# NEGOTIATED AGREEMENT

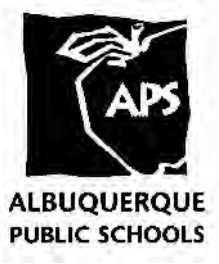
# BETWEEN THE

# ALBUQUERQUE MUNICIPAL SCHOOL DISTRICT NUMBER 12

# AND THE

# ALBUQUERQUE TEACHERS FEDERATION

# 2020-2021



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## Preamble

The District and the Federation share the belief that providing a high-quality education for the children of Albuquerque is the paramount objective of the District.

Both parties affirm that all educational programs must be sensitive to the needs and aspirations of students. We believe that all students can learn and we have a responsibility to educate all of them well. Student success must not be predictable by a student's circumstances, background, race or socioeconomic status.

We believe that a collaborative partnership between the District and the Federation embodies the notion that an educational system based on the involvement of teachers in the decision-making process will lead to the highest quality of education, enhance the practice of teaching and foster human dignity for all at the school site. Furthermore, the parties believe that by working together, an atmosphere which promotes professional growth will be established.

To meet the objective above and formally establish a collaborative partnership that redefines and improves upon its collective bargaining relationship, the Federation and the District agree to the Living Contract, a concept and a process that will allow the parties to collaborate in addressing the following issues:

- Policy matters that affect teaching and learning
- District-wide matters that affect teachers, students and the community
- Instructional and curriculum issues
- Teaching and learning issues
- Long-term planning

The living contract agreement is essential to furthering the desired partnership between the District and the Federation. Working in partnership makes it possible to address challenges that individual entities could not effectively address through separate efforts. Quality partnerships can be recognized by the following characteristics:

- Partners make a formal, sustained commitment to accomplish a shared mission.
- Partners recognize and respect each partner's responsibilities and constraints.
- Partners work to know and acknowledge each other's strengths and interests.
- Partners recognize and respect each other as separate entities, with differing cultures, values and communication styles.
- Partners enhance trust by sharing knowledge, disclosing self-interest and attempting to satisfy the needs of each partner.
- Partners affirm the shared vision of the partnership by keeping others informed of related activities that affect the partners.
- Partners identify specific goals so all partners can work effectively.
- Partners make decisions collaboratively and support those decisions within the partner organizations.
- Partners specify what each entity is expected to contribute to the partnership.
- Partners commit the resources – human, financial, and physical – necessary to accomplish the shared mission.
- Partners alter organizational policies and procedures to the best of their ability to help effectuate recommendations made by the partnership.
- Partners make the collaborative effort visible, when appropriate, publicizing and promoting results.
- Partners periodically reassess the mission and progress toward accomplishing it.

Attaining the educational goals of the Albuquerque Public Schools requires mutual understanding and cooperation between the District and the Federation. To this end, good-faith negotiations between the District and the Federation with a free and open exchange of views are desirable.

Change requires intensive, carefully planned, and skillfully executed implementation. We acknowledge that strong, consistent leadership, trusting collaboration, system-wide communication, quality teaching and high teacher morale promote positive learning environments for students.

As part of its collective bargaining relationship and partnership, the Albuquerque Teachers Federation and Albuquerque Public Schools agree to the following:

A. The purpose of the Living Contract is to enable the parties to respond more quickly to issues that demand immediate attention while working within the framework of collective bargaining. The Living Contract is not a document, but rather a process that may result in written agreements.
B. Pursuant to this Preamble, the parties agree to establish a joint committee(s) to provide for regular, on-going discussions and decision-making on matters germane to improved union-management relations and more effective overall system operations.
C. The District and the Federation are committed to supporting the Living Contract and have established the following joint goals:
    - Maintain open lines of communication between the District and the Federation;
    - Conduct on-going negotiations as timely problem solving;
    - View collective bargaining as collaboration;
    - Provide flexibility in dealing with issues as they arise.
    - Discuss future district initiatives that have a potential impact on teachers' work and workload.
D. Nothing herein shall be deemed to impair the authority of the Superintendent, or preclude the Superintendent from consulting informally with members of the bargaining unit.

The parties agree to establish three (3) joint committees. The overall charge of each committee is summarized as follows:

- **Living Contract Committee**
  Policy/District-wide issues, instructional issues, long-term planning
- **Supporting Quality Teachers (SQT) Team**
  Teaching and learning issues
- **Contract Administration Committee/Negotiations**
  Dispute resolution, contract implementation, working conditions, interim negotiations

In addition, the joint committee(s) may:

1) Set up temporary sub-committees, task forces or design teams to address particular issues;
2) Recommend revisions to the Negotiated Agreement to clarify language and meaning, correct contradictions or inconsistencies, remove outdated language and organize and streamline it;
3) Train District and Federation staff regarding the Agreement and best practices with respect thereto; and
4) Recommend joint communications to clarify particular issues.

## AGREEMENT

This Agreement was made and entered into in Albuquerque, New Mexico between the Albuquerque Municipal School District Number 12, County of Bernalillo, State of New Mexico (hereinafter referred to as the Board) and the Albuquerque Teachers Federation, Local 1420 of the American Federation of Teachers, (hereinafter referred to as the Federation) this September 2, 2020.

### Article 1, GENERAL PROVISIONS

A. Definitions

1. The term "teacher" for the purpose of this Agreement shall mean all licensed employees whose salaries are based on salary matrices AT-1, AT-2, AT-3, A-2, A-3, and A-4 and Certified Occupational Therapist Assistants (COTAs) and Physical Therapy Assistants (PTAs) unless specified otherwise herein. All employees whose salaries are based on other salary matrices are excluded from this unit.
2. The term "District" shall mean the Albuquerque Municipal School District Number 12, County of Bernalillo, State of New Mexico.
3. The term "school," "site" or "building" shall mean any work location or functional division within the District wherein teacher responsibility may lie.
4. The term "Superintendent" as used in this Agreement shall mean the Superintendent of this District or designee.
5. The term "administration" shall mean the Superintendent and members of the administrative staff.
6. The term "principal" shall mean the principal of the school, assistant principal, or immediate supervisor if involving a non-school assignment.
7. The term "President" shall mean the President of the Federation or designee.

B. Agreement Control

1. This Agreement shall be governed and construed according to federal law and the Constitution and laws of the State of New Mexico. If any provision of this Agreement shall be found contrary to law, such provision shall have effect only to the extent permitted by law; but all other provisions of this Agreement shall continue in full force and effect. In the event any provision of this Agreement is found contrary to law, said provision shall be void.
2. This Agreement is entered into pursuant to the terms of the Board's Labor Relations Policy H.1.; and should there be any conflict between the terms of this Agreement and the terms of the Board's Policy, as adopted on September 9, 1971, and last revised in November, 2005, the Policy shall control.
    a. If any provision of this Agreement shall be found in conflict with Policy H.1., such provision shall have effect only to the extent permitted by Policy H.1.
    b. In the event any provision of this Agreement is found to be in conflict with Policy H.1., said provision shall be void.
3. In case of any conflict between the provisions of this Agreement and any Board or Federation policy, practice, procedure, custom or writing, except as provided in paragraph B.2. above, the provisions of the Agreement shall control for the period of this Agreement.
4. This Agreement and amendments thereto at the time of adoption shall be distributed to all teachers of the District. The terms and conditions of employment as indicated in this Agreement shall be the same for all teachers and shall be applied equally without modifications or exception unless provided herein.

C. Negotiating Procedures

1. Negotiations shall be conducted in closed sessions. Each party shall have a negotiating team of not more than seven (7) members.

2. All agreements reached as a result of such negotiations shall be tentative until ratification by both parties is effected pursuant to the ratification procedures as set forth in Board Policy H.1.
3. The parties agree to meet at reasonable times, to bargain in good faith and execute a written contract incorporating any agreement reached.
4. Prior to the beginning of negotiations, the APS and ATF negotiating teams may jointly participate in training in interest-based bargaining.
5. In the event the parties fail to reach agreement prior to the expiration date of this Agreement, they may seek mediation assistance from the Federal Mediation and Conciliation Service.

D. District/Federation Joint Committees
1. The President and the Superintendent, upon mutual agreement, may identify the need for and establish the work, composition, guidelines and goals of the joint committees and task forces. Such committees will address issues related to teacher compensation, professional development, evaluation and other topics mutually agreed upon by the President and the Superintendent. Reports and recommendations will be provided to the Superintendent and the President by the committee(s) and task force(s).
2. The President shall be notified, ten (10) days in advance, of the formation of a District/Joint Committee on which teachers will serve which relates to the terms and conditions of teacher employment and student discipline not covered within this Agreement. The President shall have the option of recommending to the Superintendent the formation of District/Joint Committees. The Federation shall have the opportunity to appoint a teacher representative to the Committee. The President may suggest additional names of teachers for possible appointment to District/Joint Committees. Reports and recommendations will be provided to the Superintendent and the President by the Committee.
3. Whenever the District is requested to appoint or initiate the appointment of any teacher to committees outside the District, the President will be provided the opportunity to suggest names of teachers who might be appointed.
4. If they deem it necessary, the Superintendent and the President may call a joint meeting of principals and Federation representatives.

E. Non-traditional Schools
1. The Federation and the Board agree to support schools of choice.

**Article 2, FEDERATION RIGHTS**

A. Recognition Rights
1. The Board hereby recognizes and agrees that the Federation has the sole and exclusive right to represent all teachers as their bargaining agent pursuant to the Board's Employee Relations Policy.

B. Rights
1. All rights granted to the Federation pursuant to the terms of this Agreement are for the sole and exclusive use of the Federation and may not be granted to any other teacher organization except as noted in B.4. below.
2. The Federation has the right to make announcements at staff meetings and new teacher orientation.
3. The Federation has the right to use the interschool mail service, school bulletin boards and APS e-mail sent through an outside server in accordance with APS policy. The Board and the Federation recognize that it is not permissible for the Federation and/or the employees represented by the Federation to access District communications systems (e.g. fax, internet, intranet) to distribute or use materials not considered appropriate by District policy.
4. The Federation may use the school mailboxes provided that:

a. an employee of the bargaining unit assigned to that school and recognized by the principal shall distribute all materials;
b. no such materials shall be distributed to any employee who has registered with the building principal an objection to receiving teacher organization materials.

