

# Information For Unemployed OEA Members

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# A Message to OEA Members:

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This booklet is for OEA members who have received notice that their positions have been non-renewed, cut from their local school budget, or have otherwise been impacted by a Reduction in Force (RIF).

Whether your next steps are focused on obtaining a new job in the same district, finding another position in a different district, or continuing to make Ohio and the world a better place outside of education, we stand with you. In cases like these, the decisions which have led to the challenges you are now facing started with elected or appointed officials.

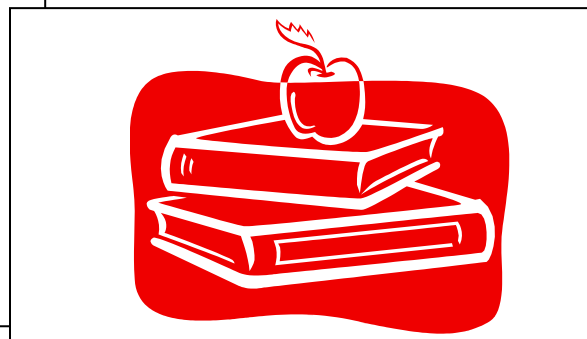
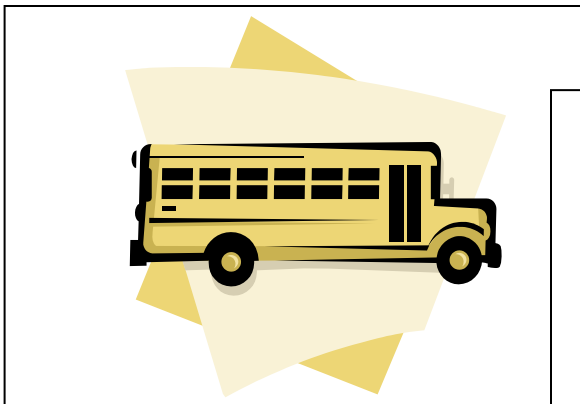
We urge you to contact your legislators and urge them to raise the revenues necessary to continue the commitment to public education. You can make a difference! The Advocates for Children and Education (ACE) program is committed to harnessing the power of public education employees. Just fill out a simple form and join the ACEs community.

Go to <http://www.ohea.org> (under the Political Action heading in the column on the left and then in the Grassroots Activism section) and sign up as an ACE. It should take less than a minute. Once you complete this process you will be able to take immediate action on many issues. Because you completed the registration, the name and contact information of your legislator will be automatically filled into your letter. Feel free to call OEA's Division of Governmental Services, (1-800-282-1500) if you don't know your legislators' names and phone numbers or check OEA's Web site at [www.ohea.org](http://www.ohea.org).

Your OEA leaders are working to persuade elected leaders to restore and sustain state support of public education so that there will be no reduction in the work force (RIF) in our schools.

In the interim, we hope you will find this booklet a helpful resource in addressing the difficult issues you are facing.

Please do not hesitate to contact the Hudson OEA office at 330-650-9200 or if you have questions about any of the information included or need further assistance.



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## Filing for Unemployment Benefits

The following information may prove useful to you in filing for unemployment benefits. Keep in mind that this is general information. You should verify your specific situation and any benefits that you may be eligible for with the Ohio Department of Job and Family Services (ODJFS) on the web site (<http://unemployment.Ohio.gov>) or by phone (1-877-644-6562).

### **MORE INFORMATION IS AVAILABLE ON PAGE 7.**

- ☒ You are eligible to apply for unemployment compensation if you have worked for 20 qualifying weeks of covered employment during the base period. For each qualifying week above the 20-week minimum, you receive another benefit week – up to a maximum 26 weeks.
- ☒ A qualifying week is any week in which some wages are earned. In order to be eligible for benefits, you must work 20 qualifying weeks in the base period and earn an average weekly wage of at least **\$222.00**.
- ☒ The regular base period is the first four of the last five completed calendar quarters before your claim begins. For example, if you are laid-off and your last day worked is in June and you apply for benefits in June, your base period would be calendar 2011. If you wait until July 1 to apply, your base period would be the last three quarters of 2011 and the first quarter of 2012. The following diagrams illustrate this:

The regular base period is the first four of the last five completed calendar quarters, before your claim begins.

<i><b>If your claim begins between these dates:</b></i>	<i><b>Your base period will be:</b></i>
January 2, 2012 through March 31, 2012	October 1, 2010 – September 30, 2011
April 1, 2012 through June 30, 2012	January 1, 2011 through December 31, 2011
July 2, 2012 through October 6, 2012	April 1, 2011 through March 31, 2012
October 7, 2012 through January 5, 2013	July 1, 2011 through June 30, 2012

**Note:** If you worked 20 weeks, but the weeks do not fall within the regular base period (above) or your average weekly wage was less than the established minimum within the regular base period, you may still be able to establish a right to benefits if the weeks worked fall within the alternate base period. The alternate base period is the last four completed calendar quarters before your claim begins. The alternate base period, illustrated below, may be used only if you do not qualify for benefits using the regular base period.

<i><b>If your claim begins between these dates:</b></i>	<i><b>Your alternate base period will be:</b></i>
January 1, 2012 through March 31, 2012	January 1, 2011 through December 31, 2011
April 1, 2012 through June 30, 2012	April 1, 2011 through March 31, 2012
July 1, 2012 through October 6, 2012	July 1, 2011 through June 30, 2012
October 7, 2012 through January 5, 2013	October 1, 2011 through September 30, 2012

**Note:** ODJFS will determine your weekly benefit amount, your total benefits and the beginning date of your benefit year. However, if you had a previous claim established, you must have had

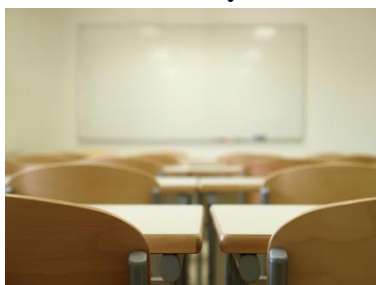
six weeks of employment and earned three times the average weekly wage in work since that first application before you can establish another new claim.

Remember, when you apply determines the base period. The base period will be used to determine whether you have met the **20** qualifying weeks and also will be used to complete your average weekly wage.

- ☒ You are "totally unemployed" in any week in which you perform no services and do not earn any salary or wages for that week. **If an employee receives pay for work done during the school year but is paid out over the summer, the employee is still unemployed. If you have been part of a Reduction in Force (RIF), you may qualify to collect unemployment compensation during the summer. Members should apply for unemployment immediately after the last actual day of paid work.**
- ☒ You are "partially" unemployed in any week if your gross pay earned in such week is less than your weekly unemployment compensation benefit.
- ☒ If you believe you are unemployed, either totally or partially under a definition above, you should promptly file a claim. Another option to consider is found on page 3 (d) of this booklet.
- ☒ There is a waiting period of one (1) week, and no benefits are payable for the required waiting period.
- ☒ Only one such "waiting week" is required in any benefit year.
- ☒ The waiting period does not commence until the first day of the first week in which you first file a claim.
- ☒ If you believe you are eligible for benefits, you can apply by registering by phone (1-877-644-6562) or online (<http://unemployment.Ohio.gov>).
- ☒ You should file your claim the day after your last work day when schools close for the summer in order to fix the beginning date of the waiting period, subject to base period considerations.

☒ **LAYOFF/UNEMPLOYMENT BETWEEN "TERM"**

If you are given legal notice that your limited contract has not been renewed for the next school year, you are eligible for unemployment compensation during the summer weeks after your scheduled work weeks have ended for that school year.



**\*\*If you were terminated or suspended for disciplinary reasons or terminated or non-renewed for unsatisfactory performance, the Board might challenge your claim on "just cause" grounds. If that occurs, file the appeal and call your UniServ office immediately.\*\***

If you have been given legal notice that your contract has been suspended (layoff) for the next school year, you are eligible for unemployment compensation during the summer weeks after your scheduled work weeks have ended for that school year.

In either case, the Board of Education may contest your claim for unemployment benefits.

- a. In order for the Board to contest your claim, it must give you "reasonable assurance of re-employment" for the ensuing school year.

***Please note a change in the interpretation regarding “reasonable assurance of employment” and substitute teaching lists.*** The ODJFS has determined that placing a teacher on the substitute list for the next academic year or term is a “reasonable assurance” of employment. Some courts have agreed, finding that teachers placed on a substitute list have an expectation of being called in for work as assignments become available. Accordingly, if a teacher is unemployed during the summer but placed on a district’s substitute list for the following school year, the teacher may not be eligible for either total or partial employment benefits during the summer break between school years.

