



MEETING THE CHALLENGE OF CHANGE

TOTEM FORUM

TOTEM ASSOCIATION OF EDUCATIONAL SUPPORT PERSONNEL

Volume 2010/2011 ISSUE I

August 2010

2010-2011 TOTEM

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TOTEM Office 562-1183
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Sandy Thompson 742-1550
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BACK-TO-SCHOOL HIGHLIGHTS

A note from the President...

Welcome to the 2010/11 school year. I hope everyone had a chance to have some fun this summer, even if it was in the rain.

All the TOTEM vacant positions were posted on July 12th. There are numerous openings in both instructional and non-instructional positions. All displaced TOTEM employees will be placed at a location on Friday, July 30th, and then the principals will begin interviewing applicants. Hopefully, all positions will be staffed by the time the students return to school.

ASD will be holding the annual Employee Welcome Back Fair on Tuesday, August 10th, from 12 noon to 4:00 pm in the ASD Ed Center Atrium. Most ASD departments will be represented and there are always lots of "goodies" given away. Please stop by and visit the TOTEM table and fill out a ticket for a chance to win a \$50 Barnes & Noble Gift Card.

Please take a moment to read the names of the 2010/2011 TOTEM Board Members. We are pleased to welcome our new Board Members - Alicia Woods and EJ Johnson. We did not require a ballot vote on this year's election as we only had one person running for the open positions.

As with any new school year, there can be many changes and disruptions, if you have questions or concerns, please call the TOTEM office.

The TOTEM Board and I wish everyone a great year!



2010-2011 TOTEM Dues

There will be an increase in dues this year. Deductions are taken from the first paycheck of the month September through May.

Full time increases from \$46.80 to \$47.46.

Part time increases from \$24.67 to \$25.01.

TOTEM – Supporting One Another

Sick Leave Bank – Are you a member? Did you know that each year you support your fellow members by donating three (3) hours of leave to the TOTEM Sick Leave Bank?

Catastrophic Leave - Almost monthly, we receive an email from Sharon or Barbara, requesting support for a member in need. It could be for personal health issues, family leave or some other emergency situation; and monthly, you step up and donate enough leave to get them through their tough time.

Your donations enable your co-workers to continue receiving a paycheck while they recover or take care of their situation. This is huge when you're going through something you have no control over. You allow them to have one less thing to worry about. What a wonderful gift peace of mind can be.

If you're ever in need, know that your TOTEM co-workers will be there for you. Hat's off to those of you who donate! Best wishes to those of you who have been in need and received support.

-EJ Johnson, Member at Large – Non Instructional

Professional Standards Program (PSP)

PSP is sponsored by the National Association of Educational Office Professionals (NAEOP) and is supported by the Anchorage School District (ASD). This means that every TOTEM member, with the right combination of education, workshops and trainings, volunteer time and memberships with some organizations, union memberships, work experience, supervisor's evaluation, and a few other items, may be eligible to receive a pay increase of 2%-7%. There is a process in place and it requires a bit of work, but is worth it. There are three (3) deadlines each year for submitting PSP paperwork- January 15th, May 15th and September 15th. Once you receive your certification or re-certification paperwork from NAEOP, you must turn a copy into HR in order to receive, or continue to receive, your pay increase.

The next deadline being September 15, 2010, we have scheduled the following workshops to be held at the TOTEM office at 3310 Arctic Blvd., Suite 200. If you are interested in attending any of these workshops, please register on MLP.

Thursday, August 19 th , 6:00 pm	for those who are new to the program and will be starting the application process for the first time.
Saturday, August 21 st , 11:00 am	for those needing to recertify
Thursday, September 9 th , 6:00 pm	for those who have attended a workshop and need assistance with paperwork processing
Saturday, September 11 th , 11:00 am	for those finalizing paperwork to meet the September 15 th deadline.

To help you get started, for both a new certificate and to recertify:

*Log onto the TOTEM web site at totemassoc.org/PSP-CPS.htm and print out copies of the forms.

*Log onto My Learning Plan and print out a transcript of your continuing education workshops and in-service trainings that you have taken. Have your supervisor sign and date the transcripts for you.

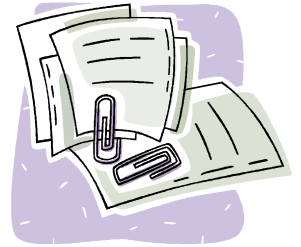
*If you are using college credits or business school credits, please make sure you have ordered sealed transcripts and unofficial transcripts. Have them both sent to you. Bring these with you to the workshop.

*If you have seminars or workshops that are not accounted for on My Learning Plan, please bring signed copies of certificates of completion for each.

Note: If you are currently receiving 2% for being NCLB qualified and you qualify for a PSP pay increase, the two **are not** added together, the greater percentage will be paid.

Amey Tamagni, TOTEM PSP Chair

tamagni_amey@asdk12.org



TOTEM Contract Language

Annual Leave Accrual

Section 401.6

Unused annual leave may be carried over from one calendar year to the next provided that in no case shall the amount carried over exceed 320 hours. Accumulation over 320 hours at the end of the last payroll period of each calendar year shall be automatically cashed out within 30 calendar days.

As this "cash out" takes place at the end of December during the same time employees are using leave for the Winter Break, it has caused difficulty for some members. We have talked with the District Contract Administration about the possibility of changing the "cash out" to the end of January, where there would be no conflict with leave usage.

If you have an opinion regarding this issue as to either leaving it as is, at the end of December, or changing to the end of January, please send TOTEM an email at totemasoc@gci.net.