5. The Federation has the right to schedule Federation meetings provided, however, that such meetings do not interfere with the instructional schedule or conflict with previously scheduled events as determined by the principal. There shall be no charge for the use of facilities or normal services described above.
6. The Federation Representatives are recognized as Federation leaders in their respective schools and may display on or near their classroom or office door a Federation provided plaque which identifies their position. This recognition as a school leader carries with it the right of the representatives to carry out their Federation responsibilities.
   a. Union representatives may distribute Federation materials and conduct Federation business related to a grievance or representation provided such activities do not interfere with the instructional schedule or duties of the teacher(s) affected.
   b. Neither the Federation nor any employee may solicit Federation membership on the Board's premises during the duty day of the employees involved in the solicitation. This shall not be construed to prohibit casual or personal conversations about the Federation and its activities.
   c. The union representative shall have the right to bring to the attention of the principal all matters pertaining to the organizational rights of the Federation or its members, other concerns of the faculty, and to discuss the administration of this Agreement.
   d. The above shall be recognized as concerted activity as recognized by the New Mexico Public Employee Bargaining Act (PEBA).
7. All employees within the bargaining unit shall have the right to engage in concerted activities for mutual aid or benefit without reprisal.
8. Federation officials and/or representatives who are not District employees shall have the right to visit schools for the purpose of conducting representational business provided the visit does not interfere with the duty schedule of the teacher(s) involved and provided that prior notice is given to the principal, or, if the principal is not available, the office of the principal. Failure to follow this provision may result in suspension of this privilege for the representative involved. In the event the representational business involves the principal, prior arrangement of such visits shall be made through the Office of Labor Relations.
9. The Board shall grant the elected Local President, one additional elected leader of the ATF Executive Council, and the elected State President (provided the elected State President is on leave from APS) leave with pay during their term of office. This leave may be terminated at the end of a semester. Upon return from such leave, the President and any additional officers of the union will be placed on the salary matrix at the level which would have been achieved had there not been an absence. The Federation shall pay to the District an amount equal to the level, step and lane on the teacher's salary matrix and all employee related expenditures such as insurances and retirement benefits for the locally elected President and the State President for the duration of the leave. The Board shall grant leave without pay for Federation employees during their term of service to the Federation. This leave may be terminated at the end of a semester. Upon return from such leave, the employee will be placed on the salary matrix at the level which would have been achieved had there not been an absence.
10. The Federation shall be furnished with monthly financial budget and cash reports following distributions as required from the Office of Labor Relations.
11. The Federation shall be furnished the following information:
    a. at the end of the first twenty-day reporting period and two weeks after the start of the second semester, employee data, in numerical order by employee number, indicating name, address, phone number, state teaching license number, employee number, work location, salary, degree status, gender, assignment and/or job title, membership status, total years in teaching, total years in APS, date of hire, and district email addresses;
    b. new hires, resignations, retirements and deaths at the time of occurrence;

c. group insurance data including enrollment figures, premium costs, program costs and a copy of the insurance policies;
d. upon reasonable request, changes in items listed above and such other information as will assist the Federation in representing teachers.

12. During each year of this Agreement, the Federation shall be granted for Federation training, workshops and conventions, forty (40) professional leave days at full pay by the District, 10 professional leave days for the purpose of participating in joint APS/ATF task force committees, and forty (40) leave days charged to the Federation at the degreed substitute rate.
13. Representatives of the Federation will meet with appropriate District budget personnel as requested in order that they may be kept abreast of current budget facts and figures.
14. The President of the Federation and the Superintendent, or their respective designees, shall participate in quarterly discussions regarding teacher education programs and professional development; partnership agreements and/or collaborative efforts with institutions of higher education; joint efforts to communicate with elected officials; and such other mutually agreed upon topics.

C. Dues Deduction

1. The District agrees to deduct from the wages of members of the Federation, periodic Federation dues on the basis of a properly executed authorization form of which a copy is attached to this Agreement.

*Refer to Appendix M: ATF Membership Application Form*

2. The amount of the deduction to be made from each teacher's wages will be certified in writing to the District by the Treasurer, President or Executive Vice-President of the Federation. In the event the Federation dues are changed, the District agrees to effect such changes in deductions within thirty (30) days following the receipt of a written notice from the Treasurer of the Federation.
3. Dues deduction shall continue from year to year without further authorization and at current monthly dues amounts unless the authorization to deduct is revoked by the teacher as provided herein. Dues authorized will be determined by the Federation and will be set at an amount for each payroll deduction.
4. Dues deduction shall resume for teachers returning from an extended leave of absence unless authorization to deduct is revoked by the teacher.
5. Dues deduction authorizations shall be delivered to the District Payroll Department. Authorizations received nine (9) days prior to the pay date shall be deducted from the salary for that pay period.
6. If a teacher is absent for any reason and as a result of that absence has no earning due for the pay period, no deduction will be made for that teacher for the pay period.
7. The District agrees to transmit the amount collected to the Treasurer of the Federation within seven (7) calendar days after the close of the month.
8. The Federation agrees to render the District harmless for any actions resulting from compliance with this provision of the Agreement and assumes total responsibility for the disposition of the funds so deducted once the funds have been received by the Treasurer of the Federation.
9. Dues deductions may be discontinued or revoked by a union member by filing such notice with the Federation.
    a. Such revocation may be requested during the ten days following the anniversary date of each employee's employment.
    b. Within ten days of the receipt of notice of revocation of authorization for the payroll deduction of dues, the Federation shall provide notice to the District.
    c. The revocation for the payroll deduction of dues shall be effective on the thirtieth day after the notice provided to the District by the Federation.

**Article 3, MANAGEMENT RIGHTS**

A. The management of all schools, instructional programs and facilities is the responsibility of District administrators as provided in Board policy. The District retains all rights not specifically restricted by this Agreement.

**Article 4, NONDISCRIMINATION/CITIZENSHIP**

A. The District shall not discriminate against any employee in the bargaining unit on the basis of race, color, religion, gender, gender identification, age, national origin, marital status, sexual orientation, place of residence, disability, membership or non-membership in any teacher organization, except when the District determines there is a bona fide occupational qualification.
B. The Federation recognizes its responsibility as the bargaining agent and shall represent equally all employees in the bargaining unit without discrimination, interference, restraint or coercion.
C. The District and the Federation agree that employees shall enjoy the rights of full citizenship.

**Article 5, CONDITIONS OF PROFESSIONAL SERVICE**

A. Employment
    1. The District is an equal opportunity employer.
    2. In order to qualify and be employed in a teaching position in the District, an applicant must have at least a bachelor's degree and must have a valid teaching license, an occupational license, or be enrolled in an approved alternative licensure program from the State of New Mexico. Qualifications of the individual are the guiding criteria in employment. The District shall notify the Federation when a teacher is to be hired who does not possess at least a bachelor's degree.
        a. All existing and newly hired “I” licensed special education teachers will be obligated to participate in 12 hours of APS provided professional development.
        b. Twelve (12) hours of professional development, provided outside of the regular duty day, is a condition of employment during both the first and second years for all “I” licensed special education teachers in APS.
    3. All teachers employed by the District shall be employed for the primary purpose of instructing children and/or rendering professional services for which they are licensed.
    4. Teachers will be employed under contract for less than a full school year when a teaching vacancy will exceed sixty (60) duty days. This provision may be waived upon approval by the Public Education Department.
    5. There shall be three (3) categories of employment:
        a. full-time teachers;
        b. part-time teachers;
        c. short-term teachers;
    6. A full-time teacher shall be a teacher employed to teach a full teaching day for an entire school year.
    7. A part-time teacher shall be a teacher employed to teach less than a full teaching day or a full teaching week for an entire school year.
    8. A short-term teacher shall be defined as a teacher who accepts employment after 9:00 am on the reporting day for students, a teacher replacing another teacher in their first year of leave, a teacher hired for a position which has a time limitation of one year because of a source of funding other than the APS operational budget, a change in District, state or federal curriculum/program requirements which necessitate a one year teaching position, and a teacher who does not hold a valid New Mexico teacher's license at the time of employment.
        a. For the purpose of this provision, "accept" shall mean the date and time the teacher was offered and accepted either verbally or electronically, a District teaching position by an authorized Department of Human Resources representative.
        b. A teacher who is short-term due to not holding a valid New Mexico teacher's license at the time of employment shall be reemployed by the District if he or she performs satisfactorily and presents a valid New Mexico teaching license or approved plan for completion of licensure requirements to the Department of Human Resources by May 1. If the requirements are not met by August 1, the teacher shall not be considered for reemployment.

c. A teacher who is short-term due to being in a position funded by a source other than the APS operational budget shall be reemployed by the District (with satisfactory performance) provided the funding is continued.
d. Upon the successful completion of their first short-term contract (of at least 570 hours), fully licensed employees for the position will be offered a regular contract for the following year if the position they hold is available, the employee applies, and the principal agrees to rehire the employee.
e. Upon the successful completion of their third consecutive short-term contract (of at least 570 hours each), employees will be offered a regular contract for the following year.

9. Birth certificates or other suitable proof of date of birth, New Mexico teaching licenses and college or university transcripts must be filed in the Department of Human Resources as soon as possible after employment is accepted. In the case of teachers who are not new to the system, valid teaching licenses must be on file. The November paychecks and subsequent checks will not be issued to a teacher until such time as the required data is filed in the Department of Human Resources or evidence is given that the teacher is making a bona fide effort to secure the information.
10. All teachers are reemployed for the next school year unless notified at least ten (10) workdays prior to the last day of the school year.
11. In order to qualify and be employed in an educational diagnostician position or school psychologist position in the District, an applicant must have at least a graduate degree in Special Education or related field from an accredited university or college and be licensed by the State of New Mexico as an educational diagnostician or school psychologist.
12. All educational diagnosticians employed by the Board shall be employed for the primary purpose of evaluating and placing children in District programs and/or rendering professional services for which they are licensed.

B. School Year

1. For employees on the AT-1, AT-2 and AT-3 salary matrices, the work year shall consist of one hundred eighty-four (184) workdays. For employees on the A-2 salary matrix, the work year shall consist of one hundred eighty-four (184) workdays. For employees on the A-3 salary matrix, the work year shall consist of one hundred and ninety-four (194) workdays. Divergence from the District work calendar is permitted if mutually agreed upon by the educational diagnostician and the educational diagnostician's immediate supervisor or if mutually agreed upon by the school psychologist and the school psychologist's immediate supervisor. The school year is based upon the calendar with the understanding that the calendar is subject to emergency changes, but such changes made by the District shall not affect the total number of workdays required.
2. Any deviation from the approved master calendar shall be agreed upon by both parties.

