



# **MASTER AGREEMENT**

between

**THE BOARD OF EDUCATION  
OF COLORADO SPRINGS  
SCHOOL DISTRICT 11**

and

**THE COLORADO SPRINGS  
EDUCATION ASSOCIATION**

**July 1, 2023 - June 30, 2025**

**Colorado Springs School District 11**



# Colorado Springs School District 11

## ***OUR VISION***

We are a dynamic, collaborative community of energized educators, engaged students and supportive partners with a passion for continuous learning.

## ***OUR MISSION***

We dare to empower the whole student to profoundly impact our world.



## ***OUR VISION***

CSEA envisions a world where public education is respected and appropriately funded, and education professionals are empowered to meet the educational needs of children and communities.

## ***OUR MISSION***

CSEA endeavors to assure that teachers enjoy the benefits of professional working conditions, fair treatment, just compensation, and the support needed so that students and schools thrive.

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This agreement is made and entered into by and between the Board of Education of Colorado Springs School District 11 in the county of El Paso and the state of Colorado (hereinafter called “the Board”) and the Colorado Springs Education Association, a Colorado corporation not-for-profit (hereinafter called “the Association”) on behalf of itself and the teachers of the District.

### **Non-Discrimination in Employment**

The District seeks to comply with state and/or federal laws prohibiting discrimination in employment on the basis of race, creed, color, sex (gender), sexual orientation, transgender status, gender identity, gender expression, sexual orientation, ancestry, religion, national origin, age and/or disability. Discrimination and/or harassment based on the aforementioned areas must be brought to the immediate attention of the school principal or the District non-discrimination compliance coordinator: Office of Equal Opportunity Programs and Ombudservices, 1115 N. El Paso Street, Colorado Springs, CO 80903, Phone 520-2271, Fax: 520-2242.

## **ARTICLE I RECOGNITION**

### **A. ASSOCIATION IS SOLE AND EXCLUSIVE AGENT**

The Board hereby recognizes the Association as the sole and exclusive bargaining agent of all licensed professional staff who are under contract with the District and for whom remuneration is indicated herein. This provision shall include persons who are on authorized leave of absence and all personnel assigned to newly created teaching or teaching-related positions unless such positions are supervisory or administrative. The term “teacher” when used herein shall refer to all persons represented by the Association and to no other. Notwithstanding any other provision of this Agreement, the parties agree that the Association shall continue as the sole and exclusive bargaining agent and representative of all teachers as provided for by this Agreement and for such additional time as may be mutually extended by the parties or under law.

### **B. BOARD RECOGNITION**

The Board agrees not to recognize or negotiate with any employee organization, other than the Association, claiming to represent licensed staff covered by this Agreement.

### **C. OTHERS WHO MAY BECOME MEMBERS**

Licensed non-administrative or non-supervisory employees of the District, other than teachers described in Article I.A above, shall have the right to become part of the bargaining unit represented by the Association if a majority of the members of an appropriate group of such employees vote for such representation in an election conducted by the American Arbitration Association (AAA) under its rules which are in effect at the time of the election. The effective date of such representation shall coincide with the effective date of any successor agreement to this Agreement unless the parties mutually agree to an earlier effective date. The Association may decline to represent such groups if the Association gives notice thereof to the District and members of such group prior to the scheduling of such election.

## **ARTICLE 1 - RECOGNITION (continued)**

### **D. CHALLENGE OF REPRESENTATION RIGHTS**

If at any time, not less than ninety (90) days nor more than one hundred twenty (120) days prior to the end of this Agreement, the Board receives a petition signed by thirty percent (30%) of the Association's bargaining unit, the Board shall schedule a representation election. The election shall be conducted under the auspices of the American Arbitration Association, under its rules which are then in effect. If the Association's representation rights are challenged by another organization within such election, the losing organization shall pay all costs of the election.

**ARTICLE II  
GENERAL PROVISIONS**

**A. NON-DISCRIMINATION**

1. The Board shall not discriminate against any teacher on the basis of membership or non-membership, activity or non-activity, in any teacher organization.

2. Further, to the extent provided in any applicable statute, the Board will not discriminate against any teacher on the basis of his/her race, creed, color, national origin, age, gender, sexual orientation, transgender status, gender identity, gender expression, disability, religion, or any other basis prohibited by law. This provision does not create rights, remedies, or obligations different or in addition to those provided by statute. After utilizing that portion of the grievance procedure outlined in Article VII.C.1 through VII.C.3 (that is, the informal procedure through the Formal Level 2), any unresolved issues arising from this section may be processed only through the appropriate state or federal agency.

**B. FAIR REPRESENTATION/NON-DISCRIMINATION**

1. The Association shall equally represent all teachers under the terms of this Agreement without regard to their membership or non-membership, activity or non-activity, in the Association or any other teacher organization.

2. Further, to the extent provided in any applicable statute, the Association will not discriminate against any teacher on the basis of his/her race, creed, color, national origin, age, gender, sexual orientation, transgender status, gender identity, gender expression, disability, or religion, or any other basis prohibited by law.

**C. BALANCED TEACHING STAFF**

The parties are committed to the recruitment and maintenance of a racially balanced staff. This commitment is necessarily subject to the provisions of Article XVIII, Layoffs from Reductions in Force. Unresolved issues arising from this section may be processed only through the appropriate state or federal agency. Nothing contained herein shall be interpreted in such a way as to limit the right of the Board to establish qualifications for employment in the District.

## **ARTICLE 2 - GENERAL PROVISIONS (continued)**

### **D. COLLABORATION**

Collaboration is an expectation in the District. It is an intentional and reflective act that impacts school culture and academic success, brings community together, encourages buy-in, results in effective solutions, and limits implementation challenges.

Collaboration is a process where parties affected by and responsible for the outcomes of decision-making engage an issue with a goal of coming to action.

Collaboration takes place when an action involving the bargaining unit including a school, the District, and their operations is contemplated, unless otherwise addressed in the Master Agreement. The parties will share in the identification and defining of the issue to provide clarity concerning what must be addressed. Shared decision-making begins when a party identifies a substantive issue. Collaboration includes an initial analysis by the parties described above to determine the methodology to approach the problem.

Scope of Collaboration – Except where otherwise noted in the Agreement, collaboration pertains to the functions of teachers in their workplace. It is not intended to impact generally recognized management rights, including but not limited to, personnel decisions (e.g. hiring and firing, FTE allocations, evaluation, job assignment), budget, facility and safety and security.

### **E. REVISIONS**

This Agreement constitutes officially adopted Board policy for the term of said Agreement, and the Board and the Association will carry out the commitments contained herein and give them full force and effect. No change, rescission, alteration, or modification of this Agreement, in whole or in part, shall be valid unless the same is ratified in writing by both the Board and the Association.



## **ARTICLE 2 - GENERAL PROVISIONS (continued)**

### **F. INDIVIDUAL CONTRACTS OR POLICY CONFLICTS**

An individual contract between the Board and any teacher shall be subject to and dependent upon the provisions of this Agreement. If any contract between the Board and any individual teacher shall contain any language inconsistent with any term or provision of this Agreement, the terms and provisions of this Agreement shall be controlling. In the event of any conflict between the provisions of this Agreement and any Board policy or procedure or any administrative directive or regulation, the provisions of this Agreement shall prevail.

### **G. ENFORCEMENT OF RIGHTS**

Failure of either party to require performance by the other party of any term of this Agreement shall in no way affect the full right to require such performance at any time thereafter, nor shall the condonation by either party of a breach of any term of this Agreement be taken or held to be a waiver of such item.

### **H. CONFLICT WITH LAW**

This Agreement shall be governed and construed according to the Constitution and Laws of the state of Colorado and the Constitution and laws of the United States. If any word, phrase or provision of this Agreement or any application thereof to any teacher or group of teachers is held to be contrary to law by a court of competent jurisdiction, such word, phrase, provision or application will be deemed invalid and subsisting only to the extent permitted by law. All other words, phrases, provisions and applications will continue in full force and effect. The parties will meet not later than thirty (30) days after any such holding for the purpose of renegotiating the provisions affected.

### **I. STATE LAW CONTROLS**

Any provision of this Agreement upon thirty (30) days' notice by either party shall be subject to re-opening, or alternatively, a memorandum of understanding shall be developed to ensure that the provision is consistent with the requirements of applicable state statutes and/or regulations.

## **ARTICLE 2 - GENERAL PROVISIONS (continued)**

### **J. DISTRICT FORMS**

Forms and employment contracts required to implement this Agreement shall reference the applicable Articles and Paragraphs of this Agreement.

## **ARTICLE III ASSOCIATION RIGHTS**

### **A. UNIT INTEGRITY**

1. The District may create new bargaining unit positions or extra duty assignments during the term of this Agreement. Compensation for such positions shall be set by negotiations between the parties. Bargaining unit members shall fill Article XV assignments requiring teacher licensure.

2. Changes in duties and responsibilities of both individuals and classifications may be necessary and proper, provided they do not impose significant supervisory or managerial responsibilities upon the members of the Association's bargaining unit without the agreement of the Association.

### **B. ACCESS TO DATA AND RECORDS**

1. The Association President shall be furnished with copies of all publications, directives or memoranda containing official District interpretations of this Agreement.

2. The Superintendent shall promptly make available all requested information in a manner consistent with the Colorado Open Records Act, or with the written consent of the individual(s) involved for that information deemed to be confidential under the Act.

3. The District shall provide the Association with an advance copy of the agenda for each official Board meeting and with a copy of the minutes of each official Board meeting. In case of any special meeting, notification to the President or UniServ Director of the Association shall be made at the time the meeting is disclosed to the public. Such notification shall include disclosure of scheduled agenda items.

4. The Department of Human Resources shall furnish the Association with advance copies of all personnel reports and recommendations made to the Board which affect members of the Association's bargaining unit.

### **C. DUES DEDUCTION**

1. The Board agrees to deduct from the salary of

### **ARTICLE 3 - ASSOCIATION RIGHTS (continued)**

members of the Association an amount of money sufficient to pay the members' dues and contributions and to transmit all such monies so deducted to the Association as soon as is practicable.

2. The Association will furnish the Payroll Department with a list of all employees who have authorized dues deduction and, when requested, with a copy of the signed form authorizing the deduction. These forms shall remain in effect during the employment of the member until such time as properly revoked by the member in writing with copies to the District's Payroll Department and the Association. To be effective immediately, such written revocation shall be made by the member on or before September 10th of the relevant school year. In addition to the above, a teacher may revoke membership at any time (one time only) in the first twelve (12) months of employment. Revocations made after the first (1st) paycheck of the year will be effective with the next practicable paycheck. In such circumstances the Association is not obligated to refund prior months dues collection.

3. The Association agrees to hold the Board harmless from any and all damages or liability resulting from any error on the part of the Association or from any provision of this Article resulting from the Board's compliance with it.

#### **D. ASSOCIATION OFFICERS AND OFFICIALS**

1. The Board shall grant the following to the Association President, one of which he or she may choose: (1) Release time of one-half (1/2) day each day of the school year or the Association and the Board will share equally the cost of a one-half (1/2) time contracted teacher on regular salary or (2) Paid Leave of absence. The Association President shall continue to be a teacher on an approved leave of absence while in elected office. In exchange, the Association shall reimburse the District for the cost of a teacher placed at the Master's Degree level, Step 1, (L4, S1) plus a benefit reimbursement of 30% on this salary. The President shall receive credit toward salary increases while on leave and shall receive normal insurance and retirement benefits as

### **ARTICLE 3 - ASSOCIATION RIGHTS (continued)**

if a full-time employee of the District. The Association's annual reimbursement for the President's salary shall be made to the District in two (2) equal payments to be made on January 31 and June 1.

2. Upon completion of his/her term of office, the teacher who has acted as President of the Association shall be returned to his/her former duties in accordance with Article IX.F.2.b.

3. The Association President and the UniServ Director shall have access to any school, provided that they shall notify the principal's office upon their entrance to any school. If an emergency necessitates the interruption of class schedules, prior arrangements shall be made with the principal.

#### **E. ASSOCIATION REPRESENTATIVES**

1. The principal of each school and the Association Representative shall meet at the request of either party to discuss the administration of this Agreement and to discuss procedures for improvement of the school program and policies.

2. The Association Representative shall have:

- a. The right to schedule Association meetings which do not interfere with the normal teaching duties of the teachers or general conduct of business at the school;
- b. The use of a bulletin board in a location agreed upon with the principal for Association information;
- c. The use of the school's communication system to make announcements at appropriate times;
- d. The time at faculty meetings for announcements, if requested; and
- e. The right to be present at any meeting when requested by the teacher. Such request shall not

## **ARTICLE 3 - ASSOCIATION RIGHTS (continued)**

have the effect of delaying the meeting unless discipline is contemplated.

### **F. PARTICIPATION IN COMMITTEES**

The Association President has the right to assign an Association member to the initial interviewing committee considering applicants for District positions. The District will provide the Association with a copy of each posting and the Association President will notify the Department of Human Resources when it wishes to participate. The Association President may also appoint members to other District committees as desired. The Association will notify the Superintendent of its desire to participate and will furnish the name of its appointee(s). The Association will use its best efforts to appoint teachers with backgrounds appropriate to assist the committee in its deliberations.

### **G. USE OF FACILITIES AND SERVICES**

1. The Association has priority for using buildings, as long as such use does not interfere with the normal conduct of school activities and no conflict exists with previously scheduled meetings. There shall be no cost to the Association unless additional costs are incurred by the District. The Association will contact the principal in advance of the time of the meeting.
2. The Association shall have use of the District's regularly scheduled pick-up and delivery service.
3. The Association shall have the right to place materials related to Association business on bulletin boards and in teachers' mailboxes. A copy of all such materials shall be given to the principal.
4. The Association shall have the right to communicate with members of the bargaining unit and this right shall extend to all forms of electronic/telephonic, as well as paper communication that the District currently maintains except that the Association will not be entitled to utilize the franking privilege of the District. This shall include, but not be limited to, the District's electronic mail and telephone systems,

### **ARTICLE 3 - ASSOCIATION RIGHTS (continued)**

including the capability to communicate with all or only a portion of the bargaining unit. The District agrees to provide the Association with whatever lists and/or addresses and access to equipment necessary to communicate via these electronic/telephonic means. The Association agrees that it will bear whatever reasonable costs are related to this access and that extension of Article III.G will be at no cost to the District. The Association further agrees that the District communications through and usage of the methods and means described above shall have priority over any use of such methods and means by the Association. All communications by the Association will be for business purposes and according to professional standards.

## **ARTICLE IV TEACHERS' RIGHTS**

### **A. PROGRESSIVE DISCIPLINE**

Progressive discipline will begin with low-level, informal, verbal communication. Teachers will not be disciplined as described in this Section without sufficient cause. Oral and written reprimands to teachers shall be delivered in private. Teachers being suspended without pay shall be informed in private and shall also be given written notification of such action. A teacher being suspended without pay shall be entitled to Association representation in the meeting, upon request.

### **B. COMPLAINTS AGAINST TEACHERS**

When a person makes a complaint against a teacher, the principal shall promptly attempt to resolve the complaint informally. If the complaint cannot be resolved informally, the complainant may be asked to put the complaint in writing or otherwise affirm in the teacher's presence his/her complaint. Unless the complainant puts the complaint in writing or otherwise affirms by signing the complaint, the complaint itself (but not additionally discovered evidence regarding the same or similar conduct) may not be used as evidence in any disciplinary proceeding or as evidence for an unsatisfactory performance rating.

If the complaint is made in writing, the following procedure shall govern:

1. The teacher shall be promptly notified of the nature of the complaint, given a copy of the complaint, and notified of the identity of the complainant.
2. After notifying the teacher, the principal shall arrange a meeting within seven (7) work days with the complainant, the teacher, him/herself, and if the teacher requests, the teacher's Association representative. The failure of a complainant to appear at such a meeting shall not keep the meeting from proceeding, nor shall it preclude further processing of the complaint, if confirming evidence or facts have been obtained by the principal.
3. If the complaint is supported by fact and if any record of the complaint or its formal or informal resolution is



## **ARTICLE 4 - TEACHERS' RIGHTS (continued)**

placed in the teacher's files, the teacher shall immediately be provided with a copy of such record and shall have the right to file a written response. If there is no evidence of similar conduct within the time period commencing with the resolution of the complaint and ending with the close of the following school year, the record of such complaint, its resolution, and/or the teacher's response may not thereafter be used as evidence of the teacher's conduct in any disciplinary proceeding, except as rebuttal to evidence offered by or on behalf of the teacher to support claims of a good teaching record during the preceding time period.

Nothing in this procedure shall be construed to prevent the Superintendent from conducting such investigations of teacher performance or conduct as is deemed advisable.

### **C. AVAILABILITY OF BYLAWS, POLICIES AND PROCEDURES**

Colorado School Laws and current Board Policies and Regulations are available online. Staff Handbooks are available online with annual updates that address building level policies and procedures.

### **D. ACCESS TO FILES**

A teacher may review and copy (at his/her own expense) material made a part of the teacher's personnel record and files maintained by the District, provided the teacher gives adequate notice consistent with Board Policy and subject to the provisions of the Colorado Open Records Law. A teacher shall be given a copy of any derogatory material placed in the teacher's central or building personnel file and shall have the right to file a written response to that or any other derogatory materials within ten (10) days of having received a copy. Derogatory materials may not be used in any disciplinary proceeding unless the teacher has been given at least ten (10) days to respond to such materials. No scheduled hearing shall be delayed for the purpose of providing such ten (10) day response period.

## **ARTICLE 4 - TEACHERS' RIGHTS (continued)**

### **E. NO REPRISALS**

No discrimination or retaliation shall be taken against any member of the bargaining unit based upon membership and/or participation in the Association.

### **F. JUST CAUSE**

The dismissal of probationary and non-probationary teachers will be in accordance with any controlling Colorado State law. To the extent there is no controlling law, the dismissal standard will be just cause for non-probationary teachers.

**ARTICLE V**  
**BOARD OF EDUCATION RIGHTS**

- A. The Board retains all rights, except to the extent those rights have been limited by the provisions of this Agreement.
  
- B. Teachers are expected to comply with reasonable rules, regulations, and written directives adopted by the Board or its representatives that are not inconsistent with the provisions of this Agreement.

**ARTICLE VI**  
**NEGOTIATING PROCEDURES/JOINT COUNCIL**

**A. NEGOTIATIONS SCHEDULE (Ground Rules)**

1. In negotiating a successor Agreement, the parties agree to determine the processes based on the issue. That process may include the Interest-Based Bargaining (IBB) process, variations of the IBB process and alternate methods of negotiations including Traditional bargaining.

In order for both parties to properly prepare for negotiations, both parties agree to begin collaboration on the methodology for that year's bargaining process no later than December 15<sup>th</sup>. Those discussions for the determination of the process can be held at Joint Council or other separate meetings and shall be completed by January 14<sup>th</sup>. The moving party, shall provide a desired process for negotiations in the exchange of issues. In the event, that the parties do not agree on alternative methods, the process will move forward using either the IBB process or a variant of the IBB process on non-financial issues and a traditional bargaining approach on financial issues and articles. Traditional bargaining processes may still utilize components of the IBB methodology to bring context to those issues.

2. Each year, the parties agree to negotiate issues contained in Articles XIV, XV, XVI, XVII and XIX. In addition, each party may identify up to two (2) other issues to be negotiated. Issues to be negotiated will be presented at a joint meeting no later than December 5<sup>th</sup>.

3. The initial meeting on a successor Agreement will be on a date agreed upon by the parties, but in no event later than January 15. Additional sessions will occur at such times and places mutually agreed upon by the parties. Prior to the initial meeting, members of each team should receive annual training as necessary.

4. All steps of the negotiations process will be open for observation by the public in accordance with the State Open Bargaining Law. Caucuses will not be open to the public.

5. During the term of this Agreement, the parties may

**ARTICLE 6 - NEGOTIATING PROCEDURES/JOINT COUNCIL  
(continued)**

agree to negotiate over any matter of mutual concern.

6. In the event that the District determines to re-establish a year-round school program, the District agrees to negotiate with the Association concerning the effect, if any, of such action on the provisions of this Agreement.

7. The parties agree to negotiate in good faith.

8. All public statements made concerning negotiation issues shall be mutually agreed to by the parties. Additionally, there may be a meeting called by the Board between the Association and the Board itself to permit the Board to receive information relevant to collective bargaining, including explanations and rationales for major issues on the bargaining table. Either party may speak to such issues if they desire. No action will be taken by the Board during such meeting. Pursuant to the meeting being called by the Board, such meeting will be scheduled by agreement early in the negotiating process. At the conclusion of the negotiations process, a joint presentation by representatives of each party may be made to explain the tentative Agreement to Board members and teachers, which will be open to the general public.

