

28th August 2009

TO: EACH ASTI SCHOOL STEWARD

Dear School Steward

I wish to welcome you back after your vacation and look forward to your support and participation in ASTI activities during the coming school year. I also thank you for agreeing to serve your colleagues in the important role of School Steward. The enclosed document "You and the ASTI" which explains the structure of the ASTI and provides you with direct telephone contact numbers should be of assistance to you.

ENVELOPES FOR NEW TEACHERS

This year we again enclose envelopes containing recruitment cards/ forms for distribution by you to all new staff members **on their first day in your school**. The intention is that as the official representative of the ASTI in your school, you would welcome each new member of staff to the school and present them with one of the enclosed recruitment envelopes which contain valuable information on contracts and an application form.

STAFF NOTICEBOARD POSTER/SEPTEMBER REGIONAL MEETINGS

School Stewards through their efforts can play a pivotal role in our Membership Recruitment campaign. Last year, the ASTI continued the process of negotiating major improvements in the conditions of fixed term and part time teachers. The pay and conditions of part time and fixed term teachers is a priority for the ASTI and intensive negotiations are currently being conducted on their behalf. You should bring this to the attention of prospective members.

The enclosed poster should be displayed in a prominent place. It invites part-time and fixed-term ASTI members and aspiring members to an information meeting at which they will be briefed on contract rights etc.

Recruitment Drive

This recruitment drive is directed at all categories of eligible non-members i.e. teachers on career-breaks, part-time teachers, fixed term teachers, H.Dip students, teachers on Contracts of Indefinite Duration, temporary wholetime and permanent teachers. Emeritus membership may be offered to members who retire. **A particular effort should be made to ensure that all part-time or fixed term contract teachers are recruited into the ASTI as they particularly need trade union protection.**

TRAINING:

School Stewards are encouraged to attend the training days which are being organised at twelve venues throughout the country during September. You will receive separate notification of the date and venue for your area. The Training Day will provide you with an excellent opportunity to meet with the ASTI Head Office Official who is responsible for your school and to get information and advice on issues of importance to you and

your colleagues. You should also encourage your **Board of Management** representatives to return the enclosed training course form.

RETURN OF MEMBERSHIP APPLICATION FORMS:

When completed by the applicant, the membership application form should be **returned directly to ASTI Head Office** either by the School Steward or by the teacher concerned. School Stewards should seek to ensure that the application forms are returned by pre-paid post at the earliest opportunity so that the applicant can have the earliest possible protection from the ASTI and have access to all services and benefits of membership. Lists of new applicants will be then sent from Head Office to each Branch Secretary. Further application forms are available from this office.

MEMBERSHIP RATES:

Membership rates are set out in the green form attached.

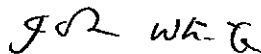
PRO RATA CONTRACT TEACHERS:

Pro Rata Contract Teachers (PRCT) should be encouraged to pay ASTI membership subscription by direct deduction from salary.

YEAR PLANNERS:

Members' year planners are being forwarded to you by separate parcel post for distribution to all ASTI members.

Yours faithfully



John White
General Secretary

- Envelopes containing recruitment cards and application forms.
- Enc. Membership list for your school.
- Information Meeting Poster for staff notice board.
- An ASTI School Steward's programme of activities for staffroom display.
- Membership rates and procedures 2009/2010.
- Board of Management Course Forms
- Teachers Supporting Diversity Information booklet.

ASTI SCHOOL STEWARD'S PROGRAMME 2009-2010

SEPTEMBER 1ST	School Year Commences As ASTI Steward elected by staff you should welcome new staff members to the school and offer advice and support Distribute recruitment literature (completed forms go directly to Head Office) Check school calendar Check 22 hour limit is not exceeded Check Posts of Responsibility seniority list Check number of Posts of Responsibility (as per Department circulars) Check payment rates for part-time or non-permanent teachers
SEPTEMBER 10TH	Collect ASTI subscriptions (where applicable) Collect ASTI membership application forms and send directly to Head Office Organise Branch Meeting attendance rota Plan dates for school union meetings (minimum: 1 per term)
SEPTEMBER 30TH	Quota for teachers for next year based on number of pupils on 30th September
OCTOBER 1ST	Election of Branch Officers (1st October - 22nd October) – encourage your colleagues to play an active role in the ASTI
OCTOBER 15TH	3 year Board of Management term ends (Voluntary Secondary Schools)
NOVEMBER 30TH	Convention Motions must reach General Secretary – your chance to influence policy
DECEMBER/JANUARY	Election of Delegates for ASTI Annual Convention – encourage your colleagues to participate in Convention
JANUARY 7TH	Latest date for receipt of nominations for regional elections to Standing Comm.
JANUARY 31ST	Names of Convention delegates must reach General Secretary Amendments to Convention motions must reach General Secretary
FEBRUARY / MARCH	Regional Elections for Standing Committee
MARCH 1ST	Latest date for receipt of Career Break applications Latest date for receipt of Job-Sharing applications
APRIL 1ST	Discuss next year's class sizes with Principal
APRIL 6TH	ASTI Annual Convention
MAY 1ST	Latest date for election of School Steward
MAY	Notify Head Office and branch of your election as steward
MAY 15TH	Offer emeritus membership to retiring members Organise Associate membership for teachers going on career break
JULY 31ST	End of 3 year Board of Management Term (Community Schools)
AUGUST (2ND TO 6TH)	ASTI Head Office closed

