

Know Your Contract! Protect Yourself! **CCA/CTA/NEA**

The Salary Schedule

- How does it work?
- Am I placed where I belong?
- Am I getting paid the correct amount if I work part-time?
- What is the process for moving from one pay *grade* to another?
- What is the process for moving through steps and columns?

Leave Policies

- What are the definitions of each type?
- What are the procedures for taking leave?
- Whom do I contact and when?
- How much leave do I have in each category?
- What happens if I run out of leave?
- What constitutes “immediate family?”
- Do I have personal leave? How much personal leave?
- What do I do when I need to go to a funeral?
- How do I get maternity/paternity/parental child care leave?
- Can I get a leave extended?

Benefits

- Insurance—Am I getting what I am entitled to?
- Do I receive a copy of the policy?
- If I need to change my status, how do I do it?
- Are my beneficiaries listed correctly?
- Have I filled out all the necessary forms?
- When is the open enrollment period?
- What retirement contributions are being made for me?
What can I make for myself?
- Can I have annuities?