

PROFESSIONAL RECORDS OF _____

Address _____

School Phone _____ Home Phone _____

E-mail _____

Association Representative:

Name _____ Room Number _____

Phone _____ E-mail _____

Local Association President:

Name _____

Phone _____ E-mail _____

UniServ Coordinator:

Name _____

Phone _____ E-mail _____

This is the place to file all documents related to your employment and Association Membership, such as:

- Letter of employment
- Teaching certificate
- All professional evaluations
- College transcripts
- Teaching contract and any supplemental contracts
- Retirement benefit records
- Leave records
- NEA Liability Insurance Policy
- Copy of teaching schedule and assignments
- Salary schedule and yearly salary notice
- Correspondence to or from school administration
- Letters of reprimand or praise
- Awards, honors, commendations
- Records of job-related seminars, workshops
- School system policies
- Records of incidents involving student discipline
- Records of student referrals
- Association Member Benefits records
- Negotiated contract
- Maintain second copy of Professional Records at home

Tennessee Education Association, Nashville:

www.teateachers.org

615.242.8392

TN WATS: 800.342.8367 • 800.342.8262

FAX: 615.259.4581

TEA Access Card: 866.245.4552

Member Assistance Program (MAP):

615.386.0048 • 800.707.8882

National Education Association, Washington, D.C.:

www.nea.org

202.833.4000

NEA Member Benefits: www.neamb.com

Tennessee Department of Education, Nashville:

<http://state.tn.us/education/>

Commissioner's Office 615.741.2731

Licensing 615.532.4885

Teaching & Learning 615.741.0336

Assessment & Evaluation 615.741.0720

Tennessee Consolidated Retirement System, Nashville:

<http://www.tn.gov/treasury/tcrs/index.htm>

Director 615.741.7063

Membership, Benefits

& Prior Service 615.741.4868

Counseling 615.741.1971

Program Accounting 615.741.5588

Refunds 615.741.4925

Tennessee Local Education Group Insurance Plan,

Nashville: http://tennessee.gov/finance/ins/pdf/hb_ltelg.pdf

Administrator 800.253.9981

Blue Cross BlueShield of TN 800.558.6213



If you have a problem – the Association will help protect your rights

With your Association Membership comes the protection of your employment rights. Should your rights be threatened, you must be thoroughly familiar with these cautions. They will be helpful to you as you seek assistance from your Local Association and UniServ Coordinator.

IF YOU ARE CALLED TO A MEETING WITH ADMINISTRATORS AND IT BECOMES AN ACCUSATORY PROCEEDING —

- Do not discuss the matter with anyone nor attempt to defend yourself alone.
- Do not make spontaneous replies to any charges presented to you.
- Request an adjournment of the meeting. Then immediately consult with the Association Representative in your building and call your UniServ Coordinator to find out what to do next.

BE SURE TO GET ADVICE EARLY, DON'T “WAIT TO SEE WHAT HAPPENS” —

- Contact your UniServ Coordinator.
- Your UniServ Coordinator will see to it that you have the benefit of legal advice and counsel as soon as the need is evident.

COOPERATE WITH YOUR ASSOCIATION ADVOCATES REGARDING WRITTEN STATEMENTS INVOLVING ACCUSATORY ACTIONS —

- Do not submit any written statements to administrators unless they have been reviewed by your Association advocates.
- Be sure to keep copies of any written statements submitted or received.
- Keep all correspondence related to your situation, including postmarked envelopes containing information mailed to you.

ARRANGE TO BE ACCOMPANIED TO YOUR ADMINISTRATOR'S OFFICE BY AN ASSOCIATION REPRESENTATIVE —

- The individual who accompanies you should be your building's Association Representative, a Local Association grievance committee member, a Local Association officer, or your UniServ Coordinator.
- The individual who accompanies you should agree beforehand to testify for you in administrative hearings or court proceedings if necessary.

BEWARE OF PROPOSALS OFFERED BY ADMINISTRATORS —

- Do not agree to any proposals without first checking with your Association.
- If offered an “opportunity to resign,” under no circumstances should you submit a resignation unless at your own insistence and not that of an administrator or without first conferring with your UniServ Coordinator.

MAKE NO PUBLIC ANNOUNCEMENTS ABOUT YOUR SITUATION —

- Make no public statements *WHATSOEVER*.

