



# Member Information

Member ID # \_\_\_\_\_



## ACEA President: Kim Sloane

Email: [ksloane@mseanea.org](mailto:ksloane@mseanea.org)



## ACEA Office

Phone #: 301-729-8280

Address: 13145 Warrior Dr., Cresaptown, MD 21505

Website: \_\_\_\_\_



## UniServ Director: Cresta Kowalski

Cell Phone #: 240-380-0307

Email: [ckowalski@mseanea.org](mailto:ckowalski@mseanea.org)



## Worker's Compensation

Immediately report any injury to your supervisor/administrator and complete an injury report (available through the main office or nurse).



## Employee Assistance Program

Phone #: 1-887-622-4327

[mycigna.com](http://mycigna.com)

Employer ID: acps



# Member Info to Know!

## Don't Go it Alone!

If you are called into a meeting with a supervisor or principal, know your rights! Don't go into a disciplinary meeting without representation-call your UniServ Director! You have rights! Immediately call ACEA at 301-729-8280 and let the person know that you need the representation of the UniServ.

- If a meeting could lead to disciplinary action, affect your personal working conditions, or result in termination, you can stop the meeting and respectfully request that your Association Representative be present. Until you have your representation present, you respectfully choose not to answer any questions. If the administrator or supervisor insists the meeting continues, remain in the meeting to not be insubordinate, but do not respond to any questions. Repeat "I'll be happy to respond to that when I have a representative present."
- If you are accused of child abuse, assault, or any other criminal charge: Don't talk to anyone about the case! Do not speak with law enforcement, the Department of Social Services, or Child Protective Services without first contacting ACEA. We will connect you with an MSEA attorney to make sure that you protect yourself. If you are unable to reach the UD at ACEA, advise the administrator or officer that the questioning will have to be rescheduled when you have an attorney present and you will let them know as soon as you have arranged for representation. They can contact your attorney by calling MSEA.

## Some Recommendations from ACEA

- Keep all copies of your evaluations, observations, and other documents pertinent to employee-related matters. Keep them in one place and have them close at hand in case of disputes.
- At the beginning of every school year check your placement on the salary table/career ladder. Be sure that you have received the appropriate movement.
- CHECK YOUR CERTIFICATE! You are responsible for keeping your certification current, so check it and be sure you have done everything you need to renew on time.
- Be aware of the social media policy of the school system. Anything that you post that is negative toward your job, specific students, or undermines the Board of Education could result in disciplinary action. Anything posted that undermines the public's faith in your ability to be fair and impartial to students could be used against you.