2026-2027

MASTER AGREEMENT

A Legal Contract between Gunnison Watershed School District RE-1J and
The Gunnison County Education Association

Gunnison Watershed School District RE-1J
2026-2027

GCEA OFFICERS
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Kelsey McDonald – Secretary
Abbey Kuhns – Treasurer

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Anne Brookhart – President
Jody Coleman – Vice-President
Katya Schloesser – Secretary
Mark Van der Veer – Treasurer
Jennie Reithel – Director

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THIS AGREEMENT IS MADE AND ENTERED INTO BY AND BETWEEN THE BOARD OF EDUCATION OF GUNNISON WATERSHED SCHOOL DISTRICT RE-1J IN GUNNISON COUNTY, STATE OF COLORADO, ON BEHALF OF SAID SCHOOL DISTRICT AND THE GUNNISON COUNTY EDUCATION ASSOCIATION, A COLORADO CORPORATION NOT-FOR-PROFIT, ON BEHALF OF ITSELF AND THE TEACHERS/SSPS OF SAID SCHOOL DISTRICT ON THIS FIRST DAY OF JULY 2026.

GCEA Representative Lisa Danos

Board of Education Representative Anne Brookhart

Effective Date July 01, 2025

Table of Contents

Table of Contents 2
Preamble 4
Article 1: Definitions 5
Article 2: General Terms 7
Article 3: Recognition 7
Article 4: Negotiations Schedule and Procedures 8
Article 5: Grievance Procedure 11
Article 6: Association President 14
Article 7: Association Faculty Representative 15
Article 8: Use of School Facilities 16
Article 9: Assignments 16
Article 10: Staffing Pattern 18
Article 11: Transfers 19
Article 12: Change of Status 20
Article 13: Work Hours and Workload 21
Article 14: Class Size 22
Article 15: Non-Teaching Duties 23
Article 16: Part-time Teachers/SSPs 24
Article 17: Academic Freedom 25
Article 18: Facilities 25
Article 19: Supplies and Equipment 27
Article 20: Instructional Media Center 27
Article 21: Leadership 27
Article 22: Professional Standards 27
Article 23: Evaluations 31
Article 24: Personnel Files 34
Article 25: Professional Development 35
Article 26: Supervision of Interns 38
Article 27: Student Discipline 38
Article 28: Parental and Student Complaints 39
Article 29: Annual Leave 39
Article 30: Temporary Leaves 45
Article 31: Extended Leaves of Absence 46
Article 32: Teacher/SSP Retirement 50
Article 33: Longevity Payment 50
Article 34: Staff Reductions 51
Article 35: Insurance Programs 52

Article 36: Dues Deductions **54**
Article 37: Salaries **55**
Article 38: District By-Laws, Policies and Procedures **57**
Article 39: Transitional Employment **57**
Article 40: Additional Compensation **58**
Appendix A: Teacher/SSP Salary Schedules 2025-2026 **61**
Appendix B: Athletics Stipend Schedule 2025-2026 **64**
Appendix C: Course Approval Documentation Form **65**
Appendix F: Applications for Longevity Form **66**
Appendix G: Transitional Applications **67**
Appendix H: Annual Application for Reimbursement of Unused Accumulated Annual Leave **68**
Appendix I: Application for Reimbursement of Unused Accumulated Annual Leave-Upon-Retirement **69**
Appendix J: Grievance Procedure Communication Flow **70**
Appendix J: Sample Grievance Form **70**
Appendix J: Completed Grievance Form Example **72**
Appendix K: Health Insurance Contribution Rate Table **73**
Memorandum of Understanding 2025-2026 **74**

Preamble

WHEREAS the Board and the Association recognize and declare that providing a high quality education for the students of the Gunnison Watershed School District RE-1J is the mutual aim of the parties, that high quality and morale of the teaching staff is necessary for the best education of students, and

WHEREAS this Agreement shall be governed and construed according to the constitution and laws of the State of Colorado, and

WHEREAS both Teachers/SSPs and the Board share the responsibility for providing the highest possible quality education for the pupils of the School District and both parties recognize that Teachers/SSPs have the major role and responsibility in direct contact with students, that education is a profession requiring specialized educational qualifications, and the success of the educational program depends upon the dedicated services provided by well-qualified staff , and

WHEREAS the members of the profession of education are particularly qualified to assist in the formulation of policies and programs designed to improve the quality of education and professional standards within their profession, and

WHEREAS attainment of the objectives of the educational program conducted in the School District require mutual understanding and cooperation between the Board, the superintendent, administrative staff, and Teachers/SSPs and further, that such understanding and cooperation are fostered through good faith negotiations between the Board and the Association with the free and open exchange of views, and

WHEREAS the Board and the Association further recognize:

A. that the School Board is the duly elected body of the School District and that it has powers and responsibilities conferred upon it by the Constitution and the laws of the State of Colorado.
B. the Superintendent is the chief executive officer of the Board and is responsible for implementing such policies as it may authorize, and

WHEREAS the parties have reached certain understanding which they desire to confirm in this agreement, the parties agree as follows:

Article 1: Definitions

1-1 The term TEACHER as used in this agreement refers to all licensed Teachers under contract with the School District, but excluding all administrators, classified employees, Teacher aides, substitute Teachers and those part-time Teachers employed on a less than one-half time basis. (2018)

1-2 The term SPECIALIZED SERVICE PROFESSIONAL (SSP) , shall mean and refer to any employee who is not employed as a Teacher, principal, or administrator, and whose position requires (a) a valid special services provider license or authorization issued by the Colorado Department of Education; and (b) delivery of professional services to students in direct support of the education instructional programs of the District. Specialized Service Professionals include audiologists, occupational therapists, physical therapists, school counselors, school nurses, school orientation and mobility specialists, school psychologists, school social workers, and speech and language pathologists.

1-3 NEGOTIATING UNIT shall mean all Teachers and all SSPs as defined in 1-1 and 1-2.

1-4 The term BOARD as used in this Agreement shall mean the Board of Education of the Gunnison Watershed School District RE1J, Gunnison County, State of Colorado.

1-5 The term ASSOCIATION as used in this Agreement shall mean the Gunnison County Education Association.

1-6 The terms SCHOOL DISTRICT and DISTRICT as used in this Agreement shall be interchangeable and shall mean the Gunnison Watershed School District RE1J, Gunnison County, State of Colorado.

1-7 The term SCHOOL YEAR as used in this Agreement shall mean the period of time from the opening of the schools in the School District, usually in August, through the closing of school in the spring, usually in June, as shown in the officially adopted school calendar, except when the term SCHOOL YEAR is otherwise defined in this Agreement.

1-8 The term PARTY or PARTIES as used in this Agreement shall mean the Board of Education of the Gunnison Watershed School District RE1J, Gunnison County, State of Colorado, or its representatives acting in its behalf, and the Gunnison County Education Association or its representatives acting in its behalf.

1-9 The term SCHOOL shall include any work location in the School District.

1-10 The term PRINCIPAL as used in this Agreement shall mean any person who is designated by the Board of Education as being a building administrator, part time or full time, or the administrator, part time or full time of any work location in the School District.

1-11 The term SPECIAL SERVICES DIRECTOR (SSD) as used in this Agreement shall mean the person designated by the Board of Education as such.

1-12 Wherever the term ASSOCIATION is used, it is understood that the President of the Association, or his/her designee, if said designee is identified prior to any action taken on his/her part, acts for the Association.

1-13 The term ASSOCIATION GRIEVANCE REPRESENTATIVE shall mean any member of the Association, appointed by the Association to represent any Teacher in a specific grievance proceeding as provided in Article Five of this Agreement. (1997)

1-14 The term SCHOOL DAY shall mean that period of time when a Teacher may be required by the terms of this Agreement to be present at a given building or location. "School Days" are defined as "Student Contact Days and "Non-student Contact Days." "Non-student Contact Days" are organized at the discretion of the school administrator in collaboration/input with/from Teachers and staff. "Non-student Contact Days" include the following:

a. Professional Development
b. Classroom Work
c. Parent/Teacher Conferences
d. Meeting/Collaboration

1-14-a. Work Time– Teachers will be provided time to work in their classrooms.

1-14-b. Professional Development Day – Staff will be provided professional development opportunities throughout the school year. The principal at each building has the discretion to have meetings on these days.

1-15 The term SUPERINTENDENT shall mean the Superintendent of Schools of the Gunnison Watershed School District RE1J, Gunnison County, State of Colorado, or his/her personal designee.

1-16 The term DAYS shall mean calendar days unless otherwise identified.

1-17 The term PROBATIONARY TEACHER shall mean a Teacher who has not achieved non-probationary status under the provision of the statutes of the State of Colorado.

1-18 The term ADDITIONAL COMPENSATION shall refer to all remunerations paid a Teacher in addition to regular contract salary for extra work performed for the School District.

1-19 The term CENTRAL PERSONNEL FILE as used herein shall mean that file containing all written personnel information relevant to an individual Teacher which is positive in nature, or which may be used as a basis for non-renewal, disciplinary or dismissal proceedings.

1-20 The term YEARS OF SERVICE IN THE DISTRICT shall mean a Teacher/SSP who has had employment within the School District. School District approved leaves (as defined in Articles 31 and 32) shall not constitute a break in employment.

1-21 TRANSITIONAL EMPLOYMENT. The term transitional employment shall refer to those licensed Teachers/SSPs who are officially retired from RE-1J under the rules of the Colorado Public Employees Retirement Association (PERA), and who have five (5) continuous years in the district and 20 years of service in PERA, and continue employment for a transitional year following retirement. (2006, Article 39)

1-22 The term ADCO as used in this Agreement shall mean the Administrative Council, which consists of the Superintendent; Principals; Director of Curriculum, Instruction, and Assessment; Director of Special Services; and Business Manager. (2022)

1-23 Continuing Education Unit (CEU): Certificate Maintenance Hours (CMH) and Professional Development Hours (PDH) shall be synonymous with CEUs.

Article 2: General Terms

2-1 The Board shall not discriminate against any Teacher/SSP on the basis of race, creed, color, national origin, sex, sexual orientation, marital status, membership or non-membership in any Teacher organization.

2-2 The Association shall admit persons to membership without discrimination on the basis of race, creed, color, national origin, sex, sexual orientation or marital status, and shall represent equally all Teachers/SSPs without regard to membership in any Teacher organization so long as a Teacher/SSP shall meet the qualification for membership set forth in the Association's By-Laws.

2-3 The Board will provide the Association with an advance copy of the agenda for each official board meeting. In case of a special meeting, notification shall be made as far in advance as possible to the Association.

2-4 The Superintendent shall make available, upon request of the Association, a copy of any materials open to public inspection. The Superintendent shall assemble the requested information within five (5) school days after the receipt of the request.

2-5 Both parties agree that the Association or Board's views relating to the employer and/or view relating to Teacher/SSP/administrator/board relationships shall not be discussed with or in the presence of students in school.

2-6 This Agreement shall be binding upon the parties.

2-7 If any provision of, or application of this Agreement is found to be contrary to law, the remaining terms and provisions shall remain in full force and effect for the duration of this Agreement.

2-8 It is further understood by both parties that in addition the Gunnison Watershed School District RE-1J Board of Education will adopt this Agreement as school board policy.

2-9 Any individual contract between the Board and any individual Teacher/SSP heretofore or hereafter executed shall be subject to the terms and provisions of this Agreement.

2-10 Nothing contained herein shall be construed to restrict or to deny any of the parties hereto or to any individual Teacher any rights they may have under law.

2-11 Nothing contained herein shall be construed to guarantee to any Teacher/SSP the right to automatic renewal of contract or continuation of employment except as specifically provided in the statutes of the State of Colorado.

Article 3: Recognition

3-1 Exclusive recognition of the Association shall continue until the expiration or termination of this Agreement, provided however, that any group of Teachers/SSPs may at any time submit to the Board of Education, a petition containing the signatures of not less than thirty percent (30%) of the members of the bargaining unit requesting that an election be held to determine if the Association shall continue as the exclusive representative of the bargaining unit.

3-2 If fifty-one percent (51%) or more of the Teachers/SSP voting at said election indicate their desire to terminate the Association's representative, this Agreement shall be null, void, and of no effect. An election judge of Gunnison County and the cost of said election shall conduct these elections and the Association, the Board of Education, and the petitioning Teachers shall split fees of such judge equally.

3-3 The Association shall be allowed to conduct orientation activities and meetings for new Teachers/SSPs for at least one hour on one of the orientation days, and in general staff meetings as long as it does not conflict with School District activities. (2026)

3-4 Names and addresses of all Teachers/SSPs shall be provided to the Association as early as practicable following Board approval of their contracts. Along with their employment contract, the Board shall provide all Teachers with a copy of this Agreement.

3-5 The parties agree that the duties and responsibilities of the individuals and classifications as Teachers within the Association's negotiation unit are a condition of employment.

3-6 The second Thursday of each month shall be reserved for GCEA meetings. No committee meetings or Teacher/SSPs meetings will be scheduled after the regular school day on the Thursday of GCEA meetings.

Article 4: Negotiations Schedule and Procedures

4-1 To create a structure based in good faith for open communication and collaboration between the Association and the District, the 3x3 Committee shall meet once per month during the school year until scheduled Negotiations begin, although meetings can be scheduled more often as necessary. The purpose of this team shall include, but is not limited to: building trust between the Association and the District, discussing issues that come from the Association membership and ADCO, discussing Master Agreement (MA) language issues to expedite and support the negotiation process around language, researching applicable issues pertaining to the MA or salary and benefits, and collaborative problem-solving of issues that impact Teachers/SSPs. (2022)

4-2 The Board and the Association shall develop a schedule for negotiations by mutual consent by October 1 of each year. Not less than five (5) days prior to the date of the first meeting, each party shall certify to the other party the names of their negotiations team members including the names of outside consultants.

4-3 Each year, during negotiations, upon the request of either the Board or the Association, the parties may re-negotiate changes in salaries, insurance contributions and stipends. Also, each year during negotiations upon the request of either the Board or the Association, the parties may re-negotiate changes in existing language of the Master Agreement. Each party can bring proposed changes for three (3) articles to negotiations except when mutually agreed upon by both parties. These changes may be proposed by way of addition, deletion, or modification.

4-3-1 If no agreement has been reached as to the issues presented by May 15 of the year in which negotiations commence, the negotiations shall be deemed at impasse and the parties will proceed immediately to mediation on the basis of each party's original proposal and any other written proposals presented at the time of

impasse. Impasse may be delayed by mutual agreement of the parties to allow further negotiation.

4-3-2 Until such time as the parties have reached agreement as to all outstanding issues the terms and provisions of this Agreement shall remain in full force and effect.

4-4 During all negotiations public statements or releases related thereto shall be made only as agreed upon. A joint statement announcing the beginning of negotiations shall be developed and sent to all local media. This will identify the official spokesperson for each team and emphasize the procedures for future news releases. There shall be no restriction, however, upon either party to communicate to unauthorized dissemination of information concerning its negotiation position or conduct in negotiations.

4-5 When both parties desire that negotiations be scheduled during the school day and is so authorized by the Superintendent, the negotiators shall be released from their regular duties without loss of pay.

4-6 Either party may utilize the services of outside consultants and call upon professional and lay representatives to assist in negotiations. Outside consultants who are utilized in the process of negotiations do so at the total expense of the party responsible for their presence.

4-7 During negotiations, the Board and the Association, through their representatives, shall present relative data, exchange points of view, and make proposals and counter-proposals.

4-8 Both parties agree to negotiate in good faith.

4-9 Negotiations will be conducted at times and places mutually agreeable to the negotiators named by each party. The date, hour and location of each meeting after the first meeting shall be established at the previous meeting. If the mutually agreed upon time is during the course of a school day, the members of the teams shall be released from school duties without loss of pay to attend such meetings.

4-10 Each party shall make every reasonable effort to submit counter-proposals or in lieu thereof to offer suggestions whereby the needs of both parties may be met through an avenue other than through the one in the original proposal. When either party declares that it is unwilling to compromise further on a specific proposal and unable to suggest other avenues towards agreement, the party so stating shall indicate their final position on the specific proposal.

4-11 Upon request of either party, the other will make available for inspection and copying its records and data pertinent to the negotiations and not privileged by law. These items shall be made available within a reasonable period of time following the request.

4-12 Adopting Agreements

Tentative agreements reached by the negotiating teams will be reduced to writing. Final agreement on any matter by the Board of Education will be considered only when all tentative agreements reached by its negotiating team have been discussed and acknowledged at a public meeting.

4-12-1 Tentative agreement on matters agreed upon shall be presented to the Board of Education and the Association within ten (10) school days after tentative agreement has been reached on all matters. The Association shall have ten (10) days from the date that the tentative agreement is presented to the membership to ratify or reject the agreement by a vote of the negotiating unit. The Board shall have five (5) school days following the negotiating unit's action to adopt or reject the Agreement. After ratification by both parties, the Board and the Association will sign the Agreement.

4-12-2 The Board will assume the responsibility for putting the Master Agreement online and will allow members to print the agreement using School District resources.

