



MEA

Contract Checklist

Check with your local leadership to see if there is an opportunity to get a tutorial of your contract.

At a minimum, get answers to the following questions:

- ✓ What is my salary and what deductions should I expect to see in my paycheck?
- ✓ How do I access my paycheck stubs?
- ✓ How do I set up direct deposit and any investments/IRS allowed deductions?
- ✓ How do I make my retirement selection?
- ✓ How many sick/personal days am I entitled to? How do I arrange for them?
- ✓ What evening/after school meetings am I required to attend?
- ✓ What are the expectations regarding student supervision (before/after school/during passing time)?
- ✓ What health care programs are available and how do I set them up/access them?
- ✓ Are there opportunities to earn extra money (lunch duty, substitute coverage, coaching, etc.)?
- ✓ What is the school calendar (look for days off, PD/planning days, conference windows)?
- ✓ What are the expectations for parent communication?
- ✓ What supplies are provided (e.g. locking desk, telephone, etc.)?