**Employee File**

**Important: Protect Yourself!**

In case of a problem affecting your position, salary, professional reputation, or financial status, you may be required to produce any or all of these documents. Once a problem occurs, there is usually not time to search out these records.

**The professional educator should have on hand the following documents:**

Teaching certificate(s) or training certificate(s)

Record of college attendance dates and degrees

Transcripts of undergraduate and graduate credits and degrees

Letters of appointment (employment)

Yearly salary notice supplied by school district

Salary schedule for your job category

Record of accumulated sick leave

Personal record of use of sick leave and personal leave days

Records pertaining to retirement

School district policy on student suspension/expulsion/corporal punishment

Principal conferences and evaluations (keep accurate records)

Documentation of commendations, awards and honors

Record of non-college job-related seminars, workshops and conferences

Record of disciplinary techniques and methods used in handling classroom problems (note date and persons involved)

Record of assaults, violence or classroom thefts

School calendar

Log of tax-deductible job-related expenses

Association activities and offices held

Professional development plan

Positive and critical written communications from parents. (Date received and attach any reply or notes relative to conference.

Record of past work experience

Name and phone number of your UniServ Director, local president and/or building rep

***Protect Yourself***

Every employee should take time to review his or her district personnel folder and keep a professional records folder at home.

***Review Your District Personnel Folder***

To review your district personnel folder, make an appointment with someone in your personnel office. Take along a witness. Make a list of items in the folder, and make a copy of everything in the folder.

Sign and date one copy of the list and leave it in the district personnel folder. Have your witness also sign and date the list. Take a second copy of the list with you to place in your professional file at home along with all copies of materials in the school district’s file.

***Smart Moves at Evaluation Time***

Keep copies of everything your evaluator gives you during the evaluation cycle.

As you receive evaluations and memos, remember to ask for time to study these and respond if you need to. When you attach statements or comments on a separate sheet, write on the original “see attached comments.” Keep copies of what you attach.

Try to have a witness for any meeting that might deal with your job security. If you are asked to meet with your supervisor concerning your evaluation and the superintendent attends, stop at the door and tell them you will return as soon as you can find a witness.

Keep the evaluation schedule in your professional folder and date events as they occur.

Ask supervisors for copies of any items concerning you in their files. (You may have difficulty getting these.)

***Until Help Arrives***

Each year, Association members receive assistance with employment-related difficulties from Missouri NEA’s Legal Department. Some of these members receive legal assistance from MNEA’s outside law firm.

These suggestions can serve as a first-aid kit on what you should do to protect your rights and interests until help can be summoned.

**DON’T RESIGN.**

Once your resignation is accepted by the school board, it generally cancels any rights you might otherwise exercise. A resignation may also be used in civil or criminal action as evidence of your admission of guilt.

**DON’T SIGN ANYTHING UNDER PRESSURE.**

Don’t be pressured into signing anything — statements, contract, waiver, etc. Politely refuse and indicate you need time to think it over.

**DEMAND REASONS.**

When action is taken that affects you, demand that you be provided in writing the specific reasons for the action.

**GET IT IN WRITING.**

Any agreements you reach with the school district or any proposals, statements or utterances received through its representatives should be reduced to writing. If the district refuses to provide written documentation, you should write down the understandings reached and deliver a copy to the other party.

**CONTACT YOUR UNISERV DIRECTOR.**

Involve your UniServ Director immediately when doubts arise on contract questions. Your association building representative or local president can assist you in contacting your UniServ director.

UniServ Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***In Case of An Assault***

Contact the School Nurse

Identify all witnesses; record names, addresses and phone numbers, time of the incident and facts surrounding the incident.

Record the location of the incident.

Immediately report the incident to the school administration. Ask for medical diagnosis and treatment. If refused, go immediately to your doctor for an examination. Color photos of the injury should be taken.

The Association representative and/or victim should insist that the administration contact the police immediately. If refused, the Association representative or victim should call the police. An accurate report should be completed. Be sure to keep a copy of it. Charges should be filed after discussion with a Missouri NEA attorney.

Call your MNEA regional office.

Insist that the administration immediately document the incident. Obtain a copy of that report. If the report is inaccurate, reserve the right to correct or add to it.

In situations that might result in charges of corporal punishment, make no statements without contacting your MNEA UniServ director. Do not agree to any report or charges without consultation with the assigned attorney and UniServ Director. Do not resign. Insist on the right to representation.

In the event criminal charges are filed against you, remain silent when questioned by police until an attorney is consulted.

Contact your UniServ representative for information on MNEA’s liability coverage.

***Immediate Professional Assistance***

Contact your UniServ director at the first hint of difficulty concerning your evaluation or job security. If you cannot reach a UniServ Director, call MNEA headquarters. Listed on each side are the phone numbers and addresses for MNEA’s headquarters and regional offices.

***Call on Your Regional UniServ Office***

UniServ is the delivery system for local, state and national Association programs. Through UniServ Directors, who work out of Missouri NEA’s six regional offices, MNEA brings to members and local associations a wide range of programs and services.

MNEA’s 17 UniServ Directors are organizers, consultants, lobbyists, negotiators, trainers, spokespeople, grievance representatives and advocates. Each has extensive training and experience in advocacy skills.

If you have an employment-related problem, don’t hesitate to call your UniServ Director. There is no charge for UniServ assistance.

Your MNEA regional UniServ office is an excellent resource for materials on the following topics:

Teaching and Learning School Restructuring

Membership Recruitment Legislative Issues

Negotiations Internal Communications

Public Relations Crisis Management

Human and Civil Rights School Finance

Employee Rights

Political Action

As your local sets goals and develops programs, it can call upon MNEA for training, research and consultation in these areas. Regional offices are open weekdays 8 a.m. to 4:30 p.m.

***Missouri NEA***

***Headquarters Office***

*1810 East Elm Street*

*Jefferson City, MO 65101*

*(573) 634-3202 \* (800) 392-0236*

*Fax (573) 634-5645*

*Chris Guinther, President*

*Charles Smith, Vice President*

*Ben Simmons, Executive Director*

***Regional Offices***

***Kansas City***

*4224 South Hocker Drive, Ste 180*

*Independence MO 64055-4754*

*(816) 478-4480 \* (800) 286-9186*

*Fax (816) 478-0581*

***UniServ Directors***

*Yvonne McCarty~ Bar Kaelter*

*Kurt Swanson ~Susan Wagner*

***Member Engagement & Advocacy Center***

*Ann Morrison-Smith*

***St. Louis Regional Office***

*955 Gardenview Office Parkway*

*St. Louis MO 63141*

*(314) 432-2425 \* (888) 968-4820*

*Fax (314) 432-4016*

***UniServ Directors***

*Brigette Alexander-Humphries*

*Gilbert Balderrama ~ Graylon Brown*

*Terri Coburn ~ Bob George*

*Dora Wallace*

**Northeast**

*Kim Cosby*

***Springfield***

*1525 B West Sunshine*

*Springfield MO*

*(417) 869-5090 \* (800) 888-6632*

*Fax: (417) 869-5096*

***UniServ Director***

*Sharon Swanson*

***St. Charles County***

*1011 Peruque Crossing Ct*

*O’Fallon MO 63366*

*(636) 970-3111 \* (800) 888-6632*

*Fax (417) 869-5096*

***UniServ Directors***

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***Southeast***

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*Crystal City MO 63019*

*(636) 933-2894 \* (800) 540-8983*

*Fax (636) 933-2895*

***UniServ Directors***

*Kari Estes ~Jim Ward*