C. Duty Day

1. For employees on the AT-1, AT-2, AT-3 and A-2 salary matrices, the duty day shall consist of six and one-half (6 1/2) hours excluding a lunch period. The duty day shall be a continuous period of time. In the event a teacher regularly works less than a five (5) day week, the duty week shall consist of no more than thirty-two and one-half (32 1/2) hours. The duty day for employees on the A-3 salary matrix shall consist of eight (8) hours excluding a lunch period. The duty day shall be a continuous period of time. In the event an employee on the A-3 or A-4 salary matrices regularly works less than a five (5) day week, the duty week shall consist of no more than forty (40) hours.
2. Each teacher shall have a thirty (30) minute, duty free, uninterrupted lunch period exclusive of passing time which may be taken on or off the school grounds at the teacher's discretion. Whenever it is necessary, adjustments within the length of duty day will be made by the principal of each school after consultation with the teacher or teachers involved in order to take into account the difference in the length of the lunch period.
3. The principal shall have the authority to permit divergence by individual teachers from the duty day by mutual agreement. This divergence can apply to time on registration days for teachers to register their own children if such divergence will not hinder registration at the teacher's worksite.

4. Lengthening of the duty day by the site supervisor shall not exceed two (2) hours for any individual teacher in any twenty (20) day reporting period. This lengthening shall normally occur after a minimum of forty-eight (48) hours prior notice excluding non-teaching days prior to the additional duty time. Use of this time shall be limited to purposes relating to school business.
5. Schools may utilize up to an additional thirteen (13) hours annually for professional development activities collaboratively planned through the Instructional Council. Any district-mandated training will be included in these hours in accordance with the procedures outlined in Appendix D.

*Refer to Appendix E Time Chart*

6. The District may utilize an additional fourteen (14) hours annually for training and/or planning only if required by a federal, state or judicial mandate.

*Refer to Appendix E Time Chart*

7. The parties recognize that attendance at evening activities is normally the voluntary professional responsibility of teachers. However, as part of that responsibility, teachers may be required to attend up to 2 (two) evening activities, such as but not limited to, open house, curriculum night or graduation. Any attendance beyond two (2) night activities per year shall be considered voluntary. If the employee is required to be in attendance at more than 2 (two) evening events, he/she shall be paid time at the employee's hourly rate. Teachers unable to attend shall give reasonable notice of their intended absence to their immediate supervisor and affected parents.
8. Teachers shall not normally be regularly required to notify the principal of their arrival or departure from the school. Teachers desiring to leave the school area during the duty day may do so with prior notification and approval of the principal or designee.
9. Travel time for teachers who work in more than one (1) teaching location in any one (1) duty day shall be counted as part of the duty day. When the teacher travels from one (1) location to another at the midday, the teacher shall receive travel time in addition to the lunch period.
10. The responsibility of the teacher to be available for conferences with parents is recognized as a teacher's professional responsibility. The teacher is responsible for arranging the conferences.
11. Teachers scheduled to begin their duty earlier or to continue to a later time will not be required to be on duty longer than the total hours of the duty day.
12. In the event a teacher agrees to be assigned work approved by the principal beyond the maximum provided in B and C, the teacher shall be entitled to flex their schedule if it is mutually agreed to by the principal and the teacher. Flex time has to be mutually agreed to each year by the principal and teacher prior to implementation of the flex time.

D. Restrictions on Use of Students, Personnel and Facilities

1. No member of the staff may engage in any sales promotion or selling on the school premises unless such promotion or sale has been approved in advance by the principal.
2. Commercial photographs of students may be made provided there is minimal disruption of class time and no demands are made upon teachers for collecting monies and/or additional checking responsibilities in connection with picture taking.
3. Fund-raising activities, except as provided in 2 above, shall not interrupt or interfere with the instructional program unless agreed to by the principal and staff.
4. Information regarding proceeds from fund-raising activities, planned expenditures and/or the availability of funds for staff use shall be made available to staff members upon request as defined in the activities fund manual or by reaching this APS web address http://www.aps.edu/internal-audit/activity-fund-manual.
5. Fund-raising activities, except as provided in 2 above, will not be assigned to teachers unless they volunteer for the assignment.
6. No teacher may charge a student a fee for any service rendered to the student on the school premises during the duty day.

E. Preparation Time

1. All employees on salary matrices AT-1, AT-2, AT-3 and A-2 shall have within the duty week a minimum amount of time for preparation and planning.
   a. Elementary (Modified Wednesday Schedule)
      1.) Teachers shall have a minimum of 220 minutes for preparation each week, free from specific duty assignments. Preparation time shall be in 20-minute block minimums.
      2.) Teachers shall have a minimum of two consecutive hours on all modified Wednesdays for use as preparation free from specific duty assignments.
      3.) If a teacher receives less than 220 minutes of preparation time in a five-day work week, the teacher shall be compensated at his or her hourly rate of pay (in 15-minute increments) for the amount of preparation time under 220 minutes.
      4.) Schools must identify all of the time, including specials that will be used for preparation time. A schedule indicating all designated prep time shall be distributed to teachers within ten workdays after the beginning of the school year.
      5.) In the event of an abbreviated day on a Wednesday, elementary teachers who lose preparation time will be granted prep time lost at a date later in the school year. The parties agree the District will be required to grant teachers up to two hours of lost prep time per school year, regardless of the actual number of hours lost due to Wednesday abbreviated days. The date(s) will be mutually agreed upon the District and the Federation.
      6.) Elementary school itinerant art and music teachers shall be allowed sufficient time (10 to 15 minutes) to transition from one intra-school class teaching assignment to another. Such time shall not be considered preparation time.
      7.) Time a teacher is required to perform non-instructional duties is not considered preparation time.
      8.) A minimum of forty-five (45) minutes per week can be used for collaboration time provided the 220 minutes for preparation time has been met.
      9.) Time spent in collaboration time is not preparation time.
   b. Elementary (Consistent Daily Schedule)
      1.) Teachers shall have a minimum of 220 minutes for preparation each week, free from specific duty assignments. Preparation time shall be in 20-minute block minimums.
      2.) If a teacher receives less than 220 minutes of preparation time in a five-day work week, the teacher shall be compensated at his or her hourly rate of pay (in 15-minute increments) for the amount of prep time under 220 minutes.
      3.) Schools must identify all of the time, including specials, that will be used for preparation time. A schedule indicating all designated prep time shall be distributed to teachers within ten workdays after the beginning of the school year.
      4.) At least four days per week, teachers shall have a minimum of twenty (20) continuous minutes for preparation time before or after the student day.
      5.) In the event there are fewer than five days in a work week, teachers shall have a minimum of twenty (20) continuous minutes for preparation time each day of that week before or after the student day.
      6.) Time a teacher is required to perform non-instructional duties is not considered preparation time.
      7.) Time spent in collaboration time is not preparation time.
      8.) A minimum of forty-five (45) minutes per week can be used for collaboration time provided the 220 minutes for preparation time has been met.
   c. Middle School Non-Block Schedule
      1.) Collaboration time scheduled outside of the duty day
         a.) Each teacher shall be provided preparation time which shall be equal to one (1) full class period during the instructional day with such time being free from specific duty assignments
         b.) The decision about the prep/collaboration time schedule for the school will be made annually by the school staff through their instructional council.

2.) Collaboration time scheduled within the duty day.
   a.) Teachers shall have a minimum of 225 minutes per week for preparation, free from specific duty assignments
   b.) Each teacher shall be provided preparation time which shall be equal to one (1) full class period, a minimum of four days per week each five-day work week, during the instructional day with such time being free from specific duty assignments. In the event there are fewer than five days in a work week, teachers shall not be required to attend collaboration meetings until and unless the 225-minute minimum is met.
   c.) One entire class period per five-day work week may be used for collaboration time provided the 225-minute minimum is met and prep time is provided the other four days per week.

d. High School Schedule
   1.) Each teacher shall be provided preparation time which shall be equal to one (1) full class period during the instructional day with such time being free from specific duty assignments.
   2.) In schools where block schedules are followed, teachers shall have available to them, a minimum of 450 minutes of preparation time in each consecutive two-week period.

2. Additional preparation time free from specific duty assignments that is not part of this Agreement shall be mutually agreed upon by the teacher(s) and the principal through a collaborative process as defined in Article 7.
3. Every effort shall be made to encourage coordination of preparation time for teachers involved in teaming, integration, inclusion programs and mentoring relationships.
4. Special events, such as school-wide testing, which result in a deviation from the normal weekly schedule shall be scheduled in a manner which does not result in a disproportionate loss of prep time for any individual or group of individuals. Care shall be taken when scheduling such events to ensure that any resulting loss of prep time shall be minimized and be as equitable as possible for all employees.

F. Academic Issues

1. Without minimizing the importance of generally accepted issues, the District and the Federation agree to foster dispassionate, unprejudiced, scientific studies of academic issues in an atmosphere free from bias and prejudice.
2. The teacher shall serve as an impartial moderator and shall not attempt either directly or indirectly to limit or control the opinion of one's students on academic issues. It is the intent of this policy that the teacher shall foster the study of such issues rather than teach particular viewpoints in regard to them.
3. Freedom to teach is essential to the accomplishment of the District's goals. Therefore, teachers have the right and responsibility to exercise their professional judgment, within the limits of the above guidelines, in initiating and actively pursuing consideration of academic issues.
4. Teachers must inform the principal of guest speakers appearing in their classrooms.
5. A method of involvement of teachers shall be provided at the school and District level when complaints are received on issues that fall within Article 5, F. A copy of recommendations made at the District level shall be provided to the President.
6. In the event the Principal believes that a teacher’s presentation (oral, written or visual) of a controversial issue falls outside the Board’s Controversial Issues and Outside Speakers Guidelines, the Principal will so advise the teacher, discuss the basis of his/her objections and recommend an alternative approach to the issue. The teacher shall adopt the Principal’s recommendation pending mediation of the dispute by the Superintendent, or his/her designee. The mediation shall be conducted within 2 working days of the date the controversy arose.
7. Fidelity refers to the intensity and accuracy with which core instruction and connected interventions are implemented. Using a program with fidelity means teaching all of the essential (research-based) components of a program and using professional judgment to differentiate in order to meet the needs of individual students. This may mean that teachers need to supplement with additional materials to reinforce the skills and concepts.