4-13 Mediation

4-13-1 If the negotiations described above have reached an impasse, the issues and disputes shall be submitted to mediation for the purpose of inducing the Board and the Association, through their representatives, to make a voluntary agreement. An impasse shall not be declared by either party prior to April 1. The mediator shall be selected by mutual agreement. If the parties are unable to agree upon a mediator within five (5) days from the date of impasse is declared, the following procedure shall be used:

4-13-1-a The American Arbitration Association shall be requested to submit simultaneously to each party an identical list of seven persons skilled in mediation of educational matters. Each party has seven (7) days from the verifiable date the communication is sent in which to strike any names to which it objects, number the remaining names in ranked order of its preference, and to return the list to the American Arbitration Association. If a party does not return the list within the time specified, all persons named therein shall be deemed acceptable to that party. (2024)

4-13-1-b From among the persons who have been approved on both lists and in accordance with the designated order of mutual preference, the American Arbitration Association shall invite the acceptance of the mediator.

4-13-1-c If the parties fail to agree upon any of the persons named or if those named decline or are unable to act, or if any person for any other reason cannot be appointed from such list of names, the American Arbitration Association shall appoint a mediator from its other members without submitting additional lists.

4-14 Conducting Mediation

4-14-1 The format, dates, times and procedures of meetings will be arranged by the mediator.

4-14-2 The mediator will meet with the Board and the Association, through their representatives, either separately or together.

4-14-3 If mediation fails in whole or in part, the mediator shall report the issues, which remain in dispute to the respective parties and make recommendations concerning the resolution of said issues.

4-14-4 Within fifteen (15) days of the receipt of the mediator's report and recommendation, the parties shall meet to discuss the report. At that time the parties may either accept the recommendations of the mediator or may schedule further negotiations based upon the recommendations contained in the report. While the parties are in negotiation or discussion, they shall abide by the provisions of paragraph 4-3 of this Agreement.

4-14-5 The mediator shall have no power or authority to make recommendations, which require the commission of an act prohibited by law. Only those items of disagreement within the original scope of the negotiations will be subject to consideration. The mediator shall not have power that will bind either party.

4-14-6 In the event that mediation fails in whole or in part, both parties may agree to reopen negotiations upon such terms and conditions as are mutually agreeable.

4-14-7 The cost of the services of the mediator including per diem expenses, if any, and actual and necessary travel expenses, shall be shared equally by the Board and the Association. (1994)

Article 5: Grievance Procedure

5-1 General

5-1-1 Grievance shall mean a complaint by a Teacher/SSP or group of Teachers/SSPs in the negotiating unit of unprofessional treatment without just cause that there has been a violation, misinterpretation, or inequitable application of any provisions of this Agreement or any policy concerning the terms or conditions of employment. The term "grievance" shall not apply to any matter as to which (1) the method of review is prescribed by law or (2) the Board is without authority to act.

5-1-1-a A grievance shall begin, and may conclude, at the Informal Level, LEVEL ONE, when possible and will include meetings with grievant and parties involved.

5-1-1-b A folder with written documentation will be created by GCEA Grievance Chair with copies given to relevant parties during this process of the Informal Meeting.

5-1-1-c The documentation of grievances shall be filed with GCEA by the grievant.

5-1-2 An aggrieved person is a member of the Association's negotiating unit assessing a grievance.

5-1-3 A party in interest is an employee who might be required to take action, or against whom action might be taken in order to resolve a grievance.

5-1-4 All grievances shall be presented in writing at the appropriate level.

5-1-5 The aggrieved person may consult with or obtain the assistance of the Association in the preparation of the grievance at any level.

5-1-6 The proceeding shall be kept as informal and confidential as may be appropriate at any level of the procedure.

5-1-7 One or more Teachers/SSPs may file a joint grievance arising out of similar circumstances at LEVEL TWO. Where more than one grievance is filed and all grievances arise out of similar circumstances, the Superintendent may upon the written request of the principal/special services director or Teachers/SSPs involved, consolidate the grievances for hearing and disposition. The Superintendent or designee shall notify all relevant parties of the Superintendent's decision within five (5) days of the written request for consolidation.

5-1-8 When grievances are consolidated or filed jointly, LEVEL ONE of this procedure shall be bypassed and such grievances shall commence at LEVEL TWO.

5-1-9 The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement. If a grievance is filed which might not be resolved at LEVEL THREE prior to the end of the school year, the time limits set forth therein will be reduced so that the grievance may be concluded prior to the end of the school year or as soon thereafter as practicable.

5-1-10 No grievance shall be recognized by the Board or the Association unless it shall have been presented at the appropriate level within fifteen (15) school days after the aggrieved person knew or should have known of the act or condition on which the grievance is based.

5-2 Level One

5-2-1 A grievance presented at this level shall be discussed with the aggrieved person's principal or immediate supervisor with the objective of resolving the matter informally, at which time the aggrieved person may discuss the matter personally. The Grievance Form will be presented to the principal or supervisor as part of the informal, LEVEL ONE grievance. The principal or immediate supervisor shall write and sign the decision on the grievance at LEVEL ONE.

5-2-2 The Association shall be given a copy of the grievance and a decision thereon within three (3) school days of its filing and entry.

5-2-3 The aggrieved person shall receive a copy of the decision at LEVEL ONE immediately and acknowledge the receipt thereof on the original.

5-3 Level Two

5-3-1 If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL ONE, or if no decision has been made within ten (10) days after presentation of the grievance, the grievance may be filed with the Superintendent. Grievances originally filed at LEVEL ONE, shall be filed at LEVEL TWO within five (5) school days of the principal's/special services director's decision or within fifteen (15) school days of its presentation at LEVEL ONE, whichever is sooner.

5-3-2 The Superintendent and/or his/her designee will represent the administration at LEVEL TWO. The Superintendent and/or his/her designee will meet with the aggrieved person and the Association's grievance representative in an effort to

resolve the grievance. Such meetings will take place within five (5) school days after receipt of the written grievance by the Superintendent.

5-3-3 Decisions rendered at LEVEL TWO of the grievance procedure will be in writing, setting forth the decision and the reasons therefore and will be transmitted promptly to the Board of Education, all parties in interest and the Association.

5-3-4 If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL TWO, and the Superintendent and the aggrievant agree, the matter can go to an arbitrator.

5-3-5 In the event the parties are unable to agree upon an arbitrator, he/she shall be selected in the manner provided in Article Four for selecting an arbitrator.

5-3-6 The arbitrator will have the authority to hold hearings and make procedural rules. He/She will issue a report within fifteen (15) calendar days after the date of the close of the hearings, or if oral hearings have been waived, then from the date final statements and evidence are submitted to him.

5-3-7 All hearings held by the arbitrator shall be in closed sessions, and no news releases shall be made concerning progress of the hearings unless otherwise agreed upon.

5-3-8 The arbitrator's report shall be submitted in writing to the Board and the Association representative only, and shall set forth his/her findings of fact, reasoning, conclusions, and awards on the issues submitted. The arbitrator's award shall be consistent with law and with the terms of this Agreement. His/Her report shall be advisory only and not binding on either party.

5-3-9 The Board shall take official action on the report and the exhibits of the arbitrator within fifteen (15) days following the receipt of the report.

5-3-10 Cost of the services of the arbitrator, including per diem expenses, actual and necessary travel expenses and subsistence shall be shared equally by the Board and the Association.

5-3-11 Both parties may mutually agree to have a tape recording or stenographic transcript of the testimony at the hearings and will equally share the cost.

5-4 Level Three

5-4-1 If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL TWO or if the decision has not been rendered within ten (10) school days after the Superintendent has heard the grievance, the grievance may be filed with the Association within five (5) school days after the grievance decision has been rendered at LEVEL TWO or within fifteen (15) school days after the grievance was presented at LEVEL TWO, whichever is sooner. If the Association deems the grievance meritorious, it may proceed to LEVEL THREE within fifteen (15) school days after receipt of the grievance.

5-4-2 The Grievance Form, the decision at LEVEL ONE, the decision at LEVEL TWO and all paperwork will be presented to the Board as part of the LEVEL THREE review.

5-4-3 The Board's review of the grievance may be held in executive session at the request of the employee(s), the Superintendent or the Board.

5-4-4 The decision of the Board shall be final and shall be made in writing within 15 working days of the Board's review.

5-4-5 Both parties may mutually agree to have a tape recording or stenographic transcript of the testimony at the hearings and will equally share the cost.

5-4-6 Any party in interest may be represented at LEVEL THREE of the grievance procedure by a person or persons of his/her own choosing.

5-5 Representation, Reprisal And Limitations

5-5-1 There will be no reprisals against any Teacher/SSP grievance representative, or any participant in a grievance as a result of their involvement in a grievance.

5-5-2 A grievance may be filed during the summer vacation when necessary. When this occurs, the days listed as school days in the procedure shall be interpreted as weekdays excluding Saturday, Sunday and holidays.

5-5-3 All grievance related material shall not become part of the Teacher's/SSP's personnel file.

5-5-4 All forms necessary for the grievance procedure shall be jointly prepared and distributed by the Board and the Association.

5-5-5 The Board agrees to make available to the aggrieved person and his/her representative all pertinent information and documents not privileged under law in its possession or control and which are relevant to the issues raised by the grievance.

5-5-6 When it is necessary at LEVEL THREE for a representative or representatives designated by the Association to attend a meeting or hearing called by the Superintendent or the Board during the school day, they shall be released without loss of pay.

(2018)

Article 6: Association President

6-1 The President shall not be involuntarily assigned to any committee meetings after regular class hours. Class time and planning periods may not be utilized for Association business by either party except in emergency situations. The President may be dismissed from the building at any time in the event of an emergency to conduct Association business with prior approval of the building principal/special services director.

6-2 The Board recognizes the President of the Association and/or his/her designee as representing the Association in all matters concerning the provisions or terms of this Agreement.

6-3 The President and/or Association Representatives shall be permitted access to the school buildings of the District for the purpose of conducting Association business when such access is not in conflict with school activities as determined by the building principal.

6-4 The President and/or his/her designee shall from time to time meet and confer with the Superintendent to discuss matters of mutual interest.

6-5 The privileges granted the Association President hereunder shall not constitute discriminatory treatment in violation of the provisions of Article 2-1.

6-6 The Association by its representatives may discuss matters of mutual interest with the Board of Education by notifying the Superintendent and/or his/her designee of the subject matter to be discussed no later than five (5) days prior to the date of the proposed meeting of the Board of Education.

Article 7: Association Faculty Representative

7-1 The Association shall have the right to designate one faculty representative at each school for the purposes of this Agreement.

7-2 The principal of each school and the faculty representative will meet at the request of either party to discuss the administration of this Agreement.

7-3 The Association faculty representative shall have the right to schedule Association meetings after the school day, where such meetings do not interfere with the normal duties of the Teachers/SSPs and conduct of business at school. Meetings before school will be held only in cases of emergency and with the approval of the building principal.

7-3-1 The faculty representative shall be given time at each faculty meeting for brief announcements.

7-4 The Association faculty representative shall be allowed to communicate freely with the Teachers/SSPs in ways which are not in conflict with the orderly and effective function of the school, including the use of school email and digital platforms, and shall be allowed to place notices, circulars, and other materials relevant to the Association's business on a designated school bulletin board and in Teachers'/SSPs' mailboxes. (20260

7-5 The school public address systems, where available, may be used by the faculty representative to make announcements concerning Association meetings, if the principal of the building approves such use in advance.

7-6 No infringement shall be made upon the right of the Association to establish the rules by which the said faculty representatives are elected to office.

7-7 The Association has the right to conduct meetings within a school for the purpose of allowing those Association members to elect a faculty representative pursuant to 7-1.

7-8 Neither the faculty representative nor any Teacher/SSP shall be prevented from wearing Association pins as identification of membership in the Association or any of its affiliates.

Article 8: Use of School Facilities

8-1 The Association may use school facilities and equipment, without cost, pursuant to Board Policy. The Association must request prior approval from a principal of a building where an Association meeting is to be held. Such use shall be authorized when no conflict exists with the normal conduct of school activities.

8-2 The Association shall have the right to deliver and receive materials through the school delivery service. The Association shall be allowed the same delivery services furnished to school buildings.

8-2-1 An information copy of all distribution of notices, circulars or other materials shall be sent to the principal at the time of posting or distribution.

(1997)

Article 9: Assignments

9-1 Teachers/SSP will be notified in writing of any anticipated change of assignment or building as soon as that information is known to their principal/special services director. The principal/special services director will send a copy of this written notification to the Superintendent. At the request of any head athletic coach, a meeting shall be held with the principal no later than fifteen (15) days prior to the end of the school year concerning the status of coaching assignments and confirmation thereof when possible.

9-2 In order to assure that pupils are taught by Teachers or services are provided by SSPs working within their areas of competence, accreditation standards, licensure endorsements and major and minor fields of preparation will be used to make assignments.

9-3 Changes in assignment from one licensure area to another, from one grade level to another in the elementary schools, and in subject area assignments in the secondary schools, shall be voluntary insofar as possible. Teachers/SSPs being considered for reassignment shall be consulted by the principal/special services director as soon as any change in assignment is contemplated. Their grade-level team members and/or their subject area department members shall be consulted by the principal/special services director following the private meeting between the principal and the affected Teacher.

9-4 When possible, schedules of Teachers who are assigned to more than one school building will be arranged so that no Teacher will be required to engage in an unreasonable amount of inter-school travel.

9-5 Teachers who may be required to use their own automobiles in the performance of their duties and Teachers who are assigned to more than one school will be reimbursed for all required travel at the per mile rate or the IRS rate times sixty (60) miles, whichever is

greater. The special services director will negotiate travel reimbursement with SSPs on an individual basis.

9-6 Job-Sharing

9-6-1 Job-sharing shall mean the occupation of a single, full-time, staff position by two (2) non-probationary employees who are not involved in a job-improvement/remediation plan. The following arrangements may be considered:

- each employee working a portion of the contract day
- each employee working the entire school day for a portion of the contract year (either by semester or on a rotation system)

9-6-2 The Job-Sharing Program contains the following characteristics:

9-6-2-1 Teachers/SSPs interested in job-sharing shall advise the building administrator by March 1. A tentative list of such Teachers will be posted in each school on or before March 10. Teachers may then add their names to this list prior to March 15. The building administrator will post a final list on or before March 20.

9-6-2-2 The Job-Sharing Program involves only those Teachers/SSPs who have voluntarily agreed to participate.

9-6-2-3 Teachers/SSPs who are interested in participating in the Job-Share Program must find a qualified partner with whom to share a job.

9-6-2-4 Teachers/SSPs interested in forming a job-sharing team must present a written plan for approval to the building principal/special services director on or before April 1, prior to the school year in which the job-sharing will commence.

9-6-2-5 The Job-Sharing Program will be for a period of not less than one (1) year. Each job-sharing team may request an extension of the shared position for another year subject to building administrator approval. Requests must be submitted by March 15 of the first job-sharing year.

a. Positions formerly held by employees forming a job-sharing team shall be filled on a one-year terminal contract for the first year of job-sharing.
b. This contract status could be extended for one more year if the job-sharing team chooses to extend the job-sharing position for a second year.

9-6-2-6 An employee returning from a job-sharing position after one or two years shall return to his/her former position unless the position no longer

exists; then the employee shall be assigned to a position for which the employee is qualified.

a. After two years of job sharing and no later than March 1 of the second year, a job-share Teacher will be required to choose between returning to the classroom on a full-time basis or continuing the job-sharing position.

b. Should the Teachers agree to continue the job-sharing position, a full-time slot would no longer be held in reserve. They would, however, be given the opportunity to apply for any available opening in the School District.

c. If the position being shared under this arrangement is unable to be filled by job sharing due to the loss of one team member and the absence of a qualified and acceptable replacement, the remaining team member has the option of assuming the position full-time.

9-6-2-7 NOTE: Salary, benefits, PERA contributions, etc., will all be prorated based on the amount and time worked per year in the shared position. This financial arrangement applies only to those individuals engaged in job-sharing positions as described herein. This is an exception to Article Thirty-Five, Section One.

(1998)

Article 10: Staffing Pattern

10-1 From time to time the Board of Education may find it necessary to modify the existing organizational structure of the district in order to achieve more effective utilization of staff and/or facilities. When such a proposal would alter the existing staffing patterns at two or more sites by requiring a significant reallocation of teaching/SSP positions, a representative study committee of the affected Teachers/SSPs, selected by those Teachers/SSPs and their administrators, will be established at the sites involved to study the proposed changes prior to their implementation.

10-2 The committee established to study changes in staffing patterns shall be advisory to the administration and the Board of Education. The committee will be charged with making advisory recommendations, which will best suit the needs of the students in the building based on curricular needs and economic constraints.

10-3 Any Teacher/SSP concerned with these proposed staffing changes will receive any information which has been developed for implementation including reasons for its implementation and educational goals.

10-4 The Board of Education may accept or reject the recommendations of the Study Committee. Upon request, the Superintendent will supply to the Committee the reasons for the Board's rejection.

Article 11: Transfers

11-1 General Principles

11-1-1 When a vacancy occurs, the position shall be posted internally for three (3) working days. A vacancy shall be defined as an opening in the teaching staff which has occurred due to one of the following conditions:

a. A new position being established by the Board of Education

b. A staff member transfers or leaves the employ of the School District, for whom a replacement is required that ultimately results in a new employee being hired.

c. The assignment of a current part-time staff member being expanded and the Teacher holding the position choosing not to assume additional responsibility.

11-1-2 When filling vacancies, currently employed Teachers/SSPs shall be given the first consideration to fill these vacancies. Experience, length of service, qualifications and other criteria shall be the determining factors used in filling such vacancies.

