



**TERMS AND CONDITIONS OF
EMPLOYMENT DOCUMENT**

**ADMINISTRATORS, ASSISTANT PRINCIPALS,
SUPERVISORS AND PSYCHOLOGISTS**

2017-2018

ADMINISTRATIVE TERMS AND CONDITIONS

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I. STATEMENT OF PURPOSE

The purpose of this document is to identify those items relating to working conditions, benefits, and salaries that have been approved by the Governing Board of the Kyrene School District for Administrators, Specialists, Supervisors, and Psychologists.

The success of the total school program is directly related to the performance of these District employees. It is the intent of the Governing Board to provide for the working conditions, benefits, and salary that allow the District to attract and retain high quality staff in these positions. The compensation structure described in this document is built in an attempt to reflect equality, comparability, and level of responsibility.

This document may be modified by mutual agreement of the parties.

II. DEFINITIONS

Certified Administrator

Any administrator whose position requires him/her to hold certification by the State of Arizona, Department of Education as an administrator.

Non-Certified Administrator

Any administrator whose position does not require him/her to hold certification by the State of Arizona, Department of Education as an administrator.

Assistant Principal/Assistant Director

Any administrator whose position requires him/her to hold certification by the State of Arizona, Department of Education as a teacher or administrator.

Support Supervisor

Any administrator whose position does not require him/her to hold certification by the State of Arizona, Department of Education as a teacher or administrator.

Psychologist

Any psychologist whose position requires him/her to hold state of Arizona certification as a psychologist.

Day

Day shall mean contract day unless specified otherwise.

Fiscal Year

July 1 through June 30.

Employee

Any employee covered by this document unless specified otherwise.

Exempt Employee

All employees covered by this document are considered exempt employees under the Fair Labor Standards Act.

III. WORKING CONDITIONS

A. Change of Assignment

Assignment of employees shall be based primarily on factors deemed to be in the best interest of the District. Reassignment will be done as the needs of the District are determined and in consultation with the employee.

B. Length of Contract and Work Hours

<u>Employee Group</u>	<u>Position Title</u>	<u>Contract Length</u>
Administrator	All	12 months (260 days)
Administrator	Assistant Principals	11 months (235 days)
Psychologist	Psychologist	10 months (215 days)

All administrators, non-certified as well as certified, will be offered a contract for the next school year on or before May 15 unless on or before April 15 the Board or the superintendent gives notice of the Board's intention not to offer a new contract.

Employees who leave their job site for one-half day or more must notify their immediate supervisor.

Employees are required to identify a person or persons who will be responsible for the completion of the employee's duties when the employee is away from his or her job site.

C. Staff Protection - Administrators

The Board will be vigorous in its protection of all employees from physical and/or verbal abuse.

1. Any employee who is threatened with harm is to notify his/her supervisor immediately, and steps are to be taken at once to protect the employee's safety.
2. The Board shall protect its employees through a comprehensive liability insurance program. A copy of such policy shall be available for inspection in the Business Office.
3. The Board shall hold harmless and defend any District employee from claims for damages caused or alleged to have been caused in whole or in part by the employee while performing assigned duties as an employee of the District under the provisions of the District's liability policy, whether or not that person is employed by the District at the time the claim is made, provided that the District shall not be obligated to assume any costs or judgments held against the employee when such damages are proved to be due to the employee's willful negligence, violation of law, or criminal act as determined by a court of law.

D. Personnel Files

1. Personnel files are established, initiated and controlled by the District for the purpose of maintaining a record of the qualifications and performance of employees.
2. Material originating within the District and which concerns an employee's conduct, service, or personality shall not be placed in an employee's file unless he/she has had an opportunity to read

the material. The employee shall acknowledge that he/she has read such material by affixing his/her signature on the actual copy to be filed and shall be issued a copy. Such signature does not necessarily indicate agreement with the content of such material. In those instances when an employee refuses to sign such material, the supervisor shall have the material read to him/her before a witness who will then sign a statement indicating that the employee had it read to him/her. A refusal to be on hand for the reading of such a statement before a witness shall be regarded as insubordination.

3. The employee shall have the right to respond to those items specifically addressed within the materials placed in the file. The response shall be submitted to the individual's immediate supervisor, read by the Superintendent, and attached to the file copy. The response may be accepted only if the contents are directly relevant to the contents of the material in question.
4. All references obtained on the basis of confidentiality for the purpose of initial employment or promotion, originating either outside the school District or within the District, shall not be subject to this agreement and, therefore, shall not be available for inspection by the employee. Those items covered would be placement files or letters of recommendation for initial employment or promotional employment within the District.
5. All materials must be dated at the time they are placed in the files and may not be removed except through grievance. The signature of the employee and immediate supervisor shall be affixed to each document.
6. All materials placed in the employee's District personnel file and originating within the school District shall be available for inspection by the employee and administration. Requests for inspection will be given in writing to Human Resources Services twenty-four (24) hours in advance of the date desired. Human Resources Services will schedule a time for the inspection and will make arrangements for a staff member to be present when the inspection takes place.

E. Administration of Salary

1. Setting Salary for New Employees

Employees new to the District will have their salary set based upon experience and education on the administrative salary schedule using the placement guidelines. (see Appendix A). Upon approval of the superintendent, administrators may be granted credit for more than four years of prior experience credit not to exceed their total years of administrative experience as calculated within the guidelines. This is done only when determined to be in the best interest of the district due to current market conditions and/or the need for continuity or quality of service to the district.

Administrators shall receive, upon receipt of appropriate documentation, one year's credit on the salary schedule for each year of prior administrative experience in the same classification and/or one half year's credit for subordinate administrative experience in a like position not to exceed four years. New employees must furnish the District with a current official set of college transcripts if applicable to placement on the salary schedule. Credit for professional training not revealed to the Human Resources Department at the time of application for employment may not be claimed or granted at a future date.

2. Salary Increases for Continuing Education

Administrators can earn educational salary credit for continuing professional growth if the courses and experiences are in alignment with the employee's Professional Growth Plan (PGP).

Employees who submit earned Education Credits by February 15 and who meet all criteria for receiving said credit will be compensated at the current credit value and for the number of allowable credits determined in the annual Terms and Conditions process.

Submitting Coursework to be eligible for salary increases for the subsequent year, coursework must be completed by February 15 and all transcripts and supporting documentation must be **submitted** through iVisions no later than 4:30pm on February 15 of each year.