8. The common core state standards, standards-based teaching practices, & the relation to APS programs and practices.
    a. The District and the Federation agree that starting in the 2012-2013 school year and in all subsequent school years, the Common Core State Standards (CCSS) will be the foundation of instruction for all APS students.
    b. Both parties believe that teachers must collectively and collaboratively use appropriate methods and materials to help students develop conceptual understanding that leads to proficiency in the CCSS.
    c. Both parties affirm that all educational programs must be sensitive to the needs and aspirations of students and that all students in APS must have equal access to the CCSS.
    d. The following clarifications are intended to support the above statements:
        1.) Teachers have the responsibility to teach to the standards. All instructional programs can be used with the CCSS. Teachers have the discretion to augment the District approved curricular programs. Teachers may also adjust the pacing and scope and sequence of District approved curricular programs to align with the CCSS.
        2.) As teachers use the CCSS to plan, they rely on district-provided texts and programs or they may develop curricula using a variety of texts, programs and resources that they determine are appropriate based on their professional expertise, experience and knowledge of their students. All curricula used must be clearly tied to the standards for the particular subject and grade level.
        3.) Tier II and III intervention programs, while more prescriptive by nature, are one of the instructional tools used to teach to the CCSS. Additional tools and resources may be utilized to meet the CCSS.
        4.) Principals and staffs are encouraged to analyze school practices to ensure they are still relevant as APS moves toward adopting the CCSS at all grades. For example: Baldrige is no longer a district-supported program. Continuing with Baldrige, CCI, Continuous Improvement, PDSA, and Goal Teams is at the discretion of the Instructional Council.

G. Collaboration Time
1. The District and the Federation support educators to work in collaboration with colleagues during collaboration time.
2. Collaboration involves a team of educators committed to working together and collaborating in ongoing processes of collective inquiry and action research in order to improve teaching and learning.
3. A collaborative team should have something professional in common. What they have in common depends on the school. Members could share content, students, or roles including all support and related services personnel.
4. Ultimately, the goal is to deepen the content knowledge and pedagogical skills of all educators in order to continuously revise instructional strategies in response to evidence of student learning. The focus and the conversation should rise from the group of educators. Members should ensure equity of voice within the group.
5. Individual preparation time shall be considered separate and exclusive from collaboration time.

H. Advisories and Student Led Conferences
1. The primary purpose of Advisory is to focus on building relationships between students and a significant adult, but the time may require addressing other issues.
    a. The Instructional Council, in collaboration with all staff, shall decide how to differentiate Advisory by grade level.
    b. The administration and Instructional Council shall monitor, adjust and support the Advisory program to meet the needs of each site.
    c. District personnel will provide additional guidance and resources, which may be implemented at the discretion of the Instructional Council.
    d. Teachers will take attendance for their advisory.
    e. As an integral part of the program, advisors shall distribute report cards.

f. Advisory shall include the Next Step Plan in grades 8-12.
    1.) Advisory shall not be tied to a curricular course of study and shall not be attached to a graded course.
    2.) Advisory shall not be graded, including pass/fail.
    3.) Advisory may not be used for academic interventions and remediation.
    4.) Advisory groupings may not be organized based remediation for student behaviors.

2. To the extent practicable, students shall loop with their advisory teacher for three years in middle school and the entirety of their education in high school.
    a. To the extent practicable, advisors shall keep the same group of students within a single grade level throughout the students' years in the school site. Exceptions may be made for students in specialized programs (SES, IGS, etc.).
3. All staff within the ATF bargaining unit at each school site shall be assigned an Advisory group.
    a. All staff includes counselors, librarians, and any other staff who are assigned to a school site during the regularly scheduled Advisory period.
    b. Employees who are assigned to more than one school site shall be assigned an Advisory group at only one school site, which shall be decided by mutual agreement between both supervising principals.
    c. If feasible site administrators will serve as an advisor.
        1.) Administrative teams can share an Advisory group.
    d. It is highly recommended that all Advisory groups be limited to no more than 15 students.
        1.) If an advisory group exceeds 15 due to staffing issues, the school shall schedule all Advisory groups with the smallest number of students possible, equitably distributed among all advisors.
4. Middle school Advisories shall meet for no more than 20 minutes, no more than twice per week, and one longer period on an assembly or special schedule once every six weeks.
    a. The Instructional Council at each school site shall determine where in the schedule it would be appropriate to place Advisory.
        1.) Advisory shall not be scheduled before the first class of the school day.
5. High school Advisories shall meet for a minimum of 15 minutes once per week and one longer period on an assembly or special schedule once every six weeks.
    a. The weekly Advisory period shall meet on Mondays (C-Schedule Day) between 3rd and 4th periods.
6. Any changes or additions of advisory times should be determined in collaboration with the staff by each school's administration and Instructional Council.

I. Teacher Absence/Substitutes

1. The District shall make every effort to provide a certified substitute teacher when necessary during the absence of a teacher.
2. Whenever a teacher is going to be absent, regardless of whether a substitute teacher is required, the teacher is required to call the Substitute Employee Management System (SEMS). Such call should be made before 6:30 a.m. on the day of the absence. Teachers shall also notify the principal at their first work location of their absence.
3. For more than a routine absence, a teacher may request through the principal a specific substitute to cover during the teacher's absence. To the extent possible this request shall be honored.
4. When absent ten (10) consecutive days or fewer, teachers shall provide lesson plans, instruction and classroom management information for substitute teachers.
    a. Lesson plans are required for all categories of extended leave and when leaving a position vacant due to transfers.
    b. Substitutes shall be responsible for carrying out the lesson plans and instruction provided by the absent teacher and shall exercise proper classroom management.

J. Room Changes

1. It is the right of the school principal to assign rooms and change room assignments when necessary. However, if changes in room assignments impact several staff members, the District and the Federation jointly recommend the following process:
   a. Rationale for the moves be shared with staff.
   b. The perspectives from the principal and the staff about how best to accomplish the goals stated in the rationale.
   c. Input from all those who are directly affected by the moves.
2. When classroom assignment changes are at the end of a school year:
   a. Instructional time will not be interrupted for moves.
   b. Staff will be supported to pack and move. Support may include compensated time.
   c. There will be compensation for lost preparation time.

K. Time to Teach

1. Except where additional cost is involved, routine maintenance and repair work which will interfere with effective teaching shall be accomplished outside the instructional time. When this is not possible, the teacher will be provided advance notice and moved to another adequate teaching station where additional stations are available.
2. If special events involving students occur during the teaching portion of the duty day, the class schedule shall be adjusted to provide for the regular number of teaching periods or subject areas for that day on an abbreviated basis, or adjust the schedule in another equitable manner, taking special precautions not to discriminate against any particular period or subject area.
3. The primary responsibility of the teacher is to teach. The teacher shall be protected against any unnecessary interruptions by other school personnel, students, or parents. All regular announcements from the office shall be made at a scheduled and specific time.
4. Special events should interfere as little as possible with instructional time.

L. Report to Parents or Guardians

1. Teachers are responsible for evaluating student progress and interpreting grades or reports given. If a student is not assigned to a teacher, a professional staff member shall be responsible for the grade.
   a. Teachers are responsible for maintaining ongoing communication with the parents or guardians of their students.
   b. Teachers communicate through some or all of the following ways:
      1.) Newsletters
      2.) Phone conversations
      3.) Individual notes
      4.) Weekly reports
      5.) Student contracts
      6.) Daily feedback about a student's work through grades and comments
      7.) Conferences
      8.) Report cards
      9.) Parent Vue
2. A District system of grading and reporting shall be established using progress report forms which are a part of this Agreement. Schools may supplement or request a waiver to replace progress report forms. Parent conferences and issuing of report cards will not occur until after at least one workweek (5 workdays) after the reporting period has ended, except for the final reporting period when report cards at the elementary level will be issued on the last scheduled day of school. Parent conference weeks at elementary schools are intended to accommodate parents; therefore, teachers who have scheduled parent conferences shall be excused from faculty meetings that conflict with the conference.

3. Teachers who must complete data entry for grades on the Student Information System (SIS) shall not be required to have the data entry completed in fewer than three (3) workdays after the grading period ends except at the end of the school year. Grades must be submitted by noon on the last day of the contract year.
    a. Teachers shall complete data entry for grades on the Student Information System (SIS) on the last reporting day for teachers unless they have made arrangements with the school administration to complete the data entry at a later date.
    b. High School teachers will have a minimum of twenty-four (24) hours between administering the senior final and the submission of senior grades.
4. If a high school teacher anticipates that any student is failing at semester he/she will be required to provide a list of all students who are at risk of failing a class one week prior to winter break so that the student(s) may be scheduled appropriately. The list is non-binding and intended for planning purposes only.

M. Equipment
1. Basic equipment for a teacher shall include a computer or laptop with internet access and access to a working printer, a teacher's desk and chair, a secure file cabinet and a bookshelf. Employees shall use APS email for any business-related communication pursuant to the APS Employee Technology Acceptable Use Policy.
2. Basic equipment for an educational diagnostician and school psychologists shall include a desk, a table, two chairs, a secure file cabinet, a bookshelf, access to school phones and access to District computers.
3. Basic equipment for school nurses shall include a computer with internet access and printer w/ paper (to access the District student information system and print out reports and immunization records) a fireproof, locking file cabinet (to maintain medical records per HIPAA federal regulations) and a locking cabinet for medications

## ARTICLE 6, REMUNERATION AND PROFESSIONAL SERVICES

A. Salaries
1. Salary matrices (AT-1, AT-2, AT-3, A-2, A-3 and the TAN) including longevity indexes, are subject to review annually.

*Refer to Appendix A Salary Matrices on pages 74-80*

2. Credit on the salary matrix within job classifications shall be given for all years of qualified in-district experience and up to ten (10) years credit for qualified out-of-district experience in the same role group.
3. For teachers on the AT-1, AT-2 and AT-3 Salary Matrices, one year of qualified experience is designated as at least five hundred seventy (570) hours of verifiable experience in full-time instruction in public schools, pre-kindergarten through grade twelve as a licensed instructor.
    a. Prior experience state universities and colleges and private schools accredited by a recognized authority and where a bachelor's degree is required, but in which a teaching license is not required, credit for prior experience is as follows:
        1.) Private school kindergarten through grade twelve requires at least five hundred seventy (570) hours of verifiable experience in full-time instruction in order to obtain one year of qualified experience.
        2.) State university and college teaching experience requires a total of five hundred seventy (570) hours of verifiable experience in full or part-time instruction and may be totaled over multiple years in order to equal one year of qualified experience.
    b. Teachers will also be granted credit for qualified experience as a principal, an assistant principal or head of school if that position(s) required an administrative license. Responsibility for verification of prior experience and for instigating appeals to the Human Resources Department rests solely with the teacher.