- b. If the Board raises that defense, and you have not been officially recalled/rehired to a regular assignment in your classification/certification area(s) you must file an appeal immediately and contact your UniServ office.
- c. If the Board offers you a contract for the next school year as a part-time employee or as a regular substitute where the actual days and hours of work are specified, you will probably be denied unemployment compensation if you refuse to accept the offer.

However, as an alternate to accepting the part-time or regular substitute work, you might elect to simply not respond to your employer, and, if pressed, indicate that, at present, you are looking for regular full-time employment for the fall and will consider the offer of substitute work if the offer is still available before school starts and you have not found regular full-time work. If your employer contests this on the grounds that you have refused to work, you will have to file the required appeals. At least some decisions of the ODJFS hold that when there is no mutuality of agreement, there is no reasonable assurance of re-employment, and hence no disqualification for summer benefits.

Keep in mind that this is no guarantee that the ODJFS won’t still deny your claim. You should consider your own situation in making this decision.

- d. As an alternative to filing immediately after the conclusion of school in June, you have the option of waiting until the next quarter begins or until school resumes, assuming you are still without work. While this will avoid your involvement in ODJFS hearings and appeals process, in the event your employer might contest your claim, it means you have no possibility of receiving summer benefits. However, you will still receive the same amount of money in unemployment

benefits if you remain unemployed for the full benefit period (26 weeks) from the time you file in the fall.

- e. Once the next "term" ("school year") begins in September, if you are actually called and offered work as a substitute for a particular day, and you refuse, you may also be denied unemployment compensation. If you accept the work, the earnings will be applied toward the reduction of your unemployment benefit—but, the work does not necessarily eliminate your benefit. This is explained more on page 5.

☒ Remember, in order to keep your benefit rights alive, you must file timely claims for benefits and timely appeals if you are denied.

☒ To estimate your unemployment compensation benefit use the Unemployment Estimator found at:

[Unemployment Insurance Benefit Estimator](http://www.odjfs.state.oh.us/uiiben/)      (<http://www.odjfs.state.oh.us/uiiben/>)

- a. Decide in which quarter you will be filing. Use the drop down box to select the correct quarter.
- b. If you have worked for a minimum of 20 weeks, you will check "Yes."
- c. Type in the number of weeks you worked in 2011. For teachers and some school support personnel who are paid over twelve (12) months but the work is performed during a school year of approximately nine (9) months, do not include the weeks in which you are not working such as the holiday break in December, spring break, and summer months. Therefore, the number you will be dividing your total salary by will be approximately 40, not 52.
- d. Determine your number of dependents. Do not count the unemployed applicant, the applicant's spouse (if employed), and children over 18 years of age unless the child is unable to work due to a permanent mental or physical disability. You may count children under 18 who are employed if the applicant provides over one-half of the support.
- e. Determine the total salary for the base period (52 weeks if employed for the entire year or a minimum of 20 weeks of employment). Use your 2011 W-2 forms if applying in June, 2012.
- f. Click on the "Calculate My Estimated Weekly Benefit Amount" button.

☒ **MAXIMUMS**

Your benefit is limited to 50% of your average weekly earnings up to the following maximums:

<b>Dependency Classification</b>	<b>Number of Allowable Dependents</b>	<b>If the applicant's Average Weekly Wage was:</b>	<b>The Maximum Weekly Benefit Amount is:</b>
A	0	\$800	\$400
B	1 or 2	\$940	\$470
C	3 or more	\$1,078	\$539

- ☒ In other words, if your average weekly wage during the base period for your dependency class is double the maximum weekly benefit amount, you will receive the maximum shown above. If your average weekly wage during the base period is less than double the maximum weekly benefit amount, you will receive approximately 50% of your average weekly wage.
- ☒ Remember, the date of your application for benefits determines the base period. Therefore, if you were employed in a very low-paying job, worked only occasionally as a substitute, or were employed part-time during the first quarter of 2011, you might want to wait until July 1 or after to apply for benefits in order to eliminate the first quarter of 2011 from the base period. Keep in mind, however, that you must work at least 20 qualifying weeks during the base period.
- ☒ If you have been employed for the past 26 weeks or more, 26 weeks of benefits are available; if you have been employed for less than 26 weeks but at least 20 weeks, the number of weeks of benefits is equal to the number of weeks of employment.

Example: Salary \$27,000 ÷ 40 qualifying weeks = \$675.00/average weekly wage @ 50%  
= \$337.50

Maximum benefit/week - \$400.00 – Dependency Class A  
\$470.00 – Dependency Class B  
\$539.00 – Dependency Class C

- ☒ **From time to time when the unemployment rate is very high, federal or state extensions of the 26 weeks benefit period may be available. Your ODJFS claims office can give you information about extended benefits.**
- ☒ Part-time employment, such as substituting, is permissible, but the benefit is reduced by the following formula that exempts earnings up to 20% of benefit:

Earnings (two days as substitute)	\$140.00	
Exemption (20% of Class A benefit; \$400 x .20)	- 80.00	
Deducted Earnings		\$60.00



Class A Benefit	\$400.00	
Less Deducted Earnings	- 60.00	
Weekly Benefit		\$340.00

If part-time earnings completely eliminate your unemployment benefit for one or more weeks, your benefits can be extended the equivalent amount of weeks to achieve the 26 weeks of benefits. (**NOTE:** If you refuse substitute work, your Board of Education may appeal your right to continued benefits.)

- ☒ You are not required to take "any" job. It must be "suitable" work which includes your training, distance to work, etc. Filing letters of application in reasonable surrounding areas should be sufficient to validate your claim.

☒ **RESTARTING A CLAIM**

If during the benefit year of your current claim you return to work and once again become unemployed, or if you have earned gross wages greater than your weekly benefit amount, you must file an application to reopen your claim – even if you continued to submit weekly claims during your employment. The reason for your new unemployment will be examined to determine if you are still eligible to receive any remaining benefits.

To restart your claim, access your account online at <http://unemployment.Ohio.gov> or dial 1-877-644-6562 during the first week you are newly unemployed or have gross earnings less than your weekly benefit amount. Waiting to file an application to restart your claim may delay or eliminate benefit payment for unemployment that occurred prior to your filing.

- ☒ **REMEMBER:** SUBJECT TO BASE PERIOD CONSIDERATIONS, FILE THE CLAIM THE FIRST DAY YOU ARE NOT WORKING AFTER YOU ARE LAID-OFF. OEA MEMBERS MAY CALL THEIR LOCAL UNISERV OFFICE AT **330-650-9200** FOR HELP IF CLAIM IS DENIED.

# Registering for Unemployment Benefits

## **When should you apply?**

You should file your application the day after the last day that you worked. Your claim begins the Sunday of the calendar week in which it is filed. Waiting more than a full week to file your application will postpone the beginning of your claim and you will not receive any benefits for the weeks of unemployment that occur prior to the week of filing.

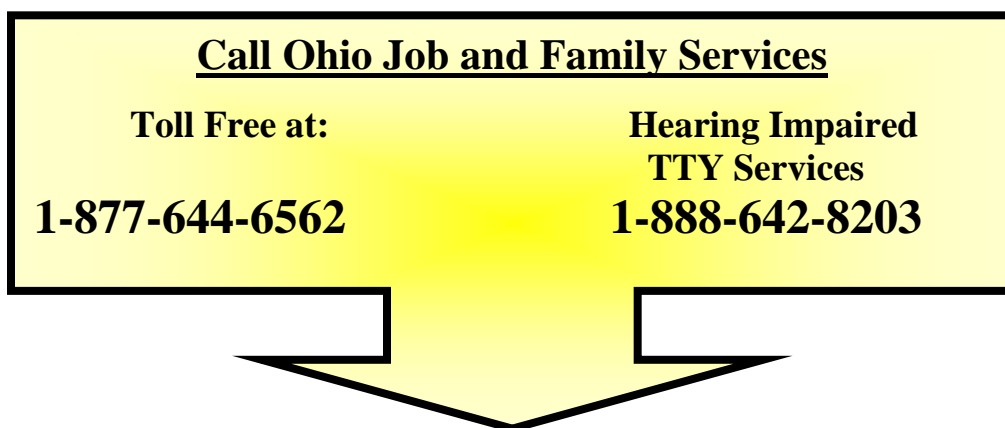
## **How to apply?**

There are two options for filing a new application for Ohio unemployment benefits or reopening an existing Ohio claim. We recommend for faster service that you access the ODJFS web site. It is available 24 hours a day, 7 days a week at:

<http://unemployment.Ohio.gov>

If you do not have a computer access at home, your local library has computers available for public use. Limited service may be available while the system is being updated nightly. Check the web site for services that are currently available.