9. If consensus on any issue cannot be reached by the parties, third-party facilitation may be requested, prior to mediation or fact-finding. The costs for such facilitation services will be shared equally by the Board and the Association. Either bargaining team also has the right to declare impasse at any time after negotiations have commenced.

10. Following impasse (or at such time as may be necessary to meet the deadline for fact-finding set forth below), either party may demand mediation and/or fact-finding. These processes will normally be separate but may be combined to save time. Mediation will commence on or before May 8 and shall last for up to two (2) days. Fact-finding will commence no later than May 15.

11. Tentative agreements on individual issues reached during negotiations, mediation, or fact-finding will be

## **ARTICLE 6 - NEGOTIATING PROCEDURES/JOINT COUNCIL (continued)**

reduced to writing and will have the conditional approval of both bargaining teams subject to presentation for ratification by each party's respective governing body. No Tentative Agreement will be deemed to have been concluded and no releases of information to the public or press will be made by either party regarding the reaching of a Tentative Agreement by the respective bargaining teams until both the Board of Education and the Association's Executive Council have had a twenty-four (24) hour period to review and comment on the Tentative Agreement.

12. A Tentative Agreement is first subject to ratification by the Association. Following ratification by the Association, the Board of Education shall make every effort to schedule a ratification vote at an official meeting which shall take place within fifteen (15) days of the date the Association ratifies. After ratification by both parties, the chief officers of the Board and the Association shall sign the ratified Agreement.

13. The initial meeting starting negotiations on a successor Agreement shall occur on a date agreed upon by the parties in years during which the Agreement is to expire and shall be open to the public. As at all negotiations, The Board reserves the right to speak at this initial meeting. In years when only Articles XIV, XV, XVI, XVII, and XIX are subject to negotiations, the initial meeting starting negotiations shall occur the week preceding the Monday of the last full week in April.

14. Negotiating sessions will occur at times and places mutually agreed upon by the parties' bargaining teams. In the year when the Agreement is to expire, the negotiations will be held in two separate blocks. The separation of time between the two blocks will be agreed upon by the parties. There shall be no more than twenty (20) negotiating sessions which shall cumulatively total no more than one-hundred forty (140) hours (exclusive of meal breaks). In years when only Articles XIV, XV, XVI, XVII, and XIX are negotiated, negotiations shall commence on the Monday of the last full week in April and there shall be no more than fourteen (14) negotiating sessions cumulatively totaling no more than eighty-five (85) hours (exclusive of meal

## **ARTICLE 6 - NEGOTIATING PROCEDURES/JOINT COUNCIL (continued)**

breaks). The forgoing limitations are exclusive of time necessary for mediation and fact finding. Scheduling shall include a mixture within and outside of the normal workday. Members of the bargaining team shall receive full credit for recertification or additional credit hours, irrespective of scheduling of negotiations sessions.

### **B. IMPASSE**

When impasse is declared or it is necessary to select a neutral mediator or fact-finder, the provisions of this section shall apply.

1. If the parties do not agree upon a neutral within three (3) days from the date of a written request to select a mediator or fact-finder, the moving party may initiate mediation or fact-finding by requesting the American Arbitration Association to send a list of neutrals to both parties. The selection of the neutral for mediation or fact-finding shall be by the mutual striking of names. Either party may reject an entire list once before having to strike names.
2. Upon mutual consent of the parties, any dispute arising from negotiations impasse may be referred to any agency or body of the federal government which offers the services of advice, counsel, mediation, or fact-finding in the public or private sector. The above agency or body of the federal government may be used for impasse resolution in lieu of the American Arbitration Association.
3. The costs for the services of any neutral, including expenses, shall be shared equally by the Board and the Association.
4. All mediation meetings and fact-finding hearings shall be held in closed session.
5. Should the neutral elect to receive summary briefs of the positions of each of the parties, such briefs shall be delivered to the neutral no later than five (5) days following the last fact-finding hearing. The fact-finding process shall be conducted daily from the date it begins unless agreed otherwise by both parties.

## **ARTICLE 6 - NEGOTIATING PROCEDURES/JOINT COUNCIL (continued)**

6. As soon as possible after the conclusion of fact-finding hearings, the fact-finder shall submit a report in writing to the Board and the Association only, and shall set forth his or her finding of fact, awards, rationale and recommendations on the issues and submitted to fact-finding. His or her findings shall be advisory only and binding neither on the Board nor upon the Association.

7. Within five (5) days after receiving the report of the fact-finder, the representatives of the parties shall meet to discuss the report. No releases of information shall be made to the public or the press until after such meeting.

8. The parties shall take official action on the report of the fact-finder not later than fifteen (15) days following the meeting provided for in Article VI.B.7 above.

### **C. JOINT COUNCIL**

Certain matters are of such importance in maintaining quality education and high teacher morale that they require continuing study, investigation, and prompt problem resolution. To this end, the parties agree to work through a ten-member Joint Council, five (5) members of which shall be teachers appointed by the Association and five (5) members of which shall be appointed by the Superintendent. The Superintendent of Schools and the UniServ Director may attend at their discretion as ex-officio members. Each party shall have a majority of the voting members from the most recent negotiations. Joint Council shall be a problem-solving body for issues when negotiations are not currently being conducted.

1. Meetings shall be held at least monthly during the school year, unless the co-chairpersons agree to fewer meetings. Minutes will be taken and distributed to all participants.

2. Matters investigated or acted upon shall relate to the school system or to individual teacher concerns. Joint Council may act as an alternative body to resolve issues prior to group grievances.



**ARTICLE 6 - NEGOTIATING PROCEDURES/JOINT COUNCIL  
(continued)**

3. Matters which are the subject of an active grievance or which are contained in an active negotiations proposal shall not be considered until the grievance/negotiations have concluded.
4. The Council may appoint various task forces/committees to report on matters requiring in-depth study.
5. If recommendations for problem resolutions are developed, they shall be reduced to writing and forwarded to the Superintendent for prompt action by the Board as additions to District policy.
6. Matters referred to this body by the terms of this Agreement or by the bargaining team(s) shall be considered promptly. The resulting reports or recommendations, if mutually adopted as a Memorandum of Understanding (MOU) or by ratification, shall be binding on the parties and those persons covered by this Agreement.
7. A budget appropriation shall be provided to cover approved operating expenses and, subject to approval by the Superintendent, Joint Council shall determine the distribution of these funds according to its needs and priorities.
8. Joint Council shall recommend the school calendar each year to the Board for consideration. If possible, the Board shall establish the calendar by January 20 of each year for the following school year.
9. The committees/task forces that are formed as the result of negotiations shall continue to function and report to Joint Council on their progress and accomplishments until both the District and Association chairpersons of the relevant committee/task force request dissolution or are, by majority vote, dissolved by Joint Council.

## ARTICLE VII GRIEVANCE PROCEDURE

### A. DEFINITIONS

1. Grievance: a written statement by the Association that there has been a violation, misinterpretation, or misapplication of any of the provisions of this Agreement.
2. Grievant: the member(s) of the bargaining unit for whom the Association has filed the written statement.
3. Day: shall mean a contracted work day, or during the summer, a day on which the administration building is open for business. Time limits provided herein may be extended by written mutual agreement.

### B. PURPOSE

To facilitate free, easy, and effective communication between teachers and administrators at the lowest possible grievance level by securing equitable solutions to problems which affect the teacher's terms and conditions of employment.

### C. PROCEDURES

1. Informal: An employee shall first discuss the allegation with the principal or responsible administrator with the objective to resolve the matter informally. In any case, following reasonable time for the informal process to achieve resolution of the matter (reasonable time in no event will be more than five (5) days); the grievant may initiate the filing of a formal grievance. This section need not apply when a grievance is filed pursuant to Article VII.C.5.
2. Formal Level One: If the grievance cannot be resolved informally, the Association may file the grievance in writing with the principal or responsible administrator and should inform the immediate supervisor. The written grievance shall state the nature of the grievance, the specific provisions of the agreement allegedly violated, and the relief requested. The filing of the formal, written grievance at Level One must be within thirty (30) days from the date of the occurrence of the event giving rise to the grievance

## ARTICLE 7 - GRIEVANCE PROCEDURE (continued)

or from the date when the grievant could reasonably have become aware of such occurrence.

The principal or responsible administrator shall respond to the grievance in writing to the employee and the Association within ten (10) days after receipt of the grievance, or request a meeting with the grievant and the Association in which event the principal or responsible administrator shall have additional time to respond. Such additional time shall not exceed fifteen (15) days from receipt of the grievance or ten (10) days from the date of the meeting, if held, whichever shall be the lesser.

Should a grievance occur within thirty (30) days prior to the last work day of the school year, the time for the filing of a formal written grievance at Level One may be extended into the next school year, at the option of the Association, for a period up to the difference between thirty (30) days and the number of days expended prior to the last work day of the school year. Should a grievance occur during the summer recess, the deadline for filing the formal written grievance shall be extended to a date thirty (30) days beyond the first work day of the following school year.

3. Formal Level Two: In the event a grievance has not been satisfactorily resolved at Level One, the Association may file a copy of the grievance with the Superintendent within ten (10) days of the administrator's written response at Level One. Within seven (7) days after such written grievance is filed, the grievant, the Association, and the Superintendent shall meet to consider the grievance. The Superintendent shall respond within ten (10) days of such meeting in writing to the grievant and the Association.

4. Formal Level Three: If the grievance is not resolved satisfactorily at Level Two, the grievance may be submitted to impartial, non-binding arbitration. To enter such arbitration, the Association shall submit a written request on behalf of the Association and the grievant(s) to the Superintendent within twenty-five (25) days from receipt of the Level Two response. The arbitrator shall be selected by the two parties within seven (7) days after said notice is given. If the two parties fail to reach an agreement on an arbitrator within seven (7) days, the American Arbitration

## **ARTICLE 7 - GRIEVANCE PROCEDURE (continued)**

Association shall be requested to provide a panel of at least seven (7) arbitrators from which a selection shall be made by a mutual striking of names within ten (10) days of receipt of the list. Either party may reject an entire list once before having to strike names.

The costs for the services of the arbitrator and the cost of the hearing room shall be borne equally by the District and the Association. Expenses relating to either party's representatives or witnesses, and other expenses incurred by either party in presenting its case shall be borne by each party. A transcript or recording shall be made of the hearing at the request of either party; however, the party requesting the copy of the transcript or recording shall pay for such copy.

The arbitrator so selected shall hold hearing(s) unless such hearing(s) are waived, and shall issue his/her decision not later than thirty (30) days from the date of the close of the hearing(s). The arbitrator, in his/her decision, shall not amend, modify, nullify, ignore, or add to the provisions of the Agreement. The arbitrator's authority shall be strictly limited to deciding only the issue or issues presented and the decision must be based solely and only upon an interpretation of the meaning or application of the expressed relevant language of the Agreement. The decision of the arbitrator shall be advisory only and binding neither on the Board nor on the Association.

5. The Association may file a grievance directly at Formal Level Two, and thereby pass the lower levels of the process, when the grievance is a class action grievance, a grievance regarding a decision of an administrator (other than the principal) who does not report to the principal, or involves the termination of a teacher.

### **D. GROUP GRIEVANCE**

If a grievance involves a group of employees, the grievance shall be submitted, in writing, by the Association to the responsible administrator at Level One. The filing of a group grievance must be within thirty (30) days from the date of the occurrence of the event giving rise to

## **ARTICLE 7 - GRIEVANCE PROCEDURE (continued)**

the grievance or from the date when the grievant could reasonably have become aware of such occurrence.

### **E. REPRESENTATION**

The grievant(s) shall be present at all such meetings and, at the option of the grievant(s), may be represented at such meetings by a representative of the Association. When an employee is not represented by the Association, the Association shall have the right to be present at all formal levels, and shall have the right to grieve any adjustment of the employee's complaint if such adjustment is inconsistent or contrary to the provisions of this Agreement.

### **F. MEETINGS TO RESOLVE OUTSTANDING ISSUES**

The Executive Director of Human Resources and the President of the Association shall routinely meet to discuss and attempt to resolve outstanding personnel issues. Such meetings shall be held on at least a monthly basis.

### **G. MISCELLANEOUS**

1. Neither the Board nor the Association, nor any member of the administrative staff shall take any reprisal affecting any person by reason of his or her participation in the grievance process.

2. All written and printed matter dealing with the processing of a grievance will be filed separately from the Central Office Personnel files of the participant(s).

3. The District agrees to make available to the aggrieved party and to the Association all pertinent information not privileged under law in its possession or control which is relevant to the issues raised by the grievance.

4. Whenever it is necessary at Level Two or Level Three for a representative or representatives designated by the Association to attend a meeting or hearing called by the Superintendent during the school day, the Superintendent's office shall notify the principal of such Association representative(s) and he/she, or they shall be released

## **ARTICLE 7 - GRIEVANCE PROCEDURE (continued)**

without loss of pay or leave time for such time as their attendance is required.

5. Notwithstanding the expiration of this Agreement, any grievance arising hereunder may be processed through the entire grievance procedure.

6. Should the grievability of an alleged grievance be disputed, the alleged grievance shall be processed through the grievance procedure. If the alleged grievance remains unresolved and reaches the level of arbitration, the arbitrator shall receive testimony on the issue of grievability as well as the alleged grievance. Following the conclusion of the hearing and the filing of post-hearing briefs, if any, the arbitrator shall rule on the issue of grievability before ruling on the merits of the alleged grievance unless either party takes the question of grievability to another forum for resolution prior to arbitration.

7. Failure to file a grievance within the stipulated time or failure to appeal the grievance to the next level within the stipulated time period therein shall constitute a waiver of the grievance. Failure of the responsible administrator to render a decision within the stipulated time shall constitute a denial and permit appeal to the next level.

**ARTICLE VIII**  
**VACANCIES AND CHANGE OF ASSIGNMENTS**

The Board and the Association recognize that all teachers are considered employees of the District with an initially assigned site. The mutual desires of both the Board and Association include continuity, professional growth opportunities, and meeting District staffing needs.

**A. VACANCIES**

1. An updated list of current vacancies and known vacancies for the following school year will be posted on the District website commencing on or about February 15 through July 15. After notice to all building staff, a position opening that will be filled by a qualified employee from the building where the opening occurs shall not be considered a vacancy and shall not be subject to the posting requirements of this Article. Subject to any requirements of applicable law (SB 10-191), applicants may be interviewed. Those interviewed will be identified through a consistent process determined by school administration, teachers and other staff as appropriate. The Department of Human Resources and the school administrator will screen candidates for qualifications. Positions posted as vacant for the next school year shall remain open for a minimum of five (5) work days and shall not be permanently filled during this posting period. After July 15, however, positions posted as vacant for the next school year shall remain open for a minimum of three (3) days. For positions filled after July 15, successful applicants shall be required to reapply for the same position only if they have not met the consistent interview requirements. In addition to all other requirements applicable to teachers subject to in-District change of assignment between buildings, such changes are allowable after July 15 provided there is appropriate and reasonable notification not to exceed 30 calendar days to the principal of the building from which the teacher is leaving and the principal of the building to which the teacher is being reassigned.

2. All vacancies will be posted and filled by a consistent process established in VIII.A.1.

3. General Special Service Providers and Special Education vacancies

**ARTICLE 8 - VACANCIES AND CHANGE OF ASSIGNMENTS  
(continued)**

- a. General Fund financed Special Education mental health staff (social workers, psychologists, SPED counselors), counselors, nurses, speech-language pathologists, occupational therapists, and physical therapists are excluded from this Article as they are normally assigned multi-school responsibilities on a yearly basis, except that vacancies for such personnel filled after August 1, including multi-school assignments as such are determined from time to time by the District, shall be posted commencing the following February if there has not been a comprehensive interview process.
- b. External vacancies for Special Education Special Service Providers will be posted district-wide with known building vacancies included as part of the posting. A district level interview committee for such jobs will include the district chair (or department chair or other representative) of the respective subject area, representative(s) chosen by CSEA, and principal representative(s). This committee recommends successful candidates for employment. Central administration will introduce successful candidates to opportunities within the District to ensure a vacancy is best filled.

4. Teachers employed on temporary (INR) contracts will be eligible to apply for transfer to vacant positions in the District on the same basis as other bargaining unit employees. Specifically, such teachers may be interviewed for positions for which they apply, will be notified as promptly as is practicable after a selection is made, and if not selected will upon written request be given written reasons for the District's choice by the Department of Human Resources. The eligibility to apply for transfer shall remain in effect until July 31 of the contract year. The eligibility of teachers on temporary (INR) contract to apply for transfer will have no effect on the District's obligation to post current and known vacancies consistent with this Article.



**ARTICLE 8 - VACANCIES AND CHANGE OF ASSIGNMENTS  
(continued)**

5. To the extent required by applicable law (SB 10-191), any selection made to fill a teaching vacancy in a building shall: (i) be subject to the approval of the receiving building principal, and (ii) require receipt of input from at least two designated teacher representatives at the receiving building in the manner set forth in applicable law (SB 10-191). Further, subject to the requirements of applicable law (SB 10-191): (i) wherever feasible, the receiving department chairperson and/or some other teacher(s) from the department shall be involved in the selection process, and (ii) when filling a vacancy for social workers, counselors, and psychologists the District agrees, when feasible, to notify the department chairperson of upcoming interviews and to permit the department chairperson to provide input in the selection.

6. Routine positions and/or vacancies in the bargaining unit which arise within the present operations of the District will be filled in accordance with the procedures outlined in this Article VIII.B and applicable law (SB 10-191). Nothing contained in this paragraph shall be construed to restrict the right of the Board to initiate, implement, or staff (through the solicitation of volunteers or otherwise) charter schools or other new initiatives. The Association and the District will engage in collaborative planning and input with respect to such initiatives when and to the extent time permits.

7. Applicants for a position shall be notified as promptly as is practicable after the selection is made. Upon written request, a teacher not selected for the vacancy will be given written reasons for the District's choice by the Department of Human Resources.

8. Vacancies for the Library Technology Educator will be posted district-wide by level with known building vacancies included as part of the posting. Subject to any other requirements of applicable law (SB 10-191), a district level interview committee for such jobs may be composed of Library Technology Educators, representative(s) chosen by CSEA, representative(s) from the principals association, representative(s) from the Departments of Information Technology, Instruction, and Human Resources and this committee will select a pool of successful candidates.

## **ARTICLE 8 - VACANCIES AND CHANGE OF ASSIGNMENTS (continued)**

Candidates successful at the District level interview may then interview at any building for which a vacancy exists.

### **B. CHANGE OF ASSIGNMENTS**

When the District identifies that a change of assignment is necessary, the process to determine changes to a teaching assignment are:

1. Announcement of a vacancy advertised to all teachers.  
It will generally include, but not be limited to, qualifications, grade level, program, and school, as appropriate.
  - a. After the first contract day of a school year until February 1, a general posting of teaching positions will be advertised internally thus creating a pool of qualified candidates seeking a change.
  - b. For schools that require adjustments in staffing, HR and central administration shall notify the principal, CSEA President and UniServ Director, and school of a change in staffing allocations.
  - c. Within one (1) day of notice of staffing allocation change, the principal shall announce to all building staff of the reduction and seek a volunteer who would be willing to explore reassignment.
  - d. After the general announcement of a reduction, a three (3) day period shall commence for staff to volunteer.
2. Voluntary Reassignment Process
  - a. For staff volunteering to change assignments, they will be notified of positions available.
  - b. There shall be no change in contract status of the voluntarily reassigned teacher.
  - c. These positions are temporary for the year and provide options for the teacher in the next hiring cycle.
  - d. HR will discuss with each volunteer for reassignment the options available for which they are qualified to determine the teacher's priorities and desires. Further, skills and abilities of the voluntarily reassigned teacher

**ARTICLE 8 - VACANCIES AND CHANGE OF ASSIGNMENTS  
(continued)**

will be gathered.

- e. HR will use knowledge of the District and the voluntarily reassigned teacher (e.g., endorsements held by the teacher) to choose a best placement for the staff member.
- f. The principal of adjusted-staffing school shall have five (5) days to adjust classes or caseloads and notify impacted parents, students, and staff.
- g. The volunteer teacher shall be granted up to ten (10) days to transition between positions. Of these ten (10) days,
  - (1) Up to five (5) days for each school to either have closure or exploration of the new school.
  - (2) Each voluntarily reassigned teacher shall have a choice to receive up to five (5) days to include non-student contact time.
  - (3) These days shall be collaboratively identified with the teacher, principals, and HR.
- h. By April 1, a volunteer change of assignment teacher shall be provided an option based on employment history in the District:
  - (1) To remain at the new school, provided there is a vacant position.
  - (2) To return to the original school, provided there is a vacant position.
- i. In the first year of a change of assignment, the volunteer teacher shall not be subject to displacement.
- j. In the first year of a change of assignment, the teacher shall be evaluated by the Director of Educator Effectiveness.

**3. Involuntary Reassignment Process**

- a. In the event there are no volunteers seeking reassignment, the principal and HR shall review the list of INR and Probationary teachers to determine seniority in D11.

