

# **Agreement of Trust And Understanding**

**2007-2008**

**Harrison School District Two  
Colorado Springs  
El Paso County  
Colorado**

**Harrison Board of Education  
Harrison Education Association  
Harrison Educational Support Personnel Association  
Harrison District Employees**

**July 1, 2007 – June 30, 2008**

**(Accepted and Executed: May 17, 2007)**

# INDEX

<b>Article I:</b> General Philosophy .....	1
<b>Article II:</b> Collaborative Decision Making Team .....	2
<b>Section 1:</b> Purpose .....	2
<b>Section 2:</b> Meetings.....	3
<b>Section 3:</b> Formulation of Issues.....	3
<b>Section 4:</b> Consensus of CDMT .....	3
<b>Section 5:</b> Process to Reach Consensus .....	3
<b>Section 6:</b> Communication .....	3
<b>Section 7:</b> Composition of the Team.....	4
<b>Section 8:</b> Community Input and Resource Persons.....	5
<b>Section 9:</b> Acceptance of Final Document.....	5
<b>Section 10:</b> Board and Superintendent Oversight. ....	6
<b>Article III:</b> Definitions .....	6
<b>Article IV:</b> Salary and Benefits .....	8
<b>Section 1:</b> Annual Increments.....	9
<b>Section 2:</b> Hours of Credit for Licensed School Professionals.....	9
<b>Section 3:</b> Educational Support Personnel Stipend Program.....	10
<b>Section 4:</b> Overtime for Educational Support Personnel.....	10
<b>Section 5:</b> Pay for Covering Classes .....	11
<b>Section 6:</b> Extended Days for Elementary Technology Curriculum Specialists. .	11
<b>Section 7:</b> Extra Duty Activities Salary Range .....	11
<b>Section 8:</b> Payroll Procedures/Schedules.....	12
<b>Section 9:</b> Fringe Benefits.....	12
<b>Section 10:</b> Unused Annual Leave .....	12
<b>Section 11:</b> Transitional Retirement .....	12
<b>Section 12:</b> Retirees as Substitutes .....	13
<b>Section 13:</b> Salary Schedule Placement for Outside Experience .....	13
<b>Section 14:</b> Compensation for Language Skills .....	14
<b>Article V:</b> Recruitment and Orientation.....	14
<b>Article VI:</b> District Task Force/Committee Representation.....	14
<b>Article VII:</b> Reduction in Force.....	14
<b>Article VIII:</b> Staff Dress Code .....	15
<b>Article IX:</b> Staff Evaluation .....	15
<b>Article X:</b> Class Size Reduction.....	15

<b>Article XI: Annual Leave</b> .....	15
<b>Section 1: Annual Leave</b> .....	15
<b>Section 2: Annual Leave for Association Business</b> .....	15
<b>Article XII: Planning Time</b> .....	16
<b>Article XIII: Statements of Support</b> .....	16
<b>Article XV: Duration of Agreement of Trust and Understanding</b> .....	17
<b>Article XVI: Signatures</b> .....	17

## **APPENDICES**

<b>Appendix 1: 2007-2008 Teacher Salary Schedule</b> .....	19
<b>Appendix 2: 2007-2008 ESP Salary Schedule</b> .....	20
<b>Appendix 3: 2007-2008 Extra Duty Activities Salary Range</b> .....	21
<b>Appendix 4: 2007-2008 Extra Duty Pay Chart</b> .....	26
<b>Appendix 5: 2007-2008 Health Care Premiums (Full-Time Employees)</b> .....	29
<b>Appendix 6: 2007-2008 Health Care Premiums (Part-Time Employees)</b> .....	30
<b>Appendix 7: Planning Time FAQ's</b> .....	31

## **Preamble**

The Board of Education (hereafter referred to as the Board), Superintendent, employees, the Harrison Education Association (HEA), and the Harrison Educational Support Personnel Association (HESPA) [hereafter referred to as the Associations] endorse a process of collaborative decision-making which promotes the trust, respect, employee morale, communication, and accountability necessary for the District to achieve its student-oriented mission and Action Plan and to best serve the community.

## **Article I: General Philosophy**

We believe that the Board of Harrison School District Two, the Associations, all employees, and the community acknowledge that providing a quality education for the students of School District Two, El Paso County, is the mutual aim and responsibility of all parties. This has been, and shall continue to be, a joint concern of the Board, the Superintendent, all employees, and the community.

1.1 Education is a profession requiring special qualifications, training, and commitment. The quality of the program conducted in the public schools is greatly dependent upon the quality of its employees and the leadership of the Superintendent. The Board recognizes that the professional preparation of educational employees qualifies them to make significant contributions to the conduct of education and provide input into District decision-making.

1.2 The Board, the Associations, and employees recognize the responsibility of each to maintain and improve standards of professional practice and thoughtful innovations in education. All employees recognize that this history of leadership has been built on a spirit of mutual understanding and confidence and that the preservation of this spirit is essential to the quality of education provided by the District.

1.3 The attainment of the objectives of the educational program conducted in Harrison School District Two requires mutual understanding and cooperation between the Board and the employees; and, further, that such mutual understanding and cooperation can be fostered through good-faith, collaborative decision-making between the Board, the Associations, and employees with a free and open exchange of views.

1.4 The Board, the Associations, and employees affirm that they recognize that it is imperative that all employees be sensitive to the needs and aspirations of all students regardless of race, color, ethnic background, creed, economic status, or sex; and, further, that intolerant or biased conduct toward students will not be condoned. All policies and procedures formulated throughout this Agreement shall be based on the aforementioned premise.

1.5 Neither the Board, the Associations, nor employees shall discriminate against any employee on the basis of race, creed, color, national or ethnic origin, marital status, physical or mental disability, membership or non-membership or activity in any employee organization, or professional organization, or religious or political affiliation or lack thereof. Inquiries regarding the District's action or reaction shall be referred to the District's Affirmative Action Officer. Inquiries regarding the Associations' action or reaction shall be referred to the Associations' Presidents.

1.6 The employees and the District acknowledge that we are all working together toward the ultimate goal of creating a system where the delineation of specific individual employee rights and responsibilities within our agreements becomes unnecessary because they will be the understood values, norms, and operating principles of the District. We understand that in order to create such a system, a deeper level of trust must exist. This trust will be fostered when Board members, administrators, and employees consistently behave in ways that reflect shared values, norms, and operating principles. To initiate the

process, these guiding principles will be followed to acknowledge the unique responsibility the District and employees have to one another and to the students we serve.

The District and employees will treat each other with respect and dignity. The obligations of law related to non-discrimination will be met by all employees and students. The District shall not engage in discrimination of any kind that infringes on the civil or human rights of employees.

Learning is fostered and promoted in an atmosphere in which there is freedom to provide for the free and orderly flow and examination of ideas. The District shall respect the rights of employees to examine issues, have access to information, work in an environment free from prejudice, and hold and express their own opinions without personal prejudice or discrimination. All employees have the responsibility to conduct themselves in a manner befitting the profession and important work of an educational institution.

Consistent with the spirit of collaboration, when an employee has a concern about a possible violation of the spirit of this Agreement of Trust and Understanding (hereafter referred to as the Agreement), or an express provision of it, the employee is encouraged to bring the concern to his or her Supervising Administrator, Association Representative (hereafter referred to as the AR's), and/or the Human Resources Department. The Supervising Administrator, the AR, and/or the Human Resources Department will make every effort to facilitate resolution of the employee's concern about Board policy or the expressed provisions of this Agreement in a collaborative fashion. If it appears to the employee that the issue will not easily be resolved at the immediate level, he or she is free to pursue any other avenues for resolution which may be available.

If any provision of the Agreement or any application of this Agreement to any employee covered hereby shall be found contrary to law, such provisions of application shall have effect only to the extent permitted by law, but all other provisions or applications of the Agreement shall continue in full force and effect. The Board, the Associations, and employees will meet not later than thirty (30) days after such finding for the purpose of revising the provisions affected.

1.7 The Board, the Associations, and employees will carry out the commitments contained in this Agreement and give them full force and affect.

## **Article II: Collaborative Decision Making Team**

### ***Reference Board Policy GBBA: Collaborative Decision Making Team***

#### **Section 1: Purpose**

2.1.1 The Board shall encourage employee participation in decision-making for the school District through the actions of the Collaborative Decision Making Team (hereafter referred to as the CDMT). The purpose of the CDMT is to help achieve District goals, especially raising student academic achievement and building a culture of excellence, including the attraction and retention of highly qualified staff. The CDMT's effectiveness, upon which Board support is contingent, will ultimately be measured by the degree to which it helps the District meet these goals.

2.1.2 The work of the CDMT will be limited to salaries, benefits, and working conditions that affect fair and professional treatment of employees, working hours and days, terms of employment, and standards of professional practice. It is the Board's expectation that the CDMT's consideration of suggestions to improve salaries and working conditions will be made in the context of student needs and organizational effectiveness.

## **Section 2: Meetings**

2.2.1 The CDMT will meet regularly to reach consensus (which will be defined as a minimum of three-fourths majority or 16 persons) on those issues that are annually determined to be the highest priorities of the employees, the Superintendent, and the Board. These priorities, determined in consideration of the District's Action Plan and student-oriented mission, will be brought to this process for the purpose of reaching agreement prior to the development of the annual Agreement.

2.2.2 Scheduling of the first and subsequent meetings will be by mutual agreement with the first meeting taking place no later than November 1. In addition, the CDMT will be involved in the timely review of Harrison School District policies and procedures that affect the terms of employment and conditions of work (as described above).

## **Section 3: Formulation of Issues**

Issues will be brought to this process from the District's standing or ad hoc committees, including but not limited to the District's Quality Focus Teams, Accountability Committee, the Associations, administrators, and/or the Board. Issues that are brought to the regularly scheduled meeting of the Superintendent and Association Presidents may also be designated as those to be properly brought to the CDMT process or to another forum for resolution.