The following conditions apply:

- The existing Professional Growth Committee will determine whether education credits meet eligibility guidelines
- Education Credits earned more than ten (10) years prior to the submission for approval will not be eligible
- The value of an education credit will be consistent with the certified approved rate
- New hire education credit placement rules will be similar to that of teacher new hires
- If a staff member is promoted to an administrative position, his/her previously claimed educational credits (in blocks of 15) will be recognized and increments over that will be carried forward
- Only one Masters degree can be claimed. Additional coursework beyond the first highest degree earned, are eligible to claim for additional credit compensation
- A one-time stipend of \$1,200 will be given to administrators receiving a Bachelor's degree the following contract year if claimed by February 15.

To receive an increase for education, the employee must demonstrate “satisfactory” or “needs improvement” on all performance competency areas of the administrative appraisal system.

3. Types of Credit Allowed

Professional growth courses and experiences will be evaluated and approved (see Professional Growth Timetable) based on course outcomes as opposed to delivery methods. Direct classroom instruction, online, or self-paced courses are examples of the instructional delivery methods acceptable for approval. Fifteen seat hours equals one (1) credit.

1) University credit

a) Graduate courses

Graduate coursework for professional growth is the expected standard in the District.

b) Undergraduate courses

Undergraduate courses may be considered, but not necessarily approved, by the Professional Growth Committee. Approval will be based upon the quality of the coursework and at least one of the following criteria, which must be identified in the course declaration:

- Prerequisite to graduate study
- Requirement to obtain appropriate certification or highly qualified status due to an identified deficiency (as specified through Human Resource Services Action Plan) or to obtain appropriate certification/endorsement in an area of need identified by the District
- Change in instructional practice (pedagogy) as initiated by the District*
- Change in curriculum/program*
- The course addresses current social and educational needs of students as identified by the District or School Administrator*

**For these identified criteria, a total of one (1) undergraduate course per school year will be considered for education salary credit*

2) District and Out of District Staff Development Classes and Workshop Credit

Credit earned will be controlled by standards comparable to those for credits earned for formal college/university study.

- Out of district workshops must be a minimum of 15 seat hours.
- Kyrene courses are eligible to be clustered
- Out of district workshops are not eligible for clustering, except for professional workshops taken by nurses and speech/language pathologists and preapproved by their supervisor. Coursework necessary to maintain current specialized certification is not eligible for education salary credit.
- Employees who help develop District or site initiated projects or curriculum may receive educational salary credit. Hours will not be granted for work reimbursed by salary or performance contract. Project credit must be pre-approved by the evaluator and Assistant Superintendent of Human Resource Human Resources Services /designee and must include an assessment of how the site initiated project or curriculum will directly contribute to better school performance and increased student achievement.

3) Credit Not Allowed

- Credit will not be allowed for courses which are repetitious in content.
- Employees may not receive educational credit if the District is compensating or reimbursing the employee in any way.
- Employees may not receive educational salary credit for courses taken prior to date of hire that were not claimed within 30 days of the start of the contract and verified by Human Resource Services within the initial contract year.
- Employees may not receive educational salary credit for courses unless they have received a grade of C or higher, or a Pass grade in a Pass/Fail course.

4) Credit Conversion

Quarter-hour credits will be evaluated as equal to two-thirds of one (1) semester hour credit for educational salary credit.

4. Employee Responsibilities and Professional Growth Timetable

Employees are eligible for compensation for educational credit for the next fiscal year should funding be available.

1) Course Approval

It is the employee's responsibility to submit and obtain approval for all educational credit, including courses, workshops, and projects. Kyrene SchoolNet, IDEAL, PBS/TeacherLine and ASSET courses are considered pre-approved provided Administrator is not on contracted time or has submitted vacation time in advance of the start date in order to attend during the workday.

Course approval requests must be submitted electronically to Human Resource Services using iVisions. The Professional Growth Committee will work with Human Resource Services to review all requests to assess whether the coursework meets District standards. The review will be based on the Terms and Conditions Professional Growth Language in place at the time the coursework was completed.

2) Submitting Coursework

To be eligible for salary increases for the subsequent year, coursework must be completed by February 15 and all transcripts and supporting documentation must be **submitted** through iVisions no later than 4:30pm on February 15 of each year.

3) Coursework Status

Administrators may check the status of the coursework through iVisions. The iVisions system uses the following status remarks:

- “Submitted” means a course has been successfully entered into iVisions and is in queue to be processed.
- “Pending Information” means a course submitted for either *Pre-Approval* or as *Completed Coursework* is being processed by Human Resource Services and/or the Professional Growth Committee and requires additional information to be submitted in order to determine eligibility. Administrator will be contacted by Human Resource Services with the specific request for additional information.
- “Committee Review” means that a course submitted for either *Pre-Approval* or as *Completed Coursework* has been forwarded to the Professional Growth Committee to determine eligibility.
- “Pre-approved” means courses submitted for pre-approval and have been initially determined to meet Professional Growth Standards based upon information submitted as part of pre-approval. (**Final determination will be made when submitted as completed coursework.)
- “Eligible” means that completed coursework meets Professional Growth Standards and is eligible for compensation in the next fiscal year should funding be available.
- “Not-Eligible” means completed coursework or pre-approval course requests have been reviewed by the Professional Growth Committee and were determined to not meet Professional Growth Standards and are not eligible for compensation.

**Final Approval of Educational Credit – Final evaluation for educational salary credit will only occur when all documentation has been submitted by 4:30pm on February 15. iVisions will indicate that a final evaluation has been completed when a course has been marked as eligible or ineligible, unless submitted for pre-approval the status is pre-approved.

All transcripts and/or grade slips must show verification of approved credit beyond the Bachelor’s or Master’s degree and must meet all necessary criteria for approval as outlined within the Professional Growth section of this document. Those additional hours may be attained before, after, or concurrent with a Master’s degree. For example, an approved course not part of a teacher’s Master’s program and taken concurrently shall be counted as additional hours.

5. National Certification

Professional staff who successfully attain or hold a National Certificate may be eligible to receive an annual stipend for each year that the certification is valid provided that the criteria below is met.

To be eligible for a National Certification stipend for the subsequent year, a Notice of Intent must be completed by February 15 and all supporting documentation must be **submitted** to Human Resource Services no later than 4:30pm on February 15 of each year.

Additional compensation may be granted for certifications or additional licenses that an employee may hold or earn that are above and beyond what is required for an employees' position with Kyrene School District not to exceed \$1,200 per year.