You may also file by telephone. Business hours are 8:00 a.m. - 5:00 p.m., Monday through Friday, except holidays. When you call, please have paper and pencil available.



You must call on the day associated with the first letter of your last name:

<b>First letter of your last name</b>	<b>Day to call</b>
A through I	Monday
J through L	Tuesday
M through S	Wednesday
T through Z	Thursday

If you missed your filing day, please call on Friday.

When you call the 1-877-644-6562 number, you will be asked to press #1 for assistance with unemployment applications.

## What information is needed to apply?

When filing a new application, you should be prepared to provide the following information:

- ☒ Your social security number and either your driver license or state ID number.
- ☒ Your name, address, telephone number, and, if you have one, an e-mail address.
- ☒ The name, address, telephone number, and dates of your employment with each employer where you worked during the past six weeks of employment.
- ☒ The reason you became unemployed from each employer.
- ☒ Your regular occupation and job skills.
- ☒ If claiming dependents, your spouse's name (if you are married) and the names, social security number(s), and date(s) of birth for any qualifying dependent(s).
- ☒ If you had out-of-state employment within the past 18 months, you must provide the name, address, telephone number, and dates of your employment for each out-of-state employer during that period.
- ☒ If you were separated from military service with any branch of the U.S. Armed Forces within the past 18 months, your discharge papers (Form DD-214-member 4 copy).
- ☒ If you were employed by the federal government within the past 18 months, the SF-8 and/or SF-50 form given to you by your government employer at the time of your separation.
- ☒ Alien Registration Number and the expiration date of your work authorization (if you are not a U.S. Citizen or National).



## What to expect?

**Have paper and a pen or pencil ready before you begin!**

The first time you file a new claim, you will be provided a **temporary** Personal Identification Number (PIN). **WRITE IT DOWN!!** You will be required to create your own PIN, which you will use to access your claim through the automated phone system or online. **WRITE YOUR PIN DOWN and KEEP IT IN A SAFE PLACE!!**

Whether you file your application by telephone or on the Web, the process will take about 20 - 25 minutes.

If you are filing on-line and are disconnected, you can use your Username and PIN to log back into the application and resume answering questions. The information you have entered will be retained for 24 hours from the time you begin a new application.

Your application is not considered “filed” until you certify and receive a confirmation number. Keep this deadline in mind if you are disconnected or if you choose to sign off and sign on again at a later time.

Each week you must file a claim online or using the automated telephone system by giving your user name and your PIN. You will be asked a number of questions about your job search and employment (or lack thereof) that you must answer honestly. If you fail to file a timely claim for a week of unemployment, you will not receive benefits for that week.

ODJFS uses various technological tools to detect false statements, including unreported earnings. Deliberately giving false information in order to receive benefits is a crime. It’s not worth the risk! Avoid the possibility of criminal prosecution, stiff penalties, and possible imprisonment by reporting your earnings and all other information honestly and accurately.

# OEA/NEA Legal Services Program

## **IF YOUR JOB IS THREATENED . . . DON'T PANIC!**

If you receive a non-renewal or layoff notice from your school board, make certain that you take full advantage of the job protection afforded you by your OEA membership. OEA cannot guarantee that your job will be saved. But if you follow correct procedures, it will guarantee that your legal and/or contractual rights to your job are protected.

So, if you learn that you have lost your job or that your job has been threatened, here's what to do:



1. **DO NOT VOLUNTARILY RESIGN.** Some employees are talked into resigning to "protect their record." If you do, and then change your mind, you make it very difficult for OEA to save your job or for you to collect unemployment compensation.
2. **IMMEDIATELY CONTACT YOUR LOCAL ASSOCIATION OR OEA REPRESENTATIVE** to see if your contractual rights have been followed or violated.
3. **BE PREPARED TO PARTICIPATE IN AN INDIVIDUAL OR CLASS ACTION GRIEVANCE** if your contractual rights have been violated.
4. **CALL YOUR UNISERV CONSULTANT MARK COSTANTINO AT 330-650-9200** for advice on possible action to defend your job.
5. If legal action is a possibility, **FILE AN APPLICATION TO USE THE OEA-NEA LEGAL SERVICES PROGRAM.**

## **YOUR RIGHTS UNDER THE OEA LEGAL PROGRAM**

As a member of the OEA/NEA, you may have the right to representation by an Association-appointed attorney as well as payment of all necessary and reasonable legal expenses of defending your job as long as you follow correct procedures and your case is accepted by the OEA Director of Legal Services. (The section of the program setting forth procedures and coverage criteria is printed on the next page.)

## **YOUR RESPONSIBILITIES**

1. **DOCUMENT EVERYTHING.** Details such as date, time, witnesses, and notes of conversations can be extremely important to protecting your contractual and legal rights.
2. **KEEP COPIES OF YOUR EVALUATIONS** relevant to your status as an employee.
3. **FILE FOR UNEMPLOYMENT COMPENSATION** as soon as school ends.
4. If you are on a recall list, **MAKE CERTAIN YOUR EMPLOYER CAN FIND YOU** in the event an opening occurs. For teachers, notify your employer if you become licensed in other teaching areas while on the recall list.

5. **CHECK YOUR LOCAL COLLECTIVE BARGAINING AGREEMENT.** You may have a right to participate in district benefit programs such as health insurance by paying your individual premium cost.
6. **MAINTAIN YOUR MEMBERSHIP IN OEA AND NEA.** In the event continuing legal representation is needed on your behalf, you must remain a member of OEA/NEA to continue your right to representation under the Legal Services Program. Your half-dues membership (applicable in most cases) will also entitle you to other services of the Association such as the right to coverage under the Attorney Referral Service for personal legal matters and liability insurance coverage for days you substitute teach.

Reprinted here for your information is Section VII of the OEA-NEA Legal Services Program which sets forth procedures and criteria for coverage under the plan:

- A. **DEFINITION:** This section covers cases involving a member's employment rights. "Cases of employment rights" include: (1) a member's contract suspension, termination, or nonrenewal, and continuing contract rights; (2) the deprivation of a member's rights, privileges or benefits specifically provided by Ohio school laws, a local master contract, the individual member's contract of employment, or the education employer's policy; (3) working assignments; (4) demotion and/or reassignments for disciplinary reasons; (5) salary disputes; (6) leaves of absence and/or reinstatement rights; (7) discipline of pupils (if not covered by professional liability protection); (8) certification and/or licensing matters if such actions jeopardize the member's current contract rights; (9) personnel file matters if such could have an adverse effect on the member's retention, promotion, professional reputation or ability to seek other employment; (10) any other matters not specifically enumerated within this definition are subject to the appeals procedures described in Section XI.



B. **PROCEDURES**

1. Any member whose employment rights have been abridged shall first present the problem to the Labor Relations Consultant who shall promptly seek to resolve the problem.
2. Subsequent to Step 1 and the exhaustion of all available administrative remedies, any member whose employment rights have been abridged or who has been demoted or dismissed from his/her educational position shall file a request for legal assistance with the UniServ consultant. Such requests for assistance shall be forwarded immediately to the OEA/NEA Program Director or his/her designee for a determination of coverage. The Program Director shall assign an accepted request to a program attorney for legal consultation. The program attorney, following such legal consultation with the member, shall consult with the OEA/NEA Legal Services Program Director, and they shall jointly concur in determining that:
  - a. the member has suffered or will suffer actual prejudice or injury if legal assistance is not granted, and
  - b. the member could be entitled to relief under the current state of the law.

In the event that the above criteria and procedures are met, the program attorney shall provide the first-level assistance.