11-1-3 Teachers/SSPs who have been employed in the School District for less than two (2) consecutive academic years in the same assignment, shall not be eligible for transfer unless approved by the Superintendent.

11-1-4 When a Teacher transfers into a new assignment that involves a change in licensure area, elementary grade level, or secondary subject area, the Teacher will be provided training prior to assuming the position as deemed necessary by the building principal following consultation with the Teacher.

11-2 Voluntary Transfers

11-2-1 Teachers/SSPs who desire a transfer to another teaching position, whether or not identified, shall notify the Superintendent's Office in writing prior to the last day of the school year. Said applications shall be regarded as continued until September 1 of that year, at which time all applications for transfer shall be inactivated unless first withdrawn.

11-2-2 All vacancies will be emailed to "All Staff" and shall be posted in the Lake Administrative Building.

11-2-3 When a transfer of a Teacher/SSP is necessary due to a change in sections, a volunteer qualified for the new assignment will be offered the position or positions. If there is no qualified volunteer, a transfer may be affected by the Superintendent.

11-2-4 Teachers/SSPs who apply for transfer should submit, in writing, their reasons and qualifications for the position. At the discretion of the principal/special services director, the Teacher may or may not be invited to interview for the vacancy. All applicants will be notified of the principal's final decision. Upon request of the Teacher/SSPs, the interviewing principal will inform the Teacher of the reasons for the denial of the request.

11-3 Involuntary Transfers

11-3-1 When an involuntary transfer is being considered, the principal(s)/special services director will consult with Teacher(s)/SSP(s) involved.

11-3-2 When an involuntary transfer of a Teacher/SSP is necessary, a transfer may be affected by the Superintendent. The Superintendent shall notify the Teacher involved in writing and give the reasons thereof. Consideration should be based on qualifications, need for expertise, licensure or endorsement and/or other necessary criteria.

11-3-3 The principal of the school/special services director in which the Teacher/SSP is currently assigned, shall notify the Teacher/SSP of impending transfers with a specific written description of the new assignment. Upon request of the Teacher/SSP involved, the principal/special services director and the Superintendent or his/her designee will meet and discuss reasons given for the transfer. The Teacher may request that a representative of the Association accompany him/her as an observer.

(2018)

Article 12: Change of Status

12-1 Administrative vacancies will be publicized by the Superintendent and posted in all buildings.

12-2 Teachers/SSPs who desire to apply for administrative positions shall submit their requests in writing to the Superintendent along with an updated application and current references.

12-3 At the discretion of the Superintendent, an interview committee composed of Teachers/SSPs of the school involved may be called upon to assist.

12-4 Announcements of the assignments of principals and/or assistant principals will be made as far in advance as possible.

Article 13: Work Hours and Workload

13-1 The contractual obligation of the parties for an academic year shall be 180 days for returning Teachers and 182 days for new Teachers to the School District. The work year will include all days on which pupils are in attendance, orientation is scheduled, parent conferences are held or scheduled and other days on which attendance is required of the Teacher.

All SSPs will coordinate their contractual obligations with their respective building principal/special services director. The contractual obligation of the parties for an academic year shall be 180 days for returning SSPs including Speech/Language Pathologists and Occupational Therapists and 182 days for new SSPs in these roles. The contractual obligation of the parties for an academic year shall be 190 days for returning SSPs including School Nurses, School Psychologists, and School Counselors and 192 days for new SSPs in these roles. (2024)

13-2 On the last day of the school year, Teachers/SSPs may leave school when the work objectives for the day have been accomplished as determined by the principal/special services director.

13-3 Teacher Work Day

13-3-1 Teachers are salaried professionals. On contracted days, Teachers will be scheduled for no more than 8 hours per day, including a lunch and a planning period. The building Principal determines Teacher schedules. Extra-curricular opportunities not covered under Appendix B may arise, and Teachers may be asked to volunteer to support enrichment activities for students. Emergency circumstances may arise that require Teachers to extend a day beyond the typical 8 hours. (2022)

13-3-2 Fulfillment of a Teacher's professional commitment is evidenced by meeting students' educational objectives. The District acknowledges that Teachers may voluntarily work more than their contracted time. (2022)

13-4 Attendance at uncompensated activities will be kept at a minimum.

13-5 Where the class schedule allows or the faculty of a particular building agrees, a continuous duty-free lunch period of thirty (30) minutes shall be provided. In other situations, an equitable rotation of duty will be assigned Teachers. Teachers shall have the right to leave the school during their lunch period. Such lunch period shall be exclusive of passing and inter-school travel time.

13-6 Released time may be used to allow the staff at each school to participate in curriculum development and improvement and in-service education at the discretion of the Superintendent.

13-7 Elementary Teachers shall have at least 200 minutes per week for planning. Secondary Teachers will have one period daily free for planning. If scheduling permits, this planning time shall be a daily period of 40 minutes, that is continuous and uninterrupted. An individual Teacher may agree to waive this particular section. In the event that it is not possible to have a continuous planning period, the building principal will, after a cooperative planning effort with the Teachers involved, establish the planning period schedule.

13-8 A Teacher/SSP who is assigned by the building principal to substitute or cover another Teacher's/SSP's duties will be compensated hourly according to the district extra-duty hourly rate found on the teacher salary schedule. Minutes covered will be rounded up to the nearest half hour. Such assignments will be kept to a minimum. A Teacher assigned to substitute under the terms of this provision may not refuse to carry out such assignment per 22-2. (2023)

13-9 The Board of Education through the Superintendent will work with the Association President or designee to ensure that a Teacher from each site is invited to participate on a calendar committee (as defined by Board policy). Such committee will be established by October 1 of each year. Once the calendar has been adopted, any changes will be mutually agreed to by the Board of Education and the Association. (2009)

13-11 Student demographics will be considered when setting class size. Factors that will be considered include the number of the following: Special Education students, English Language Learners, students qualifying for Free and Reduced Meals, students identified with special behavior needs, and Gifted and Talented students. Availability of facilities will also be a consideration. SSP caseloads will be revisited at least annually with the building principal/special services director .

13-12 Subject to other overriding educational considerations, teaching assignments at the secondary level shall be made equitably and with a view towards avoiding an excessive number of daily class preparations.
(2009)

Article 14: Class Size

14-1 The Board and the Association agree and recognize that appropriate class size level is critical to the education or development of young people. Both parties further agree that their mutual goal is to achieve the lowest possible number of students in each class to promote an atmosphere most conducive toward educational achievement and excellence. At the same time, both parties recognize that class size is a function of many factors

including budgetary constraints, enrollment, course objectives, subject matter, grade level, Teacher availability, scheduling patterns, and/or style or educational activity.

14-2 Any Teacher may request a Principal to share class size information as it is developed. Elementary principals will meet with a Teacher of any class to determine educational effectiveness. At the Middle School/High School, Principals will meet with Teachers when class size loads or class sections are unbalanced or oversized to discuss alternatives and/or rescheduling.

14-3 If a Teacher believes the size of his or her class is educationally improper, the Teacher may confer with his or her immediate supervisor. If the principal should determine that the Teacher's complaint is without merit, the Teacher is entitled to submit the complaint, in writing, to the Superintendent for investigation and resolution and may request the Superintendent to inform the Board in writing of his or her concerns. The Superintendent or his/her designee shall report to the Teacher, no later than seven (7) school days, the results of the investigation and recommended solution, if any.

(1995)

Article 15: Non-Teaching Duties

15-1 Non-teaching requirements shall be kept to a minimum. To the extent that it is necessary to assign non-teaching duties, they will be assigned in an equitable manner. A teacher/SSP may voluntarily accept non-teaching tasks and such action shall not violate this Agreement. If there are unfilled non-teaching duties after volunteers have been recruited, the principal may encourage any Teacher/SSP who is not participating on a committee or extra-curricular activity to accept a non-teaching duty. All such extra work shall be paid as is or may be set forth in Appendix B, Additional Compensation.

15-1-1 Contracted inter-scholastic sporting events at the secondary level require additional Teacher duties. A request for volunteers for additional duties will be made first at the secondary level. If an insufficient number of persons volunteers for such duty, a request for volunteers will be made at all other levels in the School District. Duties not filled by volunteers as provided above, shall be assigned in an equitable manner by the building principal in charge. Voluntary acceptance of non-teaching duties shall not violate the provision of this Agreement. Payment for non-teaching duties shall be as or may be set forth in Appendix B, Additional Compensation.

15-2 The parties acknowledge the Board's statutory responsibility to establish curriculum throughout the School District. The Board agrees to involve the Teachers in curriculum development.

15-3 Released time may be used to allow the staff at each school to participate in curriculum development. Such released time must have the approval of the Principal.

15-4 Teachers/SSPs will be provided complimentary tickets to all activities that take place within the School District and that ticket will admit the Teacher/SSP, his or her spouse/partner, preschoolers, and children attending school in the School District. Elementary school children will be admitted only when accompanied by an adult.

15-5 A list of qualified substitute Teachers is available at all times in the office of the building principal. Teachers may recommend to the principal the name of a specific substitute as a replacement during his or her absence. The principal shall honor such requests insofar as possible.

15-6 Teacher aides shall be supervised and evaluated by the building principal. Teachers may request the date or dates of Teacher aide evaluations and provide input therefore to the building principal. Teacher aides shall not be used in any instructional capacity except as followed by law.

(1994)

Article 16: Part-time Teachers/SSPs

16-1 The School District may employ Teachers/SSPs who work less than a normally scheduled school day when full-time positions cannot be reasonably scheduled.

16-2 The following shall apply for those part-time Teachers/SSPs who are assigned for half or more than a normally scheduled instructional day, but less than a full instructional day:

16-2-1 Initial placement on the salary schedule shall be according to the provisions set forth in Appendix A.1 (Teachers) and Appendix A.2 (SSPs).

16-2-2 Salary shall be in proportion to their assignment.

16-2-3 One experience increment shall be given for each one (1) year of service within the School District.

16-3 In addition the following fringe benefits shall apply to part-time Teachers employed on half or more basis:

16-3-1 Proportional sick leave.

16-3-2 P.E.R.A. as allowed by law.

16-3-3 Hospitalization and Major Medical Insurance if the Teacher is paid on a twelve (12) month basis.

16-3-4 Life Insurance if the Teacher is paid on a twelve (12) month basis.

16-3-5 Jury duty and court subpoena leave.

Article 17: Academic Freedom

17-1 Recognition of Teacher /SSP Rights

17-1-1 The parties seek to educate young people in the democratic tradition, to foster a recognition of individual freedom and social responsibilities, to inspire meaningful awareness of and respect for the Constitution and Bill of Rights, and to instill appreciation of the values of individual personality. The parties recognize that these democratic values can best be transmitted in an atmosphere, which is as free as possible from censorship and restraints upon free inquiry and learning, and in which the academic freedom for Teacher and student is encouraged.

17-1-2 Within the limits prescribed by the laws of the State of Colorado, academic freedom shall be guaranteed to teachers, and no undue limitations shall be placed upon study, investigation, presentation, and interpretation of facts and ideas concerning humanity, human society, physical and biological roles, and other branches of learning.

17-1-3 Freedom to the individual of conscience, association, and expression will be encouraged, and fairness in procedures will be observed both to safeguard the legitimate interests of the school and to exhibit by appropriate examples the basic objectives of a democratic society.

Article 18: Facilities

18-1 The School District is dedicated to providing the most appropriate facilities for any staffing pattern or combination of staffing patterns.

18-2 Professional personnel affected by new facilities (new construction or remodeling) shall be represented on advisory planning committees. Before final approval by the Board, the Superintendent shall confer with advisory committees to consider such recommendations concerning the final plans and shall so inform the Board of Education.

18-3 The parties recognize that circumstances may arise that may require the closing of a school or schools in the School District. In such a situation, the Board or Administration may order the closing of one or all of the schools in the School District. The Board of Education may, at its discretion, order that any days missed as a result of a closing be made up by Teachers/SSPs and students. The parties agree that any inequality in the number of days worked by some Teachers/SSPs as a result of any closing shall not constitute a violation, misinterpretation or an inequitable application of any of the provisions of this Agreement or Board policy concerning terms or conditions of employment. No Teacher/SSP shall lose any pay or benefits due to temporary school closings during emergencies.

18-4 The Board and the Association agree to make every reasonable effort to comply with the rules and regulations for students and employee safety promulgated or enforced by the State of Colorado or its agencies.

18-5 Except in emergencies, maintenance and operation employees shall not interrupt classes.

18-6 Subject to the availability of monies and other priorities, the School District establishes as a goal the inclusion of the following facilities in its school buildings:

18-6-1 Existing building.

a. space to safely store instructional materials and supplies.

b. a lockable space in which each Teacher may store personal belongings.

c. appropriately furnished room of adequate size to be used as a faculty lounge. In addition, there shall be provided a space furnished with a telephone, which ensures privacy of conversation.

d. a serviceable desk and chair for each teacher.

18-6-2 New school buildings.

a. space to safely store instructional materials and supplies.

b. a lockable space in which each Teacher may store personal belongings.

c. a teacher work area containing adequate space, equipment, and supplies to aid in the preparation of instructional materials.

d. appropriately sized room to be used as a faculty lounge. In addition, there shall be a space furnished with a telephone, which ensures privacy of conversation.

e. well-lighted, clean, conveniently located teacher restrooms.

f. adequate lunch room facilities for the use of the teaching staff.

g. a serviceable desk and chair for each Teacher/SSP.

h. adequate parking facilities for Teachers.

Article 19: Supplies and Equipment

19-1 Teacher/SSP committees will have the opportunity to participate in the selection of materials and equipment and will make recommendations to the Board through the administration.

19-2 Teachers/SSPs will be given at least thirty (30) days in which to supply the principal/special services director of their buildings with a list of supplies needed for the coming year. The administration will provide the opportunity for Teachers/SSPs to submit items to be placed on equipment bid lists once during the school year.

(1994)

Article 20: Instructional Media Center

20-1 When ordering new replacement materials and equipment, the Instructional Media Specialist shall first obtain recommendations from the department or grade level Teachers. It is recommended that each department or grade level receive equitable and fair allocation of the funds available for the purchase of such materials and equipment.

20-2 The Instructional Media Specialist may be required to work additional time beyond a regular contract. They shall receive additional pay at the rate of $1/180^{th}$ of their annual salary for each additional day worked.

20-3 In establishing an Instructional Media Specialist/pupil ratio, the Board shall be guided but not bound, by state or federal standards.

(2008)

Article 21: Leadership

21-1 In elementary and/or secondary schools, Teachers may recommend to the building administrator team leaders, grade level leaders, departmental chairpersons or any other such persons to coordinate and plan. Such leaders shall not be considered administrative employees, nor shall they be required to rate or evaluate Teachers.

(1994)

Article 22: Professional Standards

22-1 The Board and the Association agree that the Code of Ethics for the Teaching Profession of the State of Colorado, as established by the Colorado Professional Practices Commission, establishes the minimal standards of professional behavior in the District. If any question of a breach of professional ethics occurs, the Association shall be notified.

22-2 Teachers/SSPs are expected to comply with rules, regulations and directions adopted by the Board or its representatives, provided that the Teacher/SSP may reasonably refuse to carry out an order which threatens his/her physical safety; and provided further, that such rules, regulations and directives are in no way a violation of the provisions of this Agreement.

22-3 **Just Cause:** No Teacher/SSP shall be disciplined, reprimanded in writing, reduced in rank or compensation, or deprived of any professional advantage without just cause. No Teacher/SSP shall be dismissed from an extra-pay position during the term of such activity or season without just cause.

a. Just cause does not exist unless the following factors have been met:

i. Adequate Warning: Teachers/SSPs have been informed of the rules and policies that may result in corrective action.
ii. Reasonable Rules: rules and policies are not arbitrary, capricious or discriminatory.
iii. Investigation: prior to issuing corrective action, administration has conducted a fair, consistent, and thorough investigation in order to determine whether the Teacher/SSP did in fact violate or disobey a rule or policy.
iv. Proof: the greater weight of the evidence supports proof of infraction.
v. Equal Treatment: all rules, policies and penalties have been applied evenhandedly without discrimination.
vi. Penalties: the corrective action administered adheres to progressive process outlined in this article.

2. **Restorative Practices:** Nothing in this article shall limit the District's ability to utilize restorative practices in lieu of the formal disciplinary contract with the consent of the Teacher/SSP involved.