A tiered compensation structure is applied to eligible national certificates. The Professional Growth Committee will determine if compensation is payable based on criteria that will include but is not limited to the following:

- Certification directly relates to the employees' position and provides additional expertise to the District
- Certification has national recognition and is affiliated with a national professional organization
- Certification is granted with successful completion of testing
- Certification compensation amount to be tied to the amount of rigor for completion, with full \$1,200 being granted if comparable to the certified National Board Certification
- Certification authenticity is verifiable
- Certifications have an expiration date and/or are renewable, or
- After 10 years, in cases where there is no expiration date or renewal required to maintain the certificate, the employee must submit documentation to HR showing that they have continued professional development that is directly related to their position with the district. To renew the stipend payment with the district for an additional 10 years, the employee must demonstrate completion of 60 hours of related professional development within the three (3) years prior to the 10 year marker or within three years of initial consideration. Such professional development may include; seminars, conferences, district classes, webinars, workshops and position related coursework.
- If a certification does not have an expiration date, it must be less than 10 years old at the time of initial consideration. If the certificate is older than 10 years, the employee must submit completion of 60 hours of related professional development (within the past 10 years) with the initial application.
- After 10 years from original issue date of certificate, in cases where there is no expiration date or renewal required to maintain the certificate, the employee must submit documentation to HR showing that they have continued professional development that is directly related to their position with the district. To renew the stipend payment with the district for an additional 10 years, the employee must demonstrate completion of 60 hours of related professional development within the three (3) years prior to the 10 year marker. Such professional development may include; seminars, conferences, district classes, webinars, workshops and position related coursework.
- Tier 1 national certifications thus far approved at a maximum of \$1200 per annum prorated to FTE are as follows:
 - National Board Certification Certificate
 - School Psychologists Licensure
 - National Certification School Psychology (NCSP)
 - Paralegal Certificate
- Tier 2 national certifications thus far approved at \$600 per annum prorated to FTE are as follows:
 - Group Benefits Associate

See Addendum C for Professional Growth Committee rubric. Professional Growth Committee reserves the right to make changes at any time.

If the certification has not been approved in the past, it will need to be reviewed by the Professional Growth Committee and taken to the Kyrene Administrative Council for consideration.

6. Salary Increase

Salary increases may occur each year based upon fiscal conditions and the District goals in support of student learning.

The employee must demonstrate “satisfactory” or “needs improvement” rating in all competencies on the evaluation system in order to receive any salary increase. A person who receives an “unsatisfactory” rating on any competency on the evaluation system, will not receive any salary increase including any bonuses, stipends or other forms of alternative compensation. No opportunity will be given, at any time, to recover the loss of the annual increase.

7. Salary Placement Rules When Being Promoted

Current Kyrene Employee Promoting from ESP/Certified to an Administrator Position

Normal placement rules will be used up to the mid-point salary range of the new position **or** 5% increase to the employee’s current base hourly rate (plus stipend(s) if applicable and directly related to the new position); whichever is greater.

Current Kyrene Administrator Promoting within the Administrator Classification

The employee will receive an increase to their current base hourly rate which is the amount equal to the hourly rate difference between the current and the new position.

F. Reduction In Force, Return to Teacher Status, and/or Re-Employment/Work After Retirement

Reduction In Force

Administrators who were teachers in the District prior to being covered under this agreement will be offered a teaching position if the administrator is qualified and properly certified for an open available position.

Such employees who obtain a teaching position in the District shall receive full prior Kyrene teaching experience credit and may receive one step of credit on the teacher salary schedule for each year served as a Kyrene administrator.

Any employee who has gained T+3 status shall not lose it if his/her employment status as a certified employee with the District is uninterrupted. Approved leave status would not be considered an interruption of employment.

Persons terminated because of a reduction in force and who return at a later date, when called by the District, shall return with all benefits accrued at the time of termination except in cases where a payoff was received at the time of termination.

Return To Teacher Status

If an administrator voluntarily chooses to return to a teaching assignment, full Kyrene teacher experience credit shall be granted. This request must be submitted to the superintendent for approval no later than January 15 of the year prior to reassignment.

Upon approval of the superintendent, administrators may be granted credit for more than their Kyrene teaching experience not to exceed their total years of administrative and teaching experience. This is done only when determined to be in the best interest of the District due to current market conditions and/or the need for continuity or quality of service to the District.

Retirement – Return to Work

Return to Work Retired Employees as defined by Arizona State Statute will be placed at their last base exiting salary minus the full ACR, or according to the placement rules of new hires, whichever is greater.

Re-Employment

An employee who has been previously employed by the District and is not ASRS retired will receive full Kyrene salary credit if that employee is re-employed within forty-eight (48) months into the same Administrative job classification. The employee shall be compensated at the base amount of his/her last documented contract, or the employee may choose to come in on the New Administrative Salary Placement Range on the same basis as any new employee, if that would result in a higher salary.

IV. BENEFITS

KAC may appoint one (1) employee to serve on the Employee Insurance Committee. The cost of substitutes in all instances will be paid by the District. The Committee may participate in all activities of the Kyrene Employees' Benefit Trust (KEBT), including, but not limited to, committees as assigned and all meetings. The role of the committee is to provide advice and input to the Trustees of the KEBT for the purpose of adding value and perspective to its decisions.

A. Administrator Group Term Life Insurance

The Governing Board shall provide Administrators with a Life Insurance policy in the policy amount of \$250,000.

Employees eligible may request a summary copy of the policy which shall indicate all provisions and benefits to the above stated policy upon request.

Employees may convert or port life insurance policies at the end of their employment.

Employees may purchase additional life insurance at the group rate.

B. Kyrene Employee Benefit Trust
Insurance

Per the Kyrene Employees Benefit Trust (KEBT) Summary Plan Document (SPD), an employee working 30 hours or more per week/130 hours per month in all positions within Kyrene School District combined is health insurance benefits eligible. All benefits eligible employees have the option to waive KEBT medical coverage with proof of other existing insurance coverage.

The Governing Board will provide medical benefits for its employees through the Kyrene Employees Benefit Trust (KEBT). These benefits are subject to changing statutory requirements and changes by the KEBT. Employees will be consulted, where possible, on a contemplated change of benefits and will be advised if and when benefits have been changed as to the nature of the specific changes.

The Kyrene School District provides a medical plan allowance to be used to purchase one of the Kyrene medical plans. If the employee chooses to decline medical plan coverage, they are also declining the medical plan allowance.

Should the medical allowance dollars not cover the premium for the employee's selected coverage, the employee will have salary deducted to cover the cost. In the event the employee is unable to pay their premiums for their selected benefits from their paycheck, the employee will be notified by the District and the employee will be given payment instructions.