C. **COSTS**

1. All costs for the initial legal consultation with the member shall be paid by the OEA.
2. In cases where the procedures prescribed above have been met, the OEA/NEA program shall pay all necessary and reasonable expenses. Such legal costs shall include, but not be limited to, court costs, filing fees and attorney's fees.
3. In the event the program attorney or the OEA/NEA Legal Services Program Director rendered a decision that the first-level assistance on the member's request would not meet the criteria in Division (B) (2) (a) and (b) and therefore declined to undertake such first-level assistance, the member may proceed pursuant to Appeals Procedure XII, paragraphs #1 and #2 or independently, pursuant to Appeals Procedure XII, paragraph #3, in the defense of his/her employment rights, job or position. In the event the case is not adverse to the policies of the OEA or its affiliate, and a favorable decision is obtained, upon recommendation of the Executive Director of his/her designee, and approval of the OEA Board of Directors, the reasonable legal costs sought but not recovered in the action shall be paid by the OEA/NEA Legal Services Program.
4. If a settlement offer in a case is recommended by both the program attorney providing representation in the case and the OEA/NEA Legal Services Director, and the member refuses to settle, after consultation with the Labor Relations Consultant, the OEA may withdraw further financial assistance of the case under the program. Appeals of the decision may be made through the procedures described in Section XI, under the time guidelines of Section XI, A, 2.
5. Notwithstanding these procedures, any member who pursues a case in defense of his/her employment rights, job or position, when such case is not adverse to the policies of the OEA, NEA, or their affiliate, and a favorable decision is obtained, upon recommendation of the Executive Director or his/her designee, and approval of the OEA Board of Directors, the reasonable legal costs sought but not recovered in the action shall be paid by the OEA/NEA Legal Services Program.



## [More on NEA Benefits](#)

**NEA offers many benefits to its members through your general membership and the NEA Member Benefits programs. Contact your OEA Labor Relations Consultant for more information on any of the items below.**

### **NEA MEMBERSHIP STATUS**

**Q: Can membership in NEA continue if a member has been laid off?**

**A:** When an NEA Active member has been laid off due to a reduction in force, NEA Active membership remains open to her/him for as long as the member is eligible to be recalled or for three (3) years, whichever is longer.

### **NEA PROGRAMS AND BENEFITS**

**Q: Do NEA benefits continue when a member has been laid off due to a reduction in force?**

**A:** We know that our members value and need the services that come with membership, particularly our Legal services programs, such as our Educator Employment Liability Insurance and Unified Legal Services Program. So long as NEA membership is maintained, NEA benefits will continue to be available to members.

### **NEA ACTIVE DUES**

**Q:** Is there anything that can be done to reduce the NEA dues obligation for these (laid off) members so that NEA benefits can continue?

**A: The NEA will prorate the remaining 2011-2012 Active dues obligation at 50% for the balance of the membership year.** This option will continue to be available in the 2012-2013 membership year and succeeding years as necessary.

**A few services available through NEA MB are listed beginning on the next page.**

**Please visit the MB website to find out more**

[http://www.neamb.com/xchg/neamb/xsl/hs.xsl/-/home/602\\_2851.htm](http://www.neamb.com/xchg/neamb/xsl/hs.xsl/-/home/602_2851.htm)



*Great Public Schools  
for Every Student*



## NEA MEMBER ASSISTANCE PROGRAM

### Helpful services during tough economic times

At NEA Member Benefits, we know many NEA member households are struggling to navigate through today's difficult economic times. Coping with layoffs, salary cuts, and other financial issues, NEA members are looking for solutions. As member advocates, we have been working with our program suppliers to ensure that participating members get the support and consideration they need and deserve.

Below is a list of services that are currently available to NEA members facing economic challenges. NEA MB will continue to collaborate with our suppliers to identify additional opportunities to provide special consideration and, where possible, temporary relief from financial pressures. We'll continue to update this list as new services become available.

### FINANCIAL SERVICES

#### NEA Credit Card and Personal Loan Programs: Bank of America

Members in need of assistance should call 1-888-800-5160.

Customer assistance representatives are trained to develop appropriate, customized solutions for members whose accounts are past due. This may include: reducing monthly payments, reducing interest rates or fees, providing financial education materials, and/or making referrals to non-profit credit counseling services.



#### NEA Home Financing Program: Wells Fargo Home Mortgage

Members in need of assistance should call 1-800-NEA-4YOU (1-800-632-4968).

Customer service representatives are trained to work with members to modify loan terms/payment plans and develop customized solutions to prevent foreclosure.



### INSURANCE PROGRAMS

#### NEA LIFE Insurance Plans: NEA Member Insurance Trust

The NEA Members Insurance Trust (NEA MIT) announced that it will waive participant premiums for members who have been laid off. Affected members may request a waiver of premium for a 12-month period, even if they go back to work. Participants are eligible for the waiver as long as they were an active member at the time they were laid off.

Members with questions about the waiver should contact the NEA Member Benefits Member Service Center at 1-800-637-4636 or email [ask-us@neamb.com](mailto:ask-us@neamb.com) and one of our Member Service Representatives will assist.

Members also have the option to reduce their coverage to lower their premiums and can increase coverage back to the original amount within 2 years of the reduction of coverage without going through the underwriting process again.

NEA Income Protection Plan: American Fidelity Assurance Company

Members who have disability income insurance prior to being laid off can reapply for the level of coverage they had before they were laid off. Members who are rehired (by their former or new employer) can reapply for the coverage within 3 months of the layoff without undergoing the underwriting process again.

NEA Long Term Care Program: John Hancock Life Insurance

John Hancock will work with members who have been laid off to reduce their coverage and/or premium payment.

Members have a 72-day grace period for late payment.

NEA Auto & Home Insurance Program: California Casualty

Members in need of assistance should call 1-800-877-7345.

Members may skip payments during the summer months.

If a member is laid off, the skip payment option can be extended to other months.

Members who have been laid off should indicate this to the customer service representative to be transferred to a team manager who may be able to assist with other options.

NEA Homeowners Insurance Program: Horace Mann

Members who have a Horace Mann policy should contact their agent for assistance and to explore ways in which they can modify their policy.

Members who file claims are eligible to have their deductible waived up to \$1,000 (for Horace Mann policies only).



## **INVESTMENT PROGRAM**

NEA Tax-Deferred Retirement Savings Program: Security Benefit

In view of the current economic turmoil, Security Benefit will waive the Contingent Deferred Sales Charge (CDSC) for NEA members who have NEA Valuebuilder accounts and who have been laid off and need to access their assets. This offer applies to all NEA Valuebuilder variable annuities issued by Security Benefit Life Insurance Company (SBL) and tax-sheltered accounts for which Security Financial Resources, Inc. (SFR) is the recordkeeper. It does not currently apply to those contracts issued by Nationwide Life Insurance Company.

Members who qualify and want to take advantage of this waiver should contact their assigned representative or call 1-800-NEA-VALU (1-800-632-8258). This offer is subject to certain

conditions, and applicable IRS early withdrawal penalties will still apply. Please contact Security Benefit for more information.

Securities are distributed by Security Distributors, Inc., a subsidiary of SBL. SBL and SFR are affiliates and wholly owned subsidiaries of Security Benefit Corporation (“Security Benefit”).

## CONSUMER DISCOUNTS

### NEA Click & Save

Members currently save money on a variety of offers from **more than 700** popular merchants. Check back often to see the latest offers available to you and to learn about the expected **200 additional merchants** being added this summer. Some examples of savings are:

Target – Save 10%

JC Penney – Save 40% - 70% everyday

PETCO – save 20% off at the nearest PETCO store or up to 40% online

Restaurants.com – Save up to 80% Get \$25 certificates for just \$2!

GAP Outlet – Save up to 40% every day

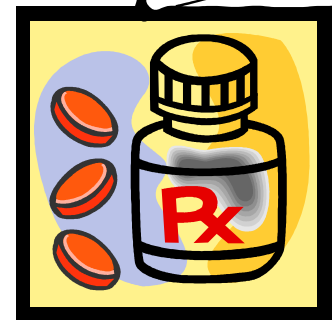
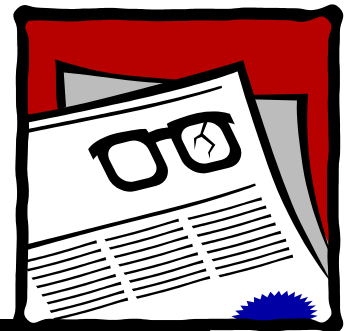
### NEA Hearing Aid Discount Program: Hear in America

This program offers members and their families free hearing screenings at qualified and monitored professional service providers and discounts of 30% - 70% on many brands of hearing aids; lifetime hearing aid cleaning and check-up service, a 2 year warranty, and 3 years of free hearing aid batteries with no enrollment fee or premium.

### NEA Vision and Prescription Savings Plan: Outlook Benefit Solutions

This program offers savings of 5% to 50% off vision care and prescription drugs at more than 55,000 pharmacies and more than 11,500 vision care centers.

Members affected by layoffs will receive a 1-year waiver of their annual fee.



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<sup>1</sup> There are two NEA Bylaw policy provisions that address the dues obligation of members who have been laid off due to a reduction in force (RIF).