3. **Progressive Discipline:** Unless conduct is sufficiently serious to warrant immediate escalation, the district shall follow the progressive discipline procedure included below. The District may only escalate progressive discipline for behavior that is similar to that for which the Teacher/SSP has been disciplined.

a. STEP 1- Verbal discussion of expectations
b. STEP 2- Letter of Expectation
c. STEP 3 - Improvement Plan
d. STEP 4 - Letter of Reprimand
e. STEP 5 - 2-day Suspension without pay

f. STEP 6 - Termination

4. **Due Process:** Prior to any discipline , staff members will be provided with the following:

    a. **Right to a Representative:** Every Teacher/SSP has the right to have a union representative in attendance at a fact-finding meeting, any meeting when corrective action is delivered, and/or at any meeting that a reasonable Teacher/SSP believes could potentially result in corrective action or any other disciplinary action. The employer shall, whenever possible, provide the Teacher/SSP adequate notice in order to allow time to secure representation. The Teacher/SSP has the right to reasonably delay a meeting in order to secure representation.

    b. **Notice of Representation Rights:** When a meeting is investigatory or disciplinary in nature, the administrator must notify the Teacher/SSP of their right to bring a representative into the meeting and of their right to reasonably delay the meeting until their representative is able to attend.

    c. **Notice:** Prior to any investigatory or disciplinary meetings the administration shall notify the Teacher/SSP of the subject matter of the meeting with sufficient detail for the Teacher/SSP to be able to prepare and determine if representation is necessary. Any information disclosed during a meeting in which the member was not given adequate notice of the subject matter of the meeting or in violation of the Teacher's/SSP's right to representation cannot be used against the Teacher/SSP in any disciplinary matters.

    d. **Complaints Against Teachers/SSPs:** When an administrator receives a written or verbal complaint against a teacher/SSP, the administrator or designee shall provide reasonable notice to the teacher/SSP of the complaint including the necessary information in order for the teacher/SSP to appropriately respond. The administrator or designee shall investigate the complaint and attempt to resolve the complaint informally if appropriate. Any complaints not disclosed pursuant to this section shall be excluded from any future disciplinary actions.

    e. Access to Information: At the conclusion of the investigation, to the extent permissible by law, the Teacher/SSP has the right to all investigation materials including, witness names and witness statements, complainant names and complainant statements, meeting notes, and documentation

related to the accusation. Any information or documentation not disclosed pursuant to this section shall be excluded from any current or future disciplinary actions.

f. **Reply:** Every Teacher/SSP has the right to confront and discuss the grounds for potential discipline in a fact-finding meeting before the decision to issue discipline is made.

g. **Investigative Process:**

i. **Duration:** Any investigation shall be completed as expeditiously as possible.

ii. **Administrative Leave:** If an investigation cannot be completed with the teacher/SSP remaining at work, the teacher/SSP may be placed on administrative leave. All Teachers/SSPs placed on administrative leave shall have the following rights and protections.

1. Unless explicitly required by statute, all administrative leave shall be paid and all benefits shall continue for the duration of the administrative leave. If the district determines that a statutory requirement for ending or changing pay and/or benefits exists, they must notify the Teacher/SSP in writing prior to any change in pay or benefits.

2. At the time the Teacher/SSP is placed on administrative leave, the administrator must hold a formal meeting with the Teacher/SSP, during which the Teacher/SSP must be notified of the specific allegation(s) and the basic reason for why administrative leave is necessary.

3. The administrator shall provide the teacher/SSP a letter including the written expectations and procedures the Teacher/SSP is expected to follow while on administrative leave.

4. If an investigation must extend beyond seven (7) calendar days, or if the administrative leave must be extended, the teacher/SSP shall be notified in writing the reasons for the extension and the expected date of completion of the investigation and/or leave.

iii. **Conclusion of Investigation:** At the end of an investigation, the district must notify the Teacher/SSP that the investigation has concluded and inform the Teacher/SSP of any outcomes from the investigation.

h. **Investigation or other inquiry by Law Enforcement or other Governmental Agency:**

i. The district must promptly notify the Teacher/SSP if it becomes aware of any investigation by law enforcement or other governmental agency regarding the Teacher/SSP. The notification must include notice of the Teacher's/SSP's right to obtain union or legal representation.

ii. The administrator shall not require or suggest that the Teacher/SSP speak to law enforcement or any other governmental agency.

iii. Absent a valid subpoena or other legal process, the district shall not provide any information about a Teacher/SSP or a Teacher's/SSP's family to the Department of Homeland Security or Immigration and Customs Enforcement.

5. Potential violations of Policy AC shall be managed by procedures outlined in Policy AC. Potential violations of law shall be handed over to law enforcement. (2026)

Article 23: Evaluations

In accordance with Colorado statute regarding Educator Effectiveness (C.R.S. 22-9-101 et seq.), the district uses the State Model Evaluation System developed by CDE for evaluating licensed staff. This system is in alignment with educator quality standards and State Board Rules. Refer to the Colorado Department of Education website for more information.

23-1 Purpose: The purpose of evaluation as outlined in the State Model Evaluation System is as follows: Teachers and special services providers are evaluated with the ultimate goal of continuously supporting educators' professional growth and, in turn, accelerating student results.
The evaluation system includes opportunities for reflection, review, professional development and growth. Statute requirements also include:

- Annual evaluations for all Teachers and special services providers

- Evaluation based on statewide Quality Standards defining what it means to be an effective Teacher or special services provider; the professional practice Quality Standards account for half of an educator's annual evaluation
- The other half of an educator's annual evaluation is based on Measures of Student Learning/Outcomes
- For Teachers, non-probationary status is earned after three consecutive years of demonstrated effectiveness
- For Teachers, non-probationary status is lost after two consecutive years of less than effective ratings

23-1-1 State Model Evaluation System protocol:

Beginning of Year Connection (completed by September 30th)

- Train new staff on State Model Evaluation System
- Complete Annual Orientation
- Determine Professional Growth Plan & Measures of Student Learning
- Complete Self Assessment of the Professional Practices

Fall Connection (September/October)

- Reflect on Self Assessment
- Review Professional Growth Plan and Confirm Measures of Student Learning

Mid-Year Connection (January/February)

- Check progress on Professional Growth Plan and Confirm Measures of Student Learning
- Check progress on Professional Practice Rubric

Spring Connection (completed at least two weeks prior to the end of the school year)

- Finalize Professional Practice Rubric and Measures of Student Learning to determine final effectiveness rating
- Consider preliminary goals for Professional Growth Plan for following year

Ongoing Activities

- Conduct Observations
- Collect Evidence
- Provide feedback and opportunities for reflection

23-2 Documentation of Observations and Evidence: All monitoring or observations of the work performance of a Teacher/SSP will be conducted openly. Principals and trained evaluators engage in documented observations throughout the year.

23-2-1 At a minimum, licensed Teachers and special service providers will have: Probationary Teachers, or SSPs with fewer than three years in the District: At least two documented observations and at least one evaluation that results in a written evaluation report each year.

Non-probationary Teachers or SSPs with more than three years with the District: At least one documented observation and at least one evaluation that results in a written evaluation report each year.
Documentation of all observations will be uploaded in the State Model Evaluation System by the evaluator.

23-2-2 Required measures for Teachers:
Include at least ONE of the following measures as a part of the annual evaluation process:

- Student perception measures where appropriate and feasible
- Peer feedback
- Feedback from parents or guardians
- Review of Teacher lesson plans or student work samples

23-3 Final Effectiveness Rating: The final effectiveness rating of Teachers/SSPs is determined by the Professional Practice rating and the Measures of Student Learning. The culminating document must be completed in the State Model Evaluation System or in a Superintendent approved format.
The written Final Effectiveness Rating document shall be signed by both the Teacher/SSP and the evaluator prior to submission to the Superintendent, and filed in the central personnel file.

23-4 Less than Effective Final Effectiveness Rating: A Teacher/SSP whose performance is deemed to be less than effective shall receive:

- Written notice that his or her performance evaluation shows a rating of less than effective by mid- year review or as soon as possible thereafter, no later than two weeks before the end of school year
- A copy of the Teacher's/SSP's Final Effectiveness Rating
- A written improvement plan with clear steps and reasonable resources for professional development.
- After two years of less than effective ratings and a recommendation for Teacher/SSP dismissal or non-renewal is made by the Superintendent, written documentation shall be received by the Teacher/SSP prior to the meeting of the Board at which action is to be taken.

23-5 Appeals: A Teacher/SSP may appeal a final rating of less than effective in accordance with the following:

- The Teacher or SSP must file a written appeal with the Superintendent within fifteen (15) calendar days of the Teacher's/SSP's receipt of the Final Effectiveness Rating of less than effective.
- Grounds for appealing a less than effective rating shall be limited to the following:
  a. The evaluator did not follow evaluation procedures that adhere to the requirements of applicable law and that failure had an impact on the Teacher's/SSP's performance rating; or
  b. The data relied upon was in-accurately attributed to the teacher/SSP.
- Records of the appeals process will be maintained in the Teacher's/SSP's personnel file.

- The appeal shall be reviewed by a four person review panel including two administrators appointed by the Superintendent (one of whom may be the Superintendent), and two members appointed by GCEA. No members of the panel shall have been directly involved in evaluating the appealing Teacher/SSP.
- The Superintendent or designee shall review the appeal and the recommendation of the review panel and provide the Teacher/SSP with a written decision, including rationale, regarding the appeal within thirty (30) calendar days of the Superintendent's receipt of such appeal. The Superintendent's decision shall be final.

23-5-1 Loss of Non-Probationary Status

A Teacher loses Non-Probationary Status after the second consecutive less than effective rating if:

- no appeal is requested within 15 calendar days after receiving the second consecutive less than effective rating; or
- the appeal process results in the Superintendent's denial of the appeal within the 45 day appeal window. (2026)

23-5-2 Communications: The District will communicate this appeal process to Teachers, evaluators, SSPs, and principals.

23-6 Confidentiality: Any documents and/or proceedings related to an individual's evaluation or appeal process must be confidential and shall be shared with only those who monitor, facilitate, and participate in the process.

(2019)

Article 24: Personnel Files

24-1 Upon request, Teachers/SSPs will have the right to review the contents of their human resource personnel file and make copies of any documents contained therein.

24-2 No material derogatory to a Teacher's/SSP's conduct, service, character, or personality will be placed in the central personnel file unless the Teacher has had an opportunity to review the material. A Teacher's/SSP's signature on such material indicates that he/she has reviewed it, but does not construe agreement with the contents. The Teacher/SSP will also have the right to submit a written response to such material and his/her answer shall be reviewed by the Superintendent and included in the central personnel file.

24-3 Letters of recommendation shall be considered confidential and shall not be subject to review as provided in 24-1 and 24-2. Letters of recommendation will only be written at the request of a prospective employer or Teacher/SSP.

24-4

Article 25: Professional Development

25-1 The Board will provide funds to defray costs incurred by Teachers/SSPs attending instructional conferences. The amount allocated to this fund will be $7,500.00 per year. It is agreed that no more than forty percent (40%) of this budget shall be spent prior to January 1 of each school year. Cost of substitutes required to replace personnel who are authorized to travel will not be charged to the conference fund. Teachers/SSPs will not be penalized by loss of pay or leave time for attending instructional conferences that were approved in advance by the principal/special services director.

25-1-1 The travel committee shall be composed of one representative from each building elected by the Teachers/SSPs of that building.

25-1-2 The travel committee shall receive requests for travel funds from Teachers/SSPs and shall act on the merits of such request. The travel committee shall determine the rate of reimbursement for travel-related expenses.

25-1-3 The administration shall have the right to request Teachers/SSPs to attend conferences necessary for the improvement of instruction and expense for such conference will be paid from this conference fund at the rate approved according to 25-1-2.

25-1-4 Requests from Teachers/SSPs to be absent to attend instructional conferences shall be submitted to the principal/special services director to seek his/her approval no later than five (5) school days prior to the date of the anticipated absence. The principal/special services director may waive the five (5) day notification. The travel committee shall establish its own time-line concerning deadlines for requests for funds.

25-1-5 The building principal/special services director shall have the authority to approve or disapprove each Teacher's/SSP's absence.

25-1-6 Payments from the conference fund will be made after the trip has been taken and upon receipt of adequate records and/or reimbursement receipts. In unusual circumstances, the restriction can be waived.

25-1-7 If a Teacher/SSP is anticipating an out-of-town trip, a school vehicle will be used if available. If a school vehicle is available and not used, the only reimbursement will be the actual cost of gasoline.

25-2 Course Approval: Before taking a course to gain advancement on the salary schedule, including individual courses in an approved Masters program, Teachers/SSPs shall submit the official Course Approval form and a course description. See Appendix C.

25-3 Graduate credit for advancement on the salary schedule will be granted under the following guidelines:

25-3-1 College graduate credit will be recognized for horizontal advancement on the salary schedule provided these credits meet Colorado Department of Education requirements for the renewal of a Colorado License. Courses covered by the criteria below in 25-4-22-1-a will be considered on an individual basis by the Superintendent or designee. If a question arises as to the acceptability of a course, it shall be referred to a committee composed of two Teachers/SSPs and two administrators. The Teachers/SSPs who serve on the committee shall be appointed by September 15 of each school year by the Association. The committee will come to consensus on the acceptability of a course. The decision of the committee shall be final.

25-3-1-a. The course is approved in advance by the Principal/Supervisor as being acceptable by one of the following:

1) Graduate credit is consistent with the position and/or area to which the Teacher is assigned or aligned with the definition of Highly Qualified Teacher.
2) Graduate credit is toward an advanced degree, which is consistent with the teaching position and/or area to which the Teacher is assigned and such degree program has received prior instructional approval.
3) Graduate credit taken is beneficial to the School District as well as the Teacher in his/her role as a professional educator.

25-3-1-b. If prior approval has not been obtained before a course is taken, the Teacher/SSPs will present the request for late approval to the principal/special services director. The said principal/special services director will base the decision on the criteria set in 25-4-22-1. If the course is denied by the principal/special services director, the Teacher/SSP has the option to appeal to the committee. The decision of the committee shall be final.

25-4 In certain situations a Continuing Education Unit (CEU) may be recognized for horizontal advancement on the salary schedule for SSPs or when a Teacher must take a course required to maintain licensure and the course has no available graduate credit.

25-4-1 CEU credits that are approved will be subject to the same timelines and processes described in 25-3 and Appendix C.

25-4-2 CEU Courses can only be approved by a District Office Administrator. The District Office Administrator will take the following items into account:

A. Employment Status of the Applicant. CEU credits are primarily considered for SSPs. When a Teacher must take a course required to maintain licensure and the course has no available graduate credit, CEUs may be granted by the District.

B. The certifying body for the CEU credits must be an accredited organization in order for CEU credits to be used for salary advancement, or approved by the District in cases when a Teacher must take a course required to maintain licensure and the course has no available graduate credit.

C. A description including the number of the hours required to earn the CEU. One standard CEU requires 10 contact hours. Fifteen (15) contact hours will be required to earn one advancement credit on the salary schedule.

D. More than one Continuing Education Unit course may be needed to equal one advancement credit that is required to move on the salary schedule. There will be no credit towards movement until the SSP or Teacher has accumulated 15 contact hours in Continuing Education Unit courses.

E. No graduate credit was available for the CEU course.

F. Gunnison Credits are a poor match for the course, for example when a CDE course is 45 clock hours but Gunnison Credits are limited to two credits (and three would be more appropriate for 45 clock hours).

25-4-3 For Teachers/SSPs unable to move horizontally on the salary schedule because they have reached the furthest right column that exists on the schedule, the district may offer a stipend in lieu of accepting CEUs for horizontal advancement. Additionally, the district may allow each Teachers/SSP to choose a stipend instead of CEU credits regardless of a Teacher/SSP's position on the salary schedule.

25-5 Regarding horizontal advancement:

25-5-1 No credit will be recognized for horizontal advancement beyond the MA level if it was earned prior to the time the MA degree was awarded by the institution.

25-5-2 Teachers/SSPs who are eligible for horizontal advancement must submit appropriate documentation to Human Resources by September 15 for advancement to occur in that academic year. Proof of completion of academic hours may include unofficial transcripts, grade cards, or letters from instructors. Official transcripts or Certificates of Completion for CEUs are required and must be submitted BY OCTOBER 15 to the Human Resources Office.

25-5-3 The Teacher/SSP may advance only ONE horizontal step each academic year. The only exception to this rule will be for Teachers who earn a Master's degree or Doctorate degree.

(25-2 to 25-5: 2023)

Article 26: Supervision of Interns

26-1 No Teacher/SSP shall be required to supervise an intern.

26-2 A Teacher/SSP who supervises an intern shall have a minimum of three (3) years of teaching/professional experience, as least two (2) of which have been in the Gunnison Watershed School District RE-1J.

26-2-1 There shall be no experience requirements for hosting classroom observers.

26-3 No Teacher/SSP shall be permitted to supervise more than one full-time equivalent intern.

26-4 Supervising Teachers/SSPs shall work with the university program coordinator and the building principal/special services director in developing extensive field work for interns to observe and practice the arts and skills of the profession.

26-5 The intern shall be directly responsible to the supervising Teacher/SSP, and subject to the overall authority of the principal/special services director.

26-6 The Association shall establish policies and procedures for the administration and award of tuition waivers received by the School District. The School District shall remain as custodian of said funds and disburse the same according to the written instructions of the Association.

(2022)

Article 27: Student Discipline

27-1 It is understood that the School District must assume responsibility to provide support and assistance in order for Teachers/SSPs to maintain control and discipline while engaged in their duties and responsibilities as Teachers. Teachers/SSPs shall enforce rules and regulations governing student discipline established at the building level by principals and Teachers.

27-2 In the event a Teacher/SSP is assaulted or injured while carrying out his/her duties and responsibilities as an employee of the School District, a district administrator shall immediately, upon being made aware of the incident, contact the appropriate law enforcement agency to initiate a criminal investigation. In such a circumstance, or when a Teacher is injured while carrying out his/her duties and responsibilities as an employee of the School District, the Teacher/SSP shall not be charged with such time lost. The School District reserves the right to require a Teacher/SSP to provide a physician's certification in such instances.

27-3 The School District will reimburse a Teacher/SSP for damage or destruction of clothing resulting from a bodily assault while carrying out his/her duties and responsibilities as an employee of the School District.