C. Continuation of District Insurance Plan (COBRA)

- 1) Retirees can choose to elect COBRA through Kyrene for 18 months. When their COBRA election expires, or if they did not elect the COBRA continuation, they may go on the State plan or an individual insurance plan.
- 2) Widows, widowers, divorced spouses, and spouses of Medicare eligible employees who become ineligible for coverage will be allowed to continue coverage for themselves and their dependents by electing COBRA continuation, at their own expense as outlined in the federal guidelines for COBRA continuation.
- 3) Terminated employees may continue coverage for themselves and their dependents for eighteen (18) months, at their own expense by electing COBRA continuation, unless they become covered by another group insurance plan or become entitled to Medicare benefits.
- 4) Individuals electing-continuous coverage through COBRA will be required to pay the full group rate, plus an additional 2% to cover administrative COBRA costs.

D. Authorized Absences

1. Authorized Compensatory Absences (ACA)

Authorized compensatory days are to be used for illness, illness of a family member, religious observances, or personal business that cannot be completed outside the normal working day.

ACA days shall not be used for other gainful employment or recreational purposes. Misuse of ACA days may result in disciplinary action and/or loss of pay for the day(s).

Authorized compensatory absences are earned by employees whose minimum workweek is twenty (20) hours. Employees will accrue ACA at the Governing Board approved rate and the unused portion will accrue indefinitely.

These absences may be used and reported in a minimum of two (2) hour increments for illness or personal reasons.

If the employee has prior knowledge that there will be an absence for any of the above reasons, an absence request shall be submitted five (5) working days before the absence takes place through iVisions.

ACA will accrue and be credited on a per pay-period basis. Accruals will be based on actual paid time, not to exceed contracted FTE. ACA days may not be used prior to being earned, except in hardship situations when the employee has a serious illness and has not yet earned sufficient ACA days. In this event, the employee may apply for an advance of days, not to exceed the total number of days allocated for the remainder of the year. Advance crediting of ACA days must be due to serious illness of employee or immediate family and must be approved by the supervisor and the Assistant Superintendent of Human Resources (medical documentation is required). If the employee terminates with a negative balance of ACA days, the per diem amount of the deficit days will be deducted from the employee's final pay.

Verification of need for Authorized Compensatory Absences:

- a. In any absence where there may be an indication of misuse, the Board or its designee may require an explanation and/or verification by an appropriate authority.
- b. In absences of five (5) consecutive school days or longer, the Board or its designee may require appropriate verification.
- c. In those cases where employees are absent from work for twenty (20) or more consecutive school days, the Board or its designee may require a medical examination by a physician of the Board's choice to either substantiate the need for ACA time or the employee's ability to return to work. In such cases, the District will bear the cost of the medical examination. The response from the physician shall be in writing.
- d. The District requests that principals and assistant principals be present in the school the day prior to or following a holiday. Exceptions must be requested prior to use and have the approval of the Superintendent/designee.

2. Employee Bereavement Absences

An employee who is contracted to work 20 hours a week and above shall be granted compensated bereavement time not to exceed three (3) days per annum, prorated to FTE, where such an absence is necessary due to a death in the employee's immediate family or employee's spouse's/partner's immediate family.* If there is a need for additional time for bereavement, and an employee has accrued ACA time, the employee may use that time for days and additional time may falls under the application of Policy GCCC and must be approved by the Governing Board. An employee who is contract less than 20 hours a week shall be granted uncompensated bereavement time not to exceed three (3) days per annum prorated to FTE.

* "Immediate family" for this section only is defined as: 1) The spouse or domestic partner of the employee; 2) The children (including son-in-law/daughter-in-law), parents, siblings, grandchildren, or grandparents of the employee or the employee's spouse or domestic partner; 3) Relatives living within the household who can be claimed as a dependent.

3. Accrued Time-off Incentive Plan

Employees may be eligible to cash out the equivalent of one week's FTE, calculated based on five day work week ACA / Sick days on an annual basis if the following conditions are met:

- a. Employee elects to opt-in to this plan by February 15 of the preceding contract year.
- b. Employee has a minimum balance of 7 weeks (prorated to FTE) at the time verification is conducted by HR.
- c. Employee must have a contract for the next fiscal year at the time verification is conducted by HR.

If these conditions are met, remuneration will be calculated at 50% of the employee's current base hourly rate at the time verification is conducted by HR.

Human Resources Services will calculate the potential cost for the Accrued Time-off Incentive Plan based on the Notice of Intent Forms that are received in Human Resource Services by the February 15 deadline. Based on this data, a recommendation for the budget will be proposed during the annual budget process. All decisions regarding available funding will be determined and approved through the annual budget process for the next fiscal year. Continuance of this program in the future will be based upon available budget.

4. Maximum Accrual of Authorized Compensatory Absences for Payment Upon Termination

- For employees working within the District during the 2004-2005 school year and continuing in employment in the 2005-2006 school year, they will receive remuneration for each day of accrued authorized compensatory absence upon retirement, resignation, or death, and under the provisions listed below
 - For employees hired for the 2005-2006 school year and thereafter, they will receive remuneration for each day of accrued authorized compensatory absence upon retirement with ASRS, and under the provisions listed below
- a. Those employees who terminate employment and who have at least seven (7) years of continuous service with the District at the conclusion of the individual's last year of employment shall be reimbursed for the number of accumulated days at fifty (50) percent of the employee's base salary divided by the number of contract days.
 - b. Those employees who terminate employment and who have at least thirteen (13) years of continuous service with the District at the conclusion of the individual's last year of employment shall be reimbursed for the number of accumulated days at fifty-five (55) percent of the employee's base salary divided by the number of contract days.
 - c. The maximum accrued authorized compensatory absence allowable shall be:
 - Employees hired FY 1980 and after, maximum of 125 days; (this amount is determined by the number of days accruable each year; the maximum is in proportion to the certified employee maximum;)
 - Employees hired between FY 1976 and FY 1979, maximum of 175 days.
 - d. Those employees who sever employment and are eligible for accrued authorized compensatory absence days may have their reimbursement prorated over their last six months of employment provided the total days accumulated are equal to or more than the number of working days in the last six months of the contract year.
 - e. In the event of permanent disability that prevents further employment, or death prior to twenty (20) years of employment or age sixty (60), the benefits shall be paid to the estate of or to the person.
 - f. Employees who are eligible to receive a cash-out of their accrued time may choose between the following two options:
 - 1) Take the cash disbursement subject to applicable taxes; or
 - 2) Direct deposit the sum on a pre-tax basis into an existing Kyrene employee 403b account with the current provider.

For more information about this process, please contact the District's 403b provider through the Benefits department.

5. Worker's Compensation Benefits

Please see the workers compensation policies: EBBB, GBGD and GBGD-R.

