

REFERRAL TO EMPLOYEE HANDBOOKS/AGREEMENTS

The Colorado Springs School District 11 Board of Education (the Board) establishes policies that provide guidance on various topics to staff, students, parents and the community. Colorado Springs School District 11 (the District) employees also have established agreements and handbooks that provide the various groups of employees guidance on a variety of topics. The District strives to adhere to the agreements and handbooks developed by the District employee groups. Such documents, when approved by the Board, shall take precedence in all cases where there is conflict between existing policy and the negotiated agreement or handbook. Employees are encouraged to look to their agreement and/or handbook for guidance on the following topics:

Joint Council
Instructional Staff Leaves and Absences/Sick Leave
Instructional Staff Personal/Emergency/Legal/Religious Leave
Instructional Staff Maternity/Paternity/Parental Leave
Instructional Staff Military Leave
Instructional Staff Conferences/Training/Workshops
Instructional Staff Sabbaticals
Instructional Staff Extended Leave of Absence
Instructional Staff Union Leave
Professional Staff Certification, Licensing and Credentialing Requirements
Professional Staff Orientation and Training
Professional Staff Continuing Education
Instructional Staff Assignments and Transfers
Professional Staff Schedules and Calendars
Length of Instructional Staff Work Day
Length of Instructional Staff School Year
Professional Staff Work Load
Professional Staff Planning Time
Parent Conferences, Staff Meetings and School Meetings
Instructional Staff Extra Duty
Evaluation of License Personnel Subject to Master Agreement
Instructional Staff Reduction in Force
Discipline, Suspension and Dismissal of Professional Staff
Exchange Teaching
Professional Staff Membership in Professional and Union Organizations
Professional Staff Facilities
Support/Classified Staff
Support Staff Leaves and Absences
Support Staff Sick Leave
Support Staff Personal/Emergency/Legal/Religious Leave (and Bereavement Leave)
Support Staff Maternity/Paternity/Parental Leave
Support Staff Military Leave
Support Staff Conferences, Visitations/Workshops
Support Staff Extended Leave of Absence
Support Staff Union Leave
Support Staff Vacations and Holidays
Support Staff Probation and Seniority
Support Staff Schedules and Calendars
Length of Support Staff Work Day

Support Staff Continuing Education
Evaluation of Educational Support Professionals
Discipline, Suspension and Dismissal of Support Staff
Support Staff Reduction in Force
Resignation of Support Staff
Retirement of Support Staff
Support Staff Membership in Professional/Union Organizations
Length of Support Staff School Year
Posting of Support Staff Vacancies
Support Staff Work Load
Compensation Plans
Support Staff Contracts and Compensation
Length of Administrative Staff Work Day
Length of Administrative Staff Work Year
Administrative Staff Leaves and Absences/Sick Leave
Administrative Staff Vacations and Holidays
Staff Rights and Responsibilities
Professional Staff Fringe Benefits
Professional Staff Developments
Professional Staff Termination of Employment
Retirement of Professional Staff
Negotiations Style, Methods and Procedures
Rights and Responsibilities of Employee Negotiating Organizations
Preliminary Negotiated Agreement Disposition
Impasse Procedures
Negotiated Amendments and Renegotiations Procedures
Staff Concerns, Complaints and Grievances
Support Staff Supplementary Pay/Overtime
Support Staff Fringe Benefits
Support Staff Salary Schedules
Administrative Staff Contracts/Compensation/Salary Schedules
Professional Staff Supplementary Pay Plans/Overtime

Adopted May 1995
Revised November 9, 2011
Revised June 27, 2012
Revised October 24, 2012
Reviewed May 25, 2016
Reviewed February 9, 2022

LEGAL REFS: C.R.S. 22-32-126(3)
 C.R.S. 22-44-115.5(2)
 C.R.S. 22-63-206

CROSS REFS: GBDA-R-1, Instructional Staff Conferences/Training Workshops
 GBDA-R-2, Certified Staff Continuing Education
 GBDA-R-3, Exchange Teaching
 GBDA-E, Credits and Salary Advancement Criteria
 GCID, Professional Staff Training, Workshops and Conferences

GCRC, Staff Consulting Activities
HB, Negotiations Legal Status
IC/ICA, School Year/School Calendar
CSEA Master Agreement
Education Support Professionals Meet and Confer Handbook
Executive/Professional Meet and Confer Handbook