**ARTICLE 8 - VACANCIES AND CHANGE OF ASSIGNMENTS  
(continued)**

- b. HR will notify the least senior, qualified teacher of the need to move to the open positions.
  - c. Principal of adjusted staffing school shall have five (5) days to adjust classes or caseloads and notify impacted parents, students, and staff.
  - d. Principal of receiving school shall be notified of the teacher being reassigned.
  - e. The processes outlined in Article VIII.B.2 shall be used as a model for involuntarily reassigned teachers.
4. Reassignment to sites changing academic focus (e.g., new pathways, innovation)
- a. Any school changing academic focus (e.g., Academic Master Plan pathways, innovation status) shall be subjected to a similar process as developed in the staffing adjustment model (B.2. and B.3.)
  - b. Announcement of a change of academic focus shall be made to all employees by September 1 for the following school year in order to provide ample opportunities for all staff to understand the direction of the building.
  - c. Training in the new focus shall constitute the PD for the remainder of the academic year.
  - d. Any school changing focus requires a voluntary process to change assignment beginning with the next hiring cycle.
  - e. Staff volunteering to seek a change of assignment shall provide notice of an intent to move by February 1.
5. Timely notification of change of assignment within a building or program.
- a. For internal building change of assignment, effective as of the beginning of the next school year, the teacher shall be notified in writing of this intention no later than May 1;
  - b. If notice by such date is not feasible due to circumstances beyond the control of the District, then such notification shall occur promptly after such determination is made.

**ARTICLE 8 - VACANCIES AND CHANGE OF ASSIGNMENTS  
(continued)**

In connection with any decision to make a change of assignment of a teacher, the District shall make a good faith determination as to whether the change of assignment is required because of either: (A) any of the “Displaced Teacher Events” described in C.R.S. § 22-63-202(2)(c.5)(VII), (B) a justifiable decrease in the number of teaching positions as described in C.R.S. § 22-63-202(3) “Layoff”, or (C) other reasons. In the case of a change of assignment resulting from a layoff, the affected teachers shall be determined in accordance with the provisions of Article XVIII, Layoffs from a Reduction-In-Force. In the case of a change of assignment resulting from a Displaced Teacher Event, the teacher to be transferred shall be determined by the Superintendent in consultation with the principal.

6. In the case of a change of assignment resulting from a layoff, the status of the affected teachers thereafter shall be determined in accordance with the provisions of Article XVIII, Layoffs From Reduction-In-Force. In the case of a change of assignment resulting from a Displaced Teacher Event, the status of the affected teacher shall be determined in accordance with the provisions of Paragraph C of this Article below.

7. A teacher notified for change of assignment may request a meeting with the principal and the Executive Director of Human Resources to discuss the reason(s) for the change of assignment.

8. Teachers who choose or are required to transfer to another building for reasons other than a Displaced Teacher Event or a layoff shall be transferred only with the agreement of the principal at the building to which the teacher is to be transferred.

**C. DISPLACED TEACHERS**

Unless the District takes specific action otherwise, a non-probationary teacher who is unable to continue teaching at a particular building due to a Displaced Teacher Event shall

## **ARTICLE 8 - VACANCIES AND CHANGE OF ASSIGNMENTS (continued)**

thereafter have the employment status described in C.R.S. § 22-63-202(2)(c.5)(ii)(A), including without limitation the following:

1. The teacher shall be given notice of displacement and a list of vacant positions for which the teacher is qualified.
2. If such teacher has been identified as a satisfactory or effective teacher, the teacher shall be a member of a priority hiring pool to the extent required by C.R.S. § 22-63-202(2)(c.5), and be given a first opportunity to interview for available positions for which he or she is qualified in the District.
3. During the period that ends on the later of one (1) year after the notice of displacement or the end of the second District hiring cycle after the notice of displacement, until such time as the teacher secures a mutual consent assignment (within the meaning of C.R.S. § 22-63-202(2)(c.5)) at another building in the District, such teacher shall continue to be paid the salary and compensation applicable to the teacher's prior position and may be assigned by the District to any temporary work assignment for which such teacher is qualified. For this purpose, a hiring cycle of the District shall include without limitation the cycles of hiring that occur with respect to the beginning of the school year and the second half of the school year.
4. After the end of the period referred to in paragraph three (3) above, the teacher shall be placed on unpaid leave until such time as the teacher secures a mutual consent assignment. At such time as the teacher secures a mutual consent assignment, the teacher shall be entitled to salary and benefits at the level they would have been if the teacher had not been placed on unpaid leave.

## **ARTICLE IX LEAVES**

The Association and District jointly declare that leave days are considered an employee benefit. It is the joint understanding that leave days are essential for employees, but that use of certain days (Hot Zone Days) creates a greater negative impact on the District community than other days. On such days, a greater restriction on use needs to apply. The Association and District agree that the primary objective for teachers is student achievement and all are committed to excellence in education.

### **A. PAID LEAVE**

1. Commencing on the first duty day of each school year, full-time teachers are entitled to eleven (11) paid leave days per school year. Teachers may use these days to cover any absence from work. Allotment of these days shall be pro-rated for part-time teachers.

2. A teacher intending to be absent shall notify the SmartFind Express (SFE). If, but only if, the best efforts of the District and/or the teacher to obtain a substitute teacher for a particular day(s) are unsuccessful, it may be that the request for paid leave cannot be honored. The District will consult with the Association in these circumstances. Absences will be charged according to the SFE Code designated by the employee provided the code entered is not in error.

3. Teachers working more or less than the entire day or school year shall have their allotment of paid leave days adjusted on a pro-rata basis. Part-time teachers shall be entitled to the benefits of this Paragraph with all benefits appropriately pro-rated.

#### **4. Hot Zone Days**

a. Hot Zone days are those student contact days immediately preceding and following a scheduled school break, including the first and last day of student contact and as further defined in the Definitions under Appendix A of this Agreement. In order to avoid days being charged at the rate of an extra half day (1/2), a teacher need only give notice to the principal, or their designee, of his or her intent to use a Hot Zone

## ARTICLE 9 - LEAVES (continued)

Day, five (5) work days in advance. If a teacher gives notice by providing acceptable substitute plans and a substitute has been arranged through contacting the SFE system, the teacher will not be subject to Hot Zone charges.

b. If a teacher does not give notice in advance of the desire to use a Hot Zone day, the teacher shall be charged one and one-half (1½) days for the use of each day, where less than five (5) days' notice has been given.

c. A principal may grant exceptions to a one and one-half (1½) day charge against a teacher, if a sudden need arises for a teacher to use a Hot Zone Day, where they could not/did not know of the need to leave in advance.

d. If a teacher is charged one and one-half (1½) days and disagrees with that charge, he/she must appeal the charge through CSEA within ten (10) work days of having been charged.

5. Any unused paid leave days shall, at the conclusion of the school year and each school year thereafter, convert to sick leave and accumulate from year to year without limitation.

6. Sick/Paid leave days may be used in blocks of no less than four (4) hours measured from either the beginning or the end of the work day. For absences of less than two (2) hours, a teacher may, with prior approval of the principal, arrange with other licensed staff for coverage of the teacher's classes. In such event, the teacher will not be charged for such absence nor shall the covering teacher be eligible to receive any extra duty pay.

7. Sick leave accumulated pursuant to Article IX.A may be used for personal illness, or for illness or death in the immediate family. Immediate family, for purposes of sick leave, is defined as an employee's spouse, parent, child, sibling, grandparent, grandchild, or other dependent living in the employee's household.



## **ARTICLE 9 - LEAVES (continued)**

8. In the event a teacher uses all of his/her paid leave due to personal illnesses or for illness or death in the immediate family, and an unplanned/planned event arises requiring the teacher's absence, he/she may petition the Department of Human Resources for permission to charge such annual paid leave days as have been used for illness, as indicated above, to the teacher's accumulated sick leave account so that sufficient annual paid leave will be restored to permit him/her to attend the event. Permission will not be unreasonably withheld.

9. Temporary employees who fail to utilize their allotment of paid leave, if re-employed the subsequent school year, shall have previously accumulated leave days restored as sick leave.

### **B. SICK LEAVE BANK**

Teachers shall be able to participate in and apply for days from the District sick leave bank. Participation is voluntary and may be initiated by any teacher through a one-time donation of one (1) day of unused sick leave or paid leave during September of any year. New hires will be informed by the District that they may join during their first thirty (30) days of employment by making a day's contribution. If a new hire is not so informed, he/she will have ten (10) days from the time he/she is informed to join the sick leave bank by making a day's contribution. Only those contributing to the bank will be eligible to request use of days from the bank.

1. A committee composed of three (3) teachers appointed by the Association shall administer the bank. The committee shall, from time to time, prior to adoption, communicate to Joint Council anticipated changes to the guidelines for the administration of the bank. A summary of the guidelines will be set forth on the application for participation in the bank, and be given to all new eligible teachers. Upon request, a complete copy of the guidelines will be given to sick leave bank members. If revisions are made to the guidelines, such revisions will be distributed to sick leave bank members. Additionally, the District shall maintain guidelines for the bank on the District 11 website to be available to all eligible employees.

## **ARTICLE 9 - LEAVES (continued)**

2. Days may be requested only after an individual's accumulated sick/paid leave has been exhausted and bank days may be used only for personal illness, illness in the family, or death in the family. Applications shall be available at the Department of Human Resources and shall be submitted through that office. Individual requests may be for between one (1) and thirty (30) days per illness.

3. If days in the bank drop to a balance of two hundred (200) days, those wishing to continue in the bank will be required to contribute one (1) additional day on the appropriate authorization form. Days contributed to the sick leave bank cannot be subsequently refunded.

4. A teacher who retires and is eligible for the Retirement Incentive Program set forth in Article XVII, may donate up to a maximum of ten (10) sick leave days to the sick leave bank. A teacher who voluntarily resigns and returns the following year on a per-diem basis under the Transition Program and, prior to the end of a school year in which the teacher resigned, has not used all of his/her paid leave days, may donate to the sick leave bank fifty per cent (50%) of any unused paid leave days up to a maximum of two (2).

### **C. DONATED HARDSHIP LEAVE**

A teacher who intends to remain an active employee of the District may, at his/her written request, donate up to five (5) sick/paid leave day(s) per school year to another teacher who, due to a serious illness/injury of a catastrophic nature to the employee or a member of the employee's immediate family, has exhausted all sick/paid leave and regular sick leave bank awarded days. Upon request, a teacher shall be given a list of people who have donated days to him/her.

1. As it relates to a teacher's personal illness, a serious illness/injury of a catastrophic nature is defined as a long-term illness/injury (such as cancer, heart problems, stroke, paralysis, or severe emotional disturbance) that qualifies the individual for long-term disability benefits under the District's plan.

2. These days shall not be available to an individual who

## **ARTICLE 9 - LEAVES (continued)**

is receiving payments under worker's compensation or long-term disability.

3. A teacher who is on any type of extended leave may not donate leave until he/she returns to an active working status for at least ten (10) working days.
4. Only a teacher who has exhausted all of his/her sick/paid leave and all available sick leave bank days shall be eligible to receive donated days from other employees.
5. Transferred days may not be used to extend a teacher's period of employment.
6. Unused donated sick/paid leave shall be returned to the donor(s).
7. A teacher shall be eligible to receive up to thirty (30) days of donated leave for personal illness/injury under the Donated Hardship Leave Program. Furthermore, a teacher shall be eligible for a total donation of up to eighty (80) work days when a member of his/her immediate family suffers a catastrophic illness/injury that would qualify the individual for the District's long-term disability plans as if the individual were under the plan. Verification of such illness/injury may be required at reasonable intervals.
8. A teacher who is separated from employment for any reason(s) may not donate sick/paid leave, except for as noted in Paragraph B.4.

### **D. TEMPORARY/SPECIFIC USE LEAVES**

1. Professional - Each teacher will be credited with two (2) days per year, to be used at the teacher's discretion, for the purpose of professional visitation, attendance at meetings, educational conferences, or other professional activities. These professional days shall be in addition to a teacher's paid leave days and may accumulate yearly up to a maximum of five (5) days.
2. Legal - Each teacher will be granted leave when subpoenaed as a witness to report on an event related

## **ARTICLE 9 - LEAVES (continued)**

to District business matters or an event witnessed as a citizen. This leave does not apply in cases (whether the teacher is a party or a witness) involving a dispute with the District. Leave for personal matters for which a teacher is subpoenaed as a witness will be under the Paid Leave Policy, Article IX.A.1.

3. Jury - Each teacher will be granted leave when called for jury duty. A teacher will be excused for one day of jury duty upon presentation of the jury summons. If a teacher needs more than one day of jury duty leave, he/she is required to present the juror service certificate upon return to work. The teacher will turn over any payment received for such service to the Fiscal Services Department, and no deduction will be made from the teacher's salary.

4. Military - A maximum of fifteen (15) calendar days per year shall be granted without loss of pay to teachers who participate in military service. Such leave will not be cumulative.

5. Crisis – Any teacher who is the victim of workplace violence or a District-vetted credible threat shall be entitled to up to three (3) days of crisis leave. To access this crisis, leave, an employee shall be required to consult and receive a recommendation for leave from an appropriate medical provider, the District's Employee Assistance Program (EAP) or equivalent mental health provider. This leave is intended to help with the recovery and recuperation of the teacher and will not impact their leave balances.

6. Bereavement Leave- A teacher shall be granted three (3) days bereavement leave with pay in the event of the death of an immediate family member as defined in IX.A.7. Paid bereavement leave days need not be taken consecutively. If an employee needs additional time for bereavement beyond that granted by this provision, the employee may use accumulated sick leave or personal leave.

### **E. EXTENDED LEAVES OF ABSENCE**

1. All seniority rights and accumulated paid and sick leave accrued by the teacher prior to going on extended leave shall be restored upon that teacher's return.

## ARTICLE 9 - LEAVES (continued)

2. Only non-probationary teachers with four (4) years or more of service to District 11 are eligible for extended leaves of absence. Leaves for purposes of obtaining alternative gainful employment will not be approved.
3. Applicants for extended leaves of absence must provide a reason for the leave request for District approval no later than July 15, except for emergency leave requests. If a leave request is denied, the teacher may appeal the decision to the Executive Director of Human Resources.
4. A teacher returning from an extended leave of one (1) year or less shall be returned to the same school and position occupied at the time the leave commenced, assuming such a position still exists, unless the teacher agrees to waive this right. A teacher returning from an extended leave lasting more than one (1) year shall be returned to an equivalent contractual position pursuant to the provisions of Article VIII.
5. Except as provided for in Paragraph 8.f below, extended leaves of absence are granted for a period not to exceed one (1) school year. A teacher desiring to extend this leave (other than military leave) must apply to the Department of Human Resources, in writing, by April 15 of this desire. The request to extend a leave for one (1) additional school year will be granted or denied by the following May 15 and the teacher will be notified of the District's decision and rationale in writing.
6. Following the exhaustion of all available Sick Leave (provided it is applicable to the situation)/Paid Leave, unpaid Family Needs Leave may be granted to a teacher who gives birth or adopts, wishes to remain home to raise a child, or needs to provide care for an ailing family member as defined by the Family and Medical Leave Act (FMLA). No credit toward experience increments will occur during the period of the leave. Duration is for up to one (1) year, and it may be renewed once. All eligible teachers may elect alternatively or as a part of the leave provided for herein to take leave as provided under FMLA and the District's policies implementing FMLA. The leave described in this paragraph shall specifically be available to a teacher who

## ARTICLE 9 - LEAVES (continued)

gives birth or whose spouse gives birth. Such unpaid leave will be available for up to twelve (12) weeks after the birth or until a physician certifies the teacher is capable of returning to work, whichever is later. During such leave (but not in addition to it) the teacher may use any applicable sick leave or paid leave he/she may have available. Sick leave will be deemed applicable to situations involving maternity or paternity leave for a teacher who gives birth (or whose spouse gives birth) or adopts a child. The teacher may then opt to apply for additional days through the sick leave bank.

7. Upon the exhaustion of Sick/Paid Leave, a teacher who gives birth (or whose spouse gives birth) or adopts a child, may, within the sixty (60) day period following such birth or adoption, apply for and be granted up to twenty (20) days of additional leave. For a student contact day, such teacher agrees to reimburse the District the daily substitute rate for each day of such additional leave regardless of whether the job assignment requires a substitute.

8. Categories of Extended Leave (Unpaid):

a. Military - Granted to a teacher who is inducted, or enlists in lieu of induction, in the armed forces of the United States. Upon returning, the teacher shall be credited with a maximum of two (2) annual increments on the salary schedule, if such experience increments were granted during the leave, to be determined by the length of the leave. Maximum duration is five (5) years or as provided by law under The Uniformed Services Employment and Reemployment Rights Act (USERRA). A teacher who re-enlists will lose rights to re-employment under the provisions of this section.

b. Elected Office - Granted to a teacher for the purpose of serving in an elected public office. Duration is for the term of office and it may be renewed.

c. Public Service - Granted to a teacher who is to serve in the Peace Corps, VISTA, or National Teacher Corps, or their successor organizations. Upon returning, the teacher will be credited with a maximum of two (2) annual increments on the salary schedule, if such experience increments were granted during the leave,

## ARTICLE 9 - LEAVES (continued)

determined by the length of the leave. Duration is for the term of the commitment.

d. Educational - Granted to a teacher who is pursuing further study involving college credits. No experience increments will be recognized for the term of the leave. Credits earned during the leave will be considered for salary advancement under Article XIV.

e. General - May be granted to a teacher who wishes to have a year's hiatus from teaching for any reason subject to the provisions of Paragraphs E.4 and E.5 of this Article. No experience increments will be recognized for the term of the leave. Duration is for one (1) year.

f. Extended General - May be granted to a teacher who has a minimum of fifteen (15) years' experience in the District to have a one to two (1-2) year hiatus from teaching for any reason and is renewable for up to two (2) additional years. Assuming the teacher is still properly licensed to teach upon return, the provisions of Paragraph E.1 and E.4 shall apply.

g. Maternity/Paternity Leave - Granted to a teacher for the remainder of the current semester plus up to two (2) additional consecutive full semesters. Teachers are not eligible to return sooner than the approved specified leave period. The leave term runs concurrently with teacher leave, sick leave, teacher maternity/paternity leave, and Family Medical Leave Act (FMLA) leave. A teacher returning will return to the same school and position.

h. Extended Leave for care of a family member(s) as defined by Family Medical Leave Act (FMLA) - Granted for a period of time for up to two (2) consecutive full semesters. Early return from leave will be coordinated between the Teacher and the Executive Director of Human Resources based on the circumstances of the situation. The leave term runs concurrently with teacher leave, sick leave, and FMLA. The teacher will return to the same school and position.

## ARTICLE 9 - LEAVES (continued)

### 9. Categories of Extended Leaves (Paid):

a. Exchange Teaching (This clause applies to teachers within the District exchanging positions with teachers from outside the District) - May be granted to non-probationary teachers who have an exchange teaching assignment of one (1) year, provided an acceptable person can be found with whom an exchange can be arranged. The teacher from the District shall be paid a salary and benefits as though on duty in the District. However, benefits will be provided only if the teacher on exchange leave does not have insurance in the exchange location and the District is not required to provide insurance to the teacher coming to the District on the exchange program, i.e., the District will not be required to expend any money for compensation and benefits that are over and above that which it would have been required to pay had no exchange occurred. Credit on the salary schedule shall be given for the time spent in exchange teaching.

b. Sabbatical - Any teacher who has completed at least six (6) full school years of service in the District shall have the right to apply for a Sabbatical Leave. The teacher's present school year shall be included when determining the six (6) years of service. This leave shall be granted only for college or university study or for other pursuits of educational value to the District. No more than one percent (1%) of the teaching staff shall be on this type of leave at one time. Pay shall be sixty percent (60%) of the salary the teacher would have received if actively teaching. The teacher shall also receive full credit for salary advancement and PERA payments, as well as all insurance benefits will be provided on a pro-rated basis, as if actively employed. Application shall be submitted to the Joint Committee on Sabbaticals, which shall consist of three (3) administrators appointed by the Superintendent and three (3) teachers appointed by the Association. This Joint Committee shall make recommendations to the Board at its second meeting in February. The Joint Committee shall judge applications on the following factors:



## **ARTICLE 9 - LEAVES (continued)**

- (1) The long range professional goals of the applicant;
- (2) How the applicant's plan fulfills such long range professional goals;
- (3) The benefit of the plan to the District;
- (4) The benefit of the plan to the teacher's current assignment;
- (5) The benefit of the plan to the teacher's future assignment(s).

The Board retains the right to grant or deny sabbatical leaves for financial reasons.

Teachers shall be expected to return to the District for at least two (2) years immediately following the leave. If they do not, they shall reimburse the District on a pro-rata basis for all salary, insurance, and PERA benefits paid during the leave. Teachers returning from this leave shall be assigned in accordance with Article IX.E. 4.