4. For educational diagnosticians, transition specialists and licensed school psychologists, one year of qualified experience is designated as at least eight hundred (800) hours of verifiable experience (W-2 forms are acceptable verification of experience).
    a. Article 6, A. 2. shall not be applicable to out-of-district experience earned prior to the 1981-82 school year.
    b. Days or hours of experience in different school years may be totaled for experience.
    c. Educational diagnosticians and licensed school psychologists shall be given all of their in-district experience in either job classification on each other's salary matrix.
    d. Starting in the 2017-2018 school year credit on the A-3 salary matrix shall be given for all licensed employment experience within the District.
5. Part-time teachers are those teachers whose work is based on a full contract year but less than a full duty day. Part-time teacher salaries shall be determined on a pro rata basis on the appropriate step of the teacher salary matrix as if the teacher were employed full-time. The terms of employment shall include preparation time and other duties, on a pro rata basis, as are assigned full-time teachers. Sick leave and other benefits shall accrue on a pro rata basis.
6. Compensation
    a. A teacher who is contracted to teach during the negotiated preparation period or whose teaching duties otherwise result in an extension of the duty day as established in the Agreement shall be paid two-tenths (.2) of the individual teacher's contractual salary for each class taught. If a teacher is contracted to teach during the negotiated preparation period from the first day of classes of the school year, the two-tenths (.2) payment for each class taught shall include all the days that the teacher is contracted to work. Otherwise, compensation for the extra class(es) taught shall commence effective the first day the classes are taught.
    b. School administrations shall establish and publish in the staff handbook the process and policies that will be followed when selecting teachers to teach during negotiated preparation periods. Such information shall include specifics regarding notification of the class(es) and class(es) period(s) to be taught, deadlines for the expression of interest in teaching the class(es) and the interviewing and/or alternative selection process to be used.
    c. A teacher, who on an occasional basis, teaches during the negotiated preparation period or whose teaching duties otherwise result in an extension of the duty day as established in the Agreement shall be paid for the additional time at the rate of the individual teacher's hourly rate of pay. Teachers shall receive one hour of pay for the first class taught beyond the duty day resulting in at least forty (40) minutes in duration. Thereafter, the hourly rate will be based on the actual minutes taught beyond the first hour.
        1.) An elementary teacher, who on an occasional basis, teaches during the absence of scheduled physical education instruction, shall receive payment based on 15-minute increments at the teacher's hourly rate.
        2.) Compensated at the employee's hourly rate for lost preparation time and/or the loss of employee's 30-minute duty free lunch can be obtained from the APS Payroll department.
        3.) All complete time sheets must be signed by the principal and the principal's supervisor and shall be submitted to the APS Payroll department.
    d. A teacher performing duties which result in an extension of the duty day with students or working in a school-sanctioned before or after school program, shall be paid $22.00 per hour.
    e. Teacher, librarian and counselor positions for elementary, middle school, high school and ESY summer school will be paid at the individual employee's hourly rate.
    f. Teacher and counselor positions for eCADEMY online summer school classes will be paid at the rate of $3,600 per session based on the enrollment at the close of registration on the second day of class.
        1.) Individual online teaching assignments will include no more than two sessions.
        2.) Good faith efforts will be made to keep the summer school class sizes at approximately 30 per teacher and leveled among teachers.
    g. Employees who do not possess a bachelor's degree will be compensated at ninety (90) percent of the appropriate column of salary matrix AT-1. Experience for these employees shall be counted

in the same manner as for teachers who are licensed. Positions covered under this provision include, but are not limited to, BSN nurses and Certified Occupational Therapist Assistants (COTA's) and Physical Therapy Assistants (PTA's).

a.) Employees in this category interested in moving to 90% of Level 2 may use previous experience in APS, in another school district, or in the private sector during the 2019-2020 school year only.

(1.) APS employees using previous experience as specified above may self-report to act@atfunion.org with "Self Reporting" in the topic line for a one-time movement in salary steps or CPS level.

(2.) The employee who self-reports will be responsible for presenting all relevant documents necessary for proof of prior experience.

(3.) The opportunity to self-report for current APS employees will be limited to one (1) calendar years starting August 5, 2019 and ending August 5, 2020.

b.) JROTC Instructors who do not possess a teaching license will be compensated at ninety (90) percent of the appropriated column of salary matrix AT-1 or AT-3 for the district portion of ROTC compensation.

h. Teachers who teach in Intensive Global Support 1 (IGS1), Intensive Global Support 2 (IGS2), Social Communication Support (SCS1 or SCS2 or SCS3), Social Emotional Support 1 (SES1) and Social Emotional Support 2 (SES2) classes shall be paid five one-hundredths (.05) of the individual teacher's contracted salary. Compensation is being provided in recognition of occasional preparation time and lunch periods that are lost due to the unique nature of these programs.

1.) The District shall continue to schedule preparation time and lunch periods for teachers and make every effort to continue to honor preparation time and lunch periods for ISP, BIP and Autism Specific Program teachers.

2.) The additional .05 compensation shall be the only compensation provided for any and all lost preparation periods or lunches. In the event individual teachers or schools are experiencing a high number of incidents involving lost preparation time and lunch periods, teachers shall notify the principal in writing when the preparation time and/or lunch time is lost, and the parties agree to address each individual situation with the teachers and schools involved. Should additional pay be required for lost prep or lunch time, it will be paid on time sheets.

3.) Those who are actually contracted to teach during their preparation period shall be paid two-tenths (.2) of their contracted salary under Article 6, A.7.a. of the agreement, but shall not receive an additional .05 compensation.

i. Evaluations outside the work year

1.) An educational diagnostician or school psychologist performing evaluations outside of the school work year shall be paid at the following rate: $700.00 per evaluation, $765.00 per bilingual evaluation and $40.00 per no show.

2.) A Speech Language Pathologist performing speech (with artic) only or language only evaluations will be paid $325.00 per evaluation, $425 per speech and language evaluation; and a total of an additional $100 for extra tests including the ADOS, bilingual and ECE tests.

3.) A School Social Worker performing a social emotional evaluation will be paid $425 per evaluation and an additional $100 for a bilingual test.

4.) Occupational Therapists, Physical Therapists and Audiologist performing evaluations outside of the school work year shall be paid 1.5 times the employee's hourly rate per evaluation.

5.) $40.00 for all role groups per no show.

j. In the event that duties which are the primary responsibility of licensed counselors exceed the existing full-time equivalency of licensed counselors at their work site, the following processes shall be obliged.

1.) Counselor(s) at the work site shall formally notify the director of counseling services and their immediate work site supervisor of the need for an additional licensed counselor to fulfill the primary responsibilities of a licensed counselor.

2.) If a need for additional counseling services go beyond the existing full-time equivalency at the work site is identified, the director of counseling services may either provide licensed counseling substitute coverage or divide the full-time equivalency needs by a minimum of one tenth of a full-time equivalency (.1 FTE) in the form of an extended contract. Counselors must remain on site for the extended time.

3.) If an extended contract is offered, the duties and compensation must be mutually agreed upon between the licensed counselor and director of counseling services before extended contract services are provided and compensation for the extended contract is accrued for the duration of the vacancy.

4.) If an exigent circumstance arises and counseling services are provided before the aforementioned process commences, the counselor(s) at the work site shall notify their immediate supervisor and the director of counseling services of the emergency service(s) provided as soon as possible. If the emergency needs and service(s) are verified by the work site supervisor, compensation shall be provided to the licensed school counselor providing the duties at their individual hourly rate of pay.

5.) If the emergency services persist more than ten (10) working days in duration, item numbers 1 through 3 shall be obliged respectively.

7. Pay reduction
   a. ATF and APS recognize there are times when an educator's paycheck may need to be adjusted by reducing pay.
   b. In order to provide the best customer service to employees as possible, prior to processing a reduction in pay, the District must:
      1.) notify the educator in writing about the adjustment, including specific details about the reason(s) for the adjustment.
      2.) notify the educator in writing the total amount of repayment.
      3.) propose a timeline in writing for repayment including the amount that will be deducted per check.
   c. As needed, the parties will meet with the employee to discuss the proposed pay adjustment and problem solve.
8. The District and Federation agree that the opportunity to move to a new educational role and remain in APS benefits both the employer and the employee.
   a. In order to support internal role transfers we agree to the following starting in the 2018-2019 school year:
      1.) Career Pathway System (CPS) to New Mexico 3-Tier Teacher Licensure System
         a.) Support and Related Services Personnel (S&RSP) employees currently on the APS CPS in any of the below role groups who are qualified and interested in moving to the New Mexico teacher 3-Tiered Licensure System may do so without reduction in current compensation level.
            (1.) Counselor
            (2.) Social worker
            (3.) Nurse
            (4.) Interpreter
            (5.) Speech and Language Pathologist
            (6.) Occupational Therapist
            (7.) Physical Therapist
            (8.) Audiologist
            (9.) Orientation and Mobility Specialist
            (10.) Athletic Trainers
         b.) Although the employee's current salary will be held harmless, S&RSP employees new to teaching will be responsible for all the terms and conditions of Level 1 in the New Mexico 3-Tiered Licensure system.
      2.) New Mexico 3-Tier Teacher Licensure System to Career Pathway System
         a.) Teachers who are qualified and interested in moving to the Career Pathway System in any of the roles listed below may do so without reduction in current compensation level.

(1.) Counselors
(2.) Social workers
(3.) Nurses
(4.) Interpreters
(5.) Speech and Language Pathologists
(6.) Occupational Therapists
(7.) Physical Therapists
(8.) Audiologists
(9.) Orientation and Mobility Specialists
(10.) Athletic Trainers

b.) Although the employee's current salary will be held harmless, a teacher new to an S&RSP role group will be responsible for all the terms and conditions of Level 1 on the Career Pathway System.

3.) These rights also apply to educators new to APS with out-of-district experience.