## **Section 4: Consensus of the CDMT**

In attempting to reach consensus, the CDMT will operate as a committee of the whole. The CDMT defines consensus as a minimum three-fourths majority (16 persons) decision arrived at through a process of full discussion in which each member has an equal voice and responsibility. In consensus, and after a decision is reached, all members agree to support the decision though the level of support may range from marginally acceptable to full endorsement.

## **Section 5: Process to Reach Consensus**

2.5.1 The CDMT may establish subcommittees where CDMT members may serve to accomplish tasks or objectives defined by the entire CDMT. Such tasks may include researching a subject, gathering and analyzing data, or resolving a specific issue subject to the approval of the entire CDMT.

2.5.2 To most effectively resolve concerns of employment and conditions of work, CDMT members will:

1. Ensure they understand the District key actions, goals, and priorities.
2. Ensure they understand the concerns, priorities, and interests of the others involved.
3. Identify criteria and standards for evaluating available alternatives.
4. Develop alternatives to address the identified concerns.
5. Review and evaluate the available alternatives and identify the recommended course of action.
6. Reduce to written form any items agreed upon for review and formal action by the employees and the Board.
7. Agree, if consensus cannot be reached, to consider as options temporarily continuing current practice, gathering more information, extending time lines, or recommending an interim solution or outside consultation.

2.5.3 The above procedure may be altered as deemed appropriate by the CDMT.

## **Section 6: Communication**

The CDMT will ensure open and on-going communication with all employees, the Board, and, as appropriate, the community. A factual CDMT report will be published and distributed to all employees and the Board after each formal session. Current groups, including Quality Focus Teams and the Core Team will help expand communications.

It is understood that the Associations serve valuable roles in the collaborative decision-making process and in representing the interests of employees, students, and the community.

In order to facilitate communication, AR's may post notices of activities and matters of Association concern on employee bulletin boards located in employee break rooms or work rooms and by District electronic means. Association Officers and AR's may use the District courier service, employee mailboxes, and District electronic equipment for expeditious communication to employees. It is expected that the communications to employees will be for official Association business only, will be professional and accurate, will be consistent with the spirit and express provisions of this Agreement, and will not violate Board policies.

Association Officers and AR's may use school facilities (if available), for meetings (not limited to before or after school), with notification to the building administration and may use building copy machines for official business. The paper and "click" fee will be provided by the Associations.

## **Section 7: Composition of the Team**

2.7.1 The Board and employees of the District are committed to ensuring broad representation within the CDMT and still afford a reasonable but defined role to organizations that have historically acted on behalf of significant numbers of employees. Accordingly, the committee will consist of 21 appointed persons as described below:

- Four (4) HEA members (two (2) with an initial 3-year term and two (2) with an initial 2-year term)
- Three (3) teachers who are not members of HEA (two (2) with an initial 3-year term and one (1) with an initial 2-year term)
- Three (3) HESPA members (two (2) with an initial 3-year term and one (1) with an initial 2-year term)
- Two ESP who are not members of HESPA (one with an initial 3-year term and one with an initial 2-year term)
- The Superintendent
- The Assistant Superintendent of Curriculum and Instruction
- The Assistant Superintendent of Human Resources
- The Assistant Superintendent of Support Services
- One (1) Elementary Principal (3 years)
- One (1) Secondary Principal (2 years)
- One (1) Board member (2 years)
- Two (2) other members (administrators or other employees) appointed by the Superintendent (3 years)

2.7.2 In order to select the teachers and ESP who are not members of HEA or HESPA, the following process will be used:

- All employees will have an opportunity to volunteer to serve on the CDMT. Principals or Department Leaders may solicit volunteers from all employees to serve on the CDMT.
- These names will be submitted to the CDMT Selection Committee.
- The CDMT Selection Committee will consist of the Superintendent, the Chair of the Certified Quality Focus Team (hereafter referred to the CQFT), the Chair of the Educational Support Personnel Quality Focus Team (hereafter referred to as the ESPQFT), and a Core Team member.
- The CDMT Selection Committee will consider the input of Association Presidents in selecting the persons to serve on the CDMT. The Selection Committee and Association Presidents will also discuss membership to ensure a balanced and diverse representation.

2.7.3 The term of membership of all CDMT members (except the Superintendent and central office personnel), shall be limited to three (3) years. In order to achieve a staggered start for terms of membership, the beginning term will be as outlined above.

2.7.4 To the greatest degree possible, the design of the CDMT will reflect and be sensitive to the beliefs, background, and foundations of a District that is racially, ethnically, and culturally diverse. The goal of the Associations, employees, and the District will be to appoint individuals who represent a balance of differing genders, ethnicity, race, years of experience in the District, assignments, and job descriptions.

### **Section 8: Community Input and Resource Persons**

2.8.1 The Superintendent and a subcommittee of the CDMT will meet periodically with several representatives of the community and the Community Advisory Panel. The purpose will be to gain timely and thoughtful input from the community and to brief community representatives on issues under discussion and progress to date.

2.8.2 As it sees fit, the CDMT may involve the assistance of specific individuals having special knowledge or insights helpful to the Team.

2.8.3 In the event that a facilitator or consultant with demonstrated expertise in a given topic area or abilities in dispute resolution is needed for the CDMT to reach resolution, one (or more) will be hired. Fees and expenses for such services will be shared by the District, and the Associations. The division of all fees and expenses will be agreed to at the beginning of each year.

### **Section 9: Acceptance of Final Document**

2.9.1 When the CDMT has arrived at a decision on the issues under discussion, the understandings will be reduced to writing and referred to as an Agreement of Trust and Understanding. To indicate that the Agreement has the support of the entities involved, it will be signed by representatives of the Associations and the District upon approval by all entities. The Agreement will be in a format readily accessible to employees, administration, the Board, and the public.

2.9.2 The Agreement will be submitted for formal acceptance by a vote of the employees and the Board.

2.9.3 The Board and the CDMT will conduct an election among all employees to determine whether the proposed Agreement is acceptable to employees. If so approved by a majority of those voting, the Board will consider the Agreement promptly. If approved by the Board, the Agreement will be signed and distributed to employees and administration.

2.9.4 If the Agreement is not approved by the employees or the Board, the matter will be referred back to the CDMT for further work. With the areas of concern clearly specified, the CDMT will consider the concerns of the Board or employees, and a revised Agreement will be resubmitted to the acceptance process. For the 2007-08 Agreement, if no agreement is reached by June 1, 2007, the Board will define the terms of the Agreement for the following school year. The Board may ask the Superintendent for his or her recommendation on the terms of the Agreement. For the 2008-09 Agreement and the 2009-10 Agreement, if no agreement is reached by June 1, the Agreement from the previous year will remain in effect until a new Agreement is accepted.

2.9.5 The Superintendent will conduct a review of the CDMT process prior to the development of the 2010-11 Agreement. The 2010-11 Agreement will be a new Agreement. All terms of the Agreement must be agreed to by three-fourths (16 persons) of the members of the CDMT. If no agreement is reached by June 1, 2010, the Board will define the terms of the Agreement for the 2010-11 school year. The Board may ask the Superintendent for a recommendation on the terms of the Agreement.

## **Section 10: Board and Superintendent Oversight**

2.10.1 As the person most accountable for achieving the goals of the District, the Superintendent will oversee the work of the CDMT and monitor its effectiveness. The Superintendent with a subcommittee of the CDMT will report annually to the Board on the CDMT process and make recommendations for revisions or changes to Board Policy GBBA: Collaborative Decision Making Team.

2.10.2 Board Policy GBBA: Collaborative Decision Making Team, does not and will not require the Board to get approval from the CDMT to create or revise District policies. As elected officials, the Board is the only entity empowered to make such changes to policy and is not in a position to abdicate that responsibility to any other body. Even in the context of the CDMT process, and understanding that decision-making cannot be limited by a strict calendar or CDMT process, the Board reserves the right to make changes to policy or regulations when it deems necessary to serve the needs of the District.

## **Article III: Definitions**

3.1 The term **District**, as used in this Agreement, shall refer to Harrison School District Two in the County of El Paso and the State of Colorado, including the Board, employees and community members.

3.2 The term **Board**, as used in this Agreement, shall refer to the Harrison School District Two Board of Education in the County of El Paso and the State of Colorado.

3.3 The term **Superintendent**, as used in this Agreement, shall refer to the District's Chief Executive Officer.

3.4 The term **Teacher**, as used in this Agreement, shall refer to employees in the District who are required by their position to hold a license from the Colorado Department of Education (CDE) and who are assigned to deliver the official District curriculum to a group of students.

3.5 The term **Educational Support Personnel (ESP)**, as used in this Agreement, shall refer to all employees of the District who are paid at an hourly rate of pay based on the ESP Salary Schedule and whose pay is subject to the provisions of the Fair Labor Standards Act.

3.6 The term **Harrison Education Association (HEA)**, as used in this Agreement, refers to the licensed school professionals' voluntary association affiliated with the Colorado Education Association and the National Education Association.

3.7 The term **Harrison Educational Support Personnel Association (HESPA)**, as used in this Agreement, refers to the ESP employees' voluntary association affiliated with the Colorado Education Association and the National Education Association.

3.8 The term **Associations**, as used in this Agreement, shall refer to the Harrison Education Association (**HEA**) and the Harrison Educational Support Personnel Association (**HESPA**).

3.9 The term **Administrator**, as used in this Agreement, shall refer to those employees who by their position hold a Principal's or an Administrator's license and/or are paid based on the Administrator or Manager/Technical Salary Schedule.