### **F. SPECIAL LEAVES**

1. Association - Teachers may be released when the Association requests such time in advance. Days shall be paid by the Association if the teachers are doing work that is Association business; split with the District if the work is of mutual benefit to the parties; or paid by the District if the work is in pursuit of District goals as established by past practice.
2. Association Leader
  - a. A leave of absence without pay shall be granted to no more than two (2) teachers for up to one (1) school year for the purpose of engaging in Association activities. Upon return from such leave, each teacher shall be granted credit on the salary schedule and seniority credit as if he/she had remained continuously employed in the District.
  - b. Consistent with the provisions of Article III.D.2, a teacher returning from extended leave as Association President shall be returned to the same school and position occupied at the time the leave commenced unless the teacher agrees to waive this right or the position no longer exists.

## **ARTICLE 9 - LEAVES (continued)**

3. Administrative - Before a teacher is placed on administrative leave, with pay, for the purpose of investigation, the teacher shall be given the basic reason why the investigation is necessary when possible, and be given the opportunity to respond.
4. Inclement Weather - May be granted by the Superintendent because of inability to attend school as a result of inclement weather or other unusual circumstances. No more than five (5) days per teacher may be granted annually and compensation for these days shall be at the individual's salary rate minus the substitute's pay.

**ARTICLE X**  
**TEACHING CONDITIONS/ASSIGNMENTS**

**A. TEACHING CONDITIONS**

1. Required Days

The school calendar determines those days during which a teacher is required to perform assigned duties without special compensation. The school year will be based upon the calendar with the understanding that the school calendar is subject to emergency changes, but that such changes shall not affect the total number of work days required, that is one hundred eighty-seven (187) days, and up to three (3) additional days for teachers new to the District.

2. Normal Work Week and Day

a. The Board and the Association recognize that a teacher's professional and primary responsibility and obligation is to teach, and that his/her energies should be utilized to this end. Therefore, non-teaching requirements shall be kept to a minimum.

b. The normal work week for teachers shall not exceed forty (40) hours per five (5) day week including the lunch periods.

c. Teachers shall have a continuous duty-free lunch period of at least thirty (30) minutes.

d. Teachers have the right to leave the school during the duty-free lunch period, except in the case of an emergency when teachers may be asked to remain in the building. Teachers may leave the school during the preparation, planning, or conference periods upon prior notice to the principal or designee if their duties would be better served than by remaining at school. Teachers may be asked to sign in and out at any time during the normal work day.

3. Teaching Duties

a. Secondary Planning and Instructional Time-  
Secondary teachers may be required to instruct

## **ARTICLE 10 - TEACHING CONDITIONS/ASSIGNMENTS (continued)**

students for 1420 minutes of any normal work week.

(1) A time equivalent to one-fifth (1/5) of the high school instructional assignment shall be reserved for each teacher's planning and conferences. Required instructional time for part-time teachers shall be appropriately prorated.

(2) Following the Middle School Model per the 2000 Mill Levy Override language, middle school teachers shall have two equal planning periods per day, one individual and one team planning.

(3) The additional 15 minutes per day negotiated in 2014-15 to begin with the fiscal year 2015-16 shall be collaboratively scheduled at individual secondary school sites to provide additional planning time for teachers.

### **b. Elementary Planning and Instructional Time**

(1) Elementary school teachers shall receive an average of 80 minutes of planning each full school day. These minutes shall be contained in no more than three planning blocks. No planning block shall be less than 15 minutes in length. It is recommended that elementary teachers receive an uninterrupted block of 50 minutes during the student contact day. To allow for flexibility in scheduling, a staff may collaboratively decide when to schedule different subjects, and to increase or decrease the number of minutes of planning time per day as long as these minimums are met over the course of an academic quarter.

(2) Beginning in the 2022-2023 school year, thirty (30) minutes will be added to the student contact day at the elementary level. Of the thirty (30) minutes, twenty-five (25) minutes will be used for instructional purposes (e.g. math, ELA, science, social studies) and the remaining five (5) minutes is contained in the overall 80-minutes of planning identified in 10.A.3.b(1).

## **ARTICLE 10 - TEACHING CONDITIONS/ASSIGNMENTS (continued)**

The use of the twenty-five minutes will be collaboratively decided by individual schools through the guidance of valid school and district metrics (e.g., 5-Essential, Panorama, One Plan). (Article 2.D; Article 10.A.3.g).

An annual review of this plan and effectiveness will be done to measure student enrollment and student achievement. The findings of this review will guide decisions about the allocation of time.

(3). When any other teacher is in charge of an elementary school teacher's class, the regular teacher may leave the classroom and utilize that time as additional planning time or for other professional purposes such as consultations with parents or personnel providing itinerant or special services.

(4) A recess period of at least ten (10) minutes shall be provided to each elementary school K-5 each half day during which a class does not participate in special classes. The principal and staff of each elementary school may use collaboration to schedule recess periods in any other manner.

(5) In the event a need of a combination (combo) class exists for the building, the principal and teacher will collaborate on additional plan time and support resources for the combination class teacher. This should be developed and agreed upon prior to the first student contact day. These options may include, but are not limited to, the following:

- Certified staff member (TLC, LTE, Counselor, Principal, etc.) doing a lesson with the class to allow plan time for the teacher.
- Paying for a substitute once per quarter with building funds.
- Creative scheduling within the school day.

## **ARTICLE 10 - TEACHING CONDITIONS/ASSIGNMENTS (continued)**

c. All schools will collaboratively develop release time in their schedules for professional work, growth and renewal, and involvement (such as collaboration, planning, record keeping, staff development, wellness, community interaction, committee work, partnerships, grant writing, collegial groups, faculty meetings, open houses, professional learning communities, and continuous quality improvement goal teams). Professional Development will include practical application for classroom implementation on strategies, programs, and tools required by the District.

d. A Professional Learning Community (PLC) is a collaborative inquiry process focused on identifying and responding to the specific learning needs of all students across sites, settings and disciplines. To ensure successful PLCs,

- Initial and ongoing training opportunities will be provided;
- PLC site support will be made available as needed or requested;
- Time will be identified specifically and solely for PLC;
- Leadership will be shared by administrators and teachers.

The outcome of each PLC's work will be the ongoing demonstration of professional learning.

e. Substantive changes in scheduling or staffing patterns shall be collaboratively developed. The parties recognize the value of collaborative planning and input at the building level with respect to new initiatives.

f. Teachers are expected to monitor contacts (correspondence) and reply as needed in a reasonable amount of time. While electronic access to teachers may be available around the clock, teachers are not required to respond to or have knowledge of electronic content after work hours.

**ARTICLE 10 - TEACHING CONDITIONS/ASSIGNMENTS**  
**(continued)**

g. Other than during the first two (2) weeks of the school year, a teacher shall not normally be required to attend more than two (2) faculty meetings during any one (1) month where such meetings either extend beyond the school day or interfere with planning time assured to teachers under Article X.A.3.a and Article X.A.3.b and Article X.A.3.c. Such meetings shall not normally last more than one (1) hour and fifteen (15) minutes beyond the dismissal of school. The teacher may, consistent with standards of professional conduct, express his/her honest opinion at such meetings with respect to topics under discussion, provided any such expression shall be limited as to time so as not to interfere with timely completion of the meeting.

h. The Communication Protocol standardizes pertinent District information and directives in terms of format, communication vehicle, length, frequency, authority, path, and response. Regarding authority and path, it establishes responsibility for oversight and supervision among the various departments of the District in order to prevent conflicting directives. While the Superintendent is ultimately responsible for the function of the District, there are two distinct lines of accountability under him/her: The School Line, which is immediately responsible for instruction, and the Staff Line, which is responsible for functions and process supporting schools in achieving educational results. The Staff Line responds to the request and needs of all staff (both lines), provides expertise and resources to all staff, assists all staff upon request, and provides critical content information to all staff.

The School Line's supervisory chain moves from Superintendent/Deputy Superintendent/Assistant Superintendent to School Executive Directors, to the Principal, to the School Staff. The Staff Line's supervisory chain moves from Superintendent/Deputy Superintendent/Assistant Superintendent to Central Office staff (i.e., Executive Directors, Directors, Facilitators, and Specialists).

While it is understood that timely communication of

## **ARTICLE 10 - TEACHING CONDITIONS/ASSIGNMENTS (continued)**

updates and information from the staff line to the school line benefits the instruction and support of our students, it is acknowledged that not the staff line of authority, but the principal provides direction to the school line of authority.

### **4. Professional Non-Teaching Duties**

a. The extent to which a teacher is assigned to non-teaching duties (such as, but not limited to, recess supervision, playground supervision, and bus duty) shall not exceed an annualized average of 300 minutes per twenty (20) consecutive school days for each teacher.

b. Supervision of students at after-school activities beyond those required in this Agreement shall be on a voluntary basis. Each teacher shall use his/her District identification badge which will admit the teacher and immediate family members or a guest of District 11 teachers to attend District events at no charge. In addition, upon request each school year, teachers shall be provided a District Athletic Pass or may use their District identification badge, which will admit the teacher.

c. Teachers shall not be required to transport students.

d. Paragraphs 4.a and 4.b shall not apply where a teacher receives a stipend for a regularly assigned duty or responsibility or where a teacher has non-teaching duties as part of the regular schedule.

### **5. Bullying**

The Association and the District support a secure school climate, conducive to teaching that is free from threat, harassment, and any type of bullying behavior. Bullying is addressed in the following authoritative documents that remain in effect:



## **ARTICLE 10 - TEACHING CONDITIONS/ASSIGNMENTS (continued)**

Memorandum of Understanding dated April 5, 2002  
Superintendent Stop Doing List Response: Workplace  
Bullying  
Board of Education Policy JICDE

### **6. Emergencies**

Emergencies such as power failures, extreme weather conditions, etc., may arise which endanger the safety of students. In such instances, teachers are expected to assist by performing such non-teaching duties as are necessary to protect students without regard to the limitations contained in this section, and such actions shall not violate this Agreement.

### **7. End of Quarter Conferences**

Prior to parent-teacher conferences, the principal shall consult with the faculty and establish the time for such conferences, provided that no school shall schedule more than one evening for such conferences at each scheduled conference time, except following collaboration. Teachers shall be provided with an equivalent amount of time off during the normal school day for time spent in such evening conference(s). Teachers may have conferences scheduled five minutes apart if requested.

### **8. Teachers Serving As Substitutes**

a. Teachers may only be required to serve as substitutes in cases of emergency and in cases of staff absences because of field trips or other school activities of two (2) hours duration or less. When serving as a substitute, a teacher shall be compensated for all time involved as established in Article XV.A.5.

b. When one teacher arranges for another teacher to conduct his/her class, the District shall not be responsible for any compensatory payment. In all such instances, the teacher originally responsible for the class shall advise the principal in advance.

c. Each school will collaboratively develop an outline of an emergency staff coverage plan in the late spring of

## **ARTICLE 10 - TEACHING CONDITIONS/ASSIGNMENTS (continued)**

each school year (fully developed emergency coverage plans will be revisited and revised as needed). These individual school plans will be finalized in the early fall and provided to staff. Principals will submit their plan to their Executive Director of School Leadership by September 1 of that school year. These plans can be reviewed and amended as needed.

### **B. TEACHING ASSIGNMENTS**

#### **1. Licensure**

The Board and the Association recognize that teacher license requirements are established by the State to assure minimal standards of teacher preparation and that failure by the school system to secure, for initial employment, persons meeting minimum State licensure requirements reduces the quality of education and the status of the teaching profession. Therefore, except in emergencies, in order to assure that pupils are taught by teachers working within their areas of competence, teachers shall not be assigned outside the scope of their teaching license and/or their major or minor fields of study for more than two (2) consecutive semesters.

#### **2. Equitable Distribution**

In establishing the teacher's schedule assignment, the teacher shall have an equitable distribution of scholastic abilities within his/her schedule assignment if he/she so desires. Schedules will be arranged in each school so as to provide an equitable number of preparations per teacher.

#### **3. Changes in Grade or Subject Assignment**

Changes in grade assignment in the elementary schools and in subject assignments in the secondary schools are the responsibility of the principal, but must be in accordance with Article X.B.1. Affected teachers shall be consulted as soon as practicable before any change in assignment is made.

#### **4. Notification of Assignment for the Next School Year**

**ARTICLE 10 - TEACHING CONDITIONS/ASSIGNMENTS**  
**(continued)**

a. Teachers shall be notified of their anticipated school and general grade and/or subject assignment in writing not later than May 1 prior for the upcoming school year. By the same date they shall also be alerted to the possibility of any special or unusual classes that they may have. Assignments shall be finalized not later than one week prior to the last teacher work day. In the case of unanticipated changes, teachers shall be notified in writing as soon as possible.

b. If, after the first day of school, a teacher is reassigned, then, the provisions of articles VIII.B.2, VIII.B.3, or VIII.B.4 shall apply to determine transition days and substitute assistance

5. Teacher on Special Assignment

The designation of teacher on special assignment shall be defined as any teacher who voluntarily accepts temporary assignment to administrative or other duties. Teachers on special assignment shall remain members of the bargaining unit.

6. Teacher Assigned to Two or More Schools

a. In arranging schedules for teachers who are assigned to more than one school, an effort shall be made to limit the amount of inter-school travel. Such teachers shall be notified of any changes in their schedules as soon as practicable.

b. A teacher who is regularly assigned to two or more schools and is required to use his/her automobile for transportation between schools will be reimbursed at the current mileage rate allowed by the Board. Fifteen (15) minutes shall be the minimum time allotted for a teacher to travel from one assignment to the next, with employee safety and travel conditions being of primary consideration in determining appropriate travel time between sites.

c. No teacher shall be deprived of his/her full lunch or planning time allotment as a result of being assigned to

## **ARTICLE 10 - TEACHING CONDITIONS/ASSIGNMENTS (continued)**

and traveling between two or more schools.

### **7. Library Technology Educators**

Persons serving in the position of Library Technology Educator (LTE) or the equivalent position will have a regular work year with an additional six (6) days which may be flexibly assigned before or after the school year. Except in emergency situations scheduling of these extra duty days will be completed by the end of the semester prior to the semester in question. Additional work days beyond the regular contract year will be paid at the Library Technology Educator's per diem rate.

The LTE will be guaranteed at least a continuous thirty (30) minute duty free lunch and planning time equal to that provided for in Article X.A.3 for teachers at their work site. In addition to individual planning time, Middle School LTE's will receive a team planning time for the purpose of collaboratively planning with other teams. Such planning time will be appropriate to the position and planning time may be based upon minutes per year and need not be in consecutive minutes or at a specific time each day.

### **8. Teaching and Learning Coaches**

Persons serving in positions of Teaching and Learning Coaches (TLC) will have a regular work year with an additional two (2) days which may be flexibly assigned before or after the school year. These additional work days will be flexibly distributed based on collaboration and guided by instructional needs. Additional work days beyond the regular contract year will be paid at the Teaching and Learning Coaches' per diem rate.

The TLC will be guaranteed at least a continuous thirty (30) minute duty free lunch and planning time equal to that provided for in Article X.A.3 for teachers at their work site. In addition to individual planning time, middle school TLC's will receive a team planning time for the purpose of collaboratively planning with other teams. Such planning time will be appropriate to the position and planning time may be based upon minutes per year and need not be in

## **ARTICLE 10 - TEACHING CONDITIONS/ASSIGNMENTS (continued)**

consecutive minutes or at a specific time each day.

The TLC is not an administrator and shall not provide input into the performance evaluation of a teacher under Article XII, Teacher Evaluation.

### **9. School Counselors**

Requests of extra duty days are at the discretion of the Principal. Upon acceptance of such duty days by the counselor, he/she may, at the discretion of the counselor, be paid at the per-diem rate from the building discretionary funds.

### **10. Summer School**

a. When applicable, announcement of summer school and possible openings for teaching positions shall be adequately published in each school for two weeks immediately preceding the hiring process. Teachers who are interested in teaching in summer school must submit a letter of intent to the Department of Human Resources during the application window. Teachers who are employed shall be notified as soon as possible. Additional staff may be employed at the close of summer school registration, should this become necessary. Openings in all summer school positions shall be filled first by teacher applicants already employed by the District.

b. In filling summer school positions, consideration shall be given to a teacher's area of competence, major and minor fields of study, and teaching experience.

c. Implementation of new summer school initiatives/ programs that have received prior District approval shall be pursued collaboratively with the teachers and personnel participating in the initiative/program where such teachers and personnel have been identified in advance so as to permit their involvement in the implementation process.

**ARTICLE XI**  
**PROFESSIONAL RIGHTS AND RESPONSIBILITIES**

**A. NEW TEACHER ORIENTATION**

Teachers hired by the District at the beginning of the school year shall be offered a comprehensive group orientation to the District and the building, including facilities, resources, policies, and procedures. In connection with the orientation, the Association may participate in planning the orientation and will be provided approximately two (2) hours to address new hires on issues of the Association's choosing (determined by the Association and the District) pertaining to their introduction to the District. If there is insufficient time within the normal day for the District to discuss items it deems pertinent and to discuss items the Association deems pertinent, the orientation may be extended beyond the normal work day.

**B. ACADEMIC FREEDOM**

1. The appropriate exercise of academic freedom is essential to the fulfillment of the purposes of the District. The actions of an individual teacher in carrying out an educational program appropriate to the curriculum can properly involve controversial issues which may be questioned, provided both the issue and the treatment of the issue are within the range, knowledge, maturity, and competence of the students. It is the teacher's responsibility to model respectful dialogue and critical thinking skills that allow the student to form an educated opinion. The teacher has the right to express or defer his/her opinion, but in doing so it is imperative that the teacher states that it is the teacher's own opinion and is not to be accepted as an authoritative answer. When discussing controversial issues, the student has the right to have free access to relevant information, including materials that circulate freely in the community; to study under competent instruction in an atmosphere of freedom from bias and prejudice; and to form and express his/her own opinion on controversial issues without thereby jeopardizing his/her relationship with the teacher or the school. Teachers are assured of the support of the District when the actions of the teacher are in accord with the law and the terms and provisions of this Agreement. Furthermore, no teacher will be subject to disciplinary action for discussing controversial

## **ARTICLE 11 - PROFESSIONAL RIGHTS AND RESPONSIBILITIES (continued)**

issues when his/her conduct is the result of professional judgment by the teacher, in accordance with District policy and regulation.

2. In determining instruction appropriate to a student or students, teachers may draw from data and assessments other than standardized testing data. As a component of appropriate instruction, teachers also may allocate instructional time according to needs identified specifically for a particular student or students.

3. The number of district assessments that teachers are required to administer will be limited. Teachers can use their professional judgment to make adjustments regarding where best to focus assessment time and which assessment best addresses the needs of the students once the required district assessments are met.

4. When delivery of instruction generates positive student growth, it is appropriate to share methods and results with staff in professional development, staff meetings, or via professional development district-wide.

### **C. DISTRICT-WIDE CURRICULUM DEVELOPMENT/ EVALUATION AND INITIATIVES**

1. The Board is ultimately responsible for curriculum throughout the District. Curriculum shall be developed by professional staff with input from the community. Substantive curriculum changes shall be critiqued and developed by practicing teachers. All curriculum committees shall contain a majority of practicing teachers. Educational programs that are not part of the regularly developed curriculum shall be implemented only after consultation with the teaching staff so that input from all affected personnel can be gathered and considered. Such programs shall be evaluated at the end of each year by the involved teaching staff.

2. District-wide initiatives shall likewise be developed and critiqued collaboratively by professional staff and practicing teachers. By mutual agreement and in order to optimize workload stability, a process to evaluate new initiatives that affect the District or multiple school sites will

## ARTICLE 11 - PROFESSIONAL RIGHTS AND RESPONSIBILITIES (continued)

be implemented. Either party may opt to waive rights to implement the evaluation process.

### D. INTENTIONAL PROFESSIONAL DEVELOPMENT, LEARNING, AND TRAINING

- 1. District specific:** The District shall prioritize the development and communication of the District's Professional Development plan so schools may develop their Professional Development, Learning, and Training Plan for the upcoming school year. Every effort will be made to publish this Intentional Professional Development, Learning, and Training plan by the last student contact day for the upcoming school year. It is understood that parts of the plan may be influenced by components outside our control; and these changes will be communicated.
- 2. School specific:** Each school will collaboratively develop an outline of an *Intentional Professional Development, Learning, and Training plan (Training, professional learning, professional development (see appendix))* by the end of the One Plan Symposium for the upcoming school year. These individual school plans will be finalized in the early fall and provided to staff. These plans can be reviewed and amended as needed; any revisions will be communicated. Building level Professional Development days will be aligned to One Plans and collaborative school initiatives.
- 3.** At the District and/or building level, a reasonable effort will be made to provide the opportunity to attend a makeup training or recover the missed learning.