6. Deductible Absences

- a. Personal Deductible Absence: After all accrued time is exhausted, three days/twenty-four (24) hours may be used by employees for activities under provisions of other authorized absence benefits as outlined in ACA usage. A portion of the employee's salary will be deducted to equal 33.3% of the employee's daily rate. Requests for this absence should be completed on the Absence Request Form and submitted to Human Resources at least five (5) days prior to the time of absence. This absence is non-cumulative.

Restrictions on deductible absences are as follows:

The request may be denied if it is determined that its granting would result in notable disruption to the continuity of the responsibilities of the employee.

These further restrictions apply to deductible absences:

- 1) May not pursue recreation.
 - 2) May not seek other employment.
 - 3) May not attend to matters relating to other employment.
- b. Jury Duty Absence: Jury duty absences for employees are allowed with regular pay less jury duty pay without any deduction of authorized compensatory absence. Please see the jury duty FAQ's on the Human Resources web site for complete procedural information.
- c. Subpoena Absence: If an employee is subpoenaed to appear in court in a matter in which he/she is not a party, the employee may take the time, less subpoena pay excluding expenses, without any deduction of ACA, provided appropriate documentation (e.g. the subpoena) is submitted with absence request form.

7. Educational Renewal

A District employee may be allowed to accumulate a total of fifty (50) days over a two year period from vacation days and ACA days to pursue professional renewal. This leave can be taken at any time during the year and will be part of the employee's contract contingent upon the approval of the Superintendent prior to the contract year. During this period, the employee will continue to accrue and receive all employee benefits.

The purpose of the educational renewal program will be for the employee to pursue a selected and approved personal development program. The program proposed by the employee can be tied to programs designed to develop management abilities or can be self designed programs of independent study supplemented by visits to selected educational or other sites designed specifically to enhance the participant's knowledge of management techniques in educational settings. In either case, the programs designed will be tied to specific goals and objectives or professional growth determined by the employee and his/her respective supervisor.

An employee must have been in the District seven consecutive years with at least three years as a full-time administrator before he/she can apply for the professional renewal program. No more than one of the employees can be away from the District participating in the renewal program at any one time.

E. Leaves

Employees must notify Human Resources/Employee Relations to discuss eligibility for an approved leave in the event of any absence: (1) that exceeds ten (10) consecutive work days; and/or (2) when an employee exhausts all days of authorized compensatory absence (ACA). Employees may request the following leaves of absence, if eligible:

Governing Board Approved Leave

1. Annual Non-Compensable Leave
2. General Medical Leave
3. Sabbatical Leave
4. Military Leave
5. State or National Office
6. Personal Leave
7. Victim Leave

Family & Medical Leave Act (FMLA)

1. For incapacity due to pregnancy, prenatal medical care or child birth
2. To care for the employee's child after birth, or placement for adoption or foster care
3. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition
4. For a serious health condition that makes the employee unable to perform the employee's job
5. Military Family Leave

Leave for eligible employees that qualifies under FMLA will be designated as FMLA.

Accrued ACA and vacation must be used during a leave of absence in accordance with Board Policy GCCC, other than annual non-compensable leave. When ACA is used during a leave of absence, ACA shall continue to be accrued at the regular rate.

The employee should contact Human Resource Services/Employee Relations for an appointment for specific information regarding conditions of their leave prior to requesting the leave to ensure eligibility for continuity of compensation, medical benefits and legal rights.

- a) All rights of employment such as T+3/T-3 status and accrued ACA will be preserved and available to the employee. Contact Human Resource Services /Employee Relations for specific details.
- b) During the leave, except in cases where the employee accepts employment in another Arizona public school district, medical insurance benefits received immediately prior to the leave will be allowable under the COBRA guidelines should the employee choose to pay for such insurance for the requested leave.
- c) Upon reinstatement, the employee will receive salary credit at the level eligible for at the time of the leave. Further applicable education salary credit will also be determined.
- d) Except as otherwise provided in law or policy, an employee cannot be guaranteed the same placement or assignment as prior to the leave.

- e) Employees who take a leave for a part of the year will receive a year's service credit provided they complete more than a major portion of the school year.
- f) Part time employees who take a leave will be reinstated at the same FTE as prior to the leave.
- g) Employees on improvement plan or other disciplinary action at time of leave will be returned to the same site and be subject to the same improvement plan.

1. Annual Non-Compensable Leave

Administrators may request an annual non-compensable leave that may be granted by the Governing Board for a period of time not to exceed one (1) contracted school year. Such leave requests will be considered contingent upon the best interests of the District as determined by the Superintendent. Annual non-compensable leaves may be requested for:

- a) Recovery from or treatment of personal illness or injury (verification from health care provider required)
- b) Caring for a child the school year of, or subsequent to, the birth/adoption/foster care placement of employee's child
- c) Caring for a child with a serious health condition (documentation required)
- d) Caring for a member of the employee's immediate family (as defined on page 10)
- e) Serving as an exchange teacher/educator or as a teacher/educator in a foreign country (documentation required)
- f) Further educational study for the purpose of obtaining a certification or degree (documentation required) related to the field of education

The following conditions apply:

- a) Written requests to the Board for annual non-compensable leave, with required documentation attached must be received by the Assistant Superintendent of Human Resources no later than February 15 of the year prior to the leave.
 - 1) Extension to February 15 notification deadline due to extraordinary circumstances, may be considered by the Board upon submission of a written request which must be received by the Assistant Superintendent of Human Resources no later than February 15.
- b) Written notification to the Board of the intent to return or not to return to active status as a contracted employee the following school year after a the leave must be received by the Assistant Superintendent of Human Resources no later than January 15 of the leave year.
 - 1) Extension to January 15 notification deadline due to extraordinary circumstances, may be considered by the Board upon submission of a written request which must be received by the Assistant Superintendent of Human Resources no later than the first day after winter break.
- c) An extension to June 1 may be considered by the Board for requests to serve as an exchange teacher/educator or as a teacher/educator in a foreign country. The written request must include a copy of the exchange/overseas teaching application.
- d) The employee will not be eligible to work in any capacity for the district during the school year in which the annual non-compensable leave is granted by the Governing Board. The employee will be on inactive status and ineligible to receive wages, compensation or benefits of any kind during the annual leave period.

2. The Family and Medical Leave Act

The District shall fully comply with the Family and Medical Leave Act and all interim and final regulations interpreting the FMLA issued by the U.S. Department of Labor. See Board Policy GCCC. An eligible employee under FMLA is one who has been employed by the District at least twelve (12) months and who has completed at least one thousand two hundred fifty (1,250) hours of service immediately prior to the time the FMLA is to commence. Employees must provide thirty (30) days advance notice when the need for leave is foreseeable; when 30 days is not possible, the employee must provide notice as soon as practicable.

