



NATIONAL EDUCATION ASSOCIATION - NEW MEXICO

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Know Your Contract! *Protect Yourself!*

The Salary Schedule:

- How does it work?
- Am I placed where I belong?
- Am I getting paid the correct amount if I work part-time?
- What is the process for moving from one pay grade to another?
- What is the process for moving through lanes and steps?
- Am I paid appropriately for my extracurricular assignment?
- Am I paid appropriately for any extra dues I perform or curriculum work I do?

Leave Policies:

- What are the definitions of each type?
- What are the procedures for taking leave?
- Who do I contact and when?
- How much leave do I have in each category?
- What happens if I run out of leave?
- What constitutes “immediate family?”
- Do I have personal leave? How much personal leave?
- What do I do when I need to go to a funeral?
- How do I get maternity/paternity/parental child care leave?
- Can I get a leave extended?

Benefits:

- Insurance — Am I getting what I am entitled to?
- Do I receive a copy of the policy?
- If I need to change my status, how do I do it?
- Are my beneficiaries listed correctly?
- Have I filled out all the necessary forms?
- When is the open enrollment period?
- What retirement contributions are being made for me?
- What can I make for myself?
- Can I have annuities?
- Do I get mileage reimbursement?