### E. RESPECT FOR THE PROFESSION

- 1. Nursing and Paraprofessional Staff**

Except in any bona fide emergency, teachers, other than pre-school, shall not be required to provide other than minor nursing, medical or personal hygienic care to students. Toileting needs of identified special education students will be assigned to an aide where such resources are available. No language in this provision shall impair the delivery of



## **ARTICLE 11 - PROFESSIONAL RIGHTS AND RESPONSIBILITIES (continued)**

necessary services to identified special education students. This provision does not apply to nurses.

### **2. Supervision of Non-Licensed Personnel/Volunteers**

When non-certificated personnel are assigned to, and/or volunteers are used in the classroom, instruction will be directed by the certificated teacher, who shall supervise the activities of such personnel.

In order to coordinate efforts to address student achievement, time within the regular school day will be utilized at least once per month during the school year for collaboration between elementary classroom teachers and any non-certificated personnel a teacher supervises (for kindergarten and class-size purposes). This time can be flexible and look different from site to site as reflected in the schedules developed at different schools.

### **3. Notification of Expiration of Teaching License**

As a courtesy, the District will send a notice from the Department of Human Resources six (6) months prior to the expiration of a teacher's teaching license.

## **F. FACILITIES, MATERIALS AND SUPPLIES**

### **1. Professional/Personal Needs**

The Board shall provide to teachers the following items:

- a. An accessible space in which each teacher may store instructional materials and supplies.
- b. An accessible space with a lock in which a teacher may store personal belongings.
- c. A teacher work area containing equipment and supplies to aid in the preparation of instructional materials (may be multiple-use area).
- d. A serviceable desk and chair for each teacher, or in the case of itinerant teachers the use of a serviceable desk and chair.

## **ARTICLE 11 - PROFESSIONAL RIGHTS AND RESPONSIBILITIES (continued)**

2. The Board shall provide to teachers the following items as far as financially feasible:

a. Well-lighted, clean, and conveniently located staff restrooms separate for each sex and separate from the students' restrooms.

b. The District shall honor a request by a teacher, as soon as reasonably possible, for a key to his or her classroom(s) and/or work area, and will check out to a teacher for the entire school year a key to at least one classroom to which he or she is regularly assigned so that the teacher can pursue work related activities during non-standard hours of building operation, subject to school closing.

c. Pending finalization of an electronic access system throughout the District, teachers shall have access to their classrooms or work areas on a work-related basis. Without disrupting present practice at buildings that allow freer access, teachers wishing to gain entry to their buildings during non-work hours shall make arrangements with the building administration by employing a collaboratively developed plan which will include a check-out system for building keys. In events when the building administration cannot be contacted to provide accessibility, a teacher shall make arrangements with the District Security Department. Teachers may reactivate the building alarm system themselves or call the District Security Department. Access to buildings will not be available between the hours of 11:00 PM and 5:00 AM. An explanation of the building access procedure will be provided to teachers at the first staff meeting of the school year.

d. In planning the construction of new buildings or the remodeling of old buildings, both lunchroom and parking facilities for the use of the teaching staff should be given consideration.

3. Provision for Special Purchase of Instructional Materials

## **ARTICLE 11 - PROFESSIONAL RIGHTS AND RESPONSIBILITIES (continued)**

Each school shall be allocated a fund through their budget account to be used for purchase of instructional materials that are not otherwise readily obtainable by the teachers. Each teacher may request of the principal authorization for such items as specially needed in his/her class. The professional staff shall be informed of the fund and an account of expenditures and balance shall be posted.

### **4. Use of Technology**

a. When teachers are tasked with creating and maintaining teacher websites and/or other technology tools, parameters will be defined and teachers will be provided both training and a reasonable period of time to develop them.

b. The staff at each school shall attempt to resolve any differences regarding how best to utilize any new technological resources that are provided by the District.

## **G. ASSISTANCE FOR CAPITAL IMPROVEMENT MOVES**

Building staff affected by capital improvement projects shall be provided with the following:

1. Storage space for personal and District materials
2. Boxes, tape, marker and labels
3. Contracted movers to do all labor other than packing and unpacking

Additionally, the building staff will meet collaboratively to review the time necessary for teachers to adequately break down and set up classrooms. For capital projects that require teachers to move classrooms off-site, up to four (4) days without students shall be granted for such activities if deemed necessary by the building staff. In other cases, up to two (2) days without students shall be granted for such activities if deemed necessary by the building staff, and up to two (2) additional days may be recommended. Time beyond four (4) days may be requested, as necessary. By way of example and not limitation, any such days may be provided in one or combination of the following ways: close school and add minutes; hire substitute teachers; work

## **ARTICLE 11 - PROFESSIONAL RIGHTS AND RESPONSIBILITIES (continued)**

evenings or weekend(s) at the applicable per diem rate. All recommendations will be made in conjunction with the appropriate advisory committee and shall have a written rationale supporting the recommendation.

### **H. SPECIAL EDUCATION PROGRAM**

Without restricting the right of the Board to change policies, since there are presently no District-wide policies or practices for the full inclusion of all or substantially all special education students into the regular education classroom or process, there shall, subject to the requirements of law, be a continuum of alternative placements made available to meet the needs of students with disabilities. This continuum may include, but not be limited to, instruction in regular classes; instruction in special classes or schools; home instruction; and instruction in hospitals or institutions.

### **I. DISTRICT EMPLOYEES**

The District and CSEA agree that children of District 11 employees will have priority 2 status as defined in Board policy JFBA/JFBB for granting or rescinding open enrollment choice applications.

## **ARTICLE XII TEACHER DEVELOPMENT & EVALUATION**

### **A. PURPOSE**

Evaluations shall serve as a basis for the improvement of instruction, enhance the implementation of programs of curriculum, serve as the measurement of satisfactory performance for individual licensed personnel, serve as documentation for an unsatisfactory performance dismissal proceeding under Article 63 of Colorado's Statutes, serve as a measurement of the professional growth and development of licensed personnel, and measure the level of performance of all licensed personnel within the District.

### **B. ORIENTATION**

Each principal shall be responsible for acquainting the teachers under his/her supervision with the formal evaluation procedure. This shall include providing teachers a copy of the current evaluation form(s). No formal evaluation shall take place until an orientation to the formal system has taken place. Teachers assigned to more than one building shall have a home school designated by the Department of Human Resources and that principal shall be responsible for the orientation and evaluation of such teachers. Professional Development will include instruction and training in self-evaluation to provide understanding of the teacher performance evaluation rubric.

See "Licensed Personnel Subject to the Master Agreement" protocol document, adopted May 2014, for further details. This document will be reviewed annually by a sub-committee of the Personnel Advisory Committee. This sub-committee shall be composed of an equal number of employees: three (3) selected by CSEA and three (3) selected by Administration. The recommendations of the subcommittee shall be provided to Joint Council for review.

### **C. TIMELINES**

1. Orientation will be within the first three (3) weeks of the first quarter, except for new hires, whose orientation will occur within their first three (3) weeks of employment.
2. Formal observation (minimums).

## **ARTICLE 12 - TEACHER DEVELOPMENT & EVALUATION (continued)**

- a. Probationary - once during each of the first two (2) quarters.
  - b. Non-probationary - once prior to February 15.
3. Goals Plan - should be submitted and approved by the end of 1<sup>st</sup> quarter.
  4. Mid-year Conference – must be completed by January 31.
  5. Observation Conference - will be held within ten (10) days of the observation.
  6. Notice of Deficiencies - issued within ten (10) days of the observation conference.
  7. Remediation Plan - shall be written and issued within ten (10) days of a Notice of Deficiencies.
  8. Summative Evaluation Conference - on or before the last work day in April.
  9. Failure to comply strictly with the time deadlines set forth in Article XII shall not invalidate an evaluation unless such failure is prejudicial to the teacher.

### **D. SCOPE**

All probationary and non-probationary teachers shall have a formal evaluation annually. Evaluations will be conducted by a person with a principal or administrator license, or both a principal and their designee(s) who have received education and training in the District evaluation instrument as well as in evaluation skills approved by the Department of Education that will enable him or her to make fair, professional, and credible evaluations of the personnel whom he or she is responsible for evaluating. Nothing in this Article shall interfere with the Board's right to terminate a probationary teacher pursuant to Colorado law.

### **E. OBSERVATIONS**

Formal observations shall be at least thirty (30) minutes

## **ARTICLE 12 - TEACHER DEVELOPMENT & EVALUATION (continued)**

in duration and shall be conducted openly and with the knowledge of the evaluatee. They may be unannounced or prearranged; however, at least one (1) observation will be prearranged if requested by the evaluatee.

### **F. CONFERENCES**

1. Mid-Year Conference – The conference must be completed by January 31.
2. Observation Conference - The observed activity will be discussed along with applicable measures of professional practice, combined with student growth scores or student outcomes, and any other related information either individual believes to be proper for inclusion. If deficiencies are noted, the evaluatee shall receive a properly completed “Notice of Deficiencies” form.
3. Summative Evaluation Conference - The conference focus is on the overall performance of the evaluatee. Examples of evaluatee’s performance in each of the measures of professional practice, combined with student growth scores or student outcomes are written on the Summative Evaluation Report, which may include documentation provided by the evaluatee. The report will be reviewed with the evaluatee.

### **G. REMEDIATION**

A remediation plan to correct the deficiencies stated on the Notice of Deficiencies will be developed by the evaluator and evaluatee and will include professional development opportunities that are intended to help the teacher achieve an effective rating in his or her next performance evaluation, as well as a timeline within which these improvements should occur. If indicated, resources and assistance provided or recommended by the District will also be stated on the plan. The evaluatee may invite a representative of the Association to participate in the conference(s).

### **H. OTHER CONSIDERATIONS**

1. The District may assign another evaluator(s) to review the performance of a teacher at any time during the

**ARTICLE 12 - TEACHER DEVELOPMENT & EVALUATION**  
**(continued)**

evaluation process. A teacher proposed for a Remediation Plan has the right to request and be given a second evaluation by a different District evaluator prior to the implementation of the Remediation Plan. The District evaluator will be selected by the teacher from a list of fifteen (15) evaluators generated by the Executive Director of Human Resources. This list will be updated for each selection.

2. All forms adopted by the Board as a part of this procedure are made a part of this Agreement and are subject to the provisions herein.

**I. PERFORMANCE RATING**

Effective and Highly Effective performance – The measured performance of professional practice and student growth measures meets the expected performance of teachers in Colorado. Appropriate documentation will be made where deficiencies are observed. An employee’s performance is “satisfactory”) if all of the following occur:

- A. The employee receives ratings of Partially Proficient, Proficient, Accomplished, or Exemplary (i) on each Quality Standard appearing on the Rubric; and (ii) on the Rubric as a whole; and
- B. The employee receives an overall rating of either Effective or Highly Effective after combining the Professional Practice score and the Measures of Student Growth/Outcomes score.

Ineffective or Partially Effective Performance - The measured performance of professional practice and student growth measures does not meet the expected performance of teachers in Colorado. The non-probationary teacher shall have an opportunity to appeal an ineffective or partially effective rating. An employee’s performance is “unsatisfactory” if any of the following occur:

- A. The employee receives a rating of “Basic” on any one Quality Standard;



## **ARTICLE 12 - TEACHER DEVELOPMENT & EVALUATION (continued)**

B. The employee receives a rating of “Basic” on the Rubric as a whole; or

C. The employee receives an overall rating of Ineffective or Partially Effective after combining the Professional Practice score and Measures of Student Growth/Outcomes score.

### **J. PROFESSIONAL DEVELOPMENT**

Professional Development will include instruction and training in self-evaluation to provide understanding of the teacher performance evaluation rubric.

### **K. APPEALS PROCESS FOR NON-PROBATIONARY TEACHERS**

1. A non-probationary teacher may file a written appeal notice within fifteen (15) calendar days after receiving two consecutive years of an Ineffective or Partially Effective rating. The written appeal will be filed with the Superintendent.
2. The burden of proof will rest with the non-probationary teacher to demonstrate grounds for an appeal.
3. The appeals process must be completed within ninety (90) calendar days.
4. Grounds for an appeal will include the following:
  - a. The evaluator did not follow evaluation procedures that adhere to the requirements of statute and rule and that failure had a material impact on the final Performance Evaluation Rating (PER) that was assigned.
  - b. The data relied upon was inaccurately attributed to the Teacher.
5. The Superintendent shall review the non-probationary teacher’s appeal and provide the Teacher a written decision regarding the appeal within thirty (30) days of the Superintendent’s receipt of the appeal.

**ARTICLE 12 - TEACHER DEVELOPMENT & EVALUATION**  
**(continued)**

6. The Superintendent's decision shall be final.
7. If the Superintendent determines that a rating of Ineffective or Partially Effective was inaccurate, but there is insufficient information to assign a rating of effective, the non-probationary teacher shall receive a "no score" and shall not lose his or her non-probationary status. However, if in the following academic school year that same teacher receives a final rating of Ineffective or Partially Effective, this rating shall have the consequence of a second consecutive Ineffective rating and the teacher shall be subject to loss of non-probationary status.

## **ARTICLE XIII STUDENT DISCIPLINE**

### **A. INTRODUCTION**

The Association and the District believe that effective student discipline is a prerequisite for sound educational practice and academic achievement. The Association and District are committed to the creation of an atmosphere in schools that is safe, conducive to the learning process, and free from unnecessary disruption. Within that context and limits established in law, policies and practices concerning discipline are intended to be responsive to the level of discipline infraction and to foster cooperation and collaboration among students, parents, administrators, teachers, and other staff members, local law enforcement agencies, and the community at large in order to meet these goals.

### **B. DEFINITIONS AND PROCEDURES**

The District and the Association recognize the importance of the role of the Discipline Committee in reviewing issues involving student discipline on an ongoing basis. Committee membership will include special education and representation of teachers and school administrators from all three (3) school levels. The Committee will have the further responsibility and authority to review District policies and procedures and to make recommendations regarding the modification or enhancement of such policies and procedures. Furthermore, it is understood that discipline policy recommendations may be brought directly to the District Policy Subcommittee. If the Association believes that policies, procedures, or regulations regarding student discipline are not being properly followed, it may grieve such matters under Article VII.

### **C. STUDENT DISCIPLINE REFERRALS**

In an effort to standardize referrals across the District, all building staff shall use the District approved Referral Form.

### **D. SITE GUIDELINES**

Each building staff shall establish student discipline guidelines for the building, that support and are consistent with the District policies and procedures and that are

## **ARTICLE 13 - STUDENT DISCIPLINE (continued)**

consistent with the Master Agreement. Guidelines shall be developed through a collaborative process and then will be posted by May 15 prior to each School Year. These guidelines may be changed or amended collaboratively at any time during the school year. In cases where a change in these guidelines is necessary for compliance with legal requirements, the guidelines may be amended by the principal, but any such changes will be subject to review through the annual collaborative process referred to above, which is to be posted by May 15 of each school year.

### **E. STUDENT DISCIPLINE PROCEDURES**

1. Teachers shall be expected to follow District and building guidelines and actively enforce school rules and regulations as stated in the school handbook. District policies and the most recent copy of the Student Conduct and Discipline Handbook are available online.
2. A teacher carrying out assigned duties and responsibilities in disciplining students shall, if safety concerns permit, first make an attempt to correct the situation through verbal communication. If such verbal communication does not prove adequate, interventions and restraint may be used as defined in Board Policy JKA.
3. The parties recognize that student discipline requires the joint effort of teachers, administrators and Educational Support Professionals. No teacher will be retaliated against because of his or her involvement in processing/ reporting disciplinary actions. This will not impair the right of principals or his or her designee to counsel with a teacher(s) regarding his/her actions regarding student discipline or require compliance with applicable procedures.
4. Students receiving documented Level II referrals involving classroom misconduct during the school day, will be returned to the classroom only after consultation with the teacher making the referral or providing an explanation to such teacher of the disciplinary action taken. In addition, a student's elementary classroom teacher should be notified by the principal or their designee that their student has received a Level II referral from any other staff member. At

## **ARTICLE 13 - STUDENT DISCIPLINE (continued)**

the secondary level, a student receiving a Level II referral will be returned to the applicable period only after the above consultation has taken place.

5. On occasions when the principal is unavailable to administer discipline at the elementary school, he/she shall appoint a designee who is on the premises or available by phone to address disciplinary issues and promptly arrange for the administration of discipline. The name of such designee shall be available at the school office.

### **F. STAFF PERSONAL SECURITY AND SAFETY**

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly false allegations of child abuse, or alleged criminal offense by a student directed toward a teacher or school employee. These same procedures shall be followed in instances of damage by a student to the personal property of a teacher or school employee occurring on school district premises, on school vehicles, or at school activities.

1. The teacher or employee shall notify the principal regarding the incident as soon as possible.
2. The teacher or employee shall contact the local law enforcement agency to report the incident.
3. The teacher or employee shall follow up and file a written report with the principal, the Superintendent's office, and the Board.
4. The principal shall assure that the local law enforcement agency has been contacted, shall conduct an informal hearing after receipt both of the report and adequate proof of the charges, and shall suspend the student for at least three days but no more than ten days with the possibility of further disciplinary action in accordance with established procedures.
5. The Superintendent may initiate procedures for the further suspension or expulsion of the student.

## **ARTICLE 13 - STUDENT DISCIPLINE (continued)**

6. A copy of the Student Conduct and Discipline Code Handbook shall be distributed to each student and posted in each school building.

### **G. STUDENT DISCIPLINE INFORMATION**

The District agrees that upon its receipt of any of the following information regarding a student, such information will be placed in an appropriate student file and immediately thereafter a teacher who has such student(s) in his/her class will be notified on a confidential basis so that they may review such information:

1. Remedial discipline plan;
2. Information from the Serious Habitual Offender Directed Intervention (SHO/DI) program;
3. Any list of names provided by the El Paso County District Attorney's office concerning students who have been charged with Crimes of Violence in El Paso County;
4. Discipline records from schools outside the District in which the students were previously enrolled;
5. Behavior Improvement Plan (BIP).

Each building will designate an administrator who is responsible for providing such information to teachers. This information will be held in confidence by any teacher who reviews the information and is intended only to enable the teacher to better provide for the safety of other students, as well as his/her personal safety.

### **H. STAFF TRAINING**

Teachers will be provided training regarding student discipline policies, procedures and methods within the first three (3) weeks of school.

## **ARTICLE XIV SALARIES**

### **GENERAL STATEMENT**

The Board recognizes that attractive compensation plans which include an adequate salary and employee benefits are necessary to attract and retain well-qualified employees to deliver quality educational services. The movement on the teachers' salary schedule relative to the granting of experience steps, academic credits and the 14/25 service increments is annually negotiable and subject to funding availability.

#### **A. CONTRACT DAYS**

Following the adoption of a calendar and the appropriation of funds there shall be no less than fourteen (14) non-student contact days with at least four (4) days designated as teacher work days in the calendar. These teacher work days shall occur at the beginning and end of the school year, at the end of the first quarter, and between semesters.

#### **B. BASE SALARY**

Appendix B of the Master Agreement (the Teachers' Salary Schedule) establishes a base salary of Thirty-eight Thousand Dollars (\$38,000).

The District will provide information regarding placement of the Teachers' Salary Schedule to each individual. Teachers may also access this information through use of PeopleSoft Self-Service.

The foregoing payments will constitute the entire annual base salary for teachers for the 2023-24 school year. For those teachers who leave the District, their final pay will be adjusted so that their total compensation received equals the amount earned based upon the proportion of the 187 teacher contract days such departing teachers have actually worked.

#### **C. EXPERIENCE INCREMENT**

1. The granting of an annually negotiated experience increment shall take place as of the first (1st) teacher work day of the new school year.

## **ARTICLE 14 - SALARIES (continued)**

2. Teachers with experience in the District, who have left the District and then are rehired to a bargaining unit position, shall not be placed lower than the salary they were on at the time they previously left employment in the District. This provision does not apply to teacher on transition as defined under Article XVII or teachers engaged in mentoring or tutoring.

### **D. EDUCATIONAL INCREMENT**

1. Effective the first (1st) teacher work day of the new school year, each teacher shall be granted the educational increment for which he/she qualifies (see Paragraph 4.g below) for all steps as noted in the applicable Salary Schedule Appendix.