3.10 The term **Supervising Administrator**, as used in this Agreement, shall refer to those District employees who are designated by the District to evaluate employees and/or are paid based on the Administrator or Manager/Technical Salary Schedule.

3.11 The term **School Professional**, as used in this Agreement, shall refer to all employees in the District who are required by their position to hold a license from CDE and who are paid from the Teacher Salary Schedule.

3.12 The term **Community Member**, as used in this Agreement, shall refer to a representative of the school District at-large who is not an employee.

3.13 The term **Contract Hours**, as used in this Agreement, shall refer to the specified number of hours and minutes per workday that an employee is required to work and is reimbursed. Full Time Equivalent (FTE) licensed school professionals work 8.0 hours per day.

3.14 FTE ESP's **daily work hours**, as used in this Agreement, are dependent on the job assignment.

3.15 The term **Critical Need Position**, as used in this Agreement, is one that must be filled immediately and expertise in the position is vital.

3.16 The term **Hard to Fill Position**, as used in this Agreement, is one that has been posted and advertised through normal channels for at least one month and there are no eligible applicants for the position.

3.17 The term **Day**, as used in this Agreement, shall mean workday. The term **Workday**, as used in this Agreement, shall be those days for which the employee is regularly scheduled to work. ESP starting and ending times may vary from site to site. The standard ESP workday will include a one-half (1/2) hour, duty-free lunch unless that employee is paid for the 30 minutes of meal time. The standard ESP day shall include a 15-minute, duty-free break per four (4) hours worked per day. Scheduling shall be flexible enough not to disturb the flow of work.

3.18 The term **Duty Hours**, as used in this Agreement, shall mean the time that an employee is expected to arrive at the building/site to begin working and the time that the employee is scheduled to leave the building/site at the conclusion of the workday.

3.19 The term **School Year**, as used in this Agreement, shall mean the period of time designated by the officially adopted Instructional Calendar which begins when students first report in the fall and ends upon the last student day in the spring. The term **School Year** may also refer to an individual employee's or group of employees' work calendar.

3.20 The term **Supplementary Pay**, as used in this Agreement, shall refer to the monetary reimbursement paid to licensed school professionals for extra duty assignments performed outside normal duty hours.

3.21 The term **Stipend**, as used in this Agreement, shall refer to the monetary reimbursement paid to employees for a specific limited purpose.

3.22 The term **Core Team**, as used in this Agreement, refers to the administrative team facilitated by the Superintendent and comprised of Assistant Superintendents and other central office administrators who meet weekly to discuss important matters of the District.

3.23 The term **Quality Focus Teams**, as used in this Agreement, refers to the Certified Quality Focus Team (CQFT), facilitated by the Assistant Superintendent of Curriculum and Instruction, and the Educational Support Personnel Quality Focus Team (ESPQFT) facilitated by the Assistant Superintendent of Support Services. The Quality Focus Teams meet regularly throughout the school year and are

comprised of representatives who serve as building/department liaisons to forward matters of interest pertaining to salaries, benefits, and working conditions to the CDMT for consideration.

3.24 The term **Accountability Committee**, as used in this Agreement, refers to the District Advisory Accountability Committee (DAAC), facilitated by the Assistant Superintendent of Curriculum and Instruction. The DAAC is comprised of District employees, parents, students, and non-patron citizens who meet regularly throughout the school year to study and provide input on important District matters.

#### **Article IV: Salary and Benefits**

The CDMT will develop salary schedules for implementation which will consist of a base salary, and step and range increments, which will apply to all employees covered by this Agreement. The salary schedules agreed on by the CDMT can be found in **APPENDICES 1 and 2** of this document.

For the 2007-2008 school year, for licensed school professionals, the following shall occur:

- One percent (1%) will be added to the base.
- One vertical step movement on the salary schedule will be allowed.
- Psychologist/Social Worker (P/SW) Schedule will be eliminated and the P/SW employees will be placed in the appropriate cells of the Teacher Salary Schedule and another time study of extended days for all positions will be conducted. New P/SW employees will be contracted for eight (8) additional days. Child Find work will be paid at a per diem rate. Time beyond the 184-day contract is flexible as to when it is scheduled to accommodate Child Find or other needs of the Department of Special Services.
- Maximum allowance for outside experience will be ten (10) years.
- Horizontal step movement for education will be allowed.
- Three (3) additional instructional days will be added to the calendar for licensed school professionals beginning with the 2007-08 school year, for which licensed school professionals will be compensated. This results in an average salary increase of 1.7%.
- A one percent (1%) Attendance Incentive will be paid to 9-month employees who are absent no more than six (6) days during the 2007-08 school year. The amount will be calculated on the annual base salary and will be paid on June 25, 2008. To be eligible, employees must complete a minimum of two-thirds (2/3) of the days assigned and work through the end of his or her work calendar. The number of allowable days of absence and the amount of the incentive stipend will be prorated accordingly.

For the 2007-2008 school year, for ESP, the following shall occur:

- One percent (1%) will be added to the base.
- One horizontal step movement on the salary schedule will be allowed (equivalent to 3%).
- Step 17 will be added to the schedule.
- Maximum allowance for outside experience will be six (6) years.
- A one percent (1%) Attendance Incentive will be paid to 9-month employees who are absent no more than six (6) days and 12-month employees who are absent no more than seven (7) days during the 2007-08 school year. The amount will be calculated on the annual base salary and will be paid on June 25, 2008. To be eligible, employees must complete a minimum of two-thirds (2/3) of the days assigned to and work through the end of his or her work calendar. The number of allowable days of absence and the amount of the incentive stipend will be prorated accordingly.
- Salary adjustments resulting from the annual market comparison of one-third (1/3) of the ESP job descriptions, as well as the Instructional Paraprofessional positions, will be implemented for the 2007-08 school year, following review and subsequent recommendations from the District Oversight Team (DOT). Salary ranges may remain the same or move up based on market data and DOT recommendations.

## Section 1: Annual Increments

*Reference Board Policies GCBA-R: Instructional Staff Contracts/Compensation/Schedules and GDBA-R: Support Staff Salary Schedules*

Annual increments are granted only when the conditions of the schedule are met.

4.1.1 A full increment is awarded to anyone fulfilling two-thirds (2/3) or more of the full work year.

4.1.2 July Increment Change: Employees assigned to a 12-month schedule will receive their salary increment change effective July 1 of each year.

4.1.3 New School Year Increment Change: Employees assigned to less than a 12-month schedule will receive their salary increment change effective the first day of their new work calendar.

## Section 2: Hours of Credit for Licensed School Professionals

*Reference Board Policy GCBA-R: Instructional Staff Contracts/Compensation/Schedules*

Hours of credit for licensed school professionals shall be determined according to the following criteria:

4.2.1 Hours may be graduate or undergraduate but must have been received after the completion of the appropriate degree.

4.2.2 Courses must be of a Liberal Arts nature or courses used in licensure or endorsement in the field of education.

4.2.3 Courses leading to professional certification in fields other than education are not to be counted.

4.2.4 Workshops sponsored by the District and approved for re-licensure purposes by the CDE are accepted for credit. Workshops not so approved are not accepted for credit.

4.2.5 Hours of record at the ratification of this document shall not be affected.

4.2.6 Degree status and hours beyond a degree must be a matter of record in Human Resources Department as of **September 1** and **January 5** each year. Official transcripts or letters signed by the registrar with a raised seal for university/college courses must be provided before changes to the individual's pay schedule can be accomplished. Pay adjustment will be made when the following conditions exist:

4.2.6.1 Pay adjustment will be made effective at the beginning of the contract year when the hours of credit are completed as of **August 31**. Data must be recorded and authenticated by the employee as of **September 1**. The official university/college transcripts or letter from the registrar must be provided by January 1 of the following year.

4.2.6.2 Pay adjustments will be made effective the beginning of the second semester when the hours of credit are completed as of **December 31**. Data must be recorded and authenticated by the employee as of **January 5**. The official university/college transcripts or letter from the registrar must be furnished by May 1.



- The altered work schedule is not intended to be used on a regular basis. Prior approval is required and the immediate Supervising Administrator makes the final decision. Exceptions will be reviewed by the Supervising Administrator on a case-by-case basis. In sudden cases when the Supervising Administrator cannot be contacted, the employee must notify the Supervising Administrator as soon as possible after the event occurs.
- The exchange of time must occur during the same work week; there is no carryover of adjusted time.
- Employees not wishing to or not able to work an altered work schedule may, per District policy, use annual leave/vacation time in one (1) hour increments.

4.4.3 In the event that substitutes are unavailable and overtime pay has not been authorized, the Supervising Administrator will be expected to alter job responsibilities for that time period as necessary to maintain essential services.

4.4.4 District employees, who put in extra hours to the Supervising Administrator and/or serve on community groups using school facilities, shall be paid at the rate established in this Agreement and approved by the Board for such services.

### **Section 5: Pay for Covering Classes**

4.5.1 The process of compensating teachers for covering classes may be applied when the absence is one half (1/2) day or less. For full-day absences, the process may be used only when no substitute is available.

4.5.2 For the 2007-08 school year, the rate of pay when building teachers cover classes will be \$15.00 for one (1) period/class, not to exceed \$90.00 per day. Acceptable reasons for a teacher to receive covered class pay for an absent teacher are professional learning/staff development, annual leave, and/or school-related activities, if approved by the Supervising Administrator.

4.5.3 All absences, regardless of length, must be reported into the School Absence Manager (SAM) as leave time and be pre-approved by the Supervising Administrator in order for compensation to be granted. This information will be included in calculating eligibility for Attendance Incentive pay.

4.5.4 Any and all compensation for covering classes must be submitted within five (5) working days to the Human Resources Department to be eligible for payment.

### **Section 6: Extended Days for Elementary Technology Curriculum Specialists**

4.6.1 Based on building need, elementary Technology Curriculum Specialists may apply to the Director of Technology for additional days to be used at the beginning and/or end of the school year.

### **Section 7: Extra Duty Activities Salary Range**

4.7.1 Employees who are assigned to duties which require extra time or responsibilities over and above their basic contractual obligation will receive extra compensation in accordance with the Extra Duty Activities Salary Range per **APPENDIX 3**. Most compensation shall be paid on an annual or seasonal basis, although certain assignments performed at irregular or infrequent intervals may be paid at an hourly rate.

4.7.2 ESP performing extra duties will be compensated at their hourly rate of pay pursuant to the overtime provisions in Article IV, Section 4 of this Agreement and in compliance with federal law.

## **Section 8: Payroll Procedures/Schedules**

4.8.1 Employees shall be paid on the twenty-fifth (25<sup>th</sup>) day of each month in which the salary is earned. If the twenty-fifth (25<sup>th</sup>) day falls on a weekend or a holiday that falls on a Monday, employees shall be paid on the Friday preceding the weekend or holiday. The November 2007 payroll will be issued on November 20, 2007; the December 2007 payroll will be issued December 20, 2007; and the March 2008 payroll will be issued March 21, 2008.

Employees whose employment has been terminated may request that their wages be paid to them no later than twenty-four (24) hours after the start of the District's next regular work day. In the case of retirement, resignation or leave of absence, an employee's final wages shall be paid on the next regular payday or thirty (30) days after termination, whichever come first. Employees who have completed their current calendar year and are separating from the District may request to receive their payout the following month.

Any or all payroll changes must be received by the first (1<sup>st</sup>) Friday of the month or the fifth (5<sup>th</sup>) of the month, whichever is earlier for the current month. New employees will be paid by direct deposit.

During the academic year, paychecks and direct deposit stubs will be available after 7:30 a.m. on payday. No checks or direct deposit stubs will be released early. During the summer months, checks and direct deposit stubs are mailed to the employee's home address of record the day prior to payday.

4.8.2 The District will enforce C.R.S. (§ 22-63-202): Employment Contracts. ***Reference Board Policy GCQC/GCQD: Resignation of Instructional Staff/Administrative Staff***

To compensate for the ordinary and necessary expenses to secure the services of a suitable replacement, the District will withhold up to one-twelfth (1/12<sup>th</sup>) of the annual salary for licensed school professionals who vacate a position without thirty (30) day notice.

## **Section 9: Fringe Benefits**

4.9.1 The District shall offer medical insurance, dental insurance, vision insurance, life insurance, and disability insurance for employees who are scheduled to work four (4) or more hours per day. A chart of the contributions paid by the District and employees to health, dental, vision, and life insurance is attached in **APPENDICES 5 and 6**.

## **Section 10: Unused Annual Leave**

***Reference Board Policy GBGF: Annual Leave Compensation Upon Retirement***

4.10.1 Retiring employees who have worked twenty (20) or more hours per week for a minimum of fifteen (15) years of active, continuous service with the District may be reimbursed for unused annual leave.

## **Section 11: Transitional Retirement**

4.11.1 The District will allow retired employees to continue working for the District full time for one (1) school year as a *consulting employee* subject to the rules and regulations of the Public Employees Retirement Association (PERA) and the conditions contained herein. However, the District is not required to offer a transition program and in applying for the position of consulting employee, the employee agrees and understands that he or she shall not be subject to the protections provided by the provisions Article 9 of the C.R.S.: Teacher Employment, Compensation, and Dismissal. The District will not provide benefits or annual leave days during that one (1) year period.

4.11.2 An employee who wishes to apply for transition in the 2008-2009 school year (and thereafter) must:

- Receive a proficient or distinguished evaluation in the year prior to the transition year.
- Receive the recommendation of the Principal or Supervising Administrator.
- Not be on a remediation plan.
- Not have an unresolved concern noted in a letter of reprimand.
- Have a good attendance record - an average attendance rate of at least 96% over the last three (3) years prior to applying for transition. This criteria may be waived by the Supervising Administrator when there are mitigating circumstances.
- Have no unresolved legal proceeding involving an issue of the employee's professional performance.

4.11.3 The decision to recommend (or refuse to recommend) a person for the Transitional Retirement Program is not grievable. An employee who is not recommended for transitional retirement may appeal the decision to the Assistant Superintendent of Human Resources. The Assistant Superintendent of Human Resources will make a determination and forward it to the Superintendent. The Superintendent will review all recommendations for the Transitional Retirement Program and any decision made by the Assistant Superintendent of Human Resources as a result of an appeal. The Superintendent will approve (or deny) all requests for transitional retirement. The Superintendent's decision shall be final.

4.11.4 It is the expectation of the District that upon acceptance into the Transitional Retirement Program, employees will continue to demonstrate excellence in teaching or job performance, commitment to the goals of the District, and the highest standards of professionalism. As a consulting employee, a person on transition is not guaranteed employment and may have his or her employment terminated at any time by the District at its sole discretion.

4.11.5 Pay will be on a per diem basis of the employee's last year of employment (not to include coaching, extended days, or added duties). Applications for transitional retirement may be obtained from the Human Resources Department. Applications must be submitted to the Human Resources Department by April 15 of the year prior to participation. Annual savings generated from this program will be directed to the Annual Leave Compensation Fund. Effective July 1, 2005, PERA will charge the employer a share of the PERA costs for transitional employees. Transition employees' salary will be reduced by the amount of the PERA costs, effective July 1, 2005.

4.11.6 An employee may use the Transitional Retirement Program one (1) time only.

4.11.7 An employee who retires or transitions from the District and returns to employment will be placed on the appropriate salary schedule based on the same criteria as a newly hired employee.

## **Section 12: Retirees as Substitutes**

4.12.1 The District acknowledges the past contributions of its retired employees who have left Harrison School District Two in good standing, with at least fifteen (15) years of service in the District. Because of their greater expertise, the District will pay retired, licensed employees at a substitute daily rate of \$103.00 per day and a long-term rate of \$162.00 per day. Retired ESP employees will be paid 15% above the substitute daily rate of pay for ESP positions.

## **Section 13: Salary Schedule Placement for Outside Experience – APPENDICES 1 and 2**

4.13.1 Employees with a Type III Emergency License and no experience will be placed on Step 1 of the 2007-2008 Teacher Salary Schedule. Licensed school professionals with no experience or with one (1) year of experience will be placed on Step 2 of the 2007-2008 Teacher Salary Schedule. Employees with two (2) years of outside experience will be placed on Step 3, etc. Maximum allowance for outside experience is ten (10) years.

4.13.2 For ESP, new hires will be allowed a maximum of six (6) years of outside experience and will be placed at a maximum on Step 7 on the appropriate range of the 2007-2008 ESP Salary Schedule.

#### **Section 14: Compensation for Language Skills**

Beginning with the 2006-2007 school year, a maximum of \$20,000 (including benefits) will be budgeted for interpretation work performed by ESP. The allocation per building will be determined based on a formula developed by the Curriculum and Instruction Department. Compensation will be an additional \$.25/hour (x) times the number of annualized prorated hours for each employee identified by the building administrator and approved pursuant to the allocation process. The compensation for these services will be divided equally over the twelve (12) month school year.

#### **Article V: Recruitment and Orientation**

##### ***Reference Board Policies GCE/GCF: Professional Staff Recruiting/Hiring and GDE/GDF: Educational Support Personnel Recruiting/Hiring***

5.1.1 Recruitment: At the Superintendent's discretion, applicants for hard to fill/critical need ESP and licensed school professionals positions could receive a one (1) time stipend at the time the Board approves employment. The stipend is limited to no more than 5% of the annual salary.

5.1.2 New Employee Orientation: Each week, as needed throughout the school year, new employees of the District receive a mandatory, one-day orientation to complete their hiring process. During this orientation, the employee reviews his/her salary, selects benefits, receives professional development concerning Respectful Workplace, etc. Licensed school professionals are paid their daily per diem rate and ESP are paid their regular hourly rate of pay for completion of the District's orientation and professional development program.

5.1.3 New Staff Institute: A mandatory New Staff Institute is held annually for new licensed school professionals hired by the District for the upcoming year. The Institute provides professional development in valuable skills and strategies to help with a successful first year at Harrison School District Two. For these five (5) days of professional development, which occur prior to the beginning of the school year, the employee receives compensation, which is defined in **APPENDIX 6**.

#### **Article VI: District Task Force/Committee Representation**

6.1.1 The Superintendent or his Designee may create a task force or committee to address a District-wide concern. Representation on these committees shall be sought first from the QFT that would be directly affected by any decisions or recommendations coming from that task force or committee. If additional representation is needed, the Superintendent or his Designee may choose from all employees to fill the remaining positions. Any recommendations or decisions shall go back through the QFT affected for feedback and comments. If the work of the task force or committee is a working condition concern or term of employment, then the task force or committee shall present its findings to the CDMT for possible inclusion in the collaborative decision-making process.

#### **Article VII: Reduction in Force**

##### ***Reference Board Policies GCQA/GCQA-R: Instructional Staff Reduction in Force and GDQA: ESP Reduction in Force***

7.1.1 The District believes in a philosophy of collaboration and a concept of a family of professional learners. Teachers who achieve regular status by being employed for a continuous fourth (4<sup>th</sup>) year contract should not be concerned about having future contracts canceled due to fiscal exigency or program changes. When program changes require that a regular status professional employee be assigned to teach in an area for which they are not licensed/endorsed, an opportunity to become

licensed/endorsed in that area will be provided. At a minimum, that may include a reasonable period of time for an employee to complete the requirements to become licensed/endorsed in another area.

## **Article VIII: Staff Dress Code**

### ***Reference Board Policy GBEBA: Staff Dress Code***

8.1.1 All employees project an image to the community and to students about the professionalism of the District. During the workday and at all work-related activities, employees shall adhere to a professional standard of dress and shall be neat and clean in appearance.

## **Article IX: Staff Evaluation**

### **Section 1: School Professional Evaluation**

#### ***Reference Board Policies GCOA: Evaluation of Licensed Non-Administrative School Professionals and GDO: Evaluation of Educational Support Staff***

9.1.1 The primary purpose of evaluation in Harrison School District Two is to foster the growth and development of the school professional, while maintaining compliance with Article 9 of C.R.S.: Certified Personnel Evaluations. Evaluation is intended to promote excellent professional practices that enhance student achievement and well-being. Formal written evaluations are an important element of this process. The evaluation is also an opportunity for the school professional to have input into personal goals and objectives and to facilitate a conversation with the school professional's Supervising Administrator concerning expectations and accomplishments.

The School Professional Evaluation instrument and the ESP Evaluation instrument are in the process of being revised. The Superintendent and the Curriculum and Instruction Department will provide draft documents to employees via the District website by June 2007.

## **Article X: Class Size Reduction**

10.1.1 When formulating staffing numbers for a school year, the following shall be considered:

- At the elementary level, the actual class size in each grade level, rather than a building average, shall be used to allocate classroom teachers.
- Other areas to be considered before assigning additional staff shall be:
  - transfers within the building
  - multi-age grouping
  - space available
  - portable classroom space

Differences of opinion among the buildings and within the buildings shall be referred to the Assistant Superintendent of Curriculum and Instruction for resolution.

## **Article XI: Annual Leave**

### **Section 1: Annual Leave**

11.1.1 With the School Absence Manager (SAM) and the Software for Administrators in Government and Education (SAGE) programs, District employees will be allowed to take annual leave in one (1) hour increments. If an outside substitute is required, the employee is required to take a half (1/2) day or a full day increment depending on the time to be covered.

### **Section 2: Annual Leave for Association Business**

11.2.1 For Association Officers and/or AR's, absence from regular assigned duties for attendance at Association-related activities (which have been recommended by an Association President and approved by the Supervising Administrator), shall not be charged to an employee's annual leave account.

11.2.2 The Association agrees to reimburse the District in the amount of a substitute's daily rate of pay.

11.2.3. Applications for Association-related leave shall be submitted to the Supervising Administrator on a District leave form, sent to the Association President for signature, and then forwarded to the Human Resources Department at least three (3) working days prior to the effective date.

## **Article XII: Planning Time**

### **Reference Board Policy GBEB-R: Responsibilities of the Teacher and APPENDIX 7**

Within the work week, all teachers K-12 will receive an average minimum of 42 minutes of planning time per workday within the bell to bell schedule. Principals are also advised to provide teachers with as much uninterrupted planning time as possible. Any non-student contact time outside the daily minimum average of 42 minutes within the workday can be used as additional planning time or as directed by school administrators. All teachers can also expect a daily 30-minute duty free lunch.

## **Article XIII: Statements of Support**

- A moratorium has been placed on requests to address the perceived lost steps from 1998, discussion on considering "lost hours when an MA is attained," and discussion on placing new and current employees on the same step.
- All employees are expected to contribute to the positive climate of Harrison School District Two by following the letter and spirit of the District policy on creating a respectful workplace.
- Supervising administrators are expected to report and take corrective actions when the policy on respectful workplace is insufficiently demonstrated.
- The District should advertise and offer staff development classes focused on how to effectively and respectfully supervise instructional paraprofessionals. Employees who are assigned instructional paraprofessionals will be encouraged to participate in the training.
- The training of teachers new to the District should include instruction on effectively and respectfully working with all ESP staff members.
- CDMT reviewed and provided input for the following Board Policy/Policies:
  - GBGE Annual Leave
- The District will endorse a market study for instructional paraprofessionals.

**Article XV: Duration of Agreement of Trust and Understanding**

This agreement shall be in effect July 1, 2007 and continue in full force and effect through June 30, 2008.

**Article XVI: Signatures**

The signatures below attest that their respective constituencies have voted acceptance of this agreement.

In Witness Whereof the Parties have Executed This Agreement this \_\_\_\_\_ day of May, 2007.

**ATTEST: School District Two in the County of El Paso and the State of Colorado**

\_\_\_\_\_  
President of Board of Education

\_\_\_\_\_  
Superintendent of Harrison School District Two

**ATTEST: Harrison Education Association**

\_\_\_\_\_  
President

**ATTEST: Harrison Educational Support Personnel Association**

\_\_\_\_\_  
President

# Appendices

Effective September 1, 2007  
(184-day schedule)

## 2007-2008 Teacher Salary Schedule

## APPENDIX 1

Step	BA	BA+12	BA+24	BA+36	BA+48	MA	MA+12	MA+24	EdS/MA+36	MA+48	MA+60	EdD/PhD
1												
2	32,588	33,387	34,162	34,936	35,686	36,768	37,517	38,267	39,041	39,791	40,565	41,315
3	33,620	34,419	35,194	35,968	36,718	37,800	38,549	39,299	40,073	40,823	41,597	42,347
4	34,652	35,451	36,226	37,000	37,750	38,832	39,581	40,331	41,105	41,855	42,629	43,379
5	35,684	36,483	37,258	38,032	38,782	39,864	40,613	41,363	42,137	42,887	43,661	44,411
6	36,716	37,515	38,290	39,064	39,814	40,896	41,645	42,395	43,169	43,919	44,693	45,443
7	37,748	38,547	39,322	40,096	40,846	41,928	42,677	43,427	44,201	44,951	45,725	46,475
8	38,780	39,579	40,354	41,128	41,878	42,960	43,709	44,459	45,233	45,983	46,757	47,507
9	39,812	40,611	41,386	42,160	42,910	43,992	44,741	45,491	46,265	47,015	47,789	48,539
10	40,844	41,643	42,418	43,192	43,942	45,024	45,773	46,523	47,297	48,047	48,821	49,571
11		42,675	43,450	44,224	44,974	46,056	46,805	47,555	48,329	49,079	49,853	50,603
12		43,707	44,482	45,256	46,006	47,088	47,837	48,587	49,361	50,111	50,885	51,635
13				46,288	47,038	48,120	48,869	49,619	50,393	51,143	51,917	52,667
14					48,320	49,352	50,101	50,851	51,650	52,400	53,149	53,949
15					49,352	50,384	51,133	51,883	52,682	53,432	54,181	54,981
16					50,384	51,416	52,165	52,915	53,714	54,464	55,213	56,013
17					51,416	52,448	53,197	53,947	54,746	55,496	56,245	57,045
18					52,448	53,480	54,229	54,979	55,778	56,528	57,277	58,077
19					53,480	54,512	55,261	56,011	56,810	57,560	58,309	59,109
20					54,512	55,544	56,293	57,043	57,842	58,592	59,341	60,141
21					55,544	56,576	57,325	58,075	58,874	59,624	60,373	61,173
22					56,576	57,608	58,357	59,107	59,906	60,656	61,405	62,205
23					57,608	58,640	59,389	60,139	60,938	61,688	62,437	63,237
24					58,640	59,672	60,421	61,171	61,970	62,720	63,469	64,269
25					59,672	60,704	61,453	62,203	63,002	63,752	64,501	65,301
26					60,704	61,736	62,485	63,235	64,034	64,784	65,533	66,333
27					61,736	62,768	63,517	64,267	65,066	65,816	66,565	67,365

Licensed employees with no experience or with one year of experience will be placed on Step 2. Employees with 2 years of outside experience will be placed on Step 3. Employees with 3 years of outside experience will be placed on Step 4. Employees with 4 years of outside experience will be placed on Step 5. Employees with 5 or more years of outside experience will be placed on Step 6, etc. Employees with 10 or more full years of outside experience – Step 11.

Step	BA	BA+12	BA+24	BA+36	BA+48	MA	MA+12	MA+24	EdS/MA+36	MA+48	MA+60	EdD/PhD
1	31,556	32,355	33,130	33,904	34,654	35,736	36,485	37,235	38,009	38,759	39,533	40,283

Licensed substitute employees will be paid at the BA Step 1 daily rate X 52.5% rounded to the nearest dollar amount (\$90.00).

The District offers medical insurance, dental insurance, vision insurance, life insurance and disability insurance for employees who are scheduled to work four (4) or more hours per day. Costs vary and may be obtained by contacting the Employee Benefits Office or by referencing Appendices 5 and 6.

Seasonal and part-time employees are not eligible for insurance benefits.

## APPENDIX 2

### 2007-2008 ESP SALARY SCHEDULE

Effective July payroll (12-mo employees)

Effective Sept payroll (9-mo employees)

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
1	8.55	8.82	9.08	9.35	9.64	9.92	10.22	10.52	10.84	11.16	11.50	11.85	12.20	12.56	12.95	13.33	13.73
2	9.06	9.33	9.61	9.90	10.20	10.50	10.82	11.14	11.48	11.82	12.18	12.54	12.92	13.30	13.70	14.11	14.54
3	9.55	9.84	10.14	10.44	10.75	11.08	11.41	11.75	12.10	12.47	12.84	13.23	13.62	14.03	14.45	14.89	15.33
4	10.06	10.36	10.67	10.99	11.32	11.66	12.01	12.37	12.74	13.13	13.52	13.92	14.34	14.77	15.22	15.67	16.14
5	10.54	10.86	11.19	11.52	11.87	12.22	12.59	12.97	13.36	13.76	14.17	14.60	15.03	15.48	15.95	16.43	16.92
6	11.05	11.38	11.72	12.07	12.44	12.81	13.19	13.59	14.00	14.42	14.85	15.29	15.75	16.23	16.71	17.21	17.73
7	11.53	11.88	12.24	12.60	12.98	13.37	13.77	14.19	14.61	15.05	15.50	15.97	16.45	16.94	17.45	17.97	18.51
8	12.04	12.40	12.77	13.16	13.55	13.96	14.38	14.81	15.25	15.71	16.18	16.67	17.17	17.68	18.21	18.76	19.32
9	12.52	12.90	13.29	13.69	14.10	14.52	14.95	15.40	15.87	16.34	16.83	17.34	17.86	18.39	18.94	19.51	20.10
10	13.03	13.42	13.82	14.24	14.66	15.10	15.56	16.02	16.50	17.00	17.51	18.04	18.58	19.13	19.71	20.30	20.91
11	13.51	13.92	14.34	14.77	15.21	15.67	16.14	16.62	17.12	17.63	18.16	18.71	19.27	19.85	20.44	21.05	21.69
12	14.02	14.44	14.87	15.32	15.78	16.25	16.74	17.24	17.76	18.29	18.84	19.41	19.99	20.59	21.20	21.84	22.50
13	14.50	14.94	15.39	15.85	16.32	16.81	17.32	17.84	18.37	18.92	19.49	20.08	20.68	21.30	21.94	22.60	23.27
14	15.03	15.48	15.94	16.42	16.92	17.42	17.95	18.48	19.04	19.61	20.20	20.80	21.43	22.07	22.73	23.41	24.12
15	15.51	15.98	16.46	16.95	17.46	17.98	18.52	19.08	19.65	20.24	20.85	21.47	22.12	22.78	23.47	24.17	24.89
16	16.02	16.50	16.99	17.50	18.03	18.57	19.13	19.70	20.29	20.90	21.53	22.17	22.84	23.52	24.23	24.96	25.71
17	16.50	17.00	17.51	18.03	18.57	19.13	19.71	20.30	20.91	21.53	22.18	22.84	23.53	24.24	24.96	25.71	26.48
18	17.01	17.52	18.04	18.59	19.14	19.72	20.31	20.92	21.55	22.19	22.86	23.54	24.25	24.98	25.73	26.50	27.29
19	17.49	18.02	18.56	19.12	19.69	20.28	20.89	21.51	22.16	22.82	23.51	24.21	24.94	25.69	26.46	27.25	28.07
20	17.99	18.53	19.08	19.66	20.25	20.85	21.48	22.12	22.79	23.47	24.17	24.90	25.65	26.42	27.21	28.02	28.87
21	18.48	19.04	19.61	20.20	20.80	21.43	22.07	22.73	23.41	24.12	24.84	25.58	26.35	27.14	27.96	28.80	29.66

Sites Summer Help (based on Range 4, Steps 1, 1.5, and 2 of ESP Salary Schedule)

1st Step  
10.06

2nd Step  
10.21

3rd Step  
10.36

All ESP employees hired will be required to complete and submit an application for fingerprint evaluation. The employee is responsible for paying \$35.00 of the cost of the requirement. New hires will be allowed a maximum of six (6) years of outside experience and a maximum step placement of 7 on the appropriate range of the salary schedule. The District offers medical insurance, dental insurance, vision insurance, life insurance, and disability insurance for employees who are scheduled to work four (4) or more hours per day. Costs vary and may be obtained by contacting the Employee Benefits Office or by referencing Appendices 5 and 6.

**2007-2008 EXTRA DUTY ACTIVITIES SALARY RANGE**  
Effective September 1, 2007

**A LICENSED SCHOOL PROFESSIONAL must hold one of the following valid licenses from the Colorado Department of Education (CDE): 5-year Substitute Authorization, Temporary Teacher Eligibility, Interim Authorization, Initial License, Professional License, or Type III Emergency License.**

**HIGH SCHOOL LEVEL**

THE FOLLOWING ACTIVITIES ARE ASSIGNED ONLY TO CDE LICENSED SCHOOL PROFESSIONALS OR NON-DISTRICT PERSONNEL

Type of Activity	% of Teacher Base Pay (\$31,556 for 2007-2008)	1	2	3	4	5	6	7	8	9	10
Head Football, Basketball	12%	3787	3977	4167	4357	4547	4737	4927	5117	5307	5497
Student Government Sponsor, Head Wrestling, Volleyball, Baseball, Track, Softball, Forensics, Cheerleading	9.5%	2998	3149	3300	3451	3602	3753	3904	4055	4206	4357
District MESA Sponsor, Head Swimming, Soccer	8.5%	2682	2817	2952	3087	3222	3357	3492	3627	3762	3897
Assistant Football, Basketball, Marching Band	8%	2524	2651	2778	2905	3032	3159	3286	3413	3540	3667
Head Cross-Country, Tennis, Assistant Wrestling, Track	7%	2209	2320	2431	2542	2653	2764	2875	2986	3097	3208
Head Golf, Assistant Volleyball, Baseball, Swimming, Soccer, Softball, Concert Band; Drama (Fall), Drama (Spring), Vocal Music (Spring)	6%	1893	1989	2085	2181	2277	2373	2469	2565	2661	2757
Yearbook, Pom Pom, Assistant Cheerleading	5%	1578	1657	1736	1815	1894	1973	2052	2131	2210	2289
Newspaper, Assistant Cross-Country, Tennis, Vocal Music(Fall)	4.5%	1420	1492	1564	1636	1708	1780	1852	1964	1996	2068
Assistant Forensics	3%	947	995	1043	1091	1139	1187	1235	1283	1331	1379

Newly hired licensed employees will be placed based on experience as follows: (1) One full year - Step 2 (2), Two full years - Step 3 (3), Three full years - Step 4, etc.

Choreographer (5 activities maximum per site): \$11.15/hr to a maximum of \$350 per activity per year (52% x Teacher Base Hourly Rate)

**NOTE:** Any Coach covering two simultaneous same-sports will be paid 2.0 times salary. (Example: Coach A is the Head Coach for Girls and Boys Track; Coach B is an Assistant Coach for Girls and Boys Track.)

**NOTE:** Coaches of teams qualifying for division, state, or other such additional competition, may petition their Principal for additional pay. Since each sport season and playoff schedule is different, Principals need to consider many varying criteria when establishing appropriate additional pay. Consultation between High School Principals and Central Office Directors is recommended. Additional pay is computed by dividing the coaching contract pay by the number of weeks in the season and multiplying that amount by the number of weeks in extended play.

**NOTE:** The number of coaches per activity are limited to coaching allocations defined by Student Services guidelines.

THE FOLLOWING ACTIVITIES ARE ASSIGNED ONLY TO CDE LICENSED SCHOOL PROFESSIONALS. *(Compensation will be paid at the conclusion of the activity.)*

Type of Activity	% of Teacher Base Pay (\$31,556 for 2007-2008)	Salary Amount
Mesa Sponsor	5.5%	1736
Department Chair	6.2%	1947
Team Leader – 4 members or more	3.0%	947
Team Leader – 3 members or less	2.0%	631
Club Sponsor (10 student minimum/12 per school maximum): \$13.93 (65% x teacher base hourly rate) up to a maximum of 45 hours per sponsor		

**NOTE:** For the 2007-08 school year, the Department Chair job description will be revised to include leadership responsibilities for implementation of PLC's. Therefore, \$1,000 of the compensation for this position will be paid from Title II funds.

**MIDDLE SCHOOL LEVEL**

THE FOLLOWING ACTIVITIES ARE ASSIGNED ONLY TO CDE LICENSED SCHOOL PROFESSIONALS OR NON-DISTRICT PERSONNEL. *(For all middle school activities, compensation will be paid at the conclusion of the activity.)*

Type of Activity	% of Teacher Base Pay (\$31,556 for 2007-2008)	Salary Amount
Activities Director	12%	3787
Interscholastic Coach, Band/Choir Sponsor*	4%	1262
Yearbook Sponsor, Softball Coach, Cross Country Coach, Flag Football Coach	3%	947
Intramural Coach (no outside competition)	1.9%	600

\*Band and Choir personnel may support each other and the total for two positions could be split by all music staff in the department if all are involved.

THE FOLLOWING ACTIVITIES ARE ASSIGNED ONLY TO CDE LICENSED SCHOOL PROFESSIONALS

Type of Activity	% of Teacher Base Pay (\$31,556 for 2007-2008)	Salary Amount
Mesa Sponsor	5.5%	1736
Department Chair	6.2%	1947
Team Leader – 4 members or more	3.0%	947
Team Leader – 3 members or less	2.0%	631
Club Sponsor (10 student minimum/12 per school maximum): \$13.93 (65% x teacher base hourly rate) up to a maximum of 45 hours per sponsor		

**NOTE:** For the 2007-08 school year, the Department Chair job description will be revised to include leadership responsibilities for implementation of PLC's. Therefore, \$1,000 of the compensation for this position will be paid from Title II funds.

**GAME MANAGEMENT WORKERS**

THE FOLLOWING ACTIVITIES ARE ASSIGNED ONLY TO CDE LICENSED SCHOOL PROFESSIONALS OR NON-DISTRICT PERSONNEL

Sport	Line Judge/Chain Crew	Ticket Seller	Ticket Taker	Announcer/Clock Scorer/Supervision
Football	\$18	\$30	\$18	\$18
Basketball*		\$23	\$18	\$18
Softball*				\$18
Baseball*				\$18
Soccer				\$18
Summer Weight Room				\$18
Swimming				\$18
Volleyball*	\$18	\$23	\$18	\$18
Wrestling*		\$23	\$18	\$18

\*Denotes per level (9th, JV, Varsity) played. For example, volleyball Line Judge would be paid \$54 for working all 3 levels (9th, JV, Varsity) of a volleyball match.

Sport	Scorer	Clerk of Course	Head Timer/Finish Recorder	Timers	Field Event Judges
Track Dual/Triangular Meet*	\$20	\$20	\$20	\$18	\$18

\*Denotes per level/gender (male/female) run. For example, a Timer for a co-ed dual varsity meet would be paid \$36.

**NOTE:** District ESP may be assigned as Game Management Workers **ONLY** in the event a Licensed School Professional is not available. However, ESP **MUST BE** paid for each hour worked at the event at the regular hourly rate of pay for each hour that does not exceed 40 hours per workweek and time and one-half for each hour worked that exceeds 40 hours per workweek.

**ELEMENTARY SCHOOL LEVEL**

THE FOLLOWING ACTIVITIES ARE ASSIGNED ONLY TO CDE LICENSED SCHOOL PROFESSIONALS. *(For all elementary school activities, compensation will be paid at the conclusion of the activity.)*

Type of Activity	% of Teacher Base Pay (\$31,556 for 2007-2008)	Salary Amount	
Mesa Sponsor	5.5%	1736	
PLC Facilitator	3.2%	1000	(3 per building)
Grade Level Leaders – 4 members or more	3.0%	947	K-5 (10 per school max) K-6 (11 per school max)
Grade Level Leaders – 3 members or less	2.0%	631	K-5 (10 per school max) K-6 (11 per school max)
After School Activities: Each elementary school will receive a maximum allocation of 105 hours at \$13.93/hr (65% x teacher base hourly rate)			

**NOTE:** For the 2007-08 school year, a job description for the elementary PLC Facilitator will be developed to include leadership responsibilities for implementation of PLC’s. Therefore, \$1,000 of the compensation for this position will be paid from Title II funds.

**NOTE:** For year long assignments employee can choose either:

- (1) To be paid in three (3) equal payments paid in November, March and May OR
- (2) To be paid in one lump sum in May.

**NOTE:** Each school must provide a master list of all extra duty activities to the Human Resources Department for approval by appropriate the administrator(s) by October 1 of each school year.

**2007-2008 Extra Duty Pay Chart  
Curriculum & Instruction**

**CDE Licensed School Professionals Extra Duty Pay**

<b>Position/Activity</b>	<b>Pay Type</b>	<b>Rate</b>	<b>Specifications/examples/conditions</b>	<b>Actual budgeted/examples</b>
Participant in after duty hour training	<ul style="list-style-type: none"> <li>• Credit</li> <li>• End of course stipend</li> <li>• Hourly (requires time sheet)</li> </ul>	\$21.44	Participation is voluntary. Pay or credit may be earned only after the end of the 8- hour work day. Pay for participation in training is dependent on funding. Stipends are paid only to individuals who complete all course requirements.	Staff Development 8-10-614-22-2213-0150-201-0000-0000 8-22-600-11-0090-0150-201-4367-0000 LMB Classes-Title 1 or Title II
Additional work beyond duty hours	<ul style="list-style-type: none"> <li>• Hourly (requires time sheet)</li> <li>• Grant determined stipend</li> </ul>	\$21.44* unless predetermined by granting agency	Work is based upon building or department need and requires approval from Director or Executive Director level.	English Language Development-Family nights where teachers work with children-grant funded account. Contact person for Title 1 Council member for Children's Literacy Center Coordinator 8-28-600-19-0010-0150-206-4010-0000 Science resource teachers who facilitate courses in summer Step-Up @ \$29.40/hour which is subject to change annually based on District 11 policy. 8-27-613-00-2210-0150-201-7076-0000
Curriculum/Instructional development of projects and assessments	<ul style="list-style-type: none"> <li>• Product stipend</li> <li>• Hourly (requires time sheet)</li> </ul>	Negotiated \$21.44*	The Supervisor and employee will negotiate the rate for product stipends. Often, pay for product will depend on availability of grant funding. Materials development must be focused on building or District needs and not just for a single classroom.	Curriculum assessment and unit development 8-10-XX2-11-00X0-0150-200-0000-XXXX Notebook prototypes and kit-based projects 8-10-613-10-0010-0150-201-0000-0000 Career & Tech Education 8-10-617-13-XXXX-0150-201-3120-0000 English Language Development 8-10-625-19-0090-0150-201-0000-0000 Kit assessment final product team member 8-27-613-00-0010-0150-201-7076-0002
Tutors for homebound and expelled students	<ul style="list-style-type: none"> <li>• Hourly (requires time sheet)</li> </ul>	\$21.44*	Tutors are employed as part-time, temporary staff with no benefits except PERA and Medicare. Tutors must hold a regular or 5-year substitute license.	Tutors 8-10-605-20-2100-0120-418-0000-0000

After school tutors	<ul style="list-style-type: none"> <li>Hourly (requires time sheet)</li> </ul>	\$21.44* unless predetermined by granting agency	Tutoring by licensed teachers or holders of a 5-year substitute license may be paid for time beyond the 8-hour work day.	Middle/High Tutors CTE 8-10-617-13-0090-0150-201-3120-0000
Trainers	<ul style="list-style-type: none"> <li>Training-hourly (requires time sheet)</li> <li>Preparation-hourly (requires time sheet)</li> </ul>	\$21.44* \$21.44*	When training or preparation occur during duty hours there is no pay authorization. Up to two hours of preparation may be paid for each hour of training.	Six Trait Training Trainer 8-10-XX2-11-00X0-0150-200-0000-XXXX Kit trainings 8-10-613-10-0010-0150-201-0000-0000 Staff Development 8-22-600-22-2210-0150-201-4367-0000
Induction Mentors	<ul style="list-style-type: none"> <li>Annual stipend</li> </ul>	\$400	Requires approval from Staff Development	Staff Development 8-22-600-22-2210-0150-201-4367-0000
New Staff Institute	<ul style="list-style-type: none"> <li>Stipend</li> </ul>	\$1000	Payment requires attendance at all sessions scheduled for new employees	Staff Development 8-10-614-22-2213-0150-201-0000-0000
Building based instructional coaches/collaborators	<ul style="list-style-type: none"> <li>Annual stipend</li> </ul>	\$930	Coaches/collaborators may receive stipends for additional work and responsibility.	Steering committee and Science collaborators/Staff Development 8-22-600-22-2210-0150-201-4367-0000
Grant based training stipends for multi-district projects	<ul style="list-style-type: none"> <li>Stipends</li> </ul>	predetermined by granting agency	These stipends (e.g. Science Step-Up grant) are determined by the grant specifications.	Teachers in 5 area districts for completion of 135 contact hours in Step-Up paid at \$1000/teacher HSD2=8-27-613-00-0010-0150-201-7076-0000 Other SD=8-27-613-00-0010-0191-201-7076-0000
Co-Top Trainers	<ul style="list-style-type: none"> <li>Hourly (requires time sheet)</li> </ul>	Grant determined	Licensed staff trained and certified as trainers in the Co-Top paraprofessional training project will be paid according to the specifications of the Co-Top grant administered from UCD.	Staff Development ESP-8-10-614-29-2834-0150-347-0000-0000 LIC-8-10-614-22-2213-0150-201-0000-0000
Part time: Adult Education /Preschool teachers/Family	<ul style="list-style-type: none"> <li>Hourly (requires time sheet)</li> </ul>	See scale	Adult/family education teachers will be paid according to a scale that reflects up to five years of experience at bachelor's and masters' degree levels.	Timesheet and prorated: Adult-curriculum development, conferences, teach a class beyond their work schedule 8-22-626-00-3410-0150-201-5002-0000 Children-homevisits, conferences, extra classes so parent can study for GED test 8-22-626-00-0040-0150-201-5213-0000
Summer school longevity	<ul style="list-style-type: none"> <li>Hourly (requires time sheet)</li> </ul>	See scale	Teaching in summer school for subsequent years to be paid on an increasing rate. Breaks in service result in pay rate remaining on last step performed.	8-10-509-19-0090-0150-201-1050-0000

Additional Responsibility	• Stipend	Negotiated	Additional responsibility for taking on administrative duties by an exempt employee may be compensated. The size of the stipend is determined by the Supervisor and approved by the Superintendent.	
Work related to Special Revenue Fund	• Hourly or Stipend	Rates determined by funding agency	Work performed by licensed staff as part of projects funded by outside agencies and not part of a grant where the District is the fiscal agent.	
Colorado Vocational Act Reimbursed Career & Technical Education	• Per semester class	\$100 \$60	Eligibility requires holding CTE Vocational Credential and CDE teaching license. Keyboard instruction by CTE eligible teacher	8-10-XXX-13-XXXX-0150-201-3120-0000

**HOURLY SCALE FOR PART-TIME PRESCHOOL, ADULT AND FAMILY EDUCATORS, AND CONTINUOUS SUMMER SCHOOL TEACHING (AS DETERMINED BY CURRICULUM AND INSTRUCTION DEPARTMENT):**

Level	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year
BA	\$21.44*	\$21.93	\$22.43	\$22.95	\$23.48
MA or MA+	\$24.28**	\$24.84	\$25.41	\$25.99	\$26.59
Specially Trained (e.g. LMB=Title I or Title II) and Summer school principal= 8-10-509-19-0090-0150-201-0000-0000	\$25.00	\$25.57	\$26.16	\$26.76	\$27.38

\*Hourly rate determined by first step on the teacher pay schedule. Annual increments represent increases by 2.3%.

\*\*Hourly rate determined by first step at the Masters level on the teacher pay schedule. Annual increments represent increases by 2.3%.

**EL PASO COUNTY SCHOOL DISTRICT TWO  
MONTHLY PREMIUMS  
FULL TIME EMPLOYEES  
EFFECTIVE 07/01/07 – 06/30/08**

	<b>Great-West Healthcare Choice PLUS PPO Plan</b>	<b>Great- West Healthcare Choice PPO Plan</b>	<b>Delta Dental PPO</b>	<b>Delta Dental EPO</b>	<b>VSP (Vision)</b>
<b>Single Coverage</b>					
<b>District</b>	<i>259.72</i>	<i>259.72</i>	<i>27.27</i>	<i>23.61</i>	<i>0.00</i>
<b>Employee</b>	<i>87.68</i>	<i>79.86</i>	<i>7.39</i>	<i>4.35</i>	<i>8.46</i>
<b>Total</b>	<i>347.40</i>	<i>339.58</i>	<i>34.66</i>	<i>27.96</i>	<i>8.46</i>
<b>Employee + Spouse</b>					
<b>District</b>	<i>458.75</i>	<i>458.75</i>	<i>36.63</i>	<i>36.63</i>	<i>0.00</i>
<b>Employee</b>	<i>301.16</i>	<i>284.19</i>	<i>27.96</i>	<i>20.22</i>	<i>15.89</i>
<b>Total</b>	<i>759.91</i>	<i>742.94</i>	<i>64.59</i>	<i>56.85</i>	<i>15.89</i>
<b>Employee + Child(ren)</b>					
<b>District</b>	<i>456.36</i>	<i>456.36</i>	<i>44.99</i>	<i>44.99</i>	<i>0.00</i>
<b>Employee</b>	<i>288.74</i>	<i>274.16</i>	<i>37.90</i>	<i>24.45</i>	<i>14.56</i>
<b>Total</b>	<i>745.10</i>	<i>730.52</i>	<i>82.89</i>	<i>69.44</i>	<i>14.56</i>
<b>Family</b>					
<b>District</b>	<i>508.23</i>	<i>508.23</i>	<i>61.55</i>	<i>61.55</i>	<i>0.00</i>
<b>Employee</b>	<i>311.19</i>	<i>291.43</i>	<i>58.62</i>	<i>36.49</i>	<i>24.97</i>
<b>Total</b>	<i>819.42</i>	<i>799.66</i>	<i>120.17</i>	<i>98.04</i>	<i>24.97</i>

FULL TIME IS BASED ON .9 to 1.0 FTE (premiums are deducted the month prior to the month coverage is for; i.e. deduction from September's payroll is for October coverage).

**EL PASO COUNTY SCHOOL DISTRICT TWO**  
**MONTHLY PREMIUMS**  
**PART TIME EMPLOYEES**  
**EFFECTIVE 07/01/07 – 06/30/08**

	<b>Great-West Healthcare Choice PLUS PPO Plan</b>	<b>Great- West Healthcare Choice PPO Plan</b>	<b>Delta Dental PPO</b>	<b>Delta Dental EPO</b>	<b>VSP (Vision)</b>
<b>Single Coverage</b>					
<b>District</b>	<i>214.41</i>	<i>214.41</i>	<i>20.87</i>	<i>20.87</i>	<i>0.00</i>
<b>Employee</b>	<i>132.99</i>	<i>125.17</i>	<i>13.79</i>	<i>7.09</i>	<i>8.46</i>
<b>Total</b>	<i>347.40</i>	<i>339.58</i>	<i>34.66</i>	<i>27.96</i>	<i>8.46</i>
<b>Employee + Spouse</b>					
<b>District</b>	<i>383.37</i>	<i>383.37</i>	<i>31.60</i>	<i>31.60</i>	<i>0.00</i>
<b>Employee</b>	<i>376.54</i>	<i>359.57</i>	<i>32.99</i>	<i>25.25</i>	<i>15.89</i>
<b>Total</b>	<i>759.91</i>	<i>742.94</i>	<i>64.59</i>	<i>56.85</i>	<i>15.89</i>
<b>Employee + Child(ren)</b>					
<b>District</b>	<i>380.19</i>	<i>380.19</i>	<i>39.12</i>	<i>39.12</i>	<i>0.00</i>
<b>Employee</b>	<i>364.91</i>	<i>350.33</i>	<i>43.77</i>	<i>30.32</i>	<i>14.56</i>
<b>Total</b>	<i>745.10</i>	<i>730.52</i>	<i>82.89</i>	<i>69.44</i>	<i>14.56</i>
<b>Family</b>					
<b>District</b>	<i>424.08</i>	<i>424.08</i>	<i>55.15</i>	<i>55.15</i>	<i>0.00</i>
<b>Employee</b>	<i>395.34</i>	<i>375.58</i>	<i>65.02</i>	<i>42.89</i>	<i>24.97</i>
<b>Total</b>	<i>819.42</i>	<i>799.66</i>	<i>120.17</i>	<i>98.04</i>	<i>24.97</i>

PART-TIME IS BASED ON .5 FTE (or 20 ESP HOURS PER WEEK) TO .8 FTE (premiums are deducted the month prior to the month coverage is for; i.e. deduction from September's payroll is for October coverage).

## Planning Time Addendum to the 2007-2008 ATU Frequently Asked Questions

### Question

How does the ATU define planning time?

### Answer

Within the work week, all teachers K-12 will receive an average minimum of 42 minutes of planning time per workday within the bell to bell schedule. Any non-student contact time outside the daily minimum average of 42 minutes within the workday can be used as additional planning time or as directed by school administrators. All teachers can expect a daily 30-minute duty free lunch.

### Question

What is the definition of planning time?

### Answer

#### See Board Regulation GBEB-R-Addendum: Planning Time Definition

Teacher planning time is time devoted to improving the quality of classroom instruction. It includes preparation of lessons, gathering of materials and resources, and developing effective strategies and interventions. It does not exclude collaboration with colleagues and administrators.

Principals may require the use of some planning time for grade-level team or department meetings, to discuss spot observations or evaluations, for attendance at IEP meetings, or any other activity or meeting deemed important for improving instruction.

Principals will not require teachers to supervise students during the official planning time during the school day. Principals are also advised to provide teachers with as much uninterrupted planning time as possible.

### Question

What might an average minimum of 42 minutes of planning time look like?

### Answer - EXAMPLE ONLY

	Min per Day Monday	Min per Day Tuesday	Min per Day Wednesday	Min per Day Thursday	Min per Day Friday	Total Minutes per Wk	Weekly Average
<b>Elementary</b>	42	45	60	45	43	235	47
<b>Secondary</b>	42	55	55	55	55	262	52

### Question

Can the Principal determine how planning time is used?

### Answer

Refer to Board Policy GBEB-R: *Responsibilities of the Teacher* for clarification on the role of the Principal in directing the use of planning time.

### Question

When does my day begin and end?

### Answer

Technically, the ATU defines teacher contact time as an 8-hour workday.

**Question**

Who decides when teachers are expected to arrive at school and when they can leave?

**Answer**

The Principal of each school will establish the starting and ending time for the professional staff. At the elementary level, students are on the school campus for 7 hours, while secondary students are expected to be on the school campus for 7 hours and 25 minutes. Elementary Principals will determine how the 60 minutes before or after school will be assigned. Secondary Principals will determine how the 35 minutes before and after school will be assigned.

**Question**

How can the before and after school time be used?

**Answer**

The before and after school time at the elementary level can be used as additional planning time, duties as assigned by the Principal, team meetings, staff meetings and/or for parent-teacher conferences. If not used for one of the purposes outlined in GBEB-R, before and after school time may be used as additional planning time.

The same is true for secondary schools with regard to the use of before and after school time.

**Question**

How can a teacher use other times during the 8-hour work day that are non-student instructional time?

**Answer**

Additional non-instructional teacher time may be used for team time, RtI, or duties as assigned by the principal. When no other duties are assigned, non-instructional teacher time may be used for additional planning time.

**Question**

Will secondary teachers have one or two planning periods?

**Answer**

Technically, every K-12 teacher has one individual planning time. The secondary non-student instructional teacher time is used for team planning time at the middle school and other duties as assigned at the high school level. When not used for either of these purposes, any non-instructional teacher time may be used for additional planning.

**Question**

As a middle and high school teacher will I still teach 5 out of 7 classes next year?

**Answer**

Your teaching schedule for the 2007-2008 will be very similar to your teaching schedule for the 2006-2007 school year. If you taught 5 out of 7 classes this year, you can expect to teach 5 out of 7 classes next year.

**Question**

What is the percent of instructional and non-student instructional teacher time within an 8-hour work day?

**Answer - EXAMPLE ONLY**

	<b>Tuesday – Friday Teacher-Student Instructional Time</b>			
	<b>Elementary (42 minute plan)</b>	<b>Elementary (60 minute plan)</b>	<b>Middle School</b>	<b>High School</b>
Teacher Work Day	480 minutes (8 hours)	480 minutes (8 hours)	480 minutes (8 hours)	480 minutes (8 hours)
Less before and after school time	60 minutes = 420 minutes	60 minutes = 420 minutes	35 minutes = 445 minutes	35 minutes = 445 minutes
Less duty free lunch	30 minutes = 390 minutes	30 minutes = 390 minutes	30 minutes = 415 minutes	30 minutes = 415 minutes
Less recess	15 minutes = 375 minutes	15 minutes = 375 minutes	0	0
Less individual plan time	42 minutes = 333 minutes	60 minutes = 315 minutes	55 minutes = 360 minutes	55 minutes = 360 minutes
Less team time or other duties as assigned	0	0	55 minutes = 305 minutes	55 minutes = 305 minutes
Teacher-student instructional time	<b>69%</b>	<b>66%</b>	<b>64%</b>	<b>64%</b>
Non-student instructional teacher time*	<b>31%</b>	<b>34%</b>	<b>36%</b>	<b>36%</b>

\* **NOTE:** For purposes of this ATU, passing time between classes has not been included in defining “non-student instructional teacher time.” However, CDE considers passing time between classes as “non-instructional time” when calculating mandated hours of attendance required by state statutes.