Bylaw 2-1 (b) ...The Association shall continue to allow Active membership to those Active members ...who have been laid off due to a reduction in force for as long as such persons are eligible to be recalled, or for three (3) years, whichever is longer...

Bylaw 2-7(f)...The Association shall continue to allow Active membership to those education association members laid off due to a reduction in force with reduction in dues of fifty (50) percent. Such eligibility for Active membership shall continue as long as such persons are eligible to be recalled or for three (3) years, whichever is longer.

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## MORE RESOURCES

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### NEA MB Member Service Center (MSC)

NEA MB's Member Service Center is a member's one-stop shop for information. Member Service Representatives are available by phone or e-mail to assist in identifying programs and services that may be available. Please call us at 1-800-637-4636 or e-mail us at [ask-us@neamb.com](mailto:ask-us@neamb.com).



### National Foundation for Credit Counseling

NEA Member Benefits and the National Foundation for Credit Counseling (NFCC) have teamed up to provide debt management and housing counseling services to NEA members and their families. Members can contact NFCC at 1-866-479-NEA2 (1-866-479-6322) or visit [www.debtadvice.org/nea](http://www.debtadvice.org/nea) to find a local agency.

### National Online Job Search Resource

NEA MB recently partnered with Teachers-Teachers.com, a free online education placement service, to help members find new teaching positions, administrative jobs and education support positions. Visit [Teachers-Teachers.com](http://Teachers-Teachers.com) to view job postings from school systems nationwide.

### Save the Dream (Assistance with Mortgage Payments)

As a result of a federal initiative, the State of Ohio has received \$570 million to help families struggling to make their mortgage payments after experiencing a job loss or reduction in income. These funds are distributed through Restoring Stability: A Save the Dream Ohio initiative. Four programs are available:

- Rescue Payment Assistance
- Partial Mortgage Payment Assistance
- Modification Assistance with Principal Reduction
- Transition Assistance

To learn more or to apply, visit [www.savethedream.ohio.gov](http://www.savethedream.ohio.gov) or call 888-404-4674.

### Parents with Child Support Orders

If you have a child support order in Ohio and you have encountered a lay-off, you may already qualify to have your child support case reviewed and adjusted.

For more information, please visit the Ohio Office of Child Support website at: <http://jfs.ohio.gov/Ocs/indexx.stm>

## Ohio's One-Stop System

Ohio has a local One-Stop center in each of the state's 88 counties. The following services are available free of charge to any customer who visits:

- A resource room: Every One-Stop site features a resource room that has job listings, computers with Internet access, telephones, copiers, and fax machines for customer use.
- Staff-assisted job-matching services
- Eligibility for other funded services through the Workforce Investment Act: The One-Stops provide applications to request additional services, such as training or intensive services. These are approved on a case-by-case basis, using eligibility guidelines, and are based on funding availability.
- Program information on other partner services.

To find an office near you, go to [ODJFS Online | Office of Workforce Development](http://jfs.ohio.gov/owd/wia/wiamap.stm)  
(<http://jfs.ohio.gov/owd/wia/wiamap.stm>)



# **Understanding COBRA Insurance**

## **Bridging the Gap for those who lose Insurance Coverage**

### **What is COBRA Insurance coverage?**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986 gave employees and their families who had lost their healthcare benefits the option to extend them. You must have been enrolled in an employer's group health insurance in order to qualify for COBRA coverage.

### **What are the enrolling timelines?**

By law, your employer must notify you and the insurance provider about COBRA eligibility within 30 days of the trigger event. Within 14 days, the insurance company will send information on how to enroll in COBRA and how much it will cost. You can take up to 60 days to decide whether to enroll. If coverage is selected, the first premium must be paid within 45 days. In general, coverage can be used for up to 18 months.

If you have an emergency and need health coverage before you decide to enroll, you can get retroactive COBRA coverage.

### **What type of coverage is COBRA?**

Once signed up for COBRA, you keep all the health plan benefits you had as an employee. You can see the same doctors, keep your prescriptions and use the same medical services. At the same time, you have to follow the plan's guidelines. You have to pay for co-payments and deductibles. You must follow your plan's rules before getting approval for care.

### **What is the cost of COBRA coverage?**

When you sign up for COBRA, you will have to pay the entire premium yourself. In addition, the insurer may charge you a small fee for expenses related to maintaining COBRA coverage. The maximum you will pay is 102% of the premium.

According to IRS Publications 502 (page 24) and 969 (page 8), you may use the funds in your HSA to pay for insurance premiums for coverage under COBRA.

**\*\*\*Each individual must decide to begin COBRA coverage immediately or to take a wait-and-see approach. The wait-and-see approach will allow you to judge your family's medical needs. Please be aware that if you choose this wait-and-see approach, once you enroll for COBRA coverage, you will have to make all premium payments starting with the triggering event date.**

**More information** regarding COBRA rights can be found at the U.S. Department of Labor website by going to: <http://www.dol.gov/dol/topic/health-plans/cobra.htm>

## Retirement Information



If you leave state public service, you have the option of withdrawing your funds from the retirement system. Some individuals make that decision and then invest the money elsewhere. **Do not withdraw your account without considering all of the ramifications.** You can restore the years of service later, but you must return to state public service and accumulate a year and one-half of Ohio service credit prior to restoration of service years..

Also, keep in mind that providing you have five (5) years of contributing service, disability protection continues indefinitely if the reason for disability can be documented by medical records from the period before you terminated state public service, if you do not withdraw your funds.

If the disability first manifests itself within two (2) years after contributing service is terminated and you have left your funds on deposit, you may still be eligible for disability benefits.

If you have special questions on your retirement, contact your retirement system as listed below:

State Teachers Retirement System of Ohio  
275 E. Broad Street  
Columbus OH 43215-3771  
614/227-4090 or 888/227-7877  
(Member Services Center hours are Monday-Friday 8 am-5pm)  
[www.strsoh.org](http://www.strsoh.org)

Ohio Public Employees Retirement System  
277 E. Town Street  
Columbus OH 43215-4642  
614/466-2085 or 800/222-7377  
[www.opers.org](http://www.opers.org)

The School Employees Retirement System of Ohio  
300 East Broad Street, Suite 100  
Columbus OH 43215-3746  
Columbus Area: 614/222-5853  
Members Toll Free: 866/280-7377  
Retirees Toll Free: 800/878-5853  
<http://ohsers.org/favicon.ico>

***Note: This is general information only. You should verify your specific situation and any benefits for which you may be eligible by speaking to the appropriate retirement system.***



## Certification/Licensure

1. If you are in the final year of your current teaching certificate or license, please be advised that coursework/professional development requirements for renewal/transition must be completed by September 1 of the year the certificate or license expires.

- Access a **License Renewal** application:

<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=1283&ContentID=1026>

a. **Renewal requirements are as follows:**

- Holders of eight-year certificates issued before Sept. 1, 1998, who wish to transition to a five-year license must complete six semester hours of coursework or the equivalent as approved by the LPDC.
- Holders of lapsed certificates must complete nine semester hours of coursework if the certificate is lapsed for fewer than five years. Holders of certificates that have lapsed for five years or more must complete 12 semester hours of coursework.
- Holders of a two-year provisional license who have not met the requirements for advance to the five-year professional license must complete three semester hours of coursework to renew that license. This license will no longer be issued after January 1, 2011.
- Holders of a five-year license must complete the equivalent of six semester hours of coursework for renewal.



b. **Information for LPDCs:**

LPDCs will verify completion of professional development requirements in accordance with the September 1 deadline utilizing the regular LPDC verification form. Application forms, along with completed LPDC verification forms, must be submitted to the Office of Educator Licensure no later than December 31 of the year the certificate or license expires. Please do not submit applications until the LPDC has verified all coursework or professional development activities.

Applications should not be submitted to the Office of Educator Licensure without accompanying completed LPDC forms. Any applications submitted after December 31 will require the nine semester hours associated with renewing or transitioning a lapsed certificate. Any applications submitted prior to December 31 that did not complete the requirements by September 1 will require the nine semester hours.

c. **For Educators Leaving a District**

Educators who are exiting a district need to obtain a completed “Approval Verification Form for Educators Leaving an LPDC.” This document verifies renewal coursework or other professional development activities completed while serving in that district.



d. **For Educators Not Employed in the Schools of Ohio:**

All coursework or other professional development activities must be completed by September 1 of the year the certificate or license expires, and applications may be submitted until December 31 of that year.