2. An increment is defined as sixteen (16) semester hours of credit.

3. Credit hours that apply are:

a. Undergraduate course credits that have been taken to meet the definition of Highly Qualified Teacher under ESEA (Elementary and Secondary Education Act) or credit that have been given prior approval by the Executive Director of Human Resources;

b. Graduate course credits;

c. District Eleven or other districts' comparable professional (in-service) education taken while a District 11 employee; or Colorado Department of Education credits as approved by the Executive Director of Human Resources for Salary Schedule advancement. One (1) semester hour of professional credit will be granted for each fifteen (15) hours of a regularly scheduled workshop, special class or institute that is satisfactorily completed. Any other credits (in quarter/semester hour units) will be granted proportionately.

d. All credits other than as set forth in D.3.c above submitted for Salary Schedule advancements must be earned at an accredited college or university;



## **ARTICLE 14 - SALARIES (continued)**

e. If a teacher has had a course(s) previously accepted for advancement on the Salary Schedule, such course(s) remain acceptable for any horizontal classification for such teacher, even after an advanced degree is earned;

f. Increment credit for taking courses which involve primarily television or video viewing, correspondence work, independent study, distance learning, and/ or other alternative methods of instructional delivery must be approved by the Executive Director of Human Resources;

g. A completed application for horizontal advancement on the Salary Schedule with documentation verifying successful completion of requirements shall be made to Human Resources on or before the first day of each month for course work completed on or before such date. Payment for such advancement shall begin the month following the application and shall be prorated for the remainder of the school year.

### **E. FOURTEEN/TWENTY-FIVE (14-25) YEAR SERVICE INCREMENT**

1. The 14-25 Year Service Increment is intended to reward teachers for extended service to the District. Effective for July 1, 2014 and thereafter, the 14-25 year service increment will be awarded to teachers for full years of service, regardless of whether the teacher had any break in service. However, the District will not be liable for any back payment of credit prior to Fiscal Year 2014-2015. Teachers with hire dates prior to the PeopleSoft implementation will have experience counted as full-time increments beginning with the hire date listed in the human resources information system.

2. A year of service for the purpose of service increment shall be defined as a year of full-time employment in a bargaining unit position in the District. Teachers contracted for half time (i.e., one-half (1/2) the workday for a full year or full-time for one-half (1/2) the work year) shall receive one-half (1/2) year service credit.

## **ARTICLE 14 - SALARIES (continued)**

3. Effective the first (1st) teacher work day of the school year, each teacher shall receive a service increment after fourteen (14) years of service with the District including teachers who completed fourteen (14) years of service with the District after the 2014-2015 school year. The service increment shall be \$1,377.00. Service increments are additional compensation above the teacher salary schedule.

4. Effective the first (1st) teacher workday of the school year, each teacher shall receive a double increment after twenty-five (25) years of service with the District including teachers who have completed twenty-five (25) years of service with the District after the 2014-2015 school year. This double increment shall be \$2,754.00. There is a maximum of three (3) career increments. Service increments are additional compensation above the teacher salary schedule.

### **F. RECOGNITION OF PREVIOUS EXPERIENCE AND EDUCATION FOR NEWLY HIRED TEACHERS**

1. A newly-hired teacher with no previous teaching experience will be placed on Step A1 of the Teachers' Salary Schedule in the appropriate column. A newly hired teacher with one (1) through fourteen (14) years of previous teaching experience as a licensed teacher may be placed on the appropriate step of the Schedule, on a one-step for one year basis. Teaching experience will be calculated based on full school years of full time teaching experience, one (1) year's experience will be granted for every two (2) years of half-time teaching experience, completed within the previous fifteen (15) years.

2. Teachers with experience in the District who have left the District and then are rehired to a bargaining unit position shall not be placed on an experience step lower than the step they were on at the time they previously left employment in the District. This provision does not apply to teacher on transition as defined under Article XVII or teachers engaged for mentoring or tutoring.

## **ARTICLE 14 - SALARIES (continued)**

### **G. OVERLOAD ASSIGNMENT**

Teachers who undertake additional caseload or the instruction of additional classes beyond their 1.0 FTE are deemed to be teaching an overload. To ensure consistency, these classes and assignments will be defined as those - having a roster with one or more students where attendance is taken, involving formal assessment of students, comprising content consistent with a full semester course, and/or filling an instructional need within the school.

1. Overloads respond to an academic need for the students at the school that would otherwise be filled by an additional member of the bargaining unit through allocated FTE.
2. Teachers must have appropriate licensure to undertake the instruction.
3. Teachers will receive no additional benefits from the District (e.g. Prorated Leave, Prorated Seniority) aside from compensation (i.e. Salary, PERA, Medicare) when teaching an overload.
4. The Principal has the final decision-making authority to offer an overload assignment to a teacher. Acceptance of an overload is purely voluntary and at the discretion of the teacher.
5. Teachers agreeing to accept an overload assignment part-way through a semester (e.g. to cover maternity leave or early registration) will be compensated for all remaining days of the semester at their daily rate.
6. Teachers accepting an overload assignment agree to complete a form from Human Resources in order to track these individuals separately for appropriate payment.
7. Compensation for an overload class will be paid in a lump sum on December 1 or June 1 of the semester in which the teacher undertaken the instruction. The teacher will receive a rate of 0.1 FTE per class per

## ARTICLE 14 - SALARIES (continued)

semester.

- A maximum of one overload class per semester may be taught.

### H. METHOD OF PAYMENT OR DEPOSIT

1. A teacher shall be paid in twelve (12) monthly installments (beginning with the September 1 paycheck) over the contract year.
2. Additional compensation monies as defined in Article XV.B, D, and E (excluding Student Overnight Supervision compensation) will be paid with the December and June paychecks. Additional compensation monies as defined in Article XV.C will be paid at the completion of the coaches' duties as determined by the building principal and the District Athletic Director.
3. A teacher who works approved extra duty days after the end of the school year, but before his/her first (1st) work day of the following school year, shall be paid at his/her per diem rate in effect at the end of that school year. Thereafter, a teacher who works approved extra duty days shall be paid for those days at his/her then current per diem rate.
4. A teacher will have salary installments directly deposited into a financial institution of his/her choice on the first (1st) banking day of each month.
5. The District and CSEA agree as to any claim that a teacher has been either overpaid or underpaid based upon what he or she should have received under the Master Agreement, the teacher and the District will be limited to recovering such underpayment or overpayment respectively, to a maximum period of two (2) years preceding the date on which the fact of underpayment or overpayment is formally identified in writing by the teacher or CSEA to the District or by the District to the teacher or CSEA. In the event that the teacher owes the District money, the teacher shall authorize the District to deduct an appropriate amount out of the teacher's paycheck over a period of time, not to exceed the term that the error occurred or two (2) years, whichever is less.

**ARTICLE XV  
TEACHER STIPENDS  
(ADDITIONAL COMPENSATION)**

Stipends are intended to focus some of teacher compensation on ancillary activities that teachers perform and that CSEA and the Board of Education have identified as valuable to District 11. These include providing support to the educational mission, enrichment opportunities to students, and supplementary services and activities beyond the normal contract.

**A. DEFINITIONS**

1. Index - A percent that, when multiplied by the Base Salary established in Article XIV.B. in effect on August 1 (Base Salary), will yield the annual stipend for that specific duty. All annual stipend amounts will be rounded to the nearest dollar. All hourly stipend amounts will be rounded to the nearest cent.

2. Extra Duty Day - A day for which a teacher is compensated at the per diem rate. These days must be previously approved, in writing, by the Superintendent. Teachers shall be compensated for each approved extra duty day.

3. Homebound Rate - is 0.082% of the Base Salary per hour.

4. In-service Instructor Rate - is a minimum of 0.11% of the Base Salary per hour.

5. General Hourly Rate - is 0.082% of the Base Salary per hour. It applies to teachers who are assigned to curriculum or instructional work outside the school day and individuals involved in staffing outside the school day as well as emergency substitutes. For the 2022-23 and 2023-24 school years, teachers serving as Emergency Substitutes will be paid at a rate of \$44.00 per hour. It is understood that if a class has to be divided and a teacher is asked to assume responsibility as a substitute, the teacher shall be compensated at the prevailing emergency substitute rate.

6. Summer School Instructors' Rate - The general hourly rate and may be set at a higher amount at the discretion of the District.

## ARTICLE 15 - TEACHER STIPENDS (continued)

7. Stipend Waiver: Permission for a non-teacher to fill a stipend vacancy.
8. Stipend Waiver Policy: Waivers are specifically for clubs identified in XV.C.4, and XV.D that a teacher has not agreed to sponsor. If the best efforts to find a teacher sponsor are unsuccessful, stipend vacancies may be filled by non-teachers, although they shall first be subject to the following waiver procedure:
  - a. Principals must fill out the currently approved teacher stipend request form completely and accurately for each stipend waiver requested.
  - b. Bargaining unit members in the building where a waiver is requested must approve each non-teacher stipend.
  - c. The waiver must be signed by the Principal and at least one building Association Representative and submitted to the Association Board of Directors for approval or denial based on the criteria found in Article XV.C.4 and XV.D.1. The deadline for submitting building-approved waiver requests shall be no later than October 1 for the first semester and February 1 for second semester. Waiver approvals are for one or two semesters, depending upon the activity.
  - d. The Association will send a letter indicating acceptance or rejection of each waiver request to the principal of each school submitting waiver requests.
  - e. The Association will forward approved waiver requests to the Department of Human Resources for processing.
  - f. At the Association's request, for accountability and follow-up, the District will submit to the Association a list of all non-teachers receiving stipends by the end of each semester to check against the list of approved stipends.
9. Program Coordinators (Article XV.E.1 of the Master Agreement) assume administrative functions to organize activities and other supporting components of courses of study that require elements beyond solely classroom instruction. This work bridging classrooms to skills, experiences, opportunities, etc. must

## **ARTICLE 15 - TEACHER STIPENDS (continued)**

represent 4 days' work outside the teacher's normal job assignment, and the stipend is not intended to overlap or supplant existing, compensated work or already specifically identified stipends, nor to be intermingled with the work of Department Chairs, who represent the interests and needs of staff and disciplines in decision-making.

A program, described by a set of related measures sharing a cohesive aim and going beyond a traditional class in an academic discipline, may be identified through approval as a program by the federal, state, local or District entity. It may include examples of the following inter alia: development and arranging of external partnerships and activities; design or coordination of curricula and materials needs; grant-writing and other funding needs; advertisement and promotion; accreditation.

This stipend pertains to academic programs and their purposeful and systematic extension outside normal classrooms to provide unique experiences. A list of approved programs by school location shall be maintained by the Director of Compensation and shall be available by description on the HR website-Compensation-Stipend Resources each year, and new programs shall be vetted and approved through Joint Council beginning the 2023-2024 school year.

### **B. INSTRUCTIONAL STIPENDS**

#### **1. Career and Technical Education (CTE)**

Career and Technical Education teachers – CTE teachers holding a state issued CTE license shall receive 0.226% of the Base Salary for each CTE approved course that is included in a state approved CTE program. The stipend is to be paid in two (2) equal amounts with the December and June paychecks. Teachers receiving their CTE endorsement during the second semester and who have shown proof of CTE endorsement to their CTE supervisor prior to the end of business on the last Thursday in April shall receive the total stipend to be paid in a single amount in the June paycheck.

## ARTICLE 15 - TEACHER STIPENDS (continued)

### 2. Individual Education Plan IEP/504 Meetings

Teachers will not be required, beyond normal contract provisions, to attend IEP/504 Meetings beyond the work day or to attend IEP/504 Meetings during their planning time or duty free lunch, except in instances in which the law would require such attendance. The administration will make every effort to schedule IEP/504 Meetings within the teacher's work day and at times that do not conflict with a teacher's planning time or duty free lunch. After other options have been explored and it is determined that teachers are required by law to attend IEP/504 Meetings at such times, they will be reimbursed at the full general hourly rate as specified in Article XV.A.5.

### 3. District Chairs

District Chairs shall exist for nurses, school psychologists, counselors, social workers, special education resource teachers, and communication specialists. Each is required to work four (4) additional contract days for the stipend. Compensation shall be at 6.4% index annually. The selection process for such District Chairs shall involve an interview committee, which includes Association representatives.

### 4. Senior High Chairs

Senior High Chairs shall exist for Art Education, Business Education, Consumer and Family Studies, English, Health Education, Industrial Technology, Mathematics, Music Education, Physical Education, Science, Second Languages, Social Studies, and Special Education. A Senior High Chair shall exist for Counseling at Senior High Schools that are not served by a Coordinator of Student Personnel Services. A Senior High Chair shall exist for English Language Learners at Senior High Schools that have a district mandated English Language Learner Program.

Senior High Chairs will be compensated for their extra duty time in the following manner:

If the department contains fewer than four (4) members, the



## ARTICLE 15 - TEACHER STIPENDS (continued)

Chair's compensation shall be 3.0% index annually and the Chair is required to work one (1) additional contract day for the stipend.

If the department contains from four (4) to fewer than nine (9) members, the Chair's compensation shall be 5.5% index annually and the Chair is required to work four (4) additional contract days for the stipend.

If the department contains nine (9) or more members, the Chair's compensation shall be 6.4% index annually and the Chair is required to work four (4) additional contract days for the stipend.

While membership in departments is generally determined based upon the number of full-time equivalents in the department, if a department has thirteen (13) or more teachers (based on head-count) teaching in the department, the Chair shall receive one (1) release day per quarter for the purpose of conducting departmental business.

Any teacher who served as a Senior High Chair continuously since the 1994-95 school year and serves in the same capacity during the current school year shall not have his/her stipend or additional contract days reduced, regardless of the number of teachers in his/her department.

### 5. Middle School Leadership

Each Middle School will be provided a sum equal to 45% index annually for the stipend positions listed below for work required to be performed outside the normal workday. These funds will not be used to subsidize programs in the building. Positions, duties, and compensation will be developed by either 1) the Principal and the bargaining unit staff through the use of collaboration or 2) a committee of bargaining unit staff volunteers with input from bargaining unit staff.

Middle School chairs, representatives, level coordinators, and grade level team leaders may include, but not be limited to, English, English Language Learners, Mathematics, Science, Social Studies, Sixth Grade, Art, Business Education, Second Languages, Industrial

**ARTICLE 15 - TEACHER STIPENDS (continued)**

Technology, Library Technology Educator, Music Education, Health Education, Consumer and Family Studies, Physical Education, and Special Education.

6. Elementary School Leadership

Each Elementary School will be provided funds for building level committee work to be performed outside the normal workday. These funds will not be used to subsidize programs in the building. Positions, duties, and compensation will be developed by either 1) the Principal and bargaining unit staff through the use of collaboration or 2) a committee of bargaining unit staff volunteers with input from bargaining unit staff. The amounts allocated for elementary leadership stipends shall be as follows:

- a. Elementary School less than or equal to 300 students = \$1,600
- b. Elementary Schools greater than 300 students = \$2,400

7. Mileage

Individuals who must travel as a result of their stipend position(s) shall receive mileage at the rate established by the Board for attending District meetings.

8. Fine Arts

The following indexes will apply:

<b>POSITION</b>	<b>SR. HIGH</b>	<b>MIDDLE</b>	<b>ELEM.</b>
Art Production	1.30%	1%	1%
All Performing Arts*	7.20%**	3.05%**	.5%/perf. No more than 2#
Supplementary Performing Arts+	3.20%	N/A	N/A
Honors Music Groups	1%	.5%/grp 1.00% max	.5%/grp 1.00% max

(\*Performing Arts includes Band, Orchestra, Vocal Music, Guitar, Dance, and Drama.)

(#Per school. Using collaboration, the teacher and principal will determine the number of performances appropriate to the program's curriculum and pace of student learning.)

## ARTICLE 15 - TEACHER STIPENDS (continued)

(+Supplementary Performing Arts include Competitive Marching Band, Drama Director in a Music Production, Musical Vocal Director in a Music Production, Pep Band, Pit Orchestra.)

(\*\*Each performance greater than two (2) adds 1.00% to the Drama stipend.)

9. Concurrent Enrollment and Extended Studies classes for the District through Institutions of Higher Learning with which D11 contracts: a minimum of .68 percent of the base salary. CU Succeed/Gold teachers will not be paid less than their current contracted rate.

### C. ATHLETIC STIPENDS

1. Compensation shall be determined by multiplying the index for the assignment by the Base Salary in effect on August 1 to determine the annual amount. For each additional season in a particular assignment, the teacher is entitled to a stipend computed by increasing the teacher's current experience rating (that is the number of years of experience which have been previously credited to the teacher for purposes of computing his/her stipend entitlement) by an amount equal to the value of one (1) increment (\$1377) multiplied by the index. Such amount would be determined based upon the following mathematical expression:

{[base salary + (experience rating) (increment)] index}.

However, no increases for additional seasons in particular assignments shall be granted between July 1, 1993 and June 30, 1994, and also between July 1, 2005, and June 30, 2006, and between July 1, 2009 and June 30, 2014. No such increases will be granted for experience beyond twenty (20) years in a particular assignment.

2. Experience will only be recognized for coaching in the District and will be sport specific. Beginning with the 2003-2004 school year, experience ratings for athletic stipends paid under Article XV, C., Athletic Stipends, shall include credit for in-district coaching of a different gender in the same sport. For example, a boys basketball

**ARTICLE 15 - TEACHER STIPENDS (continued)**

coach will receive experience credit for previous girls basketball coaching experience which otherwise qualifies for experience credit under Article XV, C. However, a coach may not receive more than one year's experience credit per sport for coaching in any one school year, even if he/she coaches separate boys and girls seasons. Freshmen coaching positions shall be considered senior high positions. If a Middle School coach moves to a senior high position in the same sport, each year of experience will count as one-half (1/2) year for placement purposes. If the individual is placed between steps, the stipend will be adjusted upward by multiplying the index times fifty percent (50%) of the vertical increment. Neither weight supervisor nor equipment manager shall be eligible for any increases in the stated stipend based upon experience. Coaches will be paid one-half (1/2) of their annual stipend in the middle of the season and they will be paid the remainder of the stipend following the completion of the coaches' duties upon the authorization of such payment by the principal and the District Athletic Director.

3. The following indexes will apply to positions filled by the District:

<b>POSITION</b>	<b>SR. HIGH</b>	<b>MIDDLE</b>
Baseball (Head)	10.2%	NA
Baseball (JV)	7.9%	NA
Baseball (C-Squad)	6.6%	NA
Basketball (Head) (G)	13.0%	NA
Basketball (JV) (G)	9.5%	NA
Basketball (C-Squad) (G)	7.6%	NA
Basketball (Head) (B)	13.0%	NA
Basketball (JV) (B)	9.5%	NA
Basketball (C-Squad)(B)	7.6%	NA
Cheerleaders (A Squad) (per season)	8.0%	NA
Cheerleaders (B Squad) (per season)	6.0%	NA
Cheerleaders (Combined) (per season)	10.0%	NA
Cross Country (Head)	10.6%	NA
Cross Country (Assistant)	8.2%	NA
Equipment Manager total athletic inventory)	3.0%	(all sports &
E-Sports	6.0%	
Football (Head)	13.0%	NA
Football (First Head)	9.5%	NA

**ARTICLE 15 - TEACHER STIPENDS (continued)**

Football (“A” Assistant)	9.0%	NA
Football (Head “B”)	8.5%	NA
Football (“B” Assistant)	8.1%	NA
Football (C-Squad)	8.1%	NA
Golf (B)	7.6%	NA
Golf (G)	7.6%	NA
Hockey	10.1%	NA
Lacrosse (Head)	10.2%	NA
Lacrosse (JV)	7.9%	NA
Pompons (per season)	8.0%	NA
Soccer (Head) (G)	10.2%	NA
Soccer (JV) (G)	7.9%	NA
Soccer (Head) (B)	10.2%	NA
Soccer (JV) (B)	7.9%	NA
Softball (Head)	10.2%	NA
Softball (JV)	7.9%	NA
Softball (C-Squad)	6.6%	NA
Swimming (G)	9.9%	NA
Swimming (B)	9.9%	NA
Swimming (Assistant)	7.6%	NA
Tennis (G)	7.9%	NA
Tennis (B)	7.9%	NA
Track (Head)	13.0%	NA
Track (Assistant)	8.2%	NA
Unified Bowling	6.0%	
Volleyball (Head) (G)	10.6%	NA
Volleyball (Head) (B)	10.6%	NA
Volleyball (JV) (G)	8.2%	NA
Volleyball (JV) (B)	8.2%	NA
Volleyball (C-Squad) (G)	7.0%	NA
Volleyball (C-Squad) (B)	7.0%	NA
Weight Supervisor	3.0%	NA
Wrestling (Head) (B)	10.6%	NA
Wrestling (Head) (G)	10.6%	NA
Wrestling (Assistant) (B)	8.2%	NA
Wrestling (Assistant) (G)	8.2%	NA
<b>POSITION</b>	<b>SR. HIGH</b>	<b>MIDDLE</b>
Basketball (7th/8th) (G)		5.6%
Basketball (6th/7th) (G)		5.6%
Basketball (7th/8th) (B)		5.6%
Football (7th/8th)		5.6%
Basketball (6th/7th) (B)		5.6%
Track (7th/8th) (G)	(Additional Track	5.6%
Track (6th/7th) (G)	position if there	5.6%

## ARTICLE 15 - TEACHER STIPENDS (continued)

Track (7th/8th) (B)	are more than	5.6%
Track (6th/7th) (B)	45 participants)	5.6%
Volleyball (7th/8th) (G)		5.6%
Volleyball (6th/7th) (G)		5.6%
Wrestling (7th/8th)		5.6%
Wrestling (6th/7th)		5.6%
Elementary School Cross Country		2.0%
Elementary School Basketball		2.0%

### 4. Sports Challenge/Middle School Intramurals

Each elementary and middle school will have up to 100 hours' compensation made available as the sole source of funds to staff its intramural programs. The Principal and bargaining unit staff, in concert with the Athletic/Physical Education Content Departments, will assure that all certified staff have access to opportunities to provide activity-based Sports Challenge (Elementary) or Intramural (Middle School) opportunities for students outside of the regular school day. Teachers will be paid at the general hourly rate identified in Article XV.A.5. These funds will not be used to subsidize programs in the buildings, or to provide additional compensation for teachers already receiving an Article XV stipend for the same activity. Any board-approved fees associated with the program will be used for supply and equipment costs.