9. In-district experience for educational diagnosticians and transition specialists and licensed school psychologists (A-3) employees.
   a. Starting in the 2017-2018 school year, employees moving to the Educational Diagnosticians, Transition Specialists and Licensed School Psychologists (A-3) salary matrix will receive credit for all previous experience on AT-1, AT-2 and AT-3 salary matrices as well as any outside experience already included in their completed years.
10. Teachers who have not been engaged in teaching on a full-time basis, upon returning to the District, will be restored to the next position on the salary matrix above that which they left, except as provided herein.
11. All teachers working an entire school year will be paid in twenty-six (26) equal installments on a bi-weekly basis. If a pay date falls on a holiday or vacation day, all pay will be automatically deposited on the regularly scheduled pay date. If the regularly scheduled pay date falls on a federal holiday during which financial institutions are closed, all pay will be deposited the day before said closure. All teachers working less than an entire school year shall be paid according to the above procedure except that there will be fewer installments. Adjustments may be made for the amount of the first and final installment(s). If employment with the District is terminated and payment has exceeded the limit of the teacher's reserve, the District retains the right to recover funds for work that was not performed.
12. If a teacher works less than a full year, the teacher will be paid that portion of a total annual compensation for which the teacher is qualified as the service rendered bears to the total services required in equal installments based on the number of pay periods remaining in the school year.
13. 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 (1) school per day will be reimbursed at the DFA rate per mile.
14. Teachers may claim eligibility for salary increments, National Board Certification and bilingual and ESL endorsements by submitting a letter on or before September 15 followed by an official transcript as soon as possible to the Department of Human Resources as provided below. The official transcript must be received by the Department of Human Resources during the school year for which the increment or differential is sought in order to receive an increment or differential for that year.
   a. All degrees and course work must be taken in regionally accredited universities or colleges. Exceptions for accepting course work taken prior to the completion of a degree may be granted provided the teacher has an officer of the registrar's office verify the number of hours of college credit counted as a requirement for the degree. The District will verify that number of hours with regard to the University of New Mexico for bachelor's degrees only.
   b. BA + 15 increment: completion of 15 semester hours of course work after date bachelor's degree was awarded.
   c. BA + 45 increment: completion of 45 semester hours of course work after date bachelor's degree was awarded.
   d. MA increment: awarding of the master's degree.
   e. MA + 15 increment: completion of 15 semester hours of course work after date master's degree was awarded.

f. MA + 45 increment: completion of 45 semester hours of course work after date master's degree was awarded or JD or EdS.
g. Completion of concurrent bachelor's or master's Degrees: Upon a transcript review, all hours earned for the second bachelor's or master's degree, that do not overlap with the first bachelor's or master's degree, will be accepted as MA+ additional semester hours. Credit for the additional bachelor's degree will take affect for employees hired after July 1, 2019. All transcripts must be submitted to Human Resources by October 15, 2019 for current employees and new hires.
h. Doctorate increment: completion of Ph.D. or Ed.D.

14. Newly hired employees will be placed at the appropriate level which reflects the credentials that they presented at the time of hire. Their level placement will change only if the employee provides additional credentials which will qualify them for additional compensation at a higher level within three months from their date of hire. The new step and/or level will be paid retroactively to the start of the school year.
15. Compensation related to licensure advancement
    a. The New Mexico 3-Tiered Licensure System
        1.) The employee must submit the Professional Development Dossier by October 15th.
        2.) The license issued by NMPED as a result of passing the dossier must take effect the current year in order for an increase in pay to be effective, including retroactive pay, during the current school year.
        3.) The employee must submit a copy of the license to the Department of Human Resources for the compensation increase to be processed in accordance with the state's 3-Tiered Licensure System.
    b. The APS/ATF Career Pathway System (CPS)
        1.) An Intent to Submit form must be sent to the ATF Office no later than August 15th by:
            a.) Fax to 505-266-1967, or
            b.) Email to cps@atfunion.org, or
            c.) Interschool mail to CPS/ATF
        2.) The deadline for portfolio submissions is September 15th at 4:00 P.M.
        3.) CPS Portfolio passing scores must be submitted by ATF/CPS to Human Resources no later than October 15th for an increase in pay to be effective, including retroactive pay, during the current school year.
16. The District and the Federation recognize the importance of a meritorious attendance program. To that end, all full-time employees hired on or before July 1 who use five (5) or fewer sick leave days from July 1 to June 30 will be awarded one (1) additional personal leave day. Personal leave may be used and accumulated as noted in Article 18.H.1. and may not accrue beyond five (5) days.

B. Payroll Deductions

1. Teachers may authorize a payroll deduction for Federation dues, Sick Leave Bank, COPE (ATF Committee on Political Education) Insurance, United States Savings Bonds, tax-deferred annuities, contributions to the United Way and payments to Nusenda. Payroll deductions will be itemized.
2. Deductions provided for under this article shall cease should a teacher terminate employment during the school year.

C. Pay Differentials

1. All pay differentials are based on extra work and/or greater responsibilities or specific credentials/endorsements. In the event the parties agree a pay differential is appropriate or desirable and is not a part of this Agreement, the parties agree to negotiate an agreement to compensate such teachers.
2. Any teacher receiving a contract that exceeds the required one hundred eighty-four (184) days of service shall receive a pay differential prorated at one one-hundred eighty-fourth (1/184) of the teacher's contracted salary for each extra day of service needed. Any teacher required to work on an extended calendar shall receive an extended contract. The following teachers shall work on an extended contract:
    a. Secondary school counselors and librarians: five (5) days;

b. Elementary school counselors and librarians: three (3) days; elementary school librarians who are assigned to more than one school: six (6) days;
c. JROTC Instructors shall have an extended contract and salary as provided in federal regulations. JROTC Instructor salaries shall not be reduced during the school year as a result of an increase in military retirement benefits.
    1.) Effective July 1, 2005, the District's share of the JROTC Instructor annual salary shall be increased by $4,000.00. The new total District portion above the minimum shall be $6,200.00.
    2.) Annual percentage increases to the District portion of the minimum JROTC Instructor pay are no longer applicable.
    3.) The compensation agreed to herein covers instructional duties and non-instructional duties beyond the duty day.
d. Vocational teachers shall receive an extended contract based upon performance of the following duties, or combination thereof, as approved and verified by the Director of Vocational Education. Days used for advisory committee and youth organization activities may be an accumulation of time worked on either non-school days or before or after the regular duty day. Sick time will be documented by the teacher.
    1.) Teachers of cooperative education programs - five (5) days for job development;
    2.) Vocational education teachers (grades 9-12) - three (3) days for vocational education activities which may include youth organizations and advisory committees;
    3.) Production agriculture teachers - ten (10) days for summer work experience coordination.

3. Compensating Employees on extended contract or receiving differentials who go on paid extended leaves of absence
    a. An employee who goes on an extended paid Leave of Absence beyond a consecutive 10 day period, who has been receiving compensation for working an extended contract shall continue to receive that additional compensation provided the work of the extended contract is being covered or performed by the assigned substitute and that it does not result in an additional expense for the school.
    b. If said employee is receiving a differential for additional duties or responsibilities performed and those duties or responsibilities must be shifted to another individual in order that they be completed, then the employee on extended leave will cease to receive additional compensation for any time beyond the initial 10 days of absence for the duration of the extended leave. The employee shall be entitled to restoration of the differential or extended compensation upon return to active duty status provided s/he resumes the duties for which s/he is being compensated.

D. Credential Differentials
1. Bilingual and ESL
    a. Teachers who possess a current Bilingual and/or ESL endorsement shall receive a differential of $500 effective the beginning of the school year.
    b. In addition to receiving a differential of $500 for a current Bilingual and/or ESL endorsement, teachers who provide Bilingual and/or ESL services at the school shall receive a differential according the compensation ladder based on endorsements and utilization. This includes:
        1.) Teachers on waiver/teachers in a planned program of study leading to a TESOL and/or Bilingual Endorsement
            a.) Continue the tuition reimbursement program and publicize its availability.
            b.) Up to $500 reimbursement for textbook and/or testing fees.
            c.) Professional support from the Department of Language and Cultural Equity.
        2.) Compensation ladder based on endorsements and utilization
            a.) Additional $2,500.00 for providing TESOL services only.
            b.) Additional $3,000.00 for providing Bilingual services only.
            c.) Additional $3,500.00 for providing both TESOL and Bilingual services.

*Note: Instructional coaches and resource teachers are eligible to receive these differentials if the staffing need exists and they are providing services to a documented caseload of students. SLPs who currently hold a Bilingual or TESOL credential are also eligible.*

3.) TESOL/Bilingual support differentials are intended for librarians, resource teachers and those who work in elementary specials, serving all, or a large portion, of the students.
   a.) A support differential is $1,000.00 (in additional the initial $500.00 for holding the endorsement).
   b.) Eligible staff must hold a TESOL and/or Bilingual endorsement.
4.) The number of differentials authorized for providing services at the school shall be determined by the total English Language Learner (ELL) population of the school and by the Alternative Language Service (ALS) program need as reported by the principal using the following criteria:
   a.) Teachers must possess a current endorsement (teachers on waiver do not qualify for the differential).
   b.) Teachers must provide services in a District designated Bilingual and/or ESL program, including pre-kindergarten programs.
   c.) Teachers wishing to be considered for a differential must have their current endorsement on file with the Department of Human Resources and the school within twenty (20) workdays of providing services. To be eligible for the entire differential payment, all endorsements must be approved by the Public Education Department by no later than September 15th. If applicable, employees must be providing services under the provisions of the district ALS Plan by that date to receive full payment. Endorsements issued and/or the commencement of the provision of services after that date will be compensated on a prorated basis.
   d.) Employees with an ESL/Bilingual endorsement receive differential pay when they are providing ESL and/or Bilingual Services to eligible students. If, during the school year, the employee no longer has a caseload of eligible students, the principal will notify Human Resources of the date that the services stopped so that the payment for the services ceases. Payment for services will resume once the principal notifies Human Resources that the teacher has an eligible caseload.
5.) If the number of volunteers exceeds the positions available at a grade level/department, ask for volunteers first. Then the assignment should be made on a rotational basis starting with an impartial selection process, such as a drawing.
   a.) Note: If a school has more TESOL-endorsed teachers than ELL groupings and uses a rotation as suggested above, teachers on an improvement plan or intensive evaluation would not be eligible to participate.

2. Teachers of the Deaf who hold a certificate that ensures that they are proficient in Sign language are eligible for the following bilingual credential differential:
   a. One of any of the following credentials - $500
      1.) SCPI, ASLPI or SLPI Intermediate Plus (3)
      2.) NIC (National Interpreter Certification)
      3.) CT (Certificate of Transliteration)
      4.) IC/TC (Interpretation Certificate/Transliteration Certificate)
      5.) NAD III (Generalist) - Average Performance
      6.) EIPA level 3.5 or above (Educational Interpreter Performance Assessment)
   b. One of any of the following credentials – $1,000
      1.) SCPI ASLPI or SLPI Advanced (3+)
      2.) NIC Advanced
      3.) CI (Certificate of Interpretation)
      4.) IC (Interpretation Certificate)
      5.) NAD IV (Advanced) Level 3
      6.) RID Educational Certificate: K-12
   c. One of any of the following credentials – $2,000
      1.) SCPI, ASLPI or SLPI Advance Plus (4)
      2.) NIC MASTER
      3.) CSC (Comprehensive Skills Certificate)
      4.) CI/CT (Certificate of Interpretation/Certificate of Transliteration)

5.) CDI (Certified Deaf Interpreter)
6.) MCSC (Master Comprehensive Skills Certificate)
7.) RSC (Reverse Skills Certificate)
8.) NAD V (Master) - Superior Performance

d. SCPI, ASLPI or SLPI Superior and Superior Plus (4+ and 5) - $3,000

The credential is paid based on the highest certificate held.