- e. **Contact Information:** Office of Educator Licensure; 1.614.466.3593, 1.877.644.6338, (toll free: Ohio Department of Education, Office of Educator Licensure, 25 South Front St., Mail Stop 105, Columbus, Ohio, 43215-4183.  
Email address: **Educator.Licensure@ode.state.oh.us**

**Educator Licensure Questions:**

**[ODE - Licensure Form](http://education.ohio.gov/GD/Templates/Pages/ODE/ODEDetail.aspx?page=609)**

(<http://education.ohio.gov/GD/Templates/Pages/ODE/ODEDetail.aspx?page=609>)

2. Your current certificate/license may make you eligible for substituting. You should file a copy of it with the proper authority in those school districts where you would be willing to be substitute teacher.
3. If your certificate/license has expired without being renewed, a local school district would need to apply to ODE for a substituting license on your behalf.
4. The Ohio Education Association (OEA) maintains, within the Education Improvement and Innovation Division, a certification/license information service for members. Call: 1.800.282.1500

**TAKE ALL NECESSARY STEPS  
TO MAINTAIN YOUR  
CERTIFICATE, LICENSURE, CDL,  
AND OTHER CREDENTIALS!**

## Seeking New Employment

Even in a sluggish economy, it's not news that Ohio has a shortage of available teachers in certain areas of the state and subject areas. We've included information to assist you in your job search. There are a few things you should do to prepare to market yourself to prospective employers:

Ask your principal or trusted colleagues about what recommendation they might give to help you improve your teaching or job skills.

Take time to do a self evaluation of your job skills. Reflect upon your strengths and weaknesses; then seek training to help bolster your skills. We could all stand to brush up on classroom management, organization and communications skills. The OEA or a local association may offer summer classes, as well as the school district, on many helpful topics. Polishing up your skills can make the difference as you compete for limited openings.

Be sure to ask for a written letter of recommendation from your principal or supervisor. This may give you an indication of what might be said about you as an employee if they are asked, and helps you be prepared to provide names of individuals as references when you are in an interview.

Here are some additional ways to locate new employment. They include resources for employment outside of public education. Some are more effective than others, but all should be pursued:

### 1. **LOCAL SCHOOL DISTRICTS ONLINE**

Use the Internet to search for local school districts that post openings and take applications online.

### 2. **ASKING FRIENDS AND ACQUAINTANCES**

Sometimes this is the most effective way to find a new job. Most companies post job openings to be available to their employees weekly. Your friend can survey the listings and keep you informed of any suitable openings. They can also give you the inside scoop about the company, working conditions, benefits, what the company likes in people, and promotional opportunities to help you in your pursuit.

### 3. **CHECKING NEWSPAPERS AND TRADE JOURNALS**

*The Columbus Dispatch, The Wall Street Journal "Midwest Edition," the Cleveland Plain Dealer, and the Cincinnati Enquire* would be four major newspapers to check for daily job listings. Other effective papers would be more local newspapers and your local town criers where most suburban companies advertise for commutable candidates. For staff and executive jobs, trade magazines, *New York Times*, and *The Wall Street Journal*, again, would be additional helpful tools. Turn to the classified section and read all categories carefully.



4. **USE THE YELLOW PAGES**

Go through the *Yellow Pages* to help you locate what companies are operating in your vicinity. Their yellow page ads will give addresses and telephone numbers. It would be advisable to send your cover letter and résumé to their personnel department for review. In most instances, you will be contacted immediately should there be any openings, or your résumé will be filed for future use.

5. **ASSOCIATIONS AND NETWORKS**

Professional networks and associations are also valuable vehicles for career development. Attending meetings with other people in the same profession can do a great deal to expand your professional horizons. It is sometimes difficult to stay interested in your professional development once you have found a comfortable niche in a company. People often settle for job situations that are less than satisfactory because comfort has become a habit. Involvement in associations and networks helps you to keep your eyes open to continuing educational opportunities and the need for ongoing career development.

6. **INTERNET**

<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?Page=3&TopicRelationID=522&Content=46975>

[www.wanttoteach.com/newsite/jobfairs.html](http://www.wanttoteach.com/newsite/jobfairs.html)

Ohio Means Jobs - Welcome Home -- <https://ohiomeansjobs.com/omj/>

## **DEALING WITH EMPLOYMENT AGENCIES**

Employment agencies are an essential tool to be used to supplement your own pursuits for a new job. Agencies can be a great asset in finding you employment, but it is necessary that you fully understand how to correctly use them in order to protect your personal welfare.

Employment agencies are designed to help companies find qualified people to fill their specified job vacancies. Essentially, the agencies are working for the companies, and not you. You do stand an excellent chance of obtaining a job through an agency since they are dealing with major companies on a day-to-day basis.

It is important that you dress and interview with an agency exactly as you would with a prospective company. The agency's job is to screen applicants to determine qualified candidates for their clients.

Most agencies are either fee-paid by the employers or non-fee-paid which puts the burden on you. Fees usually run on a percentage of your base salary.



There is another type of deal that you should be aware of in some instances. Some companies will pay the agency fee and a guarantee period will be determined for usually one to three months. If you should leave during this guarantee period on your own behalf, you would be liable to reimburse either the company or the agency in full value of the fee.

Be sure to **read all contracts** and commitments presented to you by the agency prior to signing anything. Make sure that you fully understand any consequences that might personally liable yourself.

About 70% of agency-found jobs are fee-paid by the hiring company. Ask about fees prior to taking each interview so you will know what will be expected of you later.

In most instances, the better jobs and companies would not expect the financial obligation to be your burden.

## **RÉSUMÉ/VITAE/COVER LETTER**

Your personal résumé/vitae is a marketing tool for selling yourself to a prospective employer. Since you will have limited page space on which to present everything relevant about your work history, you should go back to the "who," "what," "where," "when," "why" formula and be concise and clear in your presentation and format. A lot of people out there are looking for jobs -all of them with resumés/vitae in one form or another. An employer may have to look through many for one position before deciding which people to interview. Therefore, yours must be eye-catching and brief so that a person scanning a page can immediately pick out your best assets and work experience.

Meanwhile, take advantage of the many online résumé resources available. These will give you ideas for your own résumé to discuss with your Consultant when you meet. Take a look at a variety of styles and practice creating the perfect resumés that will sell you to prospective employers.

Sites with advice on résumé writing include:

[www.resumetipsforfree.com](http://www.resumetipsforfree.com)

<http://www.damngood.com>

<http://resumes-for-teachers.com>

<http://www.mycareer.com>

<http://www.seek.com>

<http://www.careerone.com.au/>

<http://www.resume.info>

<http://resume.monster.com>

<https://ohiomeansjobs.com/omj/>

# Hot Tips on Resume Writing

## 1. **What IS a résumé anyway?**

Remember: a résumé is a self-promotional document that presents you in the best possible light, for the purpose of getting invited to a job interview.

It's *not* an official personnel document. It's not a job application. It's not a "career obituary"! And it's not a confessional.



## 2. **What should the résumé content be about?**

It's not just about past jobs! It's about YOU, and how you performed and what you accomplished in those past jobs, especially those accomplishments that are most relevant to the work you want to do next. A good resume predicts how you might perform in that desired future job.

## 3. **What's the fastest way to improve a résumé?**

Remove everything that starts with "responsibilities included" and replace it with on-the-job accomplishments. (See Tip 11 for one way to write them.)

## 4. **What is the most common résumé mistake made by job hunters?**

Leaving out their Job Objective! If you don't show a sense of direction, employers won't be interested. Having a clearly stated goal doesn't have to confine you if it's stated well.

## 5. **What's the first step in writing a résumé?**

Decide on a job target (or "job objective") that can be stated in about five or six words. Anything beyond that is probably "fluff" and indicates a lack of clarity and direction.

## 6. **How do you decide whether to use a Chronological résumé or a Functional one?**

The Chronological format is widely preferred by employers, and works well if you're staying in the same field (especially if you've been upwardly-mobile). Only use a Functional format if you're changing fields, and you're sure a skills-oriented format would show off your transferable skills to better advantage; and **be sure** to include a clear chronological work history!

## 7. **What if you don't have any experience in the kind of work you want to do?**

Get some! Find a place that will let you do some volunteer work right away. You only need a brief, concentrated period of volunteer training (for example, one day a week for a month) to have at least SOME experience to put on your résumé.

Also, look at some of the volunteer work you've done in the past and see if any of THAT helps document some skills you'll need for your new job.

8. **What do you do if you have gaps in your work experience?**

You could start by looking at it differently.