27-4 Whenever possible, an officer of the School District, rather than a Teacher/SSP, shall initiate a complaint arising from criminal acts against the School District.

27-5 If any Teacher/SSP is complained against or sued as a result of any action taken by the Teacher/SSP while acting within the scope of his/her employment, the Teacher/SSP may request the Board's assistance in the preparation of his/her defense. Upon receipt of such request, the Board may instruct its attorney to consult with the Teacher's/SSP's legal counsel and to render necessary assistance to the Teacher/SSP in preparation of his/her defense.

(2000)

Article 28: Parental and Student Complaints

28-1 To facilitate better communication an affected Teacher/SSP shall be notified as soon as possible of any verbal complaint by parent/legal guardian and/or student.

28-2 Every effort will be made by the principal/special services director to encourage a resolution of the complaint by a meeting between the parent and/or student and Teacher/SSP. If the parent chooses not to pursue the complaint, the matter will be considered ended. In the event that the parent or student is unwilling to meet with the Teacher/SSP alone, the principal shall offer to meet together with the parent and/or student and Teacher/SSP in an effort to resolve the complaint.

28-3 If no resolution of the matter is reached between the principal/special services director, Teacher/SSP and parent or student, the complaint will be presented to the Superintendent, in writing, with copies to all parties involved.

28-4 If a resolution has not been reached, the complaint may be presented to the Board of Education. Complaints to the Board against individual Teachers/SSPs shall be in writing and signed. The Board shall have a reasonable opportunity to investigate the alleged complaint prior to any public discussion. The complaint and its resolution shall be filed in the administrative offices and shall not be made part of the Teacher's/SSPs personnel file.

Article 29: Annual Leave

The Association and Board of Education believe the most effective learning takes place in a consistent structured environment. We believe that the assigned Teacher's/SSP's presence is vital to a quality education. Annual leave is provided in the event that a Teacher/SSP needs to be absent due to illness or other personal reasons. The leave concept works most effectively when all parties communicate in its application.

29-1 Leave shall be provided to the Teacher/SSP upon employment to the School District. Unused leave accrues and is credited to the individual's account (refer to Article 29-1-7; 29-1-9).

29-1-1 Again, the Association and Board of Education believe the most effective learning takes place in a consistent, structured environment. We believe that the assigned Teacher's/SSPs presence is vital to a quality education.

a. It is the joint responsibility of the Teacher/SSP and principal or supervisor to determine the need and impact of requested leave so that the principal or supervisor may consider approval for leave.

b. Each Teacher/SSP shall be credited eleven (11) days of annual leave per school year without loss of salary. New Teachers/SSPs who complete orientation days at the beginning of the year shall receive an additional annual leave day for each orientation day completed, up to two additional days. (2024)

c. Each Teacher/SSP shall be credited eleven (11) days of annual leave per school year without loss of salary.

d. The leave request form shall be submitted to the principal or supervisor for consideration of approval. For a pre-planned event, requests for leave shall be submitted to principal or supervisor three (3) days in advance of the day to be absent, if possible.

e. Under the following circumstances, the leave request shall have a different process:
    1. Usage that exceeds three (3) consecutive school days, (2023)
    2. or exceeds eleven (11) annual leave days,
    3. or is combined with any designated adopted district calendar breaks before and after; work days; staff development days; parent/Teacher conferences; first week of school with students, and last week of school with students;

In any of these instances, the leave form shall be submitted to the Principal or Supervisor. Following approval from the Principal or Supervisor, the Teacher/SSP requesting leave shall also email leave@gunnisonschools.net for Superintendent approval and cc the Principal/Supervisor. The Administrative Assistant to the Superintendent will check this email daily and pass any request to the Superintendent for approval in a timely manner. Within a week of the request, the Superintendent will email the Teacher/SSP, Principal, and Payroll Specialist indicating if the request is approved or denied. Teachers/SSPs should not make any reservations or pay for travel until final approval is granted. (2022)

f. High use days shall be posted via email to Teachers/staff and throughout the School District. During the times of shortage of substitute resources, for all subsequent leave requests, the principal will prioritize assigning substitutes as follows:
    1. Sick/Bereavement
    2. Emergency
    3. Personal

    Once approval for a paid day of leave is granted, it is guaranteed and the teacher can proceed with making plans.

29-1-2 In an attempt to educate Teachers/SSPs and building administration the following steps shall be taken:

a. A common presentation will be made to all professional staff of each site at the beginning of the school year by the principal, the building Association representative and GCEA president/designee on the specific components of this article and its application.

b. The School District's Mentor Program shall include: a review of Article 29 Annual Leave, Article 29-2 Collective Leave Bank, Article 30 Temporary Leave, Master Agreement, board policy, staff handbooks, professional ethics and standards, and other items relevant to the profession as it manifests itself in this School District. The program will be presented jointly by a GCEA representative and an Administrative representative.

c. At critical times during the school year, before and after vacation calendar days, first week of school with students, last week of school with students, staff development days, in-service days, parent-Teacher conferences, work days; the Association and building principal at each site shall issue a statement reminding Teachers/SSPs about appropriate use of leave provision.

29-1-3 When a Teacher/SSP is appointed after the beginning of the work year, the number of leave days to which he/she shall be entitled will be in proportion to the number of days of service he/she is to complete to the number of days in a regular contract year.

29-1-4 In the event that leave is exhausted, a Teacher/SSP may submit a written request to Superintendent for up to five (5) days of leave that may be borrowed from leave of the next school year. In the event the Teacher/SSP does not return to the School District the next school year, the School District shall be reimbursed for the days borrowed at a per diem of one contract day.

29-1-5 Leave shall be charged against a Teacher/SSPs according to the following guidelines:

a. Elementary Teachers/SSPs

- Less than half a day in clock hours ½ day
- Half day or more in clock hours 1 day

b. Middle and High School Teachers
   - Three periods or fewer per day (excluding planning) ½ day
   - Four periods or more per day 1 day

29-1-6 All previously accrued leave benefits shall be returned to those Teachers/SSPs returning to the School District from School District approved leaves.

29-1-7 Unused annual leave shall be accrued to the Teacher's/SSP's individual account. Leave may be used for medical purposes, personal illness, accidents, bereavement, and for illness of a member of immediate family or when acting as a designated caregiver. (2019)

29-1-8 Exceptions to denial of leave may be granted by the Superintendent after written appeal.

29-1-9 Teachers/SSPs having more than seventy-five (75) days of accumulated annual leave may request reimbursement of unused annual leave at the rate of $50 per day. Reimbursement may not exceed six (6) days during any year for any one Teacher. Payments under this Article may not exceed in the aggregate $4,500.00 in any one-budget year. Applications for reimbursement shall be filed with the Business Manager not earlier than the last day of the school year and no later than June 15 of any given year. In the event that applications for accumulated annual leave reimbursement in any given year exceed a total of $4,500.00 for the School District, payments shall be prorated between those Teachers/SSPs requesting annual leave according to the number of days tendered for repurchase. Teachers/SSPs must use Appendix H in requesting reimbursement of unused annual leave.

29-1-10 Commencing July 1, 1997, upon retiring after at least twenty (20) years of service in the School District, the School District will reimburse the retiring Teacher/SSPs for any accumulated annual leave days up to and including 100 days at a rate of $50 per day. Teachers/SSPs must use Appendix I in requesting reimbursement of unused annual leave. Applications for reimbursement shall be filed with the Business Manager by March 1 of the year prior to the retirement year.

(2009)

29-2 Collective Leave Bank

29-2-1 Collective Leave Bank days can be accessed by Leave Bank Members (see 29-2-2) when a Teacher/SSP experiences a qualifying event under the Federal Family and Medical Leave Act (FMLA) or the Colorado Family and Medical Leave Insurance (FAMLI). Those events include but are not limited to:

a. For the birth and care of the newborn child of a Teacher/SSP;
b. For placement with the Teacher/SSP of a child for adoption or foster care;
c. To care for an immediate family member (i.e., spouse, child, or parent) with a serious health condition
    - The FMLA defines a serious health condition as an illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider. Both physical and mental health conditions qualify for leave. (See FMLA Fact Sheet 28P for details regarding what qualifies as a serious health condition.); or
d. To take medical leave when the Teacher/SSP is unable to work because of a serious health condition.
e. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty" or to care for a covered servicemember with a serious injury or illness
f. Safe Leave provides employees job-protected time off to attend to their needs if they or a family member have experienced domestic violence, stalking, abuse, sexual assault, or other situations. (FAMLI)

The lettered items above provide a general overview, and the FMLA and FAMLI guidance as indicated on the websites linked above contain complete information regarding qualifying conditions. US Department of Labor and State of Colorado guidance shall be consulted for questions regarding what conditions qualify.

Additionally, members of the Collective Leave Bank can access bereavement leave as indicated in 30-5. (2025)

29-2-2 Each Teacher/SSP enrolling in the Collective Leave Bank (CLB) shall contribute two (2) days of annual leave to the bank per year for a period of three (3) consecutive years. Teachers/SSPs may enroll between September 1 and November 1 each year. Teachers/SSPs enroll by signing this form (LINK). By signing this form, the Teacher/SSP agrees to the automatic deduction of 2 days per year for three years to become a continuing member.

Contributions are reflected on the November paystub. A Teacher/SSP who contributes their first year is considered a member of the CLB unless they opt out of membership.

If the Teacher/SSP no longer wants continued membership during that three year period, they must opt out with this form between September 1 and November 1 of a year. (create form and link in MA) Days already contributed to the CLB will not

be returned to the Teacher/SSP. A Teacher/SSP who uses CLB days in their first three years of membership cannot opt out of membership. If a Teacher/SSP opts out of membership, they can re-join and contribute 2 days per year for three consecutive years. (2026)

29-2-3 Teachers/SSPs who have contributed to the bank for three (3) consecutive years shall become continuing members. If, at the beginning of a school year, the total number of days in the bank has dropped below 500, the district will deduct two (2) days from the annual leave of each continuing member of the bank to be credited to the Collective Leave Bank.

Continuing members can donate as many of their annual leave days as they would like to the Collective Leave Bank between September 1 and November 1 of each year or upon resignation or retirement. (2026)

29-2-4 Teachers/SSPs shall use 50% of the balance of their accumulated annual leave days as of the date of application to the Collective Leave Bank, if available, prior to utilizing the Collective Leave Bank days. If a teacher has fewer than 10 accumulated days, they may retain up to 5 days of annual leave. If Teachers/SSPs exhaust their annual leave but need additional days for conditions not included in 29-2-1, they may borrow up to 5 days from their next year's annual leave, pending Superintendent approval as per 29-1-4. (2025)

29-2-5 A maximum of sixty (60) days may be drawn by one individual during any school year from the bank. A member may apply for up to thirty (30) days by following 29-2-6. A member may reapply for up to another thirty (30) days if so needed per 29-2-6. For each request to the Collective Leave Bank, the applicant will follow 29-2-6.

29-2-6 Requests to the Collective Leave Bank

a. A Teacher/SSP requesting the use of the Collective Leave Bank for the birth and care of a newborn, or for the addition of a child through adoption or foster care, must make a written request explaining the circumstances and nature of the request (duration of leave, dates requested, continuous or intermittent) to the Collective Leave Bank Chair.
b. A Teacher/SSP requesting the use of the Collective Leave Bank for a serious health condition must fill out the FMLA Form WH-380-E (for serious health condition of employee) or FMLA Form WH-380-F (for serious health condition of a family member) and submit it to the Collective Leave Bank via the District's electronic workflow system.
c. Approval or denial for Collective Leave Bank days will be made using FMLA guidance as referenced in 29-2-1 and must be given by the Collective Leave Bank Committee composed of five (5) members who broadly represent the Gunnison County Education Association. The majority consensus of the committee is final. Decisions will be made within 7 calendar days of application. All information will be confidential.

Employees requesting Collective Leave Bank days will not be allowed to attend the meeting at which their request is being discussed.

d. A copy of the Collective Leave Bank approval/denial and the completed FMLA Form will be sent to the Payroll Specialist, the Collective Leave Bank Chair, and the Superintendent by the Teacher/SSP requesting leave.

(2025)

29-2-7 The Collective Leave Bank will remain effective if 50% of the eligible Teachers/SSPs are continuing or contributing members of the bank each year.

29-2-8 In the event that an applicant is incapacitated and therefore is incapable of applying for the Collective Leave Bank, the committee reserves the right to apply for that Collective Leave Bank member.

29-2-9 Leave Options

Teachers/SSPs who experience a qualifying event as described in 29-2-1 can access the following forms of leave:

a. Annual leave (paid)
b. Collective Leave Bank (if a member of the Bank) in two up-to-30-day increments (paid)
c. FMLA (salary unpaid by the District; District-paid benefits continue)
d. Extended Leave of Absence (unpaid and District-paid benefits <u>not</u> included - see article 31),

A Teacher/SSP can use these leave options in any order, with the stipulation that before using Collective Leave Bank days, the Teacher/SSP must use at least 50% of their accumulated annual leave as described in 29-2-4.

Intermittent leave may be an appropriate design for some qualifying conditions. Intermittent leave must be approved by the principal/supervisor and superintendent and will be contingent on appropriate substitute coverage, sufficient notice to ensure smooth classroom operations, and any other conditions the principal/supervisor or superintendent identify as necessary.

FMLA leave is unpaid by the District. Employees may self-select coverage under FAMLI and use it at the same time as FMLA.

(2025)

Article 30: Temporary Leaves

Visitation Leave

30-1 Teachers/SSPs may be granted leave without loss of pay for the purpose of professional visitations or attending meetings or conferences which are of an educational nature. This

leave shall not be deducted from the Teacher's/SSP's annual leave days and must receive prior approval from the building principal/special services director.

Legal Leave

30-2 A Teacher/SSP involved in any legal proceeding arising out of his employment with the School District and in the proper exercise of his or her duties, shall be granted necessary leave without loss of pay.

30-3 Each Teacher/SSP shall be granted leave when called for jury duty or subpoenaed as a witness. The Teacher/SSP shall turn over to the Board any payment received for such service and no deduction shall be made from the Teacher's/SSP's salary.

Bereavement Leave

30-5 Teachers/SSPs may access up to 5 days per death from the Collective Leave Bank according to the conditions outlined in 29-2-4. Bereavement leave may be used for the death of an immediate, chosen, or extended family member; domestic partner; or friend. (2026)

Association Leave

30-6 Twenty (20) days of professional leave shall be granted to the Association during the school year to be used by its members for Association business. The Association and the School District will split the substitute pay of the days used up to twenty (20) days. If the Association member holds a CEA position, an additional ten (10) days will be granted with CEA reimbursing the School District for substitute pay. Such leave shall be for professional activities that are educational in nature.

Other Temporary Leaves

30-7 Other temporary leaves of absence may be granted by the Superintendent with a deduction of a per diem of one contract day of the Teacher's/SSP's annual salary.

30-8 Teachers/SSPs who resign during the school year will have all future leave requests approved or denied by the Superintendent from the date of the letter of resignation through the last day of the work year.

(2003)

Article 31: Extended Leaves of Absence

General Provisions

31-1 Extended leaves of absence granted under this Article shall be without pay except as specified for sabbatical leave or as described in the FMLA. All accrued benefits and credits will be restored to a Teacher/SSP upon returning to employment.

31-2 All requests for extended leaves of absence or renewals will be made in writing to the Superintendent of Schools for consideration by the Board of Education.

31-3 A Teacher/SSP returning from an extended leave of absence shall be allowed to return to the same position, which he/she previously held. If that position does not exist the Teacher/SSP will be given a position based upon seniority, qualifications, need for expertise, licensure or endorsement and/or other necessary criteria. The Teacher/SSP shall notify the School District of his/her intention to return, or not return, no later than March 1 prior to the school year for which he or she intends to return. If the Teacher/SSP does not notify the District of their intent by March 15, the District may declare the position vacant. Any requests for an extension to the leave of absence must be made early enough for the Board to approve or deny the request before March 15. (2020)

Family Medical Leave

31-4 Leave will be granted pursuant to Family Medical Leave Act (FMLA) from July 1 through June 30 of each school year

31-4-1 Information regarding FMLA will be available through the Central Office and at Federal Family and Medical Leave Act (FMLA) .

31-4-2 Teachers/SSPs will notify Human Resources and the Superintendent's office as soon as they anticipate an extended medical leave that may require FMLA. (2011)

31-4-3 A medical leave of absence may be granted without pay and benefits for the duration of such illness or disability following FMLA leave through the end of the school year. Such leave without pay and benefits may be renewed upon approval of the Board of Education for one (1) additional year. A physician's certificate of fitness to work will be required before a Teacher/SSP can return to duty after using the provisions of this section. (2025)

Personal Leave

31-5 Only Teachers/SSPs having been employed in the School District for four years are eligible for a one- year Personal Leave. Personal leave may be granted for a period not to exceed one (1) year. A one-year extension of said leave may be granted at the discretion of the Board of Education. In special circumstances, a Teacher/SSP may request in advance a two-year leave. The reasons for such leave must be stated in a written request. Except in cases of unforeseen circumstances, such personal leave or an extension thereof must be requested no later than March 1 of the school year prior to the anticipated year's absence. Teachers/SSPs returning from such leave shall be placed on the salary schedule

at the step to which he/she would have been entitled prior to taking such leave. Teachers/SSPs returning from such leave may be allowed to return to the same position which he/she previously held based on the recommendation of the principal. If that position does not exist, the Teacher/SSP will be given a position based upon seniority, qualifications, need for expertise, licensure or endorsement and/or other necessary criteria.