3. National Board Certified Teachers
   a. Teachers who are certified by the National Board for Professional Teaching Standards shall receive a differential. The state of New Mexico provides funding for a differential for board certified teachers based on the state's unit value multiplied by a factor of 1.5.
   b. Should the state discontinue funding this differential, Board certified teachers shall receive a differential of $2,000 as long as the certificate is held.
   c. Employees who present their National Board Certified Teacher credential shall be paid their differential retroactively back to the start of the school year in which they earned this credential.

*Refer to Appendix F Credential Differentials*

E. Teacher Leadership Position Descriptions:

The following explanations apply to the teacher leadership positions identified herein. Teacher Leadership Positions are in place to support distributive leadership throughout the school and are intended to be held by multiple members of the staff.

1. Secondary Schools
   a. Department Chairs (Department Heads) are primarily curricular. The job descriptions include but are not limited to the duties listed.
      1.) Manage resources needed for the running of the department (textbooks, department budget, etc.).
      2.) Coordinate between the department and the administration on such issues as hiring, class schedules for teachers, student teacher placement, and improvement of curriculum and instruction.
      3.) Facilitate department meetings to address student needs, teaching methods, curriculum modification and innovation, and textbook adoption.
      4.) Serve as a liaison between the department and other educational groups doing the following work:
         a.) Vertical articulation with elementary and middle school teachers.
         b.) Informing parent organizations and community organizations about the department program.
         c.) Meeting with other department chairs to discuss common concerns.
   b. Department Chairs in comprehensive high schools and all APS schools of choice shall receive a differential according to the following:
      1.) 1-5 teachers on teams - $1,500.
      2.) 6-15 teachers on teams - $1,751.
      3.) 16 or more teachers on teams - $1,929.
   c. Middle School Department Heads:
      1.) Each middle School will receive five (5) differentials.
      2.) Each person so designated shall receive a differential of $1,629.
      3.) It is the Instructional Council's responsibility to decide in collaboration with the whole staff whether or not to have Department Chairs, Team Leaders or both.
   d. Election/selection of High School and Middle School Department Heads
      1.) Elected High School Department Heads, and Middle School Department Heads must have a minimum of a Level II license.
      2.) In order to elect a teacher leader with a Level 1 license, the department/school must follow the contract waiver procedure described in APPENDIX L of the negotiated agreement.
      3.) Election/Selection procedures for choosing Department Heads, including a procedure for resolving tie votes, will be agreed upon by the constituents before elections take place.

Teachers shall be counted as a member of each team in which they teach. Personnel from each department shall agree to choose Teacher Leaders in one of the following manners.
a.) Leaders shall be elected by the constituents they are elected to serve.
b.) Members of the constituency shall select two (2) or more persons and submit names to principal who shall choose a leader from that list.

*Refer to Appendix H Department Chair Election Protocols*

4.) Term of Office
a.) Teacher Leaders shall serve for a period of two (2) years.
b.) If the position becomes vacant during the two-year term, a replacement shall be named for the remainder of the term according to the election/selection procedure described above.

*Please refer to the district's job description of "Chairperson: High School/Middle School" for additional information.*

2. High School Academy Leaders/Collaboration Facilitators
   a. Academy Leaders facilitate the following efforts for the teaching teams within their academies:
      1.) Implement collaboration strategies and the use of data to improve student learning;
      2.) Focus the program of study in the academy for articulation of dual credit options and curriculum development;
      3.) Identify professional development needs of the teaching teams;
      4.) Coordinate the meeting schedule and liaison needs to the administration and department chairs.
   b. The role of the collaboration Facilitator is defined in article 5.G.
   c. Differentials for High School Academy Leaders/Collaboration Facilitators: $3,520 is available for either Academy Leader or Collaboration Facilitator differentials
      1.) Schools are free to supplement the $3,520 available from the school's discretionary funds.
      2.) The elected Academy/Collaboration leaders will make a determination about how the $3,520 will be divided among them and they will let the principal know this before the differential paperwork is due to Human Resources.
   d. Election/selection procedure for High School Teacher Leadership Positions
      1.) Election/Selection procedures for choosing all Teachers Leaders, including a procedure for resolving tie votes, will be agreed upon by the constituents before elections take place. Teachers shall be counted as a member of each team in which they teach. Personnel from each team shall agree to choose Teacher Leaders in one of the following manners:
         a.) Leaders shall be elected by the constituents they are elected to serve.
         b.) Members of the constituency shall select two (2) or more persons and submit names to principal who shall choose a leader from that list.
      2.) Elected High School Academy Leaders must have a minimum of a Level II license. In order to elect a teacher leader with a Level 1 license, the department/school must follow the contract waiver procedure described in APPENDIX L of the negotiated agreement.
      3.) Term of Office
         a.) Teacher Leaders shall serve for a period of two (2) years.
         b.) If the position becomes vacant during the two-year term, a replacement shall be named for the remainder of the term according to the election/selection procedure described above.
3. Middle School Team Leaders
   a. Team Leaders:
      1.) Are grade level based and are often cross-curricular. Team members often have students in common.
      2.) Are an information liaison between the administration, the Instructional Council and the team members.
      3.) Facilitate/coordinate team meetings.
      4.) Collect and evaluate data for their team.
   b. Differentials for Middle School Team Leaders: Middle schools will have $3,520 to be used for Team Leader Differentials.

1.) Schools are free to supplement the 3,520 available for Team Leader differentials from the school's discretionary funds.
2.) The elected leaders will make a determination about how the $3,520 will be divided among themselves and they will let the principal know this before the differential paperwork is due to Human Resources.

c. Election/Selection Procedure for Middle School Teacher Leadership Positions
1.) Election/Selection procedures for choosing all Teachers Leaders, including a procedure for resolving tie votes, will be agreed upon by the constituents before elections take place. Teachers shall be counted as a member of each team in which they teach. Personnel from each team shall agree to choose Teacher Leaders in one of the following manners:
a.) Leaders shall be elected by the constituents they are elected to serve.
b.) Members of the constituency shall select two (2) or more persons and submit names to principal who shall choose a leader from that list.
2.) Elected Middle School Team Leaders must have a minimum of a Level II license. In order to elect a teacher leader with a Level 1 license, the department/school must follow the contract waiver procedure described in APPENDIX L of the negotiated agreement.
3.) Term of Office
a.) Teacher Leaders shall serve for a period of two (2) years.
b.) If the position becomes vacant during the two-year term, a replacement shall be named for the remainder of the term according to the election/selection procedure described above.

4. Elementary Schools
a. Elementary Leaders
1.) There shall be a collaborative effort between administration and certified staff at each school site to establish up to twelve (12) positions to address both current and innovative curricular and managerial needs.
2.) Determination of positions, job descriptions and differential amounts shall be through school-wide consensus of all certified teaching staff.
3.) All positions shall be evaluated by the teaching staff annually at the end of the school year through a method agreed to by the teaching staff, and if needed, positions may be redesigned, redefined and/or differential amounts reallocated.
4.) The sum of $8,085 will be allocated to each elementary school site to be used as payment for differentials.
5.) Elected Elementary Team Leaders must have a minimum of a Level II license. In order to elect a teacher leader with a Level 1 license, the department/school must follow the contract waiver procedure described in APPENDIX L of the negotiated agreement.
6.) Election/Selection procedure for Elementary School Teacher Leadership Positions
a.) Elementary Leaders must be members of the certified teaching staff.
(1.) Elementary Leaders shall be elected by all certified members of the teaching staff annually in a secret ballot election.
(2.) Each certified member of the teaching staff shall receive a list of the positions, job descriptions and differential list before the election is held and shall have the opportunity to be nominated or to volunteer for the ballot.
(3.) Results of the election shall be reported to the Department of Human Resources no later than October 1st of each school year.
b.) Term of Office
(1.) Positions shall be for a term of one (1) year.
(2.) Teachers may be reelected to an Elementary Leader position for more than one year.

5. Special Education Department Heads at the High School, Middle School and Elementary levels.
a. Differentials shall be based on the size of the team (department) as follows:
1.) Teams with 4 - 15 members - $2,800
2.) Teams with 16 or more members - $3,100
b. Special education numerical guidelines may be waived by mutual agreement of both parties in cases of verified need. (*See job description on page 46*)

c. Election/Selection Procedure for Head Special Education Teacher
    1.) Election/Selection procedures for choosing all Teachers Leaders, including a procedure for resolving tie votes, will be agreed upon by the constituents before elections take place. Teachers shall be counted as a member of each team in which they teach. Personnel from each team shall agree to choose Teacher Leaders in one of the following manners:
        a.) Leaders shall be elected by the constituents they are elected to serve.
        b.) Members of the constituency shall select two (2) or more persons and submit names to principal who shall choose a leader from that list.

d. Term of Office
    1.) Teacher Leaders shall serve for a period of two (2) years.
    2.) If the position becomes vacant during the two-year term, a replacement shall be named for the remainder of the term according to the election/selection procedure described above.

e. Procedures to Address Concerns: The following procedure will occur if there are concerns with the head teacher's ability to fulfill their responsibilities:
    1.) The principal will contact the head teacher about the concern with the teacher's ability to fulfill their responsibilities based on the Head Teacher job description.
    2.) If the concern continues, it will be documented, and the principal will contact the Program Managers for support and training assistance.
    3.) If, after support is provided, and the concern persists, a meeting will be scheduled with the head teacher. Attendees at the meeting will include the head teacher, the Program Manager the site principal and a representative from ATF if requested. Termination of the teacher leader's position may also be determined at this time.
    4.) The head Special Education Teacher Rubric will serve as the evaluation tool to be used in order for both the members of the department and the principal in charge of Special Education at the site to provide feedback.