**General Rule:** Tell what you WERE doing, as gracefully as possible--rather than leave a gap. If you were doing anything valuable (even if unpaid) during those so-called "gaps" you could just insert THAT into the work-history section of your resume to fill the hole. Here are some examples:

- 2004-2007 Full-time parent --or
- 2001-2004 Maternity leave and family management -- or
- Travel and study -- or Full-time student -- or
- Parenting plus community service

9. **What if you have several different job objectives you're working on at the same time? Or you haven't narrowed it down yet to just one job target?**

Then write a different resume for each different job target. A targeted resume is MUCH, much stronger than a generic résumé.

10. **What if you have a fragmented, scrambled-up work history, with lots of short-term jobs?**

To minimize the job-hopper image, combine several similar jobs into one "chunk," for example:

- 2003-2005 **Secretary/Receptionist**; Jones Bakery, Micro Corp., Carter Jewelers -- or
- 2003- 2005 **Waiter/Busboy**; McDougal's Restaurant, Burger King, Traders Coffee Shop.

Also you can just drop some of the less important, briefest jobs. But don't drop a job, even when it lasted a short time, if that was where you acquired important skills or experience.

11. **What's the best way to impress an employer?**

Fill your résumé with "PAR" statements. PAR stands for Problem-Action-Results; in other words, first you state the problem that existed in your workplace, then you describe what you did about it, and finally you point out the beneficial results.

**Here's an example:** "Transformed a disorganized, inefficient warehouse into a smooth-running operation by totally redesigning the layout; this saved the company thousands of dollars in recovered stock."

**Another example:** "Improved an engineering company's obsolete filing system by developing a simple but sophisticated functional - coding system. This saved time and money by recovering valuable, previously lost project records."

**12. What if your job title doesn't reflect your actual level of responsibility?**

When you list it on the résumé either replace it with a more appropriate job title (say "Office Manager" instead of "Administrative Assistant" if that's more realistic) OR use their job title AND your fairer one together, i.e. "Administrative Assistant (Office Manager)"

**13. How can you avoid age discrimination?**

If you're over 40 or 50 or 60, remember that you don't have to present your entire work history! You can simply label THAT part of your résumé "**Recent Work History**" or "**Relevant Work History**" and then describe only the last 10 or 15 years of your experience. Below your 10-15 year work history, you could add a paragraph headed "Prior relevant experience" and simply refer to any additional important (but ancient) jobs without mentioning dates.

**14. How far back should you go in your Work History?**

Far enough; and not too far! About 10 or 15 years is usually enough - unless your "juiciest" work experience is from farther back.

**15. What if you don't quite have your degree or credentials yet?**

You can say something like:

- Graduate studies in Instructional Design, in progress -- **or**
- Master's Degree anticipated December 2013

**16. What if you worked for only one employer for 20 or 30 years?**

Then list separately each different position you held there, so your job progression within the company is more obvious.

**17. What about listing hobbies and interests?**

Don't include hobbies on a resume unless the activity is somehow relevant to your job objective, or clearly reveals a characteristic that supports your job objective. For example, a hobby of Sky Diving (adventure, courage) might seem relevant to some job objectives (Security Guard?) but not to others.

**18. What if you got your degree from a different country?**

You can say "Degree equivalent to U.S. Bachelor's Degree in Economics-Teheran, Iran."

19. **What about fancy or specialty paper?**

Employers HATE parchment paper and pretentious brochure-folded résumé "presentations." They think they're phony, and toss them right out. Use plain white or ivory, in a quality appropriate for your job objective. Never use colored paper unless there's a very good reason for it (like, you're an artist) because if it gets photo-copied the results will be murky.

20. **Should you fold your résumé?**

Don't fold a laser-printed résumé right along a line of text. The "ink" could flake off along the fold.

## **HOT TIP OF THE DAY!**

What are the **most desirable qualities** for job seekers in the current workplace? Watson Wyatt, a global consulting firm, offers the following list of in-demand skills:

1. **Willingness** to share information and ideas.
2. **Commitment** to teamwork.
3. **Responsiveness** to change.
4. **Ability** to work under pressure.
5. **Sense of ownership** of work and ideas.
6. **Willingness** to take calculated risks, without fear of consequences.
7. **Multicultural experience** and/or ability to speak multiple languages.
8. **Ability** to communicate clearly and honestly with peers, managers, customers.
9. **Understanding** of business strategy and how you create shareholder value.
10. **Commitment** to continuous learning, skill development.

- *PRNewswire* (Sent to us by Marilyn Harryman, San Francisco Bay Area school and career counselor.)



# Sample Cover Letter

**CAMRYN JONES**

**123 Main Street, Lakeland, Florida 33810**

**(941) 555-1212**

June 27, 2012

Jon Bruce, Principal  
Bill's Regional High School  
School Board No. 56  
9853 – 87<sup>th</sup> Street  
Somewhere, AB 12345

Dear Mr. Bruce:

Your advertisement in *The Gallery Tribune* for the position of **Lead Teacher** sparked my interest. Please accept this letter and the enclosed resume as my application for the position. Let me briefly explain how I can contribute to Bill's Regional High School.

With over ten years of experience in teaching various subjects I believe my qualifications will match your requirements. I have had the opportunity to function in a variety of educational settings making it ready to adapt to new situations and faculty concepts. My superiors and student's parents have recognized that I have created constructive changes in students' academic, play and home lives. Students have discovered that physical fitness boosts their performance at school, work and play; and learned to appreciate and like the benefits of socialization, sportsmanship, personal achievement, and team spirit that are achieved through physical education.

Mr. Bruce, please accept this letter as an expression of my genuine interest in pursuing my teaching career at Bill's Regional High School. I will produce an energizing and creative learning environment that will bring out the best in students.

If you are interested in a dedicated teaching professional with the required credentials, patience, and positive attitude, please give me a call. Thank you for taking the time to review my résumé, and I look forward to a favorable reply.

Sincerely,

Camryn Jones

Enclosed: Résumé

# Sample Resume – Teacher

**CAMRYN JONES**  
**123 Main Street, Lakeland, Florida 33810**  
**(941) 555-1212**

## **CAREER SUMMARY**

Accomplished educator with demonstrated ability to teach, motivate, and direct students while maintaining high interest and achievement. Articulate communicator able to effectively interact with diverse populations of students at a variety of academic levels. Consistently maintain excellent relations with students, parents, faculty, and administrators. Self-motivated with strong planning, organizational and leadership skills.

## **SPECIAL ACHIEVEMENTS**

- Named Teacher of the Year for the Early Childhood Program.
- Served on a committee responsible to assess revitalization needs and develop ideas for funding for downtown Lakeland.

## **EXPERIENCE**

**GUIDANCE COUNSELOR/LEAD TEACHER 2004-PRESENT**  
**ENDEAVOR CAREER ACADEMY - LAKE LAND, FLORIDA**

- Direct aspects of the scheduling and curriculum development of this alternative school comprised of approximately 35 junior and senior high school-age students.
- Coordinate assessment, registration, and testing activities for all incoming students.
- Provide individual and group counseling with primary focus on self-esteem enhancement, anger management, drug awareness, and peer mediation.
- In Director's absence, hold responsibility for handling student disciplinary problems.

**PRE-SCHOOL HANDICAPPED TEACHER 1995-2004**  
**POLK COUNTY SCHOOL SYSTEM - BARTOW, FLORIDA**

- Designed and implemented Polk County's pre-K program, including facilities organization and set-up as well as complete curriculum development. Facility started with initial enrollment of four students which subsequently grew to approximately 20.
- Worked with physically impaired and emotionally and educationally handicapped students to foster educational and personal growth.

## **EDUCATION**

**BACHELOR OF SCIENCE -- COMMUNICATION STUDIES 1995**  
**MINOR IN SOCIOLOGY**  
**PRIVATE COLLEGE - ATLANTA, GEORGIA**  
**MASTER'S DEGREE -- EDUCATIONAL LEADERSHIP (currently pursuing)**  
**UNIVERSITY OF SOUTH FLORIDA, TAMPA, FLORIDA**

# Sample Cover Letter – Teacher’s Aide

BETTY JOLLY  
7894 -78<sup>TH</sup> Street, S.W. Anywhere, Texas 98755  
(780) 555-1250  
[betty@internetserver.com](mailto:betty@internetserver.com)

June 27, 2012

Chris Marry, Vice Principal  
Park School  
7855 – 116<sup>th</sup> Avenue  
Anywhere, TX 98705

Dear Ms. Marry:

Park School, its children, and their parents deserve the very best Teacher’s Aide. I am confident that my professional hands-on experience and formal Early Childhood Education qualifications will contribute to the education your school provides. Please consider this letter and enclosed resume my official candidacy to help maintain the important and tough standards your school sets in elementary education.