Sick Leave Bank

Section 406.1

Employees wanting to participate in or withdraw from the TOTEM Sick Leave Bank may do so by notifying the ASD Human Resource Department in writing during the annual open enrollment period of September 1-10.

Employee (Job) Reps

Vivian Jones is stepping down from her position as a TOTEM Employee Rep. Vivian has filled a vital role over the years and has "been there" for many, many TOTEM employees. Her compassion and expertise will be missed.

Again this year, we are looking for TOTEM members who might be interested in becoming an employee rep. If you would like to know more about the position, please call the TOTEM office.

With the changes in the employee reps come changes to the areas each rep is responsible for. We hope to have everything in place by the beginning of September. If you need assistance before the changes are finalized, please call the TOTEM office.

PERS Tiers I, II and III covers employees who first entered PERS prior to July 1, 2006.

Standard Option - Full-time (6 or more hours) members of PERS earn a day of service credit for each day they are actively employed in a PERS-covered position. This includes holidays and annual/sick days.

Part-time members of the PERS, those who work at least 15 hours per week but less than 30 hours per week, receive credit for the number of hours they work. A total of 1,560 hours must be earned to receive a year of service credit. However, service accrued for a stated period of part-time service may not exceed the full time equivalent.

The employee contribution to PERS will remain at the rate required under AS 39.35.160(a) which is currently 6.75% of salary.

SB 9- Alternate Option - During the 1999 Legislative Session, a law was enacted allowing non-certificated Public Employees' Retirement System (PERS) members who work less than a full school year to elect to have their service calculated under the provisions of the Teachers' Retirement System.

Alternate option service is calculated under the provisions of the Teachers' Retirement System based on a full year of credit for a minimum of 172 days of service, in accordance with Alaska Statute 14.25.220(43) (alternate option). The maximum allowable credit for service between July 1 and June 30 is one year even if the number of days worked exceeds 172.

Permanent part-time service will be credited in proportion to the amount of credit that would have been received for service performed on a full-time basis with a maximum of 172 days worked. The employee contributions to PERS under this election will be in accordance with AS 39.35.160(c), currently 9.6% of salary.

This election is irrevocable for all periods of school district employment except in certain circumstances under AS 39.35.300(d) or (e) or AS 39.35.310(d) or (e).

You may make an election during the period 7/1 through 9/30 if your position went from working 12 months to less than 12 months. AS 39.35.300(e) and AS 39.35.310(e).

You may make an election during the period 7/1 through 9/30 if your position went from working less than 12 months to 12 months. AS 39.35.300(d) and AS 39.35.310(d).

Salaries are based on the number of months actually worked during the calendar year.

Public Employee Retirement System - PERS – Tier IV – Defined Contribution (DCR)

PERS Tier IV covers employees who entered PERS after July 1, 2006.

Contributions

- *8% mandatory member contribution
- *5% employer contribution to the DCR
- *0.99% employer contribution to DCR Plan to fund retiree medical
- *0.58% employer contribution to PERS Occupational Death/Disability
- *3% employer contribution to Health Reimbursement Arrangement (HRA)

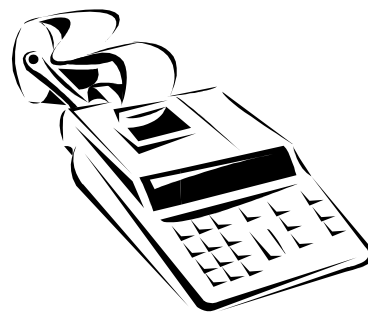
Vesting

Both the member and employer contributions go into the member's account each pay period. The member is immediately vested in the balance of the member contributions. The member is not 100% vested in the employer contributions until five years of service is accrued. **Vesting requirements for the employer contributions:**

- *At two (2) years of accrued service the member is 25% vested;
- *At three (3) years of accrued service the member is 50% vested;
- *At four (4) years of accrued service the member is 75% vested;
- *At five (5) years of accrued service the member is 100% vested.

Other Information

Information on rollovers, investments, fees, member initiated distributions, beneficiaries, medical insurance, disability & death benefits and the Health Reimbursement Arrangement (HRA) is available on the ASD Web Site and from the Benefits office.



TOTEM Association, APEA/AFT
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ETS ParaPro Assessment Test Dates

As many of you may know by now, the HELP test has been replaced by the ETS ParaPro Assessment Test. The test dates for the 2010/2011 school year have been scheduled as follows:

September 18, 2010; January 15, 2011; June 11, 2011

For a study guide, please call Zareena in Training & Professional Development at 742-7819.

If you would like to register for the test, please go online to:

http://www.ets.org/Media/Tests/ParaPro_Assessment/13223reg.pdf.

For further information regarding the ETS ParaPro Assessment Test, please log on to ASD's website:

<http://www.asdk12.org/NCLB/parapro/>.

A Note from your TOTEM Treasurer...

As the Treasurer of the TOTEM Association, it is my job to ensure that the members' funds are spent responsibly and within the guidelines and annual budget of our Association's needs. The TOTEM Board of Directors does a wonderful job of fitting its budget to its goals. As many people know, the economy continues to throw unknown daggers at us daily. The TOTEM Board will continue to be fiscally responsible to its members. Should any member have ideas or want to be a part of the process, please give the office a call. There may be a way that your great idea can be utilized and help us in serving a great group of people.

-Amey Tamagni, Treasurer

Would you like the TOTEM Newsletter delivered by email? Send a note to totemassoc@gci.net.