## D. CLUB AND ACTIVITY GROUP STIPENDS

1. Group stipend funds are to be used to compensate teachers who sponsor academic/enrichment clubs and activities, that directly involve students and are consistent with Board policy on student organizations. Both parties agree that sponsorship of these groups is intended for bargaining unit members and should be led by individuals outside the bargaining unit only when a qualified person is properly approved through the stipend waiver process.

a. These funds are to be used for teachers to interact directly with students during non-work hours (e. g. before/after school, planning or lunch) on an ongoing basis, not to compensate one for organizing and/or supervising occasional activities (such as Carnival Nights, etc.).

**ARTICLE 15 - TEACHER STIPENDS (continued)**

b. These funds will not be used to subsidize programs in the buildings including tutoring and continuation of instruction, to provide clerical/administrative support, or to provide additional compensation for teachers already receiving an Article XV stipend for the same activity. Nothing in this section shall usurp the Board’s authority in filling stipend vacancies or in determining the appropriateness of a particular club’s existence.

2. A list of clubs and activities, their expectations (including but not limited to number of meetings, length of meetings, number of participants, activities, goals), and their stipends will be developed by either 1) the Principal and bargaining unit staff through the use of collaboration or 2) a committee of bargaining unit staff volunteers with input from bargaining unit staff. As part of this process, appropriate guidelines and applications will be distributed, and responsibility for compiling and submitting associated documents will be determined. A list of approved clubs and activities, their sponsors, their allocated stipends, and available openings will be communicated and made available to building staff by December 15 and May 15 of each year.

3. The amounts allocated for group stipends shall be as follows:

Senior High Schools at or above 1,500	74.6% per year
Senior High Schools less than 1,500	72.6% per year
Middle Schools at or above 600	32.0% per year
Middle Schools less than 600	28.4% per year
Elementary Schools at or above 300	26.1% per year
Elementary Schools less than 300	24.0% per year

**E. SPECIAL STIPENDS**

1. The following indexes will apply:

<b><u>POSITION</u></b>	<b><u>SR. HIGH</u></b>	<b><u>MIDDLE</u></b>	<b><u>ELEM.</u></b>
CTSO	5.0%	5.0%	NA
Library Technology Educator (LTE)	5.50%	1.20%	.7%
Forensics	9.6% (10.40% if more than 10 Meets)		
Mock Trial	9.6% (10.40% if more than 10 Meets)		

**ARTICLE 15 - TEACHER STIPENDS (continued)**

Newspaper	7.00%	NA	NA
Yearbook	8.00%	4.00%	NA
Planetarium Curator + 4 days*	5.50%	NA	NA
Planetarium Assistant Curator + 4 days*	2.50%	NA	NA
Program Coordinator + 4 days*	7.50%	7.50%	7.50%
Student Organization Advisor + 4 days*	10.40%	4.00%	NA
Sp. Ed. Staffing Coordinator**	4.00%	4.00%	4.00%
Student Overnight Supervision (per night)	0.23%	0.23%	0.23%
Video Production	7.00%	NA	NA
Robotics	9.6% (10.4% if more than 10 meets)		
Track / Field Day	NA	NA	1%
MS Where Everybody Belongs	NA	5% (per program)	NA
HS Link Crew	5% (per program)	NA	NA

(\*Requires 4 additional days of work outside the teacher’s normal assignment including a broad scope of activities needed to assure and maintain the implementation and ongoing success of an entire program: e.g. development and arranging of external partnerships and activities; design or coordination of curricula, resources and/or materials needs; grant-writing and other funding needs; advertisement and promotion; accreditation. This work should not be intermingled with that of Department Chairs, who represent the interests and needs of staff and disciplines in decision-making, although a Department Chair may be eligible if the duties meet the requirements. See XV.A.9 for criteria for program coordinator stipend.)

(\*\*This stipend shall be paid only to a teacher(s) serving in this role.)

2. Occupational Therapists, Physical Therapists, School Nurses, Speech Language Pathologists, and Audiologists

- a. Occupational Therapists, Physical Therapists, School Nurses, Audiologists, and School Psychologists will receive a stipend in the amount of ten percent



## **ARTICLE 15 - TEACHER STIPENDS (continued)**

(10%) of their current salary on the salary schedule (i.e., an additional 10%) to be paid on a monthly basis.

b. Speech Language Pathologists will receive a stipend in the amount of fifteen (15%) of their current salary on the salary schedule (i.e., an additional 15%) to be paid on a monthly basis.

c. Occupational Therapists and Physical Therapists may work ten (10) additional days at their per-diem rate.

d. School Nurses and Speech Language Pathologists may work up to three (3) additional days at their per-diem rate.

### **F. Extended Season**

1. In order to recognize the extra work and time involved with an extended season due to post-season eligibility, Coaches / Sponsors shall be eligible for additional compensation beyond the base stipend for the sport, club or activity. In order to qualify as a week of extended season there must be a competition during the week. Such compensation will be awarded as follows:
  - a. \$100 per week of extended season for each head coach / sponsor.
  - b. \$100 per week per coach of extended season for three (3) assistant coaches for football.
  - c. \$100 per week per coach of extended season for two (2) assistant coaches for basketball.
  - d. \$100 per week of extended season for one (1) assistant coach for all other eligible sports or programs.
2. Extended season compensation is intended for, but not limited to, the following:
  - a. Athletic Teams
  - b. Forensics/Mock Trial
  - c. Robotics
  - d. CTSO Programs
3. Programs not identified above can request extended season compensation from their respective Principal.

## ARTICLE 15 - TEACHER STIPENDS (continued)

### G. ELIGIBILITY/DURATION

1. Subject to program needs, stipend vacancies will normally be filled by the teachers in the building where the vacancy arises. If this is not possible, the position(s) in question will be posted once for one (1) week in all schools to first seek interested teacher and then non-teacher applicants.

2. Assignment of a teacher to a stipend position is for one (1) school year. The decision to renew or not renew such assignment may be made by the District by May 15 or by the teacher in accordance with Paragraph 3 below. A teacher will be provided written notice that his/her assignment has not been renewed on or before May 15 of the school year preceding the school year in which the non-renewal takes effect. The only exception to the foregoing shall be for teachers serving in the stipend position(s) whose season(s) (in athletics) and activities (in club and activity stipends) have not been completed by May 15. These teachers shall be notified in writing of non-renewal no later than the last teacher work day of the school year. Teachers receiving additional compensation for extra services and/or responsibilities shall not, during the duration of their one year assignment, be deprived of the compensation without just cause. Just cause includes, but is not limited to, the elimination of the position. Just cause also includes, but is not limited to, insufficient student interest in the activity. Insufficient interest for athletic teams will be determined by the Superintendent. Insufficient interest for clubs and activities will be determined at the school site through the use of collaboration.

3. A teacher desiring to resign from a stipend position effective the following year shall notify the principal in writing prior to May 1. A teacher who fails to do so shall be required to fill the position unless personal health problems make this impossible, a qualified replacement is available and agrees to accept the assignment, a program or scheduling change substantially alters the program delivery and requirements, when notice and a description of such change is not provided at least thirty (30) days prior to May 1, or the teacher transfers from the building.

## **ARTICLE 15 - TEACHER STIPENDS (continued)**

4. Compensation for listed positions applies if the position is filled. The District is not obligated to fill any of the listed positions. Upon request by the Association, the District shall, at the beginning of each semester, provide the Association with a list of persons receiving additional compensation at all schools as provided under this Article.

This information shall include the person's name, the stipend position, district employment status (license, ESP, community), and the amount he/she is to be paid during that semester (except where the amount is specifically indexed in the Master Agreement, the amount need not be listed).

## **ARTICLE XVI EMPLOYEE BENEFITS/INSURANCE**

### **A. EMPLOYEE BENEFITS**

The District will maintain the following benefits:

- Health, dental, vision,
- IRS Section 125,
  - Enables employees to pay for insurance premiums (medical, dental, vision) on a pre-tax basis,
  - Allows employees to participate in the Flexible Spending Account (medical and dependent care),
- Short-Term disability,
- Long-Term disability, and
- Life Insurance.

The District will make no significant changes, including elimination of benefits, in these existing plans without advance notice to the District Benefits Insurance Committee (BIC). Significant changes exclude technical mandates and emergencies. The benefit coverage effective date for new hires is the first day of the month following the date of hire provided the enrollment form is received within thirty-one (31) days of hire. Employees who do not turn in their completed enrollment form within thirty-one (31) days of hire will be required to wait until the next open enrollment period to elect coverage unless they have a qualifying event (e.g., loss of coverage) that would permit enrollment in the plan prior to the annual open enrollment period.

Due to Affordable Care Act (ACA) regulations, all employees are subject to a 12-month look back period to determine benefits eligibility. As long as a teacher remains at a .41 FTE or greater, the teacher will continue to receive benefits set forth in Article XVI.

#### **1. HEALTH**

The District shall offer health insurance with at least: One Exclusive Provider Organization (EPO)

Beginning with the February 1, 2021 paycheck the District shall pay seventy-five percent (75%) of the EPO premium for Employee Only coverage and seventy percent (70%) for all other premium tiers of the plan (employee + spouse, employee + child(ren) and family). Employees are not required to carry health insurance through the District. The

## **ARTICLE 16 - EMPLOYEE BENEFITS/INSURANCE**

### **(continued)**

District's portion of the premium shall be prorated for part-time teachers. No premium shall be required to be paid by the District on behalf of a teacher working 0.4 FTE or less, nor shall any of the benefits set forth in subsections A, B, C, H, and I of this Article be required to be made available to such teachers.

#### **2. DENTAL AND VISION**

The District shall offer dental and vision through either self-insurance or through private carrier(s). Premium payments will be shared with the District paying seventy-five percent (75%) for the employee only. Dependent coverage will be the total responsibility of the employee.

#### **3. LIFE INSURANCE**

The District shall offer Life Insurance to all Teachers. Premium payments will be one hundred percent (100%) paid by the District, to exclude voluntary life insurance. Dependent coverage will be the total responsibility of the employee.

#### **4. SHORT-TERM DISABILITY**

The District shall provide short-term disability coverage for its employees. Participation is voluntary and except as provided herein, the premium for such coverage to be paid at one hundred percent (100%) by the employee.

#### **5. LONG-TERM DISABILITY**

The District shall provide long-term disability coverage for its employees. Each employee will be eligible to participate in the coverage with the premium for such coverage to be paid at one hundred percent (100%) by the employee.

#### **6. WORKERS' COMPENSATION**

An employee is eligible for workers' compensation leave from the District during the period of time he/she is temporarily disabled as a direct result of an injury arising out of, and in the course of, his/her employment which

## **ARTICLE 16 - EMPLOYEE BENEFITS/INSURANCE (continued)**

qualifies for an indemnity payment per the Colorado Workers' Compensation Act.

Workers' compensation leave shall be available only to those employees who sustain a temporary total disability or temporary partial disability and are unable to perform all or part of their regularly assigned duties as determined by the authorized treating physician.

The source for compensation for an employee on workers' compensation leave shall be the indemnity payment per the Colorado Workers' Compensation Act and the Rules set forth by the Colorado Division of Workers' Compensation. During the period of compensated workers' compensation leave, the District shall permit the charge of an amount equal to twenty-five percent (25%) of full pay from teacher, vacation, sick, or personal leave. In addition, an injured employee may request and the District will apply Sick Leave, where available, for the state-mandated, three day waiting period referenced in the Colorado Workers' Compensation Act. Sick Leave Bank is not applicable for leave related to a compensable, work-related injury.

The District may, at the recommendation of the physician, place the employee in a temporary "modified duty – return to work" program. The employee may not refuse the "modified duty" approved by an authorized treating physician. The employee will receive his/her rate of pay for the time worked; any hours less than his/her regular assignment will be compensated per the Colorado Workers' Compensation Act at a rate of sixty-six and two-thirds percent (66 2/3%) of the employee's average weekly wage.

A second medical opinion is available per the guidelines and rules set forth in the Colorado Workers' Compensation Act. Payment for a second opinion is determined on a case-by-case basis depending on the applicable section of the Colorado Workers' Compensation Act and/or rules of procedure. It is recommended that an injured District 11 employee contact the District 11 adjuster or the workers' compensation manager for more information prior to seeking a second opinion.

## **ARTICLE 16 - EMPLOYEE BENEFITS/INSURANCE (continued)**

An employee shall continue to have school district insurance(s) while the employee is under temporary total or partial disability. The employee shall be responsible for his/her share of the monthly premium(s) if applicable.

### **B. PERSONAL LIABILITY**

The District carries liability insurance for its employees, under both its self-insured general liability program and its errors and omissions professional liability policy.

The District's errors and omissions professional liability generally covers claims asserted against employees for a wrongful act or arising out of an act or omission allegedly committed by an employee, where the employee was performing his/her duties within the course and scope of his/her employment with the District.

Employees may not be eligible for either coverage if a determination is made that the employee's conduct was willful and wanton, if the employee settles or compromises a claim without the District's consent, or as otherwise provided by law. Employees will be subject to other limitations provided in the District's policies and/or as otherwise provided by law, as long as not contrary to this Article XVI language. Employees having questions, or who believe a claim should or may be filed under one of the District's policies, should promptly discuss the matter with Risk Management.

### **C. PERSONAL PROPERTY DAMAGE REIMBURSEMENT**

The District will reimburse the teacher for damages to his/her personal property resulting from vandalism or theft while on district property and during the course and scope of work when the loss has been validated by District personnel. This reimbursement shall include damages to a teacher's vehicle and any items attached to such vehicle resulting from vandalism, theft, and burglary. It shall be limited to a maximum of \$1000 per incident up to a maximum of \$1500 per year and shall be for those actual damages not covered by insurance.

## **ARTICLE 16 - EMPLOYEE BENEFITS/INSURANCE**

**(continued)**

To be eligible for reimbursement, the employee must meet all the following criteria:

1. Employee has taken reasonable precautions to protect his or her personal property
2. Colorado Springs Police or D11 Security report has been filed in a timely manner
3. Notification to employee's supervisor
4. Notification to Risk Management within five (5) business days
5. Completed district "Property Damage to Employee Property" claim form forwarded to Risk Management with all required documentation
6. Submitted evidence of actual damages incurred as well as documentation of the original purchase cost and/or ownership where applicable

Damage to windshield or keyed vehicles will be reimbursed if it is the result of vandalism on District premises.

### **D. INSURANCE WHILE ON LEAVE**

Teachers on leave of absence shall have the privilege of continuing such group health, life, dental, and vision insurance coverage as are available in the District at their own expense and shall pay the full premium at the group rate, except as otherwise provided for exchange teaching, sabbatical, or family and medical leave (FMLA) under Article IX.

### **E. IRS SECTION 125 PLAN**

The District is enrolled in an Internal Revenue Service, Section 125 (Flexible Spending Plan) program that allows employees to pay for insurance premiums, medical expenses, and dependent care expenses on a pretax basis. All members of the bargaining unit will be automatically enrolled in the Flexible Spending Plan for



**ARTICLE 16 - EMPLOYEE BENEFITS/INSURANCE**  
**(continued)**

insurance premiums, which are not covered by the District. Employees who do not desire to participate in the insurance premium pretax portion of the Flexible Spending Plan may elect to withdraw from the Flexible Spending Plan by filing the appropriate form with the District's Benefits Department during "Open Enrollment" each year. All employees will receive a written notification in the fall of the school year informing them of their option to withdraw and reminding those who are considering retirement in the next school year that their compensation for PERA may be improved if they, in fact, withdraw. This program is explained in greater detail on the Employee Benefits website.

**F. DISTRICT BENEFITS INSURANCE COMMITTEE**

The District shall establish a District Benefits Insurance Committee of thirteen (13) members. The committee is currently structured by appointment of the employee group presidents and the Superintendent: six (6) teachers, four (4) ESP, two (2) Executive Professionals and one (1) retiree representative. All committee members are encouraged to conduct themselves in a manner that reflects the views and interests of all groups of employees. The District Benefits Insurance Committee shall review existing benefit insurance coverages and shall consider how to contain escalating costs as specified in an annual charge from the Board. The chairman of the District Benefits Insurance Committee shall serve ex-officio and be appointed by the Superintendent or designee. The Superintendent or designee will transmit reports and any other recommendations to the Board of Directors for consideration. The recommendations of the District Benefits Insurance Committee are advisory only.

**ARTICLE XVII**  
**POST-EMPLOYMENT BENEFITS**

**A. RETIREMENT INCENTIVE PROGRAM AND BENEFITS**

1. Eligibility

Eligibility for participation in the Retirement Incentive Program (Program) shall be limited to forty (40) teachers who have submitted timely notice of their intent to retire pursuant to Paragraph 4 below. Priority for participation in the Program shall be determined by District seniority. The District shall provide the Association and make available at each building a district-wide seniority list of the most senior two-hundred (200) teachers, adjusted for leaves of absence, on or before September 15 of each year.

2. Sick Leave Payment

Each of the participants in the Program shall be eligible to receive a payment or partial payments based on the options made available by the District (provided the participant makes their decision at the time of application) from the District in an amount determined by multiplying the teacher's unused accrued sick leave days by seventy-five (75%) percent of their current per diem rate. Effective for retirements submitted in Fiscal Year 2015-2016 and thereafter, the Association agrees that in the event that the combined total sick leave payouts and insurance continuation exceeds the total budget in Program 009TR, the Association agrees the amount of overage will be deducted from the following year's compensation package new non-recurring compensation.

3. Health Insurance Continuation

Each of the participants in the Program may continue to participate in the District's group health insurance plan (continue the same individual or family coverage elections as applied prior to retirement) following retirement for twenty-four (24) months. The District shall contribute to the retired teacher's premium for the medical insurance portion (but not vision and dental) of such plan on the same basis (with exceptions noted below) as a regularly employed teacher for a period of twenty-four (24) months following the cessation of regular health insurance coverage on July 31 of each year. Retiring employees who work a transition

## ARTICLE 17 - POST-EMPLOYMENT BENEFITS (continued)

year receive insurance benefits, with the exception of Long-Term Disability insurance, in connection with the twelve (12) month transition year employment. The employee will then be eligible for continued health insurance benefits for the remaining twelve (12) months of the Article XVII Retirement Incentive Program benefits. COBRA benefits will only be available if the COBRA benefit period (normally 18 months) extends beyond the other benefits coverage periods, as COBRA coverage periods run concurrently with other benefits provided after termination of employment, including termination of the transition year, if applicable. Medicare eligible retirees will receive medical insurance benefits assuming enrollment in Medicare Part A and Part B.

### 4. Notice Requirements

a. Teachers wishing to participate in the Program and/ or the Transitional Retirement Option shall submit a written, non-binding notice of intent to retire to the Director of Compensation no later than the third Tuesday in the month of October of each year. No later than the Tuesday prior to the Martin Luther King, Jr. holiday, any applicant with incomplete retirement incentive program paperwork (“Application for Participation and Election”) shall be contacted by the Human Resources Department with notice of incomplete paperwork and its impact on Top 40 eligibility. This paperwork shall be completed and submitted no later than the Thursday of that week to ensure Top 40 eligibility. Otherwise, the notice of intent to retire shall be withdrawn and the employee shall not be a participant in the retirement incentive program nor be bound to retire for that year in order to ensure all applicants are able to choose whether to rescind their notice. The submitted, non-binding notice of intent to retire becomes binding at the close of business on the Friday prior to the Martin Luther King, Jr. holiday per the timeline identified in XVII.B.3 if all necessary retirement incentive program paperwork has been submitted consistent with Article XVII.A.4.b. For those applicants not selected for the Retirement Incentive Program (Top 40), each must rescind within the seven (7) calendar day period if they choose not to retire.