My experience is relevant and extensive, as described in the enclosed resume. What my resume cannot illustrate are the intangibles that set me apart from other candidates. I have a tremendous love for children and place a high standard on learning. I possess a calm attitude and superb understanding of children’s needs. Family and friends are surprised by how comfortable their children feel with me. If you are looking for someone who is positive, personable, and able to perform in a pressure cooker environment, look no further. This is my belief:

*Children are an inspiration; each holds promise for our future. They supply us with endless rays of energy, enthusiasm, warmth, and hope to keep us going.*

As a professional, I am always seeking to increase my skills. I recently ordered the book *Sign Language Starter* by Harry Bernstein. Sign language has always intrigues me, and the benefit it gives to deaf children and adults is remarkable. I am learning this language on my own and plan to take a course when one becomes available. The special needs department within Park School is wonderful; the instructors are a remarkable gift, and you can tell they put their heart and soul into helping the children.

Ms. Marry, I would welcome the chance to discuss any openings that may arise at Park School and I will contact you next week to see when we might meet.

Thank you for your consideration.

Sincerely,

Betty Jolly

Enclosed: Resume

# Sample Resume: Teacher's Aide

BETTY JOLLY

7894 - 78<sup>th</sup> Street S.W. Anywhere, Texas 98755

Residence (780) 555-1250

[betty@internetserver.com](mailto:betty@internetserver.com)

*Teacher's Aide*

*Dedicated to the Safety and Education of Young Children*

## SUMMARY OF QUALIFICATIONS

An enthusiastic, caring educator who believes that all children can learn and thrive in a learning environment that is stimulating, comforting, and appropriate to children's abilities. Proven ability to work in chaotic situations and still maintain a sense of humor. Commended for excellence in innovation, creativity, organization, and proactive talents. Exceptional ability to establish instant rapport with students and parents based on outstanding communication skills.

## EDUCATION & TRAINING

Early Childhood Development Diploma, Mill College, Houston TX – 2000

Abby's Children's Center, Practical Work, Houston, TX – 2001

Eagle School (Kindergarten), Houston, TX – 2000

St. John's First Aid, St. John's Ambulance, Houston, TX – 2001

## RELEVANT EXPERIENCE AND ACCOMPLISHMENTS

### Child Care Experience

- \* Taught self-help skills (feeding, dressing, toileting, personal hygiene).
- \* Created a safe, comfortable, and fun learning environment for children from age of 6 months to 12 years.
- \* Demonstrated patience and understanding while managing difficult children.
- \* Developed, designed, and implemented indoor and outdoor kindergarten activities and educational lessons.

### Planning & Organizing Skills

- \* Arranged four day care rooms to provide a full range of age-appropriate activities, to encourage children in advancing their social development.
- \* Created instructional materials and procedures consistent with individual learning, needs and behaviors.
- \* Implemented new activities from reading, resource books to stimulate play, including children's police center and corn syrup painting.
- \* Maintained children's attention during group time by presenting material in a fun and exciting way.
- \* Planned and directed numerous field trips including "Crystal Lake," "Wendy's," "Leisure Center," "City Hospital," and "Evergreen Park."

### Parent Contact & Teamwork

- \* Fostered effective, ongoing communication with parents by providing verbal reports and written notes on children's daily activities.
- \* Collaborated with co-workers, supervisors, and parents to maintain a "partnership" environment.
- \* Coordinated and documented parent-teacher interviews, and retention of documentation.

## EMPLOYMENT HISTORY

Customer Service	RICKY, Somewhere, TX	1998-1999
Clerical Assistant	SEARS, Somewhere, TX	1997-1998

## Interview Tips for Teaching Positions



All teachers have to complete specific educational and student teaching requirements. However, each person has his/her own unique style of teaching, way of motivating students, working with colleagues and parents, creating and implementing lesson plans, etc. The following list of questions represents some of the desirable qualifications that employers look for in teachers. As you prepare for an interview, it may help you to reflect on your own significant experiences and unique accomplishments relevant to teaching:

- What is your curricular expertise (specific concepts and units taught)?
- Do you possess personal and professional self-esteem, commitment, and behavior?
- Is your love of teaching, fondness and effectiveness with age groups apparent?
- How do you manage classrooms effectively or help pupils self-manage their behavior?
- Do you provide opportunities for students to practice and apply skills?
- Are you a team player who enjoys interactions with colleagues?
- How do you involve parents in their child's educational process and deal with their concerns?
- Do you use various techniques to address multiple learning styles?
- Is your educational philosophy compatible with that of the school your applying to?
- Is professional development and continuous learning important to you?
- What are your abilities and willingness to contribute to extracurricular activities?
- Do you have appropriate computer skills needed by a school?
- Can you effectively meet a school system's delivery of special education services?
- What is your experience with diverse socioeconomic and multicultural populations?
- Do you stress and model good work habits (promptness, courtesy)?
- Do you have good organizational and planning skills?
- Do you emphasize and try to develop the communication skills of students?
- What techniques do you use to motivate students to learn?
- Have you demonstrated initiative in trying to solve a classroom or instructional problem?

# Interview Tips for Non-Teaching Positions

<http://www.rivier.edu/departments/cardev/hndresumetipsforteachers.htm>

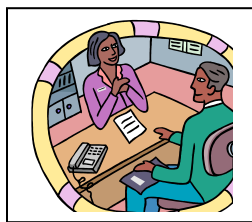
An interview provides a wonderful chance to learn about yourself and about the opportunities in your field. Think of the interview as an opportunity to emphasize all of your positive professional qualities. At the same time, you must be aware of your weaknesses and know how to defend them or put them in a more positive perspective. In any case, being positive and enthusiastic is the real key to a successful interview.

On the day of the interview, dress conservatively and professionally in an outfit that you are comfortable with. Give yourself plenty of time to get there. If you are unsure of the directions, call and confirm them with the receptionist. Find out as much about the company as you can before you go to the interview. If you are dealing with an employment agency, you should be able to glean some of this information from the employment counselor. If you are leaving your present job for a negative reason, do not discuss it with the interviewer. Do not discuss former jobs in any context other than your work experience. Speak confidently and appear calm when answering questions.



If the salary range has not been stated in the advertisement, wait for the interviewer to introduce the topic. If you have been sent to the interview by an agency, the employment counselor should have given you an idea of the salary range. Salary negotiations are always handled by the employment agency. If you are asked what your salary requirements are, ask what the salary range for the position is (if you don't know) *before* you answer the question. Keep in mind that you should aim for an increase in salary when you make a job change. Ask questions about the benefits packages and the salary and performance review process.

## **AFTER THE INTERVIEW**



A follow-up letter after a job interview can often be the extra push that gets you the job. Indeed, some human resources managers consider the thank you note an essential step in the job-hunting process. A letter received two or three days after the interview will keep your name in front of the employer. The letter also provides an opportunity to add what you wish you had thought of during the interview.

A short thank-you for the interview is sufficient for the introductory pleasantries. Then mention the main topic of the interview--the main topic from the *interviewer's* point of view--and what you can contribute to that situation. Follow this with helpful information that you may not have included in the first discussion. You can then add reminders of your strong qualifications and abilities.

Keep in mind throughout the letter that you are selling your ability to help the company for which you wish to work.

## Sample Follow-Up Letter

Dear Mr. Jones:

Thank you for talking with me yesterday about the vacancy in your accounting department. You gave me a good picture of what would be expected of anyone who takes this position.

I am very interested in the job and feel that my education and experience would provide a definite asset in performing as a financial analyst.

I hope you will give me the opportunity to put my skills and enthusiasm to work for you. I am excited about the challenges I see ahead with ABC Company and look forward to having the chance to make a major contribution to its efforts.

Sincerely,

Michael A. Doe

Enclosure

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## When you are back on the Job!

You can be certain that your professional skills will land you a new job soon. There are a few things to be cautious about, like out of field placement, prolonged annual contract status, or part time assignments and loss of benefits.

- You have rights when you are rehired in Ohio and it is important you know them.
- Before you accept a position we encourage you to contact your local association to discuss your options, the benefits, and the pitfalls that may lie ahead.
- Join the local association, OEA, and NEA immediately. If you've maintained your membership, provide OEA with your current information as soon as possible.
- Ask your local association about experience credit, sick leave accrual transfer, and your contract status. Also, ask how you can obtain a copy of the current collective bargaining agreement.