(2016)

Professional Development Leave

31-6 Non-probationary Teachers or SSPs with three years experience with the District may be granted a leave of absence, without pay, for a period of one (1) year for further study when college credits are earned. Such leave may be taken for one semester if an adequate replacement can be obtained. Upon return from leave, a Teacher/SSP may be granted up to one (1) year's credit for the purpose of achieving a salary level as if he or she remained actively employed in the District.

Exchange Program Leave

31-7 Teachers/SSPs may be granted one (1) year's leave, without pay, for the purpose of exchange teaching. The following conditions shall be observed for leave for the purpose of exchange teaching:

31-7-1 Non-probationary Teachers/SSPs are eligible provided an acceptable person can be found with whom an exchange can be arranged. (2020)

31-7-2 Unless other salary arrangements are made, an exchange Teacher from the School District shall be paid the salary to which they are entitled to by the School District. (2020)

31-7-3 Credit on salary schedule shall be given for the time spent in exchange teaching.

Sabbatical Leave

31-8 If money is available, the Board of Education may grant up to one (1.0 FTE) sabbatical leave per school year for the following purposes:

a. enrollment in college or university courses during the leave.

b independent study where college credit is earned.

c. visitation, observation, and/or research that will prove educationally beneficial to the School District.

31-8-1 A Teacher/SSP who has completed at least six (6) full years of service in the School District is eligible to apply for and be granted a sabbatical. The

Teacher's/SSP's present school year shall be included when determining the six (6) years of service.

31-8-2 Teachers/SSPs wishing to apply for sabbatical leave shall submit to the Superintendent their request for sabbatical no later than February 1 of the school year preceding the proposed year of leave. The application shall include the following items:

a. a clear statement of purpose for the leave, including how the leave will be professionally beneficial to the applicant.

b. a detailed written plan describing specifically the program to be completed during the period of this sabbatical and how it is directly related to the applicant's job assignment.

c. a statement of how the leave will prove directly beneficial to the School District upon the applicant's return to work.

d. a statement signed by the applicant's principal (or supervisor if not assigned to a site) indicating the administrator's agreement that the proposed program will be professionally beneficial to both the Teacher/SSP and the School District.

e. a signed agreement whereby the applicant promises both to return and complete two (2) years of teaching service following the completion of the sabbatical and to adhere to the program as set forth in the application. A Teacher/SSP may waive this service requirement provided payment of the partial salary drawn during the sabbatical is repaid to the School District.

A Teacher/SSP returning from sabbatical leave shall be returned to duties in accordance with Article 31-3.

31-8-3 A committee composed of three (3) Teachers/SSPs appointed by the Gunnison County Educational Association President, one from each level: elementary, middle and high school Teacher, and one administrator appointed by the Superintendent of Schools shall convene to screen applications for sabbatical leave. The screening committee shall consider factors involved in each of the various applications, including but not limited to the following: length of service since the last sabbatical, purpose of the request, merits of the request, anticipated benefits that the School District will receive, and any other reasonable factors. The committee may require that any or all applicants present their rationale to the committee. The committee will prepare a prioritized list of all eligible applicants, recommending Teachers/SSPs in order, based on the overall merits of the applications, and present it to the Superintendent no later than March 1.

31-8-4 The Superintendent will forward the recommendations, with comment if necessary, to the Board for action at the regular March board meeting.

31-8-5 The Board, in granting a sabbatical, may consider remuneration to the applicant for professional services to be rendered by the applicant during the period of the sabbatical leave; however, scholarship, grants, and fellowships shall not be considered remuneration under the provisions of this article and shall not be considered.

31-8-6 A Teacher/SSP on sabbatical leave will be paid at the 50% level of the salary rate he or she would have received if he or she would have been active in the School District. A Teacher/SSP will receive credit toward salary increment while on sabbatical leave and receive insurance and retirement benefits as if he or she were employed on a half-time basis.

31-8-7 A Teacher/SSP returning from sabbatical leave will submit to the Superintendent transcripts of all college and university credit received while on sabbatical leave and will submit in writing, in addition, a complete résumé of all non-credit or independent work study completed by the Teacher during the period of sabbatical, together with a written report describing those items accomplished by the Teacher/SSP during the sabbatical leave and any comments by the Teacher/SSP concerning the value of the sabbatical leave to the School District. Said report shall be delivered to the Superintendent within sixty (60) days of the termination of the leave. If the Superintendent has reason to believe that the Teacher/SSP returning from the sabbatical leave did not fulfill the previously agreed upon program, he or she shall, after consulting with the joint committee, refer the matter to the Board for disciplinary or legal action as may be appropriate.

31-8-8 Sabbatical leave shall be granted for no longer than a one (1) year period. Provided that the Board has not already approved a sabbatical leave for the following year, a Teacher on sabbatical may request extension of the initial leave year for a second year. The request must be received by the Superintendent no later than April 1. Upon recommendation of the Superintendent and if money is available, the Board may grant a one-year extension of the sabbatical.

(2002)

Article 32: Teacher/SSP Retirement

32-1 The District Retirement process requires those Teachers/SSPs retiring to file a letter of intent with the Superintendent's office by March 1 of the year prior to the retirement year. (Reference 29-1-10, Unused Annual Leave Reimbursement)

Article 33: Longevity Payment

33-1 As of May 2, 2014, Teachers/SSPs will be awarded longevity pay after the 20th, 25th, and/or 30th year of employment in the School District. The District Human Resources office will review personnel files annually and send out notification to qualifying

Teachers/SSPs. Teachers/SSPs who qualify should fill out the application in Appendix F, by March 1 in the 20th, 25th, or 30th year of employment in the School District.

Teacher/SSP qualifications for longevity payments include the following: must currently be a .5 FTE Teacher/SSP or greater and must meet the terms per 1-18. Employment does not include any type of substitute position whether part time or full time.

a. in 20th year = $4,000.00
b. in 25th year = $4,000.00
c. in 30th year = $4,000.00

33-2 This payment will be paid out over a twelve (12) month period beginning the next fiscal year

(2009)

Article 34: Staff Reductions

34-1 As provided in state law and Board policy, the Board may cancel the employment contracts of Teachers/SSPs when there is a justifiable decrease in the number of positions as a result of a fiscal exigency or program change as determined by the Board. If a fiscal exigency occurs in the middle of the school year, Teacher/SSP staff reductions at that time will occur only after all other options have been considered.

34-2 Before any meeting of the Board at which the Board will consider a proposed resolution or decision that a fiscal exigency exists or a program change is to be made that may require the cancellation of the employment contract of one or more Teachers/SSPs, the Superintendent shall meet and confer with the designated representatives of the Association regarding the nature and extent of the fiscal exigency or proposed program change, and regarding any plan then contemplated by the administration for reduction of positions. The Superintendent shall make available to the Association all pertinent information supporting the need to reduce staff.

34-3 If the Board decides that the number of positions is to be reduced, normal attrition, retirement and resignations shall be considered prior to any cancellation of employment contracts. The Board shall also consider the effect of proposed staff reductions on accreditation requirements, District goals, State Department of Education Standards and recommended ratios. In the event that cancellation of employment contracts is necessary to achieve the reduction required by the Board, the following shall be considered as significant factors in determining which particular employment contracts will be recommended for cancellation:

34-3-1 The Needs of the District: Determination of such needs shall encompass due consideration of the faculty education, licensing endorsements and other professional qualifications and experience needed for effective and efficient

delivery of the educational programs of the district, as well as the best interests of the students enrolled in the District.

34-3-2 Job performance over the previous three year period as measured using the criteria and standards set by the Board for evaluation of Teachers/SSPs in accordance with applicable state law and state board of education rules governing evaluation of licensed personnel. If the Teacher/SSP does not have three years of job performance data from the district, then the Superintendent shall consider the available job performance data obtained regarding the Teacher's/SSP's employment in the District. Nothing in this subsection requires consideration of evaluations conducted by or in other school districts.

34-4 The employment status of a Teacher/SSP shall be considered as additional factors in determining which employment contracts will be recommended for cancellation as a result of the decrease in positions, except that such additional factors may be considered only after the consideration of the factors set forth in Section 34-3 above, and only if consideration of such additional factors is in the best interest of the students enrolled in the District. The parties agree that such additional factors shall be applied as follows:

(1) as between Teachers in the same endorsement area for whom the factors set forth subsections 34-3-1 and 34-3-2 above are not determinative as to whose employment contract should be cancelled, the Probationary I Teachers should be cancelled first, Probationary II Teachers second, and Probationary III Teachers third, before the employment contracts of non-probationary Teachers are cancelled; and

(2) as between non-probationary Teachers in the same endorsement area for whom the factors set forth subsections 34-3-1 and 34-3-2 above are not determinative as to whose employment contract should be cancelled, the employment contracts of non-probationary Teachers will be cancelled in the inverse order of seniority (i.e., least senior non-probationary Teachers first).

34-5 In the event one or more positions again become available within the District, they shall be first offered to Teachers/SSPs whose employment contracts have been cancelled within the last twelve (12) months pursuant to a reduction in force under this Article. Such offers shall be made to Teachers/SSPs in reverse order of the reduction in force, and upon rehiring, all previously accrued benefits under the terms of this Agreement or by statute shall be restored.

34-6 Probationary Teachers whose contracts will be canceled during, instead of non-renewed at the end of, a school year; and non-probationary Teachers whose contracts will be canceled either during, or at the end of, a school year, shall have a right to a hearing on the propriety of such cancellation in accordance with Board policy and regulations. If such a hearing is desired, the Teacher will request it in writing to the Board or Superintendent within ten (10) days after being notified of the proposed contract cancellation. If a hearing is requested, the Board will appoint an impartial hearing officer,

who will specify the procedural rules to apply at such hearing. At the hearing, the Teacher may be represented by a person of the Teacher's choice.

(2020)

Article 35: Insurance Programs

35-1 The School District agrees to furnish Teachers/SSPs the following insurance protection.

35-1-1 The School District shall pay the full premium cost of $25,000.00 of term life insurance for all Teachers/SSPs employed more than 0.5 FTE or exactly 0.5 FTE.

35-1-2 The School District shall pay the prorated cost of a single health premium for every Teacher/SSP employed at more than 0.5 FTE minus the amount of employee responsibility listed on the rate table in Appendix K which will be updated annually. The District shall pay exactly half the cost of a single health premium for every Teacher/SSP employed at exactly 0.5 FTE who chooses to pay the other half of the premium. The District shall not pay any health premium for Teachers/SSPs employed at less than 0.5 FTE. Employees currently taking advantage of the present $176.00 benefit program listed in 35-1-3, will have the option of retaining it. (2024)

35-1-3 Effective January 1, 1991, the School District shall contribute up to $176.00 per month per Teacher/SSP hired before January 1, 1992, and who has declined school-provided insurance to be applied to a benefit program in the School District. A Teacher/SSP may participate in any number of plans but may not exceed more than four (4) different billings.

The monies contributed by the School District as set forth above may be applied to the following plans:

1. Health Insurance
2. Visual Care
3. Disability Income
4. Group Life Insurance
5. Tax Sheltered Annuity
6. Cancer Care

35-2 The Board of Education is acting as a liaison agent for the Teachers/SSPs and does not assume any responsibility for providing insurance benefits if adequate notification and applications have not been received by the insurance company. Upon request, the Business Office will be available to assist a Teacher/SSP in the processing of insurance problems.

35-3 Annually the Board of Education and the Gunnison County Education Association will establish the Insurance Committee, to review quarterly, current employee insurance benefits. The committee will make recommendations to the Board of Education on optional insurance benefits that will not bind either party according to Article 35-1. The committee will be composed of, but not limited to, representatives of the Association, administration and support staff. The Superintendent or his/her designee shall chair the committee.

35-4 In the event that physical examinations are required by the School District as a condition of employment, the School District shall be responsible for fees incurred by the employee of any physical examination required which are consistent with the purposes of the examination and performed by a local physician.

35-5 The Board has implemented and shall maintain a Section 125 Premium Only Plan in accordance with current Internal Revenue Service and Department of Labor rules and regulations. All Teachers/SSPs must elect to either participate or not participate in this Plan. This election can be changed annually within the current enrollment dates of the Plan's "election period" or during open enrollment.
(2018)

Article 36: Dues Deductions

36-1 The Board agrees to deduct from the salary of members of the Association an amount of money sufficient to pay the members' dues in the Association, the National Education Association, and the Colorado Education Association where such dues' deductions have been requested, in writing, by the individual members. The Board further agrees to have transmitted all such monies so deducted to the Association on a regular monthly basis.

36-1-1 Deductions referred to above will be made in equal installments each month for which payroll authorization is effective September 1, through the next succeeding August 31st. The School District will not be required to honor for any month's deduction any authorizations that are delivered to it later than the 15th prior to the distribution of the payroll from which the deductions are to be made.

36-2 The Association will periodically furnish the Superintendent with a list of all members who have authorized dues deductions. The Association shall also furnish the Superintendent with a dues deductions form properly signed by the member. Such forms shall remain in effect during the employment of the member until such time as revoked by the member under the following process:

36-2-1 Any member may revoke his or her dues deduction authorization at any time during the school year in writing.

36-2-2 Dues deduction authorization revocations should be sent to the Board with a collateral notification sent to the Association.

36-3 A member of the Association who resigns during the school year and who has authorized dues payroll deduction may receive the balance of his or her dues deduction due him or her.

Article 37: Salaries

37-1 The salaries of all persons covered by this Agreement are set forth in the Appendices to this Agreement which are attached hereto and made a part thereof. Additional compensation shall be as specified in the Articles providing for such compensation and as indicated in Appendix B of this Agreement.

37-1-1 Teachers/SSPs shall be paid monthly.

37-1-2 Teachers/SSPs shall be paid through electronic fund transfer.

37-2 Salary Schedules – Appendices A.1 and A.2

37-2-1 The salary schedule for Teachers covered by this Agreement shall be as set forth in attached Appendix A.1 and for SSPs in Appendix A.2 of this Master Agreement.

37-2-2 Salary schedules A.1 and A.2 will be negotiated annually. (2019)

37-3 Horizontal/Vertical Steps

37-3-1 The degree and hours listed above refer to semester hours.

37-3-1 Effective September 1, 2014, Teachers/SSPs with a Doctorate Degree will remain in the column appropriate to the number of hours they have earned and receive a stipend of $1,000.00 each year.

37-3-3 Prior experience of at least one (1) semester will be allowed toward placement on the salary schedule if the partial year of experience qualifies as a year toward non-probationary status. (2010)

37-3-4 The Teacher may advance only ONE horizontal step each academic year. If enough graduate credit is earned in any given year to advance the Teacher more than one horizontal step, that Teacher shall automatically move a second horizontal step the next academic year. The only exception to this rule is in the event a Teacher earns a Masters or Doctorate degree then he/she will move to the appropriate column the next academic year. (2020)

37-3-5 Teachers shall receive educational increment credit as specified in Article 25, Professional Development, in this Agreement.

37-3-6 Teachers will move one vertical increment at the beginning of each Academic year unless the maximum number of vertical steps per that column has been attained.

(2020)

37-4 Gunnison District Credit

37-4-1 The Gunnison District Credit System is designed to provide a structure that will produce meaningful staff development geared toward accomplishment of school and district goals.

37-4-2 Gunnison District Credits will be recognized in pursuit of horizontal advancement on the salary schedule and will be subject to the same timelines as spelled out in 25-5-2. A maximum of 2 Gunnison District Credits per year may be counted towards horizontal advancement.

Each course offered for Gunnison District Credit will cost the participants $20.00, excluding materials and supplies.

37-4-3 Administrative Council must approve all District Credit Courses. An application for a course will be presented to the Administrative Council and Superintendent. Applications will take a minimum of three weeks to review and must include the following:

1) A letter of support from a school Principal or a District Administrator. An application must be presented to the Principal or District Administrator at the time the letter is requested.
2) A course syllabus including times and dates of class sessions. All class sessions will be outside the normal work hours.
3) Objectives of the course that meet with an existing School or District goals.
4) Required course materials.
5) A description of the work required including a minimum of 15 contact hours per Gunnison District Credit.
6) An end of course summative assessment.
7) A course evaluation that includes data that will be returned to Administrative Council and will be kept on file by the district.
8) Costs associated with the Gunnison District Credit course, which may include a fee to pay for the instructor.
9) Instructor's name and qualifications.
10) The application includes projected enrollment. Actual class will take place with a minimum of four enrolled.
11) All courses approvals will be valid for one year

12) Instructors can receive two credits for one-credit course on one occasion for the same course. This must be indicated as part of the application. Instructors receiving credit will not receive the stipend. In lieu of 2 credits instructor will receive a $240.00 stipend for completion of the first course. If instructor teaches the same course subsequently the stipend will be $120.00 without the option of 2 credits.

37-4-4 All District Credits must be approved in advance by the Principal or Supervisor. See Appendix C. Teachers/SSPs shall submit the official Courses Approval form and a course description to the Human Resources office. Gunnison District Credits will be only awarded for courses approved by the Administrative Council and Superintendent. Gunnison District Credit can also be used as recertification credit.