F. Athletic Directors
1. Effective the beginning of the 2013/14 school year, the position of Athletic Director (AD) shall be a full-time position.
2. Effective the beginning of the 2013/14 school year, the AD differential shall be increased to $7,300.
3. For the 2013/14 school year, AD's may continue to perform and be compensated for additional duties, coaching assignments and contracted teaching assignments. ADs will be required to report to work during the teacher duty day. The parties agree that this provision of this memorandum will be revisited through contract negotiations prior to the beginning of the 2014/15 school year.
4. It is the prerogative of the principal subject to approval of the Associate Superintendent to determine if an AD will be offered coaching assignments and/or non-elected differential positions at each school site.
5. If an AD is contracted to teach on an extended contract, coach, or perform other duties and there are concerns regarding the AD's performance and/or completion of duties for the role of Athletic Director, the principal shall notify the AD of the concerns and that they may no longer be an AD if the concerns are not addressed. ADs will not be able to grieve the decision or change of assignment.

G. Responsibility Differentials
1. Student Assistance Team (SAT) Chair
    a. The purpose of the SAT Team is to provide to teachers the assistance they need to provide interventions for their students. Teachers should use the SAT process for ideas, guidance and help in documentation. The SAT Chair:
        1.) Directs the activities of the team.
        2.) Receives referrals to SAT.
        3.) Convenes SAT meetings.
        4.) Sees that the decision is implemented.
        5.) Ensures that timely follow up is done.
        6.) Is responsible for seeing that the SAT team decision is implemented, proper documentation and data collection is maintained, and that timely follow-up is done.

7.) Is responsible for seeing that the purpose of the SAT is met and that each aspect—identifying the challenge and student strengths developing the intervention plan and assessing the probable effectiveness of the interventions—is addressed and given the appropriate time and consideration.
8.) Obtains staff training on the SAT process, including understanding cultural, language, and socioeconomic differences that may be misidentified as problems.
9.) Manages the SAT documentation.
10.)Keeps the calendar of SAT meetings.
11.)Notifies parents and follows up with parent forms.
12.)Follows up with health screenings.
13.)Manages observations.
14.)Keeps SAT packets and makes sure they are complete.
15.)Turns completed packets in to diagnosticians if testing is warranted.

b. Election/Selection Procedure for SAT Chair: Election/Selection procedures for choosing all Teacher Leaders, including a procedure for resolving tie votes, will be agreed upon by the constituents before elections take place. Teachers shall be counted as a member of each team in which they teach. Personnel from each team shall agree to choose Teacher Leaders in one of the following manners:
   1.) Teacher Leaders shall be elected by the constituents they are elected to serve.
   2.) Members of the constituency shall select two (2) or more persons and submit names to principal who shall choose a leader from that list.
c. Term of Office
   1.) Teacher Leaders shall serve for a period of two (2) years.
   2.) If the position becomes vacant during the two-year term, a replacement shall be named for the remainder of the term according to the election/selection procedure described above.
d. Differentials for Student Assistance Team Chair are as follows:
   1.) $2,000 at all comprehensive high schools and alternative high schools.
   2.) A .1 FTE in all middle and elementary schools.

*Refer to Appendix G Teacher Leadership Differentials*

2. Coaches of interscholastic sports in the senior high schools will receive a differential for the following assignments:

| | | |
|---|---|---|
| a. | Head Football …… | $5,452 |
| b. | Assistant Football ……..... | $3,359 |
| c. | Head Basketball ……. | $4,486 |
| d. | Assistant Basketball ……... | $2,863 |
| e. | Head Track …… | $3,548 |
| f. | Assistant Track ……..... | $2,287 |
| g. | Head Tennis …….. | $2,287 |
| h. | Head Golf ……..... | $2,287 |
| i. | Head Wrestling ……..... | $3,548 |
| j. | Assistant Wrestling …… | $2,287 |
| k. | Head Baseball/Softball …….. | $3,548 |
| l. | Assistant Baseball/Softball …… | $2,287 |
| m. | Head Volleyball ……. | $3,482 |
| n. | Assistant Volleyball ……... | $2,287 |
| o. | Head Soccer …….. | $2,892 |
| p. | Assistant Soccer …… | $2,287 |
| q. | Head Cross Country …….. | $3,482 |
| r. | Head Swimming …… | $3,482 |
| s. | Athletic Trainer ……. | $7,092 |
| t. | Athletic Director……. | $7,300 |

3. Credit for in-district experience as a head coach or athletic trainer shall be compensated as follows:
   a. Head Coaching Assignment 6-10 years experience 11 years and over experience

| | | | |
|---|---|---|---|
| b. | Football | + $500 | + $1000 |
| c. | Basketball | + $500 | + $1000 |
| d. | Track | + $500 | + $1000 |
| e. | Wrestling | + $500 | + $1000 |
| f. | Volleyball | + $500 | + $1000 |
| g. | Baseball/Softball | + $500 | + $1000 |
| h. | Swimming | + $500 | + $1000 |
| i. | Cross Country | + $500 | + $1000 |
| j. | Tennis | + $500 | + $1000 |
| k. | Golf | + $500 | + $1000 |
| l. | Soccer | + $500 | + $1000 |
| m. | Athletic Trainer | + $500 | + $1000 |
| n. | Athletic Director | + $500 | + $1000 |

4. Middle schools shall be provided, at $1,640 each, differentials for boys' and girls' intramural programs, including up to two (2) culminating extramural activities for each intramural program, as follows:
   a. Student enrollment 800 or less - Four (4) differentials.
   b. Student enrollment over 800 - Five (5) differentials.
   c. Payment for intramural differentials will be made in two (2) installments: one mid-way into the program and one after the entire program has been completed.
5. Teachers in senior high schools shall receive a differential for completion of the following assignments:

| | | |
|---|---|---|
| a. | Dance/ Drill Team ……. | $3,585 |
| b. | Speech Director ……. | $2,878 |
| c. | Speech Assistant Director * ……...… | $1,964 |
| d. | Drama Director …….....… | $2,933 |
| e. | Drama Assistant Director * …… | $2,042 |
| f. | Band Director ……. | $2,500 |
| g. | Marching Band……. | $2,000 |
| h. | Band Assistant Director * …….. | $2,521 |
| i. | Orchestra Director ……..… | $2,500 |
| j. | Chorus Director …….. | $3,480 |
| k. | Chorus Assistant Director * ……...… | $2,521 |
| l. | Annual ……..…. | $2,196 |
| m. | Newspaper…….. | $1,621 |
| n. | Varsity Cheer Coach ……..…… | $4,500 |
| o. | Junior Varsity Cheer Coach ……...… | $3,200 |

*Not a District-funded position

6. Credit for in-district experience in the following senior high positions shall be compensated as follows:

| | Differential Assignment | 6-10 years experience | 11 years and over experience |
|---|---|---|---|
| b. | Speech Director | + $500 | + $1000 |
| c. | Drama Director | + $500 | + $1000 |
| d. | Annual | + $500 | + $1000 |
| e. | Newspaper | + $500 | + $1000 |
| f. | Band Director | + $500 | + $1000 |
| g. | Dance/ Drill Team | + $500 | + $1000 |
| h. | Chorus Director | + $500 | + $1000 |
| i. | Orchestra Director | + $500 | + $1000 |
| j. | Varsity Cheer Coach | + $500 | + $1000 |
| k. | Junior Varsity Cheer Coach | + $500 | + $1000 |

7. Middle schools will be provided additional activity differentials to be determined by the principal, compensation shall be $1,306 for each activity except band, orchestra and chorus which shall be $1,551 as follows:

a. Student enrollment 600 or less - Seven (7) differentials.
b. Student enrollment over 600 - Eight (8) differentials.
c. Schools having band, orchestra and chorus programs shall provide the full differential for those activities over and above the differentials based on student enrollment.

4. Intensive Support Programs within Special Education programs shall be provided one (1) differential of $1,517 for the coordination of the extramural Special Olympics.
5. A differential of $4,243 will be provided to each high school MESA program director. A differential of $1,805 will be provided to each middle school MESA program leader.

**Article 7, INSTRUCTIONAL COUNCILS (ICs)**

A. The District and the Federation agree to support the work of each school's Instructional Council (IC). ICs are established as part of a collaborative effort to improve and support the teaching and learning process in the Albuquerque Public Schools. It is the intent of the District and the Federation to allow the individuals on each council to use their collective expertise and experience concerning their site and community to address school issues that fall within the scope of instructional improvement. The following requirements and recommendations set limited parameters.
   1. The IC includes the principal, a federation representative elected by federation members at the school, teachers elected by teachers, and parent representative(s) of the school parent body recognized by the school and may include representatives of other bargaining units as defined in their respective negotiated agreements, and any other personnel and/or students deemed appropriate by the IC and elected by their constituent group.
   2. Teachers shall comprise at least fifty percent (50%) of the IC.
   3. Meetings shall be open to any member of the school staff or school community.
   4. The IC shall comply with Negotiated Agreements, Board policies, District procedures/directives, New Mexico laws/regulations and Federal laws/regulations when addressing issues. Issues shall be addressed in a collaborative manner.
   5. Specific structure and protocol for the IC shall be developed by the IC and published for the school community.
   6. If a decision concerning an issue cannot be reached, and a decision must be made because the issue at hand is time-sensitive, then the IC will defer to the principal.
   7. IC members have certain obligations, rights and responsibilities of membership, including attending and actively participating on the IC; reaching out to the diversity of the represented group to hear their opinions and ideas; communicating those opinions to the IC; supporting goals and strategies to implement the school's Educational Plan as mandated by the state; checking with supportive documents such as Board Policy and the Negotiated Agreement; and collectively supporting the school improvement process.

*Note: The term "Instructional Council" is a generic term for all leadership/management teams at a school. Individual sites may choose different titles for their Instructional Council.*

B. Leadership Councils: At large Constituent Groups
   1. Employees may create district-wide at-large Leadership Councils when employees with common areas of interest and expertise are assigned at different schools throughout the district. Constituent Leadership Councils will include administrators and employees and shall be recognized by the District and the Federation.
   2. APS and ATF recognize the following Leadership Councils:
      a. Nurses
      b. Counselors
      c. Social Workers
      d. Speech and Language Therapists
      e. Transition Specialists
      f. Evaluators (Diagnosticians, School Psychologists, SLP & OT Evaluators)
      g. Special Education Department Head Teachers
      h. Motor Therapists (OT, PT, OMS, APE)

C. Instructional Councils: Process and Content
   1. The Instructional Council is concerned with both process and content and delivery of services. The process will be similar at all sites. It is collaboration among stakeholