

Professional Staff Contracts and Compensation

All instructional personnel, except substitutes, shall be employed on the basis of a written contract. All employment contracts, except that for the employment of the Superintendent and Assistant Superintendent shall extend for a period of one year or the remainder of the year. Interim teachers shall receive contracts clearly marked "Interim" and "Nonrenewable".

Newly hired teachers to Eagle County Schools will receive a "preliminary offer of employment" letter from a hiring supervisor. This letter is intended to communicate with the employee that Eagle County Schools is interested in hiring the employee contingent upon the following items:

- A determination being made by the Office of Human Resource Services that the potential employee is "highly qualified" under Colorado's definition of a highly qualified teacher for the position that s/he has been preliminarily offered .
- A background check being cleared by the Colorado Department of Education/Colorado Bureau of Investigation.
- Approval of the Eagle County Schools Board of Education.
- Receipt of completed application materials and the required pre employment and post employment paperwork.
- Telephone reference checks.
- Verification and submission of appropriate licensure issued by the Colorado Department of Education.

The initial teacher employment contract shall include the parties (employee and the Eagle County School District), duration of the contract (dates), a general provision regarding the annual salary, and a reference to the District's personnel policies (as part of the contract and binding on both parties) and the damages statement as required by state law. All additional provisions shall be contained in the District's personnel policies and shall be changed only through the Policy and Communications Committee or Negotiating Team as outlined in Policies GC and HD.

Teacher Reemployment Notices shall be issued before the end of the academic year proceeding the next contract year. This notice shall serve as the notice that the contract has been extended for another school year and that employment will continue for that term.

The salary schedule for licensed employees and the guidelines for placement on the salary schedule are included in the district's personnel policies. Individual salaries for each academic year shall be calculated by September 5 (see policy GCBA/GCBB). Notice of Personal Action will be sent to each employee on or before the first payroll date of the year. If an error in salary is brought to attention of either party within 12 months, it will be corrected in the next pay period and paid retroactively to the first day of the contract year. When mid-year changes to the salary schedule are made, Notice of Personnel Action will be sent to each employee prior to first payroll date after the effective date.

Master teacher(s) will be on a three-year renewable contract. Each year, the master teacher must re-qualify for his/her position. Every three years, the position will be automatically re-opened and the selection process will then be utilized to then fill the open position. The master teacher who has previously held the position will be eligible to re- applying at the discretion of the principal. If the current master teacher does not successfully re-qualify during the three year renewable contract, the position will be re-opened.

Master teachers will be scheduled to work an additional 20 days beyond the regular teacher contract according to the current year's District calendar.

A stipend per the current years licensed salary schedule is paid to master teacher to compensate them for the additional days and responsibilities with the master teacher role.

The Mentor teacher will be on a one-year renewable contract. Each year, the mentor teacher must re-qualify for his/her position each year. The mentor teacher who previously held the position will be eligible to interview at the discretion of the principal.

Mentor teachers will be scheduled to work an additional 10 days beyond the regular teacher contract according to the current year's District calendar.

A stipend according to the current years licensed salary schedule is paid to a mentor teacher to compensate them for the additional days and responsibilities with the mentor teacher role.

The salary of a teacher who has received additional compensation for the performance of additional duties may be reduced if the teacher has been relieved of the additional duties.

Over and Underpayments.

If the District or the employee becomes aware of an apparent overpayment or underpayment, the other party shall be given immediate written notification of such fact. Within 30 days of the District's receipt of written notification from the employee that the employee has been underpaid, the District shall pay the employee the amount owing to the employee on the next scheduled payroll date for that employee except those payments in accordance with policy GCBA. Within 30 days of the employee's receipt of written notification from the District that the District has overpaid the employee, the employee shall repay the amount owed to the District, without interest. If the employee fails to repay the District, the District shall have the right to withhold the amount due the District from any monies which the District owes the employee. In no event shall any claim by the employee or the District for overpayment or underpayment be recognized more than 12 months after the date on which such overpayment or underpayment occurred.

Eligibility for Performance Pay:

1. Teachers working 138 to 183+ days are eligible for 100% of the total performance award available (pro rated based on FTE) and the award will be calculated as follows:
 - 25% Individual/Grade Level/Building NWEA
 - 25% Building Wide CSAP
 - 50% Evaluation – Teacher Skills and Knowledge

2. Teachers working between 120 and 137 days are eligible for 70% of the total performance award (pro rated based on FTE) and the award will be calculated as follows:
 - 25% Individual/Grade Level/Building NWEA
 - 25% Building Wide CSAP
 - 50% Evaluation – Teacher Skills and Knowledge

The student achievement portion of the performance award for our high school teachers will be determined by building wide NWEA, CSAP and ACT scores at a percentage of 16.67% each.

3. Teachers working 119 days or less are not eligible for performance pay.
4. Master teachers are scheduled for 20 days beyond the regular teacher contract. The eligibility for performance pay based on days worked is therefore, figured based on 203 days instead of 183 days. This is because the 20 additional days are intended to off set the requirements of the District for Master teachers to attend District meetings and District Staff Development activities.
5. Mentor teachers are scheduled for 10 days beyond the regular teacher contract. The eligibility for performance pay based on days worked is therefore, figured based on 193 days instead of 183 days. This is because the 10 additional days are intended to off set the requirements of the District for mentor teachers to attend District meetings and District Staff Development activities.
6. Should the number of days that the District is requiring master and mentor teachers to be out of the building to attend District meetings and Staff Development activities exceed the 20 days that are provided to master teacher and/or the 10 days provided to mentor teachers, these days will not negatively impact the teacher's eligibility for performance pay based on days worked.

Rationale:

1. To influence student learning, a teacher must teach a minimum of 75% of the time or 138 days. Therefore, teachers must teach at least 138 days to be eligible for 100% of the performance award.
2. A teacher who instructs for 120 to 137 days has a lesser impact on the student academic growth of a student. If a teacher works between 120 and 137 days, they have been responsible for the instruction of the children in his/her class for approximately 70% of the year and therefore, they are eligible for 70% of the performance award.
3. A teacher working 119 days or less will not be eligible for a performance award as they were not responsible for a majority of the instruction (less than 75%) provided to the students in the class. This means that consist with existing policy, this teacher will not receive a salary increase for the following school year.

4. Upon the birth of a child, a female employee is considered “sick” for a total of 6 weeks for a regular delivery and 8 weeks for a c-section. Therefore, a teacher can be absent for a total of 45 days or 9 weeks for maternity leave or any other type of leave that is consistent with district policy and will not be disqualified from receiving 100% of the performance award.