ASTI MEMBERSHIP RATES AND PROCEDURES 2009/2010

APPLICATION FORMS:

Application forms should be distributed to all eligible non-members and the benefits of ASTI membership explained. *Completed forms should be sent by the applicant or by the School Steward directly to ASTI Head Office by pre-paid post at the earliest possible date in order to ensure full trade union protection for new members.* Head Office will send the names of applicants to the relevant branch secretaries so that branches can formally process the application.

FULL MEMBERSHIP (NON C.I.D.):

€340.60 per annum - fortnightly deduction from salary €13.10.

New applicants for full membership must complete the application form in full, and agree to direct deduction of subscription by the Department of Education and Science or V.E.C. Applicants for full membership are not required to pay any initial subscription.

FULL MEMBERSHIP (C.I.D. WITH 18 HOURS OR MORE PER WEEK):

€340.60 per annum – fortnightly deduction from salary €13.10.

New applicants for full membership must complete the application form in full, and agree to direct deduction of subscription by the Department of Education and Science or V.E.C. Applicants for full membership are not required to pay any initial subscription.

FULL MEMBERSHIP (C.I.D. WITH LESS THAN 18 HOURS AND WITH 11 OR MORE HOURS PER WEEK):

€170.30 per annum – fortnightly deduction from salary of €6.55.

New applicants for full membership must complete the application form in full, and agree to direct deduction of subscription by the Department of Education and Science or V.E.C. Applicants for full membership are not required to pay any initial subscription.

FULL MEMBERSHIP (C.I.D. WITH LESS THAN 11 HOURS PER WEEK):

€114.40 per annum – fortnightly deduction from salary of €4.40.

New applicants for full membership must complete the application form in full, and agree to direct deduction of subscription by the Department of Education and Science or V.E.C. Applicants for full membership are not required to pay any initial subscription.

ASSOCIATE MEMBERSHIP - PRO RATA CONTRACT (R.P.T.) 11 HOURS OR MORE:

€114.40 per annum - fortnightly deduction from salary €4.40.

New applicants for Associate Pro Rata Contract Teacher (R.P.T.) membership who are contracted to teach 11 hours or more per week must complete the application form in full, and agree to direct deduction of subscription by the Department of Education and Science or V.E.C. Applicants are not required to pay any initial subscription. Associate members who are renewing their Associate membership do not need to complete another application form.

ASSOCIATE MEMBERSHIP - PRO RATA CONTRACT (R.P.T.) LESS THAN 11 HOURS:

€51.40 per annum – fortnightly deduction from salary €1.98

New applicants for Associate Pro Rata Contract Teacher (R.P.T.) membership who are contracted to teach less than 11 hours per week must complete the application form in full, and agree to direct deduction of subscription by the Department of Education and Science or V.E.C. Applicants are not required to pay any initial subscription. Associate members who are renewing their Associate membership do not need to complete another application form.

ASSOCIATE MEMBERSHIP - NON PRO RATA CONTRACT TEACHERS (NON RPT):

€51.40 per annum - to be paid in one moiety.

New applicants for Associate Non PRCT membership must complete an application form. The subscription rate of €51.40 per annum is applicable irrespective of the date of the branch meeting at which members are accepted. Associate members who are renewing their Associate membership do not need to complete another application form.

STUDENT MEMBERSHIP:

There is no charge for Higher Diploma students or students in their final year in a teacher training college.

Applicants for Student membership must complete an application form for membership.

MEMBERS ON LEAVE:

€29.10 per annum for teachers going on approved unpaid leave of absence who wish to retain their membership. These members must complete a change of membership category form, which can be forwarded directly to Head Office with their subscription.

JOB-SHARERS:

The subscription rate for *Permanent Incremental Teachers* who are job-sharing is €170.30 per annum (half the current yearly subscription rate) and the subscription will be deducted at a rate of €6.55 from salary each fortnight.

BRANCH TRANSFER:

Transfer forms should be completed by members transferring from one branch to another and forwarded directly to Head Office.

MEMBERSHIP CATEGORY CHANGE:

Full members who qualify for and who wish to transfer to Associate membership, and Associate members who qualify for and who are transferring to Full membership should complete a change of membership category form and forward it directly to Head Office. Membership shall be continuous if the necessary procedure is completed within five months of becoming eligible for new status.

MEMBERSHIP ENQUIRIES:

Enquiries regarding membership should be directed to Geraldine Duff, Staff Officer: Membership, ASTI Head Office. Application forms are available on request.

John White
General Secretary