member rights

II. Communication

- Email staff announcing MTA meeting schedules, RA highlights, and contract issues
- Organize 10-minute meetings to inform staff
- Share MTA/CTA/NEA informational documents and training opportunities
- Collect staff concerns/questions and report them to MTA Office Staff and/or RA
- Act as the direct line of communication between you and your staff (1:1 conversations)

III. Representation

- Members need to feel comfortable approaching you with a question, observation, or concern involving classroom, grade level, department, site, or district issues.
- Respond to member questions with correct contract information and/or rely on MTA Office Staff to provide additional information.
- If comfortable, attend meetings with members and administrators to resolve issues at site level:
  a) Ask what the meeting is about BEFORE it occurs.
  b) Establish a scheduled meeting time that fits everyone’s needs.
  c) Prepare with the member BEFORE the meeting: review facts, collect evidence, and answer member questions to establish meeting protocol.
  d) Actively listen during the meeting. Record notes and ask clarifying questions. Monitor member responses and help to guide answers toward a reasonable conclusion.
  e) End the meeting with a summary of your notes, highlighting main ideas and action items to be completed. Ask any unanswered questions.
  f) Debrief with the member after the meeting concludes. If the meeting fails to generate a resolution, contact the MTA Office Staff.
  g) If at any time during the meeting you feel the conversation is going in the wrong direction with a combative administrator, or the member is providing damaging information, request that the meeting stop—the meeting can be rescheduled and alternative representation provided.
IV. Member vs. Member Conflict

- Fights amongst our own members are extremely difficult to resolve (Member on Member crime)
- Collect all facts and remain neutral, unless the CBA has been violated
- Follow District Formal Complaint Procedure
- Not the Association’s role to resolve unless complaint is against management
- Resolve the conflict at the lowest level
- There is no Grievance if management cannot be made accountable for the resolution

V. Representation Reminders

- Act professionally when representing our Association
- Resolve issues at the lowest level: grade span, department, or site
- Conduct an investigation yourself, rather than the impacted member
- Always keep member issues confidential
- Update the Association of important facts
- Avoid organizing student, parent, or community protests

VI. Union Code of Conduct

- Settle differences with union colleagues within the Association
- Do not criticize any union member except to the individual directly
- If a union colleague is being criticized in your presence, confront the criticism and ask that it stop
- Do not participate in any conversations with administration that criticize or negatively speculate about a union colleague
- Engage in debate, offer others every opportunity to share opinions, and respect minority viewpoints. Observe and support the majority consensus developed by the Association

VII. Conclusion

- The Iron Rule: “Never do for others what they can do for themselves.”
- Goal: Empower members to uphold the CBA and defend their rights
- Words, Actions, Images Matter!!: Assume EVERYTHING you say, text, email, or upload to social media will be published or shared to a broader audience
- Represent our Association in a professional manner consistently

VIII. Questions?
Organizing Membership

1:1 CONVERSATIONS

Site: ________________________________

Educator: ____________________________

MTA Site Rep: _________________________

I. Introduce Yourself
   A. Name/Grade level or department/Room number
   B. Best method of contact (email/text)

II. Conversation Starters – Consider using some/all of these to develop a connection
   A. Do you have any needs in your classroom that require attention?
   B. Do you have site/grade level/department questions?
   C. What concerns you about Modesto City Schools?
   D. What trends in public education worry you?
   E. Do you have a trusted teacher on campus to assist you?
   F. What would you like MTA leadership to know about your classroom experience?

III. MTA Site Representative: Educator Support
   A. Address immediate need at the site level
   B. Maintain educator ideas/concerns and share trends with Organizing Committee and MTA Leadership
   C. Remember the 80% to 20% Ratio
   D. Plan/Act/Evaluate
Weingarten Rights

Under the Supreme Court’s Weingarten decision, when an investigatory interview occurs, the following rules apply:

A. The employee must make a clear request for union representation before or during the interview. The employee cannot be punished for making this request.

B. After the employee makes the request, the employer must choose among three options:
   1. Grant the request and delay questioning until the union representative arrives and has a chance to consult privately with the employee
   2. Deny the request and end the interview immediately
   3. Give the employee a choice of: having the interview without representation OR ending the interview

C. If the employer denies the request for union representation and continues to question you, you can refuse to answer. The employer may be guilty of violating labor law, and you should consult with your union representative ASAP.

“If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working conditions, I respectfully request that my Association representative be present at the meeting. Without representation, I choose not to participate in the discussion.”

What a 10-minute Meeting looks like

0-3 Minutes
Report on significant Association activity, i.e. what was discussed at the RA meeting

3-9 Minutes
Gather input on an important issue

9-10 Minutes
Share an Association success story