## ARTICLE 17 - POST-EMPLOYMENT BENEFITS (continued)

b. Identified retirement timeline is as follows:

- (1) Third Tuesday of October - Non-Binding Letter of Intent to Retire Due to Human Resources
- (2) First business day of November – Teachers notified of top 40 status
- (3) Week prior to Thanksgiving Break – Retirement documents provided to Teachers
- (4) Tuesday prior to Martin Luther King Jr. holiday – Completed retirement documents submitted to Human Resources
- (5) Tuesday after Martin Luther King Jr. holiday – Final day to rescind application for retirement
- (6) Second Wednesday of February – All retirement applications and requests for transition are submitted to the Board of Education for approval
- (7) First business day of March – All applicants are notified of Board of Education decision
- (8) Seven calendar days after the first business day of March – If a transition is denied, a retiree applicant may withdraw without penalty

c. To be eligible to receive benefits, each teacher who is notified of the Board's approval of their eligibility on the Friday before the Martin Luther King, Jr. holiday must have submitted a complete Application for Participation and Election, which shall contain language consistent with the waiver and release Section of 29 U.S.C. 626, to the Director of Compensation . Each participant shall have seven (7) calendar days thereafter to rescind their election to retire. Following the expiration of this seven (7) calendar day revocation period, the teacher's decision to retire shall be binding on the

## **ARTICLE 17 - POST-EMPLOYMENT BENEFITS (continued)**

teacher. In conjunction with the teacher's Application for Participation and Election, the teacher will state their binding intention to participate in the Health Insurance Continuation as described in Paragraph A.3 above. Should any qualified applicant not be approved as eligible, they shall be notified within ten (10) days thereafter, and they will no longer be bound to retire. The District shall become obligated to make payments as provided in Paragraphs A.2 and 3 to teachers who have been approved as eligible for such benefits only if the teacher actually retires and only as of the date of the teacher's actual retirement, which shall be finally determined and approved by the Board of Education. Any financial commitments made under this Article shall be final and binding only when approved by the Board of Education.

d. In addition to the Application for Participation and Election, the District will provide each applicant instructions on how to proceed with the retirement process, including timelines within the process and designated persons within the District who may answer the applicant's questions.

e. Each retiring teacher shall be responsible for providing the Human Resources Department with their current address.

### **5. Retirement for Medical Reasons**

Additionally, teachers meeting the eligibility requirements for participation in the Program who retire for bona fide medical reasons prior to June 30 of each year, shall be eligible hereunder regardless of the notice provisions of this Article.

## **B. POST-RETIREMENT EMPLOYMENT**

1. To promote the mission of the District, the District may provide, at its option, post-retirement employment which may include:

a. Teacher mentoring as deemed appropriate. The District will pay each retiree engaged to mentor a

## ARTICLE 17 - POST-EMPLOYMENT BENEFITS (continued)

teacher a stipend of Seven Hundred Fifty Dollars (\$750.00) per mentee.

b. Hiring teachers who retire at the end of the school year and accept one-year contract employment with the District for the next year (transitional retirees). Any such transitional retirees shall be members of the Colorado Springs Education Association bargaining unit and shall have all rights, privileges, and responsibilities specified in the Master Agreement and their contract of employment except:

- The right to any compensated leave time of any type or nature, including as described in Article IX of the applicable Master Agreement.
- A statutory right to due process in the case of dismissal.
- The right to participate in the Retirement Incentive Program at the end of next school year (or any year thereafter), as defined in Article XVII.
- Any right or claim such transitional retiree may have to any and all unused sick leave he or she may have as of the date of his or her retirement.
- The right to be paid under the Teacher Salary Schedule or to receive compensation on any basis other than is permitted under their individual contracts for employment.

Transitional retirees shall have their previous years of seniority with the District credited for the purposes of transfer, layoff, and recall.

2. The compensation of any newly hired teacher who previously retired and is classified as retired under PERA and drawing a PERA retirement benefit, including transition teachers, shall be subject to a salary reduction in the amount the District is required to contribute to PERA with respect to such compensation. This shall not apply to any teacher hired and paid as a substitute teacher.

## **ARTICLE 17 - POST-EMPLOYMENT BENEFITS (continued)**

3. A teacher seeking to retire must submit a completed retirement packet, which includes a Letter of Intent to Retire and, if applicable, a request to receive a transition year, by the Friday before the Martin Luther King, Jr. Holiday. The teacher may rescind their Notice of Intent to Retire in writing no later than seven (7) calendar days from notification. All retirement applications and requests shall be submitted to the Board of Education during the first meeting in February. If it is recommended that a teacher should not work a transition year, Human Resources will notify that teacher by the first (1st) business day of March. In the event that a transition year option is approved after the Teacher Incentive Program (Top 40) is submitted to the Board of Education, Human Resources shall contact all applicants outside of the Top 40 who rescinded to ensure they are given the opportunity to reactivate their retirement.

### **C. ESTATE PAYMENT**

In the event of the teacher's death during the period between the date of his/her retirement and prior to the receipt of the full amount of his/her retirement pay, the District shall pay, in one (1) lump sum, one hundred percent (100%) of any remaining amount to the teacher's estate or designated beneficiary.

**ARTICLE XVIII**  
**LAYOFFS FROM REDUCTIONS-IN-FORCE**

**A. NOTIFICATION**

In the event that the District determines there is a need to reduce the teaching staff due to a justifiable decrease in the number of teaching positions (a “Reduction-in-Force” or “Layoff”), the Board shall notify the Association that a reduction-in-force is contemplated, which notification shall be given prior to May 10, when possible.

**B. PROCEDURE**

The following procedures will occur prior to the official action by the Board to lay off teachers in a Reduction-in-Force:

1. When possible, on or before May 10 prior to the school year in which a reduction is contemplated, the Board and the Association shall receive facts and figures prepared by the administrative staff to explain the need for recommended reductions.
2. Teachers who are to be laid off shall receive their notification in writing on or before June 1, when possible.
3. The Association shall be notified at least ten (10) calendar days prior to the proposed official action as to the number of teaching positions contemplated for staff reduction. Said notification shall identify the number of teaching positions to be reduced within each level (i.e., elementary or secondary) and/or subject or special area. Subject or special area shall include the following:

- Art
- Business Education
- Computer Education
- Counselors
- Early Childhood Education
- Educational Media
- Elementary (K-6)
- English
- Family and Consumer Science (FACS)
- Industrial Arts
- Mathematics



**ARTICLE 18 - LAYOFFS FROM REDUCTIONS-IN-FORCE  
(continued)**

Music (Instrumental or Vocal)  
Nurses  
Physical Education  
School Psychologist  
Science (By Endorsement Area)  
Social Studies  
Social Workers  
Special Education (broken down by type of license)  
World Languages (By Language)  
Career and Technical Education (broken down by type  
of credential)

The above subjects or special areas (except Computer Education) are defined by the licensing process of the Colorado Department of Education. In order for a teacher to receive seniority credits in any of these categories, the teacher must possess (subject to D.7 below) a current license issued by the Colorado Department of Education. In the case of the Computer Education classification, teachers shall receive seniority credits in this category as if they had been licensed by the Colorado Department of Education.

In addition, all teachers who have been assigned outside their area of license endorsement shall receive seniority credit in their area(s) of teaching experience. The Board shall notify any newly hired teacher(s) that seniority credit for layoff purposes will accrue only in his/her license endorsement area(s). It is expressly understood that teachers employed shall have priority hiring rights to positions where they hold a license, are highly qualified, or have had qualifying previous teaching experience.

For purposes of layoff under this Article, all teachers who have been hired since January 1, 1990, and who have been assigned outside their area of license endorsement for a period of at least one school year shall receive seniority credit for layoff purposes in their area(s) of teaching experience. In order to receive seniority credit for teaching experience, the teacher will notify the Department of Human Resources according to the procedure described in Article XVIII.D.8 and provide verification of such teaching experience.

**ARTICLE 18 - LAYOFFS FROM REDUCTIONS-IN-FORCE  
(continued)**

**C. CONTINUING EMPLOYMENT**

The Board agrees not to lay off teachers with valid contracts during the school year. Reductions will take effect at the start of the following school year. Teachers subject to layoff shall retain their fringe benefits and salary over the summer months as provided in this Agreement or in individual employment contracts. Previously agreed to stipends shall remain in force through the individual contract year.

**D. SENIORITY**

1. As described herein and in applicable law, seniority may be considered as one element in determining layoffs for licensed and qualifying (see Paragraph B.3 above) teachers commencing with the first day of continuous service for the District. Approved leaves from the District's active employees do not constitute a break in service.

2. Where multiple teachers begin work on the same date, those teachers shall participate in a drawing to determine position on the seniority list. This drawing shall be held within thirty (30) days of the initial hiring date. The Board shall notify the Association and the Association shall thus have the opportunity to have a representative present at all such drawings. The individuals affected shall be notified of the drawing prior to the date it shall be held and they shall also be notified of the results of the drawing. All drawings shall be conducted openly and at a time and place which will reasonably allow affected teachers and Association representatives to be in attendance.

3. If the District discontinues a position in or out of the bargaining unit requiring licensing, the incumbent will be able to claim a seniority credit for another teaching position for which he/she holds a current license.

4. Seniority shall accrue for teachers on various forms of leave as determined by the Agreement.

5. Teachers whose licenses are endorsed in more than one area shall be placed on the seniority list in each area.

6. Part-time teachers may not have seniority over junior

**ARTICLE 18 - LAYOFFS FROM REDUCTIONS-IN-FORCE  
(continued)**

full-time teachers, provided, however, that teachers who have at one point served as full-time non-probationary teachers in the District may have seniority over a current full-time teacher based on the number of full-time service years.

7. Only licenses on file with the Department of Human Resources by January 1 shall be considered in the preparation of the annual seniority list.

8. The Board shall provide the Association with one (1) copy of each seniority list and will make each list available in each school by January 25 of each year. Additions and/or objections to the seniority list shall be reported to the Department of Human Resources within thirty (30) days of the Association's receipt of the list. Pending resolution of any addition and/or objection to the seniority list, it shall become final thirty-one (31) days after its delivery to the Association. Such list will be used in connection with any reduction-in-force until it is revised through the procedures described in this Paragraph.

**E. LAYOFF**

1. The determination of teachers to be laid off shall be made on the number of positions within each relevant area(s) of license endorsement or qualifying experience (see Paragraph B.3 above). In accordance with applicable law, effective for Reductions-In-Force (RIFs) after February 12, 2012, such determination must first consider performance, and will thereafter consider probationary teacher status and seniority, but only if such factors are in the best interest of the students. Accordingly, the specific teachers to be laid off shall be determined by the District in two phases: (a) first, a performance-based selection phase, and (b) next a seniority based phase.

2. Teachers to be laid off in the performance based selection phase shall be selected by the District in its discretion, taking into consideration as significant factors the best interests of the students enrolled in the District, the District's programmatic and other needs, and the performance evaluations of the teachers for up to three (3) immediately preceding years.

**ARTICLE 18 - LAYOFFS FROM REDUCTIONS-IN-FORCE  
(continued)**

3. The balance, if any, of teachers to be laid off shall be determined in the seniority based selection phase.

a. Non-probationary teachers selected for layoff in the seniority based phase shall be laid off in inverse order of seniority within the area(s) of license endorsement or qualifying experience (see Paragraph B.3 above).

b. Probationary teachers not performing satisfactorily/effectively may be laid off first in the seniority based phase, and if performance is substantially equal, seniority controls in the layoff of probationary teachers performing satisfactorily/effectively within the area(s) of license endorsement or qualifying experience (See paragraph B.3).

4. Teachers selected for layoff shall be entitled to hearing and appeal rights only to the extent provided in law.

**F. REHIRE**

1. If a teacher is laid off, the teacher thereafter may interview for jobs that subsequently become available in the District, but otherwise shall have no continued rights to compensation or recall to positions within the District. If the teacher is deemed "satisfactory" or "effective" such teacher shall be part of a priority hiring pool and will, therefore, have a first opportunity to interview for available positions in the District for which he/she is qualified for a period of two (2) calendar years following the layoff.

2. A teacher who is previously laid off and who obtains a new position in the District within two years following the layoff shall have restored previously accumulated leave days, salary schedule placement and seniority, to the extent applicable in the new position.

**ARTICLE XIX  
TERM OF AGREEMENT**

This Agreement shall be effective from July 1, 2022, through June 30, 2025. For negotiations conducted in spring 2022 and spring 2023, the term of the Agreement will not be discussed. Parties agree that beginning in spring 2023, a two-year term will begin, covering 2023-2025. In spring, 2024, annual discussion of the term of Agreement shall resume consistent with Article VI. The Agreement is subject to the provisions of Section 22-32-110 of the Colorado Revised Statutes, provided, however that XIV (Salaries), XV (Teacher Stipends), XVI (Employee Benefits/ Insurance), XVII (Post-Employment Benefits) and XIX (Term of Agreement) are open for renegotiation for the period from July 1, 2023, through June 30, 2024, and each fiscal year thereafter through the end of this Agreement, as set forth in Articles VI (Negotiating Procedures/Joint Council) and Article XIV (Salaries).

In Witness Whereof the Parties Have Executed This Agreement This 25<sup>th</sup> Day of May 2022.

ATTEST: COLORADO SPRINGS EDUCATION ASSOCIATION


By: 

Secretary

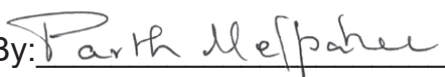
By: 

President

ATTEST: COLORADO SPRINGS DISTRICT NO. 11 IN THE COUNTY OF EL PASO AND THE STATE OF COLORADO

By: 

Secretary

By: 

President

## APPENDIX A DEFINITIONS

The following are definitions to be used in reference to this Master Agreement:

1. **Arbitration** - The process of submitting a grievance to an impartial third party for resolution.
2. **Association** - The Colorado Springs Education Association. Wherever 'Association' is used, it is understood that the Association President or designee may act for the Association.
3. **Association Representative** - Any Association member elected, appointed, or approved by the Association to act on behalf of any teacher in a specific instance.
4. **Board** - The Board of Education of Colorado Springs School District 11, El Paso County, State of Colorado.
5. **Budget year** - The period from July 1 to June 30 of the following year.
6. **Date** - The calendar date corresponding to the date specified. In the event that the date is a deadline for submission of information and the date falls on a weekend or holiday, the date shall be the next weekday workday on which the administration building is open for business.
7. **Day** - A contracted work day or, during the summer, a day on which the administration building is open for business (also "work day").
8. **District** - Colorado Springs School District 11, El Paso County, State of Colorado.
9. **Emergency** – Coverage is defined as an unplanned, unanticipated, and/or new incident that does not allow for the immediate fill of a teachers' absence by a guest staff substitute. This can include, but is not limited to pandemic related reasons (quarantine, child care, positive result/pending results, negative result but pending resolution of other medical symptoms),

## APPENDIX A DEFINITIONS (continued)

physical/mental medical incident, and/or family emergency.

10. **Employment** -The period during which a teacher is under contract to the Board, including time on an approved leave, and time in excess of the school calendar as indicated under Article X.
11. **Fact finding** - A process used in bargaining, after mediation, where facts are presented to a neutral who recommends possible positions in an effort to resolve disputes.
12. **Hot Zone Days**
  1. First student contact day of the school year
  2. Labor Day (Friday before and Tuesday after)
  3. Thanksgiving Break (Friday before and Monday after)
  4. Winter Break ( Day immediately prior to the start or immediately following the conclusion of the break)
  5. Martin Luther King Day (Friday before and Tuesday after)
  6. President's Day (Friday before and Tuesday after)
  7. Spring Break (Friday before and Monday after)
  8. Last student contact day of the school year.
13. **Human Resources Director** - Executive Director of the Department of Human Resources, School District 11, El Paso County, State of Colorado, or his/her designee.
14. **Licensed** - Holding a license issued by the Colorado Department of Education.
15. **Licensure endorsement or certification** - A subject area or level listed on an individual's teaching license by the Colorado Department of Education.
16. **Paycheck** - For purposes of this agreement, paycheck is defined as the payroll check received on the first weekday workday of the month or direct deposit received on the first banking day of the month.

## APPENDIX A DEFINITIONS (continued)

17. **Principal** - Any building administrator or the administrator of any work location or functional division or his/her designee.
18. **Probationary teacher** - A teacher who has not achieved non-probationary status under the provisions of CRS, Section 22-63-101 and following sections.
19. **Professional development**– learning that is specific to the individual but can also include professional learning and training.
20. **Professional (In-service) Education Credit** - Those credits granted in recognition of professional study carried on under the auspices of the District. 'Professional credit' will apply as accumulated hours on the salary schedule.
21. **Professional learning**– specific to your school site
22. **Reassignment** - A change in a teacher's instructional assignment which does not require the teacher to transfer.
23. **School** - Any work location or functional division to which a teacher is assigned.
24. **School calendar** - Those days during which a teacher may be required to perform assigned duties without compensation other than that shown in Article XIV, Salaries.
25. **School day** - The hours during which a teacher may be required by the terms of this Agreement to be present at a given school.
26. **School year** - Up to 185 school days (188 for first-year teachers) as shown on the adopted school calendar.
27. **Seniority** – For the purpose of Article XVIII, Layoff and Recall; Article XVII, Post-Employment Benefits; and Article VIII, Vacancies and Change of Assignments, seniority shall mean an employee's length of continuous



## APPENDIX A DEFINITIONS (continued)

service for the District commencing with the employee's first day of employment in a bargaining unit position. Approved leaves of absence or employment with the District in a non-bargaining unit position do not constitute a break in service, but employees (other than executive/professionals) do not accrue additional seniority while on such leaves or working in such non-bargaining unit positions unless so indicated in Article IX, Leaves.

28. **Stipends** - All remuneration paid a teacher in addition to the regular contract salary for extra work performed as set forth in Article XV.
29. **Superintendent** -The Superintendent of Schools of Colorado Springs School District No. 11, El Paso County, State of Colorado, or his/her designee.
30. **Teacher** - Those persons represented by the Association; wherever the singular is used, the plural may also be understood.
31. **Training**— essential to your job function
32. **Transfer** - A change in a teacher's instructional assignment which requires the teacher to move from one school to another.
33. **Vacancy** - An unoccupied teaching position.

APPENDIX B

Colorado Springs School District 11 - Teacher Salary Schedule 2023-2024 (5% Base Increase) Limit 2007-2008

LANE	1	2	3	4	5	6	7	8	9	STEP
1	50,000	50,500	51,000	52,000	52,500	53,901	55,911	57,921	59,930	1
2	50,312	50,833	51,375	52,250	52,929	54,979	57,029	59,080	61,129	2
3	50,624	51,166	51,750	52,500	53,988	56,078	58,170	60,261	62,351	3
4	50,936	51,499	52,125	52,935	55,068	57,200	59,333	61,466	63,598	4
5	51,248	51,832	52,500	53,993	56,169	58,344	60,520	62,696	64,870	5
6	51,560	52,165	52,854	55,073	57,293	59,511	61,730	63,950	66,168	6
7	51,872	52,500	53,911	56,175	58,438	60,701	62,965	65,229	67,491	7
8	52,184	52,681	54,989	57,298	59,607	61,915	64,224	66,533	68,841	8
9	52,500	53,735	56,089	58,444	60,799	63,153	65,509	67,864	70,218	9
10	52,937	54,809	57,211	59,613	62,015	64,416	66,819	69,221	71,622	10
11	53,908	55,906	58,355	60,805	63,256	65,705	68,155	70,606	73,055	11
12	54,986	57,024	59,522	62,021	64,521	67,019	69,518	72,018	74,516	12
13	56,086	58,164	60,712	63,262	65,811	68,359	70,909	73,458	76,006	13
14 (98)		59,327	61,926	64,527	67,127	69,726	72,327	74,927	77,526	14 (98)
15 (99)			63,165	65,817	68,470	71,121	73,773	76,426	79,077	15 (99)
16			64,428	67,134	69,839	72,543	75,249	77,954	80,658	16
17			65,717	68,476	71,236	73,994	76,754	79,513	82,271	17
18			67,031	69,846	72,661	75,474	78,289	81,104	83,917	18
19			68,372	71,243	74,114	76,984	79,855	82,726	85,595	19
20			69,739	72,668	75,596	78,523	81,452	84,380	87,307	20
21			71,134					86,068	89,053	21
22								87,789	90,834	22

Base Salary: \$38,000										General Hourly Rate:	\$31.16
Note:	Placement on the Teacher Salary Schedule, for teachers new to Colorado Springs School District 11, shall be based upon graduate-level semester credit hours only.										
Note:	Teachers new to the District may be granted up to 14 years of experience, provided the experience occurred within the last 15 years, in accordance with the Master Agreement. The maximum salary offered for Lane 1 is \$56,086; for Lane 2 is \$59,327 and for Lane 3 is \$61,926										
Note:	Salaries listed above are for full-time (8 hours 00 minutes /day) employment and for a 185 day teaching contract. Teachers who work less than a full-day (8 hours 00 minutes /day) and/or a full year (187 days) will have the amount listed above prorated.										
	<i>Movement on the Teachers Salary Schedule will occur annually pending funding availability.</i>										

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