3. General Medical Leave

General Medical leave for the employee's medically necessary surgery, accident, major illness, or childbirth and recovery, may be granted in cases where the employee is not eligible under the Family and Medical Leave Act.

- a) ACA not yet earned may not be used during the leave.
- b) The employee will complete necessary paperwork online or by contacting Human Resource Services /Employee Relations, and will submit health care provider certification of the need for medical leave.
- c) The leave may begin at an earlier date, may be delayed, or may be extended, based upon verification from the health care provider that supports a change in dates.
- d) In order for the employee to receive pay during winter or spring break, or any approved contract holiday, it is necessary for the employee to be in attendance or use ACA or vacation for one (1) day preceding and for one (1) day following the break period.

The District may require a medical examination by a physician of its choice to either substantiate the disability, the employee's ability or inability to return to work, or the employee's ability to continue to work prior to the disability if the District feels there might be a danger of health and safety of the employee and the students. In such cases the District will bear the cost of the physical examination. The response from the physician will be in writing.

4. Sabbatical Leave

The Board recognizes the importance of continuing education for the employees of the District. The Board has acknowledged this principle by providing for educational salary credit and by providing opportunities for professional development through workshops and other means. Sabbatical leave may also contribute to this principle.

Sabbatical leaves may be granted by the Board, contingent upon availability of District funds to an employee who has been employed for at least seven (7) consecutive years prior to the application for leave. Sabbatical leave requests must be made by February 15 of the year prior to the requested leave. Criteria, qualifications and requirements are pursuant to Board Policy GCCF and Arizona Revised Statute 15-510.

Sabbaticals may be granted for:

- Study in an accredited institution of higher learning (no less than nine [9] semester hours of coursework per semester must be taken and completed).
- Study under a fellowship grant from a recognized foundation or a research organization engaged in educational research.

- Travel conducted by an accredited institution of higher learning for which course credit is granted by the institution.
5. Military Absence/Leave
Military leaves of absence will be granted pursuant to Board Policy GCCD to employees in accordance with existing state and federal statutes. (A.R.S. 26-168 and 38-610; and U.S. Code Title 32, paragraph 75.)
 6. Leave for State or National Office
If an employee is elected to a state or national office of a professional education association, the employee may be granted a non-compensable leave for the term of said office. Employees may apply for additional non-compensable leaves if re-elected or elected to an additional office.
 7. Personal Leave
Personal leave for less than one year, which does not qualify under any of the other available leaves, may be granted in extraordinary circumstances. Requests must be approved by the immediate supervisor and the Executive Director of Human Resource Services and will only be granted if the leave would not disrupt the continuity of the instructional program.
 8. Victim Leave
Upon submission of required documentation, Victim leave will be granted pursuant to Board Policy GCCD if an employee is the victim of juvenile or adult crime and is exercising a right to be present at a proceeding as defined in A.R.S 8-420 or 13-4439. Leave for this purpose may be limited if the leave creates an undue hardship to the District.

F. Vacation/Flextime

Only 12 month employees shall be eligible for vacation days. Employees with less than 12 months shall have "off contract" days.

Eligible full-time employees shall accrue twenty-two (22) vacation days per annum. Vacation time will be prorated based upon FTE.

Employees may accrue a maximum number of vacation days per policy GCD. Any additional days accrued beyond the maximum per Policy GCD will be forfeited at the start of the next fiscal year, beginning July 1. No employee will have a beginning vacation balance in any fiscal year in excess of the maximum per Policy GCD. Vacation accruals will occur on a per pay period basis, based on actual paid time, not to exceed contracted FTE.

With approval from the appropriate divisional leader, administrators may use up to 15 days of the annual accrual of vacation (22 days) in advance of earning those accruals. An employee who does not complete the full term of his/her contract will be required to reimburse the District for any excess days of vacation for which he/she has received compensation.

Employees are encouraged to use all vacation days each year. Vacation days should be planned so that it does not create a hardship for the school or department. While administrators are able to request vacation days at any time, vacation day usage when school is not in session is encouraged to reduce the impact on students and schools. Employees will be required to use all vacation days prior to severance of employment unless such circumstances exist where the Superintendent/designee approves pay for unused vacation. Such approval must be in writing.

Vacation requests should be submitted to an employee's supervisor for approval prior to use. Supervisors may make exceptions due to unusual circumstances. The District requests that administrators consider the certified blackout calendar when planning vacation time.

Any individual departure from specified workdays or holidays (flex time) should be approved in advance by the supervisor or appropriate assistant superintendent. The decision to grant flex time must be made in consultation with the employee's supervisor affected by the departure from the normally scheduled workdays. Flex time should occur in the same pay period with prior approval from supervisor.

G. Mileage Stipend

If an employee's position is of a nature that it will require travel from the employee's primary work site to alternate work sites or other locations that are within fifty miles of the employee's primary work site then they shall receive a mileage stipend. The amount of the stipend shall be dependent on the amount of anticipated travel based on the nature of the employee's job description. If the actual travel is less than the anticipated travel then no monies shall be returned to the District. If the actual travel is more than the anticipated travel then no monies shall be due to the employee. The mileage stipend is compensation in lieu of the requirement to track and submit actual mileage. The mileage stipend tiers are as follows:

Tier 1: Anticipated travel is 50 – 500 miles, Stipend is \$250

Tier 2: Anticipated travel is 500 – 1,000 miles, Stipend is \$500

Tier 3: Anticipated travel is greater than 1,000 miles, Stipend is \$750

If an employee is expected to travel less than fifty miles during the year then they shall submit mileage claims when the travel takes place. If an employee travels outside the fifty mile radius then they shall submit a travel claim for all expenses, including mileage.

H. Professional Development (\$1,100)*

The Kyrene School District recognizes the importance of participation in conferences, conventions, seminars, professional memberships, clinics, workshops and graduate level or other eligible coursework for professional growth. A total of \$1,100 will be available each year for an administrator's professional development. These funds must be used prior to the end of the fiscal year in which they were originally allocated and will not carry over from one year to the next. With preapproval from the supervisor, an administrator may use professional development money to be reimbursed for costs of graduate level or other eligible coursework. All transcripts must show a grade of B or higher. Any graduate level or other eligible courses reimbursed will not be eligible for education credits.