37-4-5 Teachers/SSPs who are eligible for horizontal advancement must submit appropriate documentation to Human Resources by September 15 for advancement to occur in that academic year. Letters from instructors will be considered proof of completion of a Gunnison District Credit. Instructors will provide Human Resources a list of names of participants who have completed the requirements of an approved Gunnison District Credit.

37-4-6 The Teacher/SSP may advance only ONE horizontal step each academic year.

37-4-7 Participation in the Gunnison District Credit System is voluntary.

37-4-8 SSPs who are eligible for horizontal advancement must submit appropriate documentation to Human Resources by September 15 for advancement to occur in that academic year. A certificate of attendance or a letter from the instructor will be considered proof of completion.

37-4-9 A District Office Administrator must approve all Continuing Education Unit Credits in advance. Specialists shall submit the completed official Courses Approval form and a course description to the Human Resources office. As spelled out in 26-2 and Appendix C. CEU credits will begin to be recognized for horizontal advancement during the 2016-2017 school year.

(2016)

Article 38: District By-Laws, Policies and Procedures

38-1 School Board policies are available on the GWSD website. What is published there is current and approved by the Board.

38-2 Staff Handbooks are available on each school's electronic document sharing system. What is published there is current and approved by school administration.

(2024)

Article 39: Transitional Employment

39-1 Transitional Employment

39-1-a Those officially retired from RE-1J, licensed Teachers/SSPs qualified as per the rules of the Public Employees' Retirement Association (PERA), shall fall within all the guidelines, practices, salaries and benefits as other licensed Teachers/SSPs in the School District with the exception of the following:

39-1-b No movement on the salary schedule, a donation of two (2) days toward membership in the Collective Leave Bank, and receive Compensated Leave as per Article 30-2.

39-1-c The transitional employment option will be available to employees each year unless staffing patterns or budgetary constraints prohibit the need for teaching positions.

39-2 Teachers/SSPs who qualify must have five (5) continuous years in the district and qualify for PERA retirement. A letter of intent (Appendix G) shall be given to the Direct Supervisor by March 1 for action prior to the next school year.

39-3 A Teacher/SSP must meet the following requirements to qualify for transitional employment:

a. Notify the School District on or before March 1 of each school year preceding the transition year via transitional employment application (See Appendix G).

b. The Board of Education will either accept or reject request for transitional employment no later than March 15 of each school year preceding the transitional employment.

(2005)

Article 40: Additional Compensation

40-1 Extra Curricular Programming

40 -1-1 Appendix B encompasses sports, clubs and activities that occur outside the school day on a defined basis. Coaches and sponsors who manage these activities are compensated on the salary schedule Appendix B which shall be negotiated annually.

40-1-2 Job description, goals and objectives are required and approved by the principal or designee. The principal or designee will annually evaluate the program and the sponsors of all the activities they supervise.

40-1-3 Each year all Appendix B programs and sponsors will be evaluated at the building level by the principal or his/her designee. The job/program description will be reviewed by the sponsor at the beginning of the season and will be discussed with the evaluator during the evaluation at the completion of the program. Job and program descriptions and evaluations will be written on adopted district forms and will be kept on file at the building level by the administrator.

40-2 Extra Curricular Pay Schedule

40-2-1 An activity sponsor's salary shall be determined by his/her years of experience and the percentage level approved for that activity.

40-2-2 In determining pay for multiple sponsors for an activity, in which money is allotted for only one (1) sponsor, each person shall have his/her appropriate step divided by the number of sponsors of that activity.

40-2-3 Activities may be recommended to the negotiations' teams for deletion from Appendix B by the business manager if they have not been filled for two (2) consecutive years.

40-2-4 ADCO will approve any changes to coaches' and sponsors' levels, job titles, and salaries on the pay schedule.

40-3 New And Unspecified Extra Curricular Activities and Positions

40-3-1 An activity not listed in Appendix B may be added to the schedule for the upcoming year. The process begins at the building level with either the principal or an involved Teacher/SSP. Building principals should present the request along with a job description, goals, and objectives, to ADCO for approval. If approved, ADCO will make the determination of the appropriate level on the pay schedule for the added activity sponsor(s).

40-3-2 If additional coaches and sponsors are deemed necessary in order to meet the needs or number of students, those positions may be added if budget allows. A letter from the athletic director or principal requesting an additional position will be given to ADCO as soon as possible after the need arises. All additional positions will be approved on a year-to-year basis.

40-4 Non-Salaried Employees

40-4-1 Activity sponsors who are district employees, but receive an hourly wage rather than a salary, will receive their normal compensation for time away from their job duties, due to necessary preparation and/or travel.

40-5 Experience Increments

40-5-1 Activity sponsors will receive one (1) year experience credit for each completed year of performance in an assigned duty – up to twenty (20) years.

40-5-2 Activity sponsors with experience beyond twenty (20) years will receive a salary equal to Step 20 in the appropriate level, plus 1% of the base salary for each year beyond twenty (20). (e.g. 23 years= Step 20 +3% of the base).

40-5-3 All years of experience within a given sport or activity shall carry over into a newly assigned position. Examples: transfers from middle school to high school and vice versa, assistant coach to head coach and vice versa, and freshman class sponsor to senior class sponsor and vice versa.

40-5-4 Employees without a current Colorado teaching license must be CHSAA-certified to receive experience increments. (Does not apply to volunteers on $1 contracts).

40-6 Miscellaneous

40-6-1 School District scheduled school-related activities, outside the contracted school day, will be compensated by at least the rate of the Colorado State minimum wage; curriculum projects will be paid a stipend. A curriculum project is defined as district approved endeavor, which results in a tangible product.

40-6-2 Those required activities which may not be additionally compensated are as follows:

<u>Non-Compensated Required</u>

Curriculum meetings
Special Education Staffing
Staff meetings
Individual Parent-Teacher Conf.
Grade Level meetings
Vocational Advisory Com. Mtgs
Department meetings
Back-to-School Night
Coaches meetings
Open House

40-7 Extra Duty Days

40-7-1 All extra duty days (any work day in addition to the contractual days, done at the request of an administrator) shall be compensated at the rate of $1/180^{th}$ of the Teacher's/SSP's regular salary per day, or a specified dollar-per-hour rate. (2018)

Appendix A: Teacher/SSP Salary Schedules 2026-2027

Effective for Teacher/SSP Paychecks September 2026 - August 20267

Gunnison Watershed School District Teacher Salary Schedule 2026-27

Effective July 1, 2026
180 working days
1.0% increase to base plus 2% step

	1	2	3	4	5	6	7	8	9	10	11
Step	**BA**	**BA+10**	**BA+20**	**MA**	**MA+10**	**MA+20**	**MA+30**	**MA+40**	**MA+50**	**MA+60**	**MA+70**
1	52,153	53,134	54,134	55,959	57,016	58,095	59,194	60,316	61,461	62,628	63,818
2	53,134	54,134	55,155	57,016	58,095	59,194	60,316	61,461	62,628	63,818	65,033
3	54,134	55,155	56,196	58,095	59,194	60,316	61,461	62,628	63,818	65,033	66,271
4	55,155	56,196	57,258	59,194	60,316	61,461	62,628	63,818	65,033	66,271	67,535
5	56,196	57,258	58,341	60,316	61,461	62,628	63,818	65,033	66,271	67,535	68,824
6	57,258	58,341	59,446	61,461	62,628	63,818	65,033	66,271	67,535	68,824	70,138
7	58,341	59,446	60,573	62,628	63,818	65,033	66,271	67,535	68,824	70,138	71,479
8	59,446	60,573	61,723	63,818	65,033	66,271	67,535	68,824	70,138	71,479	72,846
9	60,573	61,723	62,895	65,033	66,271	67,535	68,824	70,138	71,479	72,846	74,241
10	61,723	62,895	64,091	66,271	67,535	68,824	70,138	71,479	72,846	74,241	75,664
11	62,895	64,091	65,311	67,535	68,824	70,138	71,479	72,846	74,241	75,664	77,116
12	64,091	65,311	66,555	68,824	70,138	71,479	72,846	74,241	75,664	77,116	78,596
13	65,311	66,555	67,824	70,138	71,479	72,846	74,241	75,664	77,116	78,596	80,106
14	66,555	67,824	69,119	71,479	72,846	74,241	75,664	77,116	78,596	80,106	81,646
15	67,824	69,119	70,439	72,846	74,241	75,664	77,116	78,596	80,106	81,646	83,217
16	69,119	70,439	71,786	74,241	75,664	77,116	78,596	80,106	81,646	83,217	84,819
17	70,439	71,786	73,159	75,664	77,116	78,596	80,106	81,646	83,217	84,819	86,454
18	71,786	73,159	74,561	77,116	78,596	80,106	81,646	83,217	84,819	86,454	88,121
19	73,159	74,561	75,990	78,596	80,106	81,646	83,217	84,819	86,454	88,121	89,821
20	74,561	75,990	77,448	80,106	81,646	83,217	84,819	86,454	88,121	89,821	91,555
21	75,990	77,448	78,935	81,646	83,217	84,819	86,454	88,121	89,821	91,555	93,325
22	77,448	78,935	80,451	83,217	84,819	86,454	88,121	89,821	91,555	93,325	95,129
23	78,935	80,451	81,998	84,819	86,454	88,121	89,821	91,555	93,325	95,129	96,970
24	80,451	81,998	83,576	86,454	88,121	89,821	91,555	93,325	95,129	96,970	98,847
25	81,998	83,576	85,186	88,121	89,821	91,555	93,325	95,129	96,970	98,847	100,762
26	83,576	85,186	86,828	89,821	91,555	93,325	95,129	96,970	98,847	100,762	102,715
27	85,186	86,828	88,502	91,555	93,325	95,129	96,970	98,847	100,762	102,715	104,708
28	86,828	88,502	90,210	93,325	95,129	96,970	98,847	100,762	102,715	104,708	106,740
29	88,502	90,210	91,952	95,129	96,970	98,847	100,762	102,715	104,708	106,740	108,813
30	90,210	91,952	93,729	96,970	98,847	100,762	102,715	104,708	106,740	108,813	110,927

$1,000 stipend for Doctorate
Teachers will be paid a coverage rate of $30/hour pursuant to Article 13-9 of the Master Agreement.
Substitute teachers paid $135 per 7.5 hour day
All columns increased to step 30 (23-24 school year)

Gunnison Watershed School District Special Service Providers Salary Schedule 2026-27											
190 working days: Nurse, Psychologist, Counselor, Social Worker Effective July 1, 2026 1.0% increase to base plus 2% step											
	1	2	3	4	5	6	7	8	9	10	11
Step	**BA**	**BA+10**	**BA+20**	**MA**	**MA+10**	**MA+20**	**MA+30**	**MA+40**	**MA+50**	**MA+60**	**MA+70**
1	55,536	56,585	57,655	59,604	60,731	61,888	63,063	64,263	65,486	66,734	68,007
2	56,584	57,655	58,746	60,734	61,884	63,063	64,263	65,487	66,734	68,007	69,305
3	57,654	58,746	59,859	61,887	63,060	64,263	65,486	66,734	68,007	69,305	70,629
4	58,745	59,859	60,994	63,063	64,259	65,486	66,733	68,007	69,305	70,629	71,980
5	59,858	60,994	62,152	64,262	65,482	66,734	68,006	69,305	70,629	71,979	73,357
6	60,993	62,152	63,333	65,485	66,730	68,006	69,304	70,629	71,980	73,357	74,762
7	62,151	63,333	64,537	66,733	68,002	69,304	70,628	71,980	73,357	74,762	76,196
8	63,332	64,538	65,766	68,006	69,300	70,628	71,979	73,357	74,762	76,195	77,658
9	64,537	65,766	67,019	69,304	70,624	71,979	73,357	74,763	76,196	77,657	79,149
10	65,765	67,020	68,298	70,628	71,975	73,357	74,762	76,196	77,658	79,148	80,670
11	67,019	68,298	69,602	71,979	73,352	74,762	76,195	77,658	79,149	80,669	82,221
12	68,297	69,602	70,932	73,356	74,758	76,195	77,657	79,149	80,670	82,221	83,804
13	69,601	70,932	72,289	74,761	76,191	77,657	79,148	80,670	82,221	83,803	85,418
14	70,931	72,289	73,672	76,194	77,653	79,148	80,669	82,221	83,804	85,417	87,064
15	72,288	73,673	75,084	77,656	79,144	80,669	82,220	83,804	85,418	87,064	88,743
16	73,671	75,084	76,523	79,147	80,664	82,220	83,803	85,418	87,064	88,743	90,456
17	75,083	76,524	77,992	80,668	82,216	83,803	85,417	87,064	88,743	90,456	92,203
18	76,523	77,992	79,490	82,220	83,798	85,417	87,063	88,743	90,456	92,203	93,985
19	77,991	79,490	81,018	83,802	85,412	87,063	88,742	90,456	92,203	93,985	95,803
20	79,489	81,018	82,576	85,416	87,058	88,742	90,455	92,203	93,985	95,803	97,657
21	81,017	82,576	84,165	87,063	88,737	90,455	92,202	93,986	95,803	97,657	99,548
22	82,575	84,166	85,787	88,742	90,450	92,202	93,984	95,803	97,657	99,548	101,477
23	84,164	85,787	87,441	90,455	92,197	93,984	95,802	97,657	99,548	101,477	103,445
24	85,786	87,441	89,127	92,202	93,979	95,802	97,656	99,548	101,477	103,444	105,452
25	87,439	89,128	90,848	93,984	95,797	97,656	99,547	101,477	103,445	105,451	107,499
26	89,126	90,848	92,603	95,802	97,651	99,547	101,476	103,445	105,452	107,498	109,587
27	90,847	92,603	94,393	97,656	99,542	101,476	103,444	105,452	107,499	109,586	111,717
28	92,602	94,393	96,219	99,547	101,471	103,444	105,451	107,499	109,587	111,716	113,889
29	94,392	96,219	98,081	101,476	103,438	105,451	107,498	109,587	111,717	113,888	116,105
30	96,218	98,082	99,981	103,443	105,445	107,498	109,586	111,717	113,889	116,104	118,365
$1,000 stipend for Doctorate											

Gunnison Watershed School District Special Service Providers Salary Schedule 2026-27											
180 working days: SLP, OT											
Effective July 1, 2026											
1.0% increase to base plus 2% step											
	1	2	3	4	5	6	7	8	9	10	11
Step	**BA**	**BA+10**	**BA+20**	**MA**	**MA+10**	**MA+20**	**MA+30**	**MA+40**	**MA+50**	**MA+60**	**MA+70**
1	52,811	53,805	54,819	56,668	57,740	58,832	59,947	61,084	62,244	63,427	64,633
2	53,805	54,819	55,854	57,740	58,832	59,947	61,084	62,244	63,427	64,633	65,864
3	54,819	55,854	56,909	58,832	59,947	61,084	62,244	63,427	64,633	65,864	67,119
4	55,854	56,909	57,985	59,947	61,084	62,244	63,427	64,633	65,864	67,119	68,399
5	56,909	57,985	59,083	61,084	62,244	63,427	64,633	65,864	67,119	68,399	69,705
6	57,985	59,083	60,202	62,244	63,427	64,633	65,864	67,119	68,399	69,705	71,038
7	59,083	60,202	61,344	63,427	64,633	65,864	67,119	68,399	69,705	71,038	72,396
8	60,202	61,344	62,509	64,633	65,864	67,119	68,399	69,705	71,038	72,396	73,782
9	61,344	62,509	63,697	65,864	67,119	68,399	69,705	71,038	72,396	73,782	75,196
10	62,509	63,697	64,909	67,119	68,399	69,705	71,038	72,396	73,782	75,196	76,638
11	63,697	64,909	66,145	68,399	69,705	71,038	72,396	73,782	75,196	76,638	78,109
12	64,909	66,145	67,406	69,705	71,038	72,396	73,782	75,196	76,638	78,109	79,609
13	66,145	67,406	68,692	71,038	72,396	73,782	75,196	76,638	78,109	79,609	81,139
14	67,406	68,692	70,004	72,396	73,782	75,196	76,638	78,109	79,609	81,139	82,700
15	68,692	70,004	71,342	73,782	75,196	76,638	78,109	79,609	81,139	82,700	84,292
16	70,004	71,342	72,707	75,196	76,638	78,109	79,609	81,139	82,700	84,292	85,916
17	71,342	72,707	74,099	76,638	78,109	79,609	81,139	82,700	84,292	85,916	87,572
18	72,707	74,099	75,519	78,109	79,609	81,139	82,700	84,292	85,916	87,572	89,261
19	74,099	75,519	76,968	79,609	81,139	82,700	84,292	85,916	87,572	89,261	90,985
20	75,519	76,968	78,445	81,139	82,700	84,292	85,916	87,572	89,261	90,985	92,742
21	76,968	78,445	79,952	82,700	84,292	85,916	87,572	89,261	90,985	92,742	94,535
22	78,445	79,952	81,489	84,292	85,916	87,572	89,261	90,985	92,742	94,535	96,364
23	79,952	81,489	83,057	85,916	87,572	89,261	90,985	92,742	94,535	96,364	98,229
24	81,489	83,057	84,656	87,572	89,261	90,985	92,742	94,535	96,364	98,229	100,132
25	83,057	84,656	86,287	89,261	90,985	92,742	94,535	96,364	98,229	100,132	102,072
26	84,656	86,287	87,951	90,985	92,742	94,535	96,364	98,229	100,132	102,072	104,052
27	86,287	87,951	89,648	92,742	94,535	96,364	98,229	100,132	102,072	104,052	106,071
28	87,951	89,648	91,379	94,535	96,364	98,229	100,132	102,072	104,052	106,071	108,130
29	89,648	91,379	93,145	96,364	98,229	100,132	102,072	104,052	106,071	108,130	110,231
30	91,379	93,145	94,945	98,229	100,132	102,072	104,052	106,071	108,130	110,231	112,374
$1,000 stipend for Doctorate											

Appendix B: Athletics Stipend Schedule 2026-2027

Gunnison Watershed School District Athletics Stipend Schedule Effective July 1, 2026								
Step	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8
1	3,000	$2,650	$2,385	$2,143	$2,000	$1,825	$1,590	$1,325
2	3,075	2,716	$2,445	$2,197	$2,050	$1,871	$1,630	$1,358
3	3,152	2,784	$2,506	$2,251	$2,101	$1,917	$1,670	$1,392
4	3,231	2,854	$2,568	$2,308	$2,154	$1,965	$1,712	$1,427
5	3,311	2,925	$2,633	$2,365	$2,208	$2,014	$1,755	$1,463
6	3,394	2,998	$2,698	$2,425	$2,263	$2,065	$1,799	$1,499
7	3,479	3,073	$2,766	$2,485	$2,319	$2,116	$1,844	$1,537
8	3,566	3,150	$2,835	$2,547	$2,377	$2,169	$1,890	$1,575
9	3,655	3,229	$2,906	$2,611	$2,437	$2,224	$1,937	$1,614
10	3,747	3,309	$2,979	$2,676	$2,498	$2,279	$1,986	$1,655
11	3,840	3,392	$3,053	$2,743	$2,560	$2,336	$2,035	$1,696
12	3,936	3,477	$3,129	$2,812	$2,624	$2,395	$2,086	$1,739
13	4,035	3,564	$3,208	$2,882	$2,690	$2,454	$2,138	$1,782
14	4,136	3,653	$3,288	$2,954	$2,757	$2,516	$2,192	$1,827
15	4,239	3,744	$3,370	$3,028	$2,826	$2,579	$2,247	$1,872
16	4,345	3,838	$3,454	$3,104	$2,897	$2,643	$2,303	$1,919
17	4,454	3,934	$3,541	$3,181	$2,969	$2,709	$2,360	$1,967
18	4,565	4,032	$3,629	$3,261	$3,043	$2,777	$2,419	$2,016
19	4,679	4,133	$3,720	$3,342	$3,119	$2,846	$2,480	$2,067
20	4,796	4,236	$3,813	$3,426	$3,197	$2,918	$2,542	$2,118
	HS Basketball	HS Head Baseball	HS Head Soccer	HS Head Golf	HS Asst Baseball	HS Asst Soccer	MS Head Football	MS Asst Football
	HS Head Hockey	HS Head Volleyball	HS Head X-Country	HS Asst Basketball	HS Asst Volleyball	HS Asst X-Country	MS Head Volleyball	MS Asst Volleyball
	HS Spirit Team	HS Head Track	HS Head Softball	HS Asst Hockey	HS Asst Track	HS Asst Softball	MS Head Basketball	MS Asst Basketball
		HS Head Wrestling	HS Head Swim	HS Asst Swim	HS Asst Wrestling		MS Head Wrestling	MS Asst Wrestling
		HS Head Football	HS Head Lacrosse	HS Asst Lacrosse	HS Asst Football		MS Head Gymnastics	MS Asst Gymnastics
					HS Asst Golf		MS Head Track	MS Asst Track
							MS Head X-Country	MS Asst X-Country

Gunnison Watershed School District Activities Stipend Schedule
Effective July 1, 2026

Step	Lane 9	Lane 10	Lane 11	Lane 12	Lane 13	Lane 14	Lane 15	Lane 16
1	$2,385	$2,010	$1,500	$1,330	$930	$530	$255	$133
2	$2,445	$2,060	$1,538	$1,363	$953	$543	$261	$136
3	$2,506	$2,112	$1,576	$1,397	$977	$557	$268	$140
4	$2,568	$2,165	$1,615	$1,432	$1,002	$571	$275	$143
5	$2,633	$2,219	$1,656	$1,468	$1,027	$585	$281	$147
6	$2,698	$2,274	$1,697	$1,505	$1,052	$600	$289	$150
7	$2,766	$2,331	$1,740	$1,542	$1,079	$615	$296	$154
8	$2,835	$2,389	$1,783	$1,581	$1,105	$630	$303	$158
9	$2,906	$2,449	$1,828	$1,620	$1,133	$646	$311	$162
10	$2,979	$2,510	$1,873	$1,661	$1,161	$662	$318	$166
11	$3,053	$2,573	$1,920	$1,703	$1,190	$678	$326	$170
12	$3,129	$2,637	$1,968	$1,745	$1,220	$695	$335	$175
13	$3,208	$2,703	$2,017	$1,789	$1,251	$713	$343	$179
14	$3,288	$2,771	$2,068	$1,833	$1,282	$731	$352	$183
15	$3,370	$2,840	$2,119	$1,879	$1,314	$749	$360	$188
16	$3,454	$2,911	$2,172	$1,926	$1,347	$768	$369	$193
17	$3,541	$2,984	$2,227	$1,974	$1,381	$787	$379	$197
18	$3,629	$3,058	$2,282	$2,024	$1,415	$806	$388	$202
19	$3,720	$3,135	$2,339	$2,074	$1,450	$827	$398	$207
20	$3,813	$3,213	$2,398	$2,126	$1,487	$847	$408	$213
	HS Student Council	GMS Head Science O	GMS Taylor Challenge	GHS LULAC club	MS Band	HS Senior Class	CBES SLC	GWSD DAC Rep
	GHS Climbing Team	GHS Head Science O	GHS Asst Drama Dir	GHS Journalism	GMS Vocal	GHS Legion Club	Mentor	GHS Reading Club
	GHS Speech & Debate	GHS Vocal Music		HS Yearbook	MS Student Council		GES SLC	CBES 3-5 Grade Ski
	GHS Drama Director			GMS Asst Science O	HS Junior Class		SAC Rep	GES 5th Grade Ski
	GHS Band			GHS FFA	HS NHS		CBHS Current Events	GMS 6-8 Grade Ski
	GHS Mountain Bike Team			GCS Yearbook	CBSS SAGA		CBES Yearbook	GES 4th Grade Ski
			GHS Asst Speech & Debate				CBHS Music Club	CBES 1-2 Grade Ski
				GHS Skills USA				

Notes:
Positions may move lanes year to year based upon documented hours worked outside of school hours

Appendix C: Course Approval Documentation Form

Highly Qualified Teacher/Specialist
Master Agreement Article 25-2

Before taking a course, Teachers/specialists must complete and submit this form to the site principal/supervisor. After approval, it will forward on to the district human resource department for consideration of graduate course approval credit for highly qualified Teacher/specialist status. If approval is denied, it may be taken to the course approval committee for review.
This form needs to be filled out for *every* class taken by the Teacher/specialist.

Today's Date:	
Teacher/Specialist Name:	
School / Location:	Principal/Supervisor:
Current License Type (Professional, Provisional, etc.)/Endorsement(s):	
Teaching/Specialist Area:	
Movement on the salary schedule (ex: BA /BA+10):	
Is this for a new degree? No___ Yes___/Degree_____	
Graduate Course Title:	
Institution / Agency Providing the Course:	
Graduate course credits:	Graduate course #:
Dates and Times the course is offered:	
Please include or attach a full course description.	
This course will increase my qualifications as a Teacher or Specialist because:	
_____ I understand that all course work required to earn credit must be completed outside of the regular school work time in order to earn credit for salary scale advancement. _____ I understand annual leave days must be used if the course takes place during a regular work day. _____I understand the cost for the credit is my responsibility.	
Teacher Signature	Principal/Supervisor Signature Approve _____ Disapprove _____
Credit Approved: YES NO (for office use only)	*HR Signature (for office use only)*

Appendix F: Applications for Longevity Form

Application for Longevity: Submit application to Superintendent by March 1st.

I, _____, wish to apply for the longevity
(print full name)
payment as outlined in Article 33 on this date of March 1.

I verify that I have had employment with Gunnison Watershed School District RE1J. I am checking the following item below that I meet the criteria for longevity pay as stated in Article 33. I am in my:

_____ _____ 20th year

_____ _____ 25th year

_____ _____ 30th year

I agree to work with the Business Manager to verify my employment. I will submit my application to the Superintendent on or before March 1.

_____ _____
Applicant's signature Date

_____ _____
Superintendent's signature Date received

Approved by: _____ Denied by: _____
Superintendent Superintendent

(2009)

Appendix G: Transitional Applications

I, _____, would like to be considered for transitional employment with Gunnison Watershed School District RE1J for the _____ school year as outlined in Article 39 for the upcoming school year.

***Submit application to direct supervisor by March 1.**

Accept	Reject		
_____	_____	_____ Supervisor's Signature	_____ Date
_____	_____	_____ Superintendent's Signature	_____ Date
_____	_____	_____ Board of Education	_____ Date

(2015)

Appendix H: Annual Application for Reimbursement of Unused Accumulated Annual Leave

I,_____, hereby apply for reimbursement of _____ accumulated annual leave days as outlined in Article 29-1-9. Application shall be filed not earlier than the last day of the school year and no later than June 15 of any given year. I will work with the Business Manager to verify I have more than seventy-five (75) days of accumulated annual leave.

Upon approval of reimbursement, you will be notified. Payment will be made outside of your regular payroll on the last pay period of the fiscal year. This payment is PERA reportable, and all other applicable taxes do apply.

_____ _____

Applicant Signature Date

(2020)

Appendix I: Application for Reimbursement of Unused Accumulated Annual Leave-Upon-Retirement

I,_____ , hereby apply for reimbursement of _____ accumulated annual leave days as outlined in Article 29-1-10. I will work with the Director of Finance to verify these accumulated annual leave days.

Upon approval of reimbursement, I will be notified. This payment is not reportable income to PERA, but is reportable income to the IRS. All other taxes apply.

_____ _____

Applicant Signature Date

(2024)

Appendix J: Grievance Procedure Communication Flow

Communication Flow
(See Article 5-1)

1. Aggrieved Teacher shall talk to administrator for clarification of concern.

2. Aggrieved Teacher discusses concern/complaint with Association Representative (AR)

3. AR takes concern/complaint to GCEA Grievance Officer

4. GCEA Grievance Officer take concern/complaint to GCEA President

5. GCEA President evaluates and makes recommendation on the concern/complaint

6. Informal Meeting between Administration and Teacher is scheduled and may include GCEA representation

7. Grievance moves to appropriate level if not resolved at the Informal Meeting

8. Relevant parties – Superintendent, GCEA Grievance Chair, GCEA President, Administrator, and Teacher (5-1-1b)

(2011)

Appendix J: Sample Grievance Form

INFORMAL MEETING

Grievant(s): _____

Date: _____

Administrator(s): _____

Meeting Participants (including GCEA Representative):

_____
_____
_____

Complaint or Issue:

_____
_____
_____

Background information (*include date the aggrieved person knew, or should have known, of the act or condition on which the grievance is based*):

_____
_____
_____
_____

Perceived misinterpretation of MA or policy and number:

_____
_____
_____

Resolution:

_____
_____
_____
_____

Signatures of participants:

_____ _____
_____ _____

- Resolved
- Move to Level _____

Appendix J: Completed Grievance Form Example

To: Administrator
From: Grievant
Date:

RE: Level 1 Grievance

Authority:
Including but not limited to:
State Grievance Article or Board Policy

Date of Informal Meeting:
(Include any agreements for extensions of timelines; state if this is a continuous grievance)

Brief Statement of Grievance/Issue
State as question (were the grievant's rights violated)

Statement of Incidence
Including but not limited to:
Brief statement of what happened; facts not opinion)

Board Policies/Contract Articles State or Federal Laws being Violated
The Board Policies, Contracts Articles, State or Federal Laws violated include but are not limited to the following:

Arguments:
Aggrieved

Resolution Sought:
Aggrieved

Appendix K: Health Insurance Contribution Rate Table

GUNNISON WATERSHED SCHOOL DISTRICT

2026/27 Contribution Rates

Valid 7/1/2026 - 6/30/2027

Copay Health Plan

Copay Plan	Annual Premium	Paid by Employer	Paid by Employee	12 Month Deduction	9 Month Deduction
Employee Only	$8,640	$8,640	$0	$0	$0
Employee + Spouse	$17,280	$8,640	$8,640	$720	$960
Employee + Child(ren)	$13,380	$8,640	$4,740	$395	$527
Family	$22,020	$8,640	$13,380	$1,115	$1,487

High Deductible Health Plan

High Deductible Plan	Annual Premium	Paid by Employer	Paid by Employee	12 Month Deduction	9 Month Deduction
Employee Only	$8,640	$8,640	$0	$0	$0
Employee + Spouse	$17,280	$8,640	$8,640	$720	$960
Employee + Child(ren)	$13,380	$8,640	$4,740	$395	$527
Family	$22,020	$8,640	$13,380	$1,115	$1,487

Anthem Dental Essential Choice (Complete Network)

Dental	Annual Premium	Paid by Employer	Paid by Employee	12 Month Deduction	9 Month Deduction
Employee Only	$389.52	$0	$389.52	$32.46	$43.28
Employee + Spouse	$738.48	$0	$738.48	$61.54	$82.05
Employee + Child(ren)	$765.00	$0	$765.00	$63.75	$85.00
Family	$1,256.28	$0	$1,256.28	$104.69	$139.59

EyeMed Vision Plan

Vision	Annual Premium	Paid by Employer	Paid by Employee	12 Month Deduction	9 Month Deduction
Employee Only	$88.08	$0	$88.08	$7.34	$9.79
Employee + Spouse	$167.40	$0	$167.40	$13.95	$18.60
Employee + Child(ren)	$176.28	$0	$176.28	$14.69	$19.59
Family	$259.08	$0	$259.08	$21.59	$28.79

Pet Partners Pet Insurance Plans

Accident Only	12 Month Deduction	9 Month Deduction
per covered pet	$11.17	$14.89

Accident & Illness	12 Month Deduction	9 Month Deduction
per covered pet		
Dog, age 0-10 (adult weight in pounds: 0-90+)	$52.27	$69.69
Cat, age 0-10	$26.38	$35.17

This document is designed to provide basic information regarding benefit plans and programs available to eligible employees. This document merely summarizes the employee benefit plans and programs and does not detail all of the terms, conditions, restrictions, and exclusions contained in the plan documents, carrier contracts and/or Summary Plan Descriptions (SPD) (the "plan documentation") for the various benefit plans and programs. Every reasonable effort has been made to ensure the accuracy of the information contained in this document; however, in the event of a discrepancy between the information in this document and the plan documentation, the provisions described in the plan documentation will govern. This document does not create any contractual rights for any current or former employee, or for any other individual. The provisions of the applicable plan documentation will govern the determination of any individual's rights under any employee benefit plan or program. Your employer reserves the right to amend or terminate any of its employee benefit plans and programs at any time and without notice or cause.

Memorandum of Understanding
2026-2027
Between Gunnison Watershed School District & Gunnison County Education Association

1. Reevaluate Collective Leave Bank (annually)
2. Review our new 22-3 Due Process to see if there are concerns/adjustments
3. Study how to get teachers/SSPs more unregimented work time including a survey of teachers/SSPs
4. Adjust Article 33-2 to reflect change in Longevity payment from being paid over 12 months to being paid in one lump sum in July.
5. The District and Association agree to review:
    1. The current Master Agreement language referencing TECDA equivalency for SSPs, including how due process protections are defined and applied.
    2. Potential options for establishing a probationary and non-probationary status system for SSPs, similar in structure to that used for teachers, including:
        - timelines for attaining non-probationary status
        - distinctions in employment protections
        - implications for discipline, non-renewal, and dismissal

    During the 2026/2027 school year The District and Association will:

    - Utilize regularly scheduled 3x3 meetings during the 2026–2027 school year to:
        - study current language
        - review examples from other districts
        - discuss legal and practical considerations
        - collaboratively draft potential revisions
    - Share relevant information and resources to support informed discussion.
    - Engage in dialogue with the goal of developing mutually acceptable language.

    The intended outcome of this process is to:

    - Develop draft language for potential inclusion in the Master Agreement
    - Clarify expectations and protections for SSPs
    - Ensure any proposed changes are thoughtful, clear, and aligned with District and Association priorities

    Any proposed changes resulting from this work will be subject to the formal negotiation and ratification process.

    This MOU shall remain in effect for the duration of the 2026–2027 school year unless extended by mutual agreement.

If time allows:

- Consider condensing the salary schedule
    - Notes from 2024-2025 (this topic was also tabled for 2025-2026):
        - Discuss questions from the slide deck about salary schedules.
        - Lisa D has more information
            - Benefits: younger teachers get more money sooner and more across their careers and bc PERA won't be enough for retirement on its own, this can help with young teachers saving for retirement
        - What are we trying to incentivize?
        - We want to be able to recruit folks to GWSD
        - We want to be able to retain folks in GWSD
        - What other structures for salary schedules exist?
            - Lisa D has example salary schedules
        - Concern about different %s that now exist in steps and horizontal movement
        - Should we letter the steps instead of number them?