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President, PHILIP RUMORE

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MEMO TO: All Buffalo Teachers
FROM: Philip Rumore, President, BTF
RE: Know Your Contract – School Files & Non-Teaching Duties

In a continuing effort to advise you of rights you have of which you may be unaware:

School Building File

As a result of an arbitration decision rendered several years ago, teachers must be notified of documents placed in their District and school file, have a right to review the District and school file, respond to documents in the District and school file and have documents of which they were not notified, removed.

The decision states:

“The subject grievance is sustained and the Buffalo Board of Education is directed to:

1. Post a notice at all locations customarily used to communicate with all unit members covered by the at issue CBA, for a period of thirty school days, advising such members that:
 - a. The Employer maintains personnel type files both at headquarters and at particular building sites. The sites and custodian of the building files are to be identified in the notice;
 - b. That the members have the right to request a review of both the headquarter and building site files or either;
 - c. That upon request, an opportunity to review the files will be scheduled;
 - d. That upon review, the member may demand that any or all documents placed in such file, without notice of its placement to the affected member, be purged from the file(s); and
 - e. That the Employer will purge any document placed in such file, without notice of its placement to the affected member.
2. Make the building files available for review, within a reasonable time of a request by any members of the bargaining unit, who may be accompanied by a Federation representative at such review; and
3. Upon demand by an affected member, purge any document or material from the file, placed therein without notice of its placement to the such member.”

Non-Teaching Duties

Article X, Section S.

“Assignments in addition to the actual teaching of subject matter, (homeroom and study halls) will be filled, when possible, on a voluntary basis. In those circumstances where volunteers do not come forward, assignments will be filled on a yearly rotating basis. The District will make every effort to honor the request of a teacher who prefers to keeps the same assignment on an annual basis.”

The non-teaching duties assigned to each teacher should be posted. They are usually posted as part of the school schedule.

Article X, Section I

“A master schedule for each school shall be posted on the teachers’ bulletin board or shall otherwise be made available to all teachers.” You may want/need to reference that provision when attempting to secure information relating to the assignment of non-teaching duties.

PR:su