*pending budget approval

APPENDIX A

Guidelines for Administrative Salary Placement

1. Placement on the schedule is based upon the total number of years credited for previous experience up to four years. Previous experience is calculated in addition to the administrators' actual years of service in their current classification within the Kyrene School District. No credit is given for total experience less than full year increments.
2. Each year of actual experience in the same classification is equivalent to one year of credit on the schedule. Each year of super ordinate experience in a position above the current classification is equivalent to one year of credit on the salary schedule. Each year of subordinate experience in a position in preparation for the current classification is equivalent to one half of a cell on the salary schedule. No credit is given for partial credit within a cell.
3. Part-time employment is credited as one half of the amount normally credited for the work performed.
4. Part-time/part-year employment in multiple positions is compiled to equate to one year. No placement credit is given on the salary schedule for less than a full year's total credit.
5. No credit is given for temporary work or work performed independently by the employee as a consultant or under other such contractual agreements.
6. One year of credit is given for one contract year's work. No additional credit for part-time work in addition to full-time work is credited, i.e., summer school or evening work.
7. Salary credit is given only for work experience completed under an administrative contract. No credit is given on the administrative schedule for work under a teacher's contract.
8. Psychologists receive credit on the administrative schedule for work as a psychologist only. No credit is given for work as an intern.
9. Upon approval of the superintendent, administrators may be granted credit for more than four years of prior experience credit not to exceed their total years of administrative experience as calculated above. This is done only when determined to be in the best interest of the district due to current market conditions and/or the need for continuity/quality of service to the district.

2017/2018 NEW ADMINISTRATIVE HIRING PLACEMENT RANGE

Kyrene School District 2017-2018 Administrative NEW Hire Placement Guide

Classification	Minimum Base Salary based on education and 0 years of experience							Approximate additional amount for years of experience up to 4			
	Band	< BA	BA	MA	MA+45	PhD	1 Yr Exp	2 Yrs Exp	3 Yrs Exp	4 Yrs Exp	
Program Manager	C 41	\$62,236.00	\$63,336.00	\$64,436.00	\$65,536.00	\$66,636.00	\$1,100.00	\$2,200.00	\$3,300.00	\$4,400.00	
Supervisors/Managers	C 42	\$64,602.80	\$65,852.80	\$67,102.80	\$68,352.80	\$69,602.80	\$1,250.00	\$2,500.00	\$3,750.00	\$5,000.00	
Assistant Director	C 43	\$67,032.00	\$68,432.00	\$69,832.00	\$71,232.00	\$72,632.00	\$1,400.00	\$2,800.00	\$4,200.00	\$5,600.00	
Program Administrator	C 44/C 51	\$68,982.80	\$70,532.80	\$72,082.80	\$73,632.80	\$75,182.80	\$1,550.00	\$3,100.00	\$4,650.00	\$6,200.00	
Assistant Principal	C 51		\$69,536.00	\$71,086.00	\$72,636.00		\$1,550.00	\$3,100.00	\$4,650.00	\$6,200.00	
School Psychologist	C 52		*See Allied Health Schedule								
Directors	D 61	\$76,232.00	\$78,132.00	\$80,032.00	\$81,932.00	\$83,832.00	\$1,900.00	\$3,800.00	\$5,700.00	\$7,600.00	
	D 62	\$79,955.20	\$81,855.20	\$83,755.20	\$85,655.20	\$87,555.20	\$1,900.00	\$3,800.00	\$5,700.00	\$7,600.00	
	D 63	\$82,680.00	\$84,680.00	\$86,680.00	\$88,680.00	\$90,680.00	\$2,000.00	\$4,000.00	\$6,000.00	\$8,000.00	
Elementary Principal	D 62		\$81,855.20	\$83,755.20	\$85,655.20		\$1,900.00	\$3,800.00	\$5,700.00	\$7,600.00	
Middle School Principal	D 63		\$84,680.00	\$86,680.00	\$88,680.00		\$2,000.00	\$4,000.00	\$6,000.00	\$8,000.00	

** Upon receipt of appropriate documentation, initial salary placement is based upon position classification and band, then by education level indicated above. Experience credit is granted for up to 4 years of prior experience. Administrators shall receive one year's credit on the salary schedule for each year of prior administrative experience in the same classification and/or one half year's credit for subordinate administrative experience in a like position not to exceed four years. This amount is added to the base entry salary. Upon approval of the Superintendent, additional credit may be granted when in the best interest of the district.

Note: The School Psychologist Hiring Placement Range can be found on the website under Allied Health Salary Hiring Placement Schedule.

TOTAL COMPENSATION ADMINISTRATOR WORKSHEET

KYRENE SCHOOL DISTRICT 2017-2018 Total Compensation Worksheet Current Administrator

	Projected Salary Total
+	
\$	
+	
Employer Paid Benefits Total	
\$	
=	
Projected Total Compensation Package ¹²	
\$	

Professional Pathways															
17-18 FTE	16-17 Base Amount ¹	+	17-18 Base Salary Change ²	+	Education Credit Recognition ³	+	Performance Base Retention ⁴	+	Certifications above & beyond (TBD) ⁵	+	Performance Contracts ⁶	+	To Be Developed if Applicable	+	To Be Developed if Applicable
	\$	+	\$	+	\$	+	\$	+	\$	+	\$	+	\$	+	\$
Compensated Benefit												Employer Paid Benefits⁹			
Travel Allowance ⁷	Professional Growth Allowance ⁸	Social Security 6.20%	Medicare 1.45%	Workers Compensation 0.30%	ASRS Retirement 11.34%*	ASRS Long Term Disability 0.16%*	Health Insurance	Life Insurance \$160,000 ¹¹							
\$	\$	\$	\$	\$	\$	\$	\$	\$							
+	+	+	+	+	+	+	+	+							
\$	\$	\$	\$	\$	\$	\$	\$	\$							
+	+	+	+	+	+	+	+	+							
\$	\$	\$	\$	\$	\$	\$	\$	\$							

1. Base Amount = "amount" listed on 16-17 contract. (Shaded values will be indicated as Base Amount in future years.)
 2. Base Change - Based on budget variables, legislative appropriations, and the work of the M&C teams. (*6% increase for continuing employees*)
 3. Education Credits - Compensation awarded for continuing education per established professional growth guidelines.
 4. Performance Based Retention increase applies to those employees who sign their seventh consecutive contract with Kyrene provided that the performance evaluations were at the highest levels
 5. NSPCB or other Kyrene approved certificates not required for position.
 6. Performance Contracts - Compensated duties beyond contract (e.g.: Athletic Director, Regional Principal)
 7. Travel Allowance - Allowance provided to all administrators to offset mileage costs, administrators have the option of having this amount added to their contract or to submit mileage reimbursement claims.
 8. Professional Growth Allowance - Allowance provided to all administrators to participate in professional growth learning opportunities.
 9. Employer Paid Benefits - Calculated at percentage of Projected Salary Total.
 10. The medical plan allowance amount is determined by which medical plan the employee elects, if any, up to the maximum district paid medical allowance per year. For 2017-2018, the maximum amount is \$4,992.
 11. Life Insurance - This is the 2017-2018 Life Insurance Premium cost for KSD.
 12. Projected Total Compensation = Total Salary Projected + Employer Paid Benefits.
- * The ASRS retirement and LTD benefits are the matching contributions made by the District into the employee's ASRS account.

There is also a salary calculator available on our website at www.kyrene.org/Page/36833

APPENDIX B

Kyrene School District Administrator Sick Leave Bank ASLB

The Administrator Sick Leave Bank is designed to help employees during extreme and catastrophic circumstances. These hours will help provide the continuation of your health insurance coverage.

The Administrator Sick Leave Bank (ASLB) will be maintained for all participating District administrators by the Kyrene Administrators Council (KAC). This committee will establish the guidelines and procedures for monitoring and granting Administrator Sick Leave Bank days. Participation shall be on a voluntary basis with employees who wish to participate initially contributing 16 hours (2 days) for full time administrators and 8 hours (1 day) for part time administrators of unused sick leave to the bank upon signing of the contract. (Note: all references to time in this document will be computed as a full day (8 hours) for full time administrators and a half-day (4 hours) for part time administrators.) This benefit is not intended to replace salary. All references below are based on this number of days for full or part time administrators. Administrators not participating in previous years may enroll in the ASLB upon signing a contract of any succeeding year by contributing 2 days for full time administrators or 1 day for part time administrators of leave to the ASLB. When days in the bank drop below the minimum balance established, those members wishing to continue membership with the bank will be required to contribute an additional 8 hours (1 day) for full time administrators or 4 hours (.5 day) for part time administrators to the ASLB. Part time administrators that become full time will need to contribute an additional 8 hours (day) to continue in the ASLB. Unused Administrator Sick Leave Bank days will accumulate without limits and carries over into each consecutive year.

The following guidelines will be followed in administering this program:

1. Only those administrators contributing to the ASLB will be eligible to receive days from it.
2. Days contributed to the ASLB cannot be subsequently refunded unless the ASLB is dissolved. An administrator's rights to the ASLB are discontinued upon termination of employment or retirement. An employee who is rehired may rejoin the ASLB on a voluntary basis, by contributing 16 more hours (2 more days) of leave upon signing a contract. If the ASLB is dissolved, hours remaining in the bank will be returned to current participants on a basis prorated by their respective contributions and the number of hours remaining at that time.
3. The administrator who has contributed to the ASLB may request up to 64 hours (8 days) from the bank when the individual's entire accumulated leave (ACA and deductible absences) have been exhausted.
4. No administrator shall be eligible for the ASLB after qualifying for long-term disability coverage.
5. An administrator may receive hours from the ASLB for extreme and catastrophic circumstances. Administrator Sick Leave Bank hours will not be granted for maternity, except when complications arise from pregnancy.

6. An employee wishing to receive hours from the ASLB shall submit to the Administrator Sick Leave Bank chairperson a written request on the appropriate form available at <http://sw.kyrene.org/Page/921>. The administrator, another family member, and/or colleague could make the request. A medical doctor or dentist's statement may be requested in order to receive hours from the ASLB. The committee also has the right to request a second medical doctor or dentist's opinion from a doctor of their choice.
7. An individual may be granted one request per school year and may appeal to the ASLB committee for one (1) additional request of up to 40 hours (5 days) during the same school year (20 hours for part time staff). Additional hours may be granted to an employee during extreme and catastrophic circumstances. The ASLB committee will determine the number of hours granted in conjunction with information from the employee and the Kyrene School District Benefits department.
8. The ASLB committee shall be comprised of one administrator who is appointed by KAC and two other members from the KAC committee. The committee will meet as needed. Decisions will be made by majority vote and will be conveyed to Human Resources, Benefits Department, and the employee in a timely manner.
- 9. All decisions of the ASLB committee are final.**

**Kyrene School District
Administrators Sick Leave Bank
ASLB
Election Form**

I (print name) _____, Employee ID _____ elect to donate 16 hours for a 1.0 FTE or 8 hours for a .5 FTE of ACA to the Administrators Sick Leave Bank. I am aware that these hours will be deducted from my current balance. I understand that this is voluntary and I will not be able to revoke this donation. I also understand that in order to participate in this program I must contribute 16 hours (1.0 FTE) or 8 hours (.5 FTE) ACA leave day.

By signing below I agree to the above guidelines and those set forth in the Administrator Terms and Conditions and the ASLB Guidelines.

____ 16 hours (Full-time employee)

____ 8 hours (Part-time employee)

Signature

Date

School Site

Please return completed form to Deb Spurgin, Mail Stop #13, Human Resource Services, DO.

APPENDIX C

Professional Growth Committee National Certification Rubric

NATIONAL CERTIFICATION RUBRIC		Date Certificate was Obtained Renewal date (if applicable)	Employee Date
National Board Teacher Certification (NBC)	Criteria to Evaluate other Certifications Tier 1 (\$1200)	Tiered Compensation Tier 2 (\$600)	Tiered Compensation Tier 3 (\$300)
1. National Affiliation - Overseen by National Board for Professional Teaching Standards.	Identify National Affiliation (per M & C)	Identify National Affiliation (per M & C)	Identify National Affiliation (per M & C)
2. Testing - 6 tests are taken, 30 minutes allowed for each test.	Certification is granted with successful completion of testing. (Per M & C)	Certification is granted with successful completion of testing. (Per M & C)	Certification is granted with successful completion of testing. (Per M & C)
3. National certification directly relates to the employees position and provides additional expertise to the District.	(Per M & C)	(Per M & C)	(Per M & C)
4. Portfolio - 4 entries required. Three classroom based, one demonstrating professional contribution to enhance student learning. Typically takes 1 to 2 years to complete (Takes minimum of one full school year with 200-400 clock hours outside of school day.)	Certification has extensive written submission component or requires coursework. Requires outside time commitment of 200 or more hours or *1790 hours or more clinical hours/fellowship (on the job)	There is a written coursework component however, not as extensive (100-200 hours) and/or 895 - 1789 clinical hours	Less than 100 hours coursework, and/or less than 895 clinical hours
*Additional Criteria to be considered; Aligned with with the National Board Professional Teaching Standards. All work is assessed by a team of teachers (no less than 12, possibly more.) All evaluators are required to qualify for scoring through intensive training and demonstration of understanding.	Who evaluates the work and what are the standards? Looking for evidence of multiple evaluators or a similar stringent evaluation process.	May have an additional evaluation based on standards and rigor.	No additional evaluation beyond test.
<i>Disclaimer: The Professional Growth Committee reserves the right to recommend further revisions to this tool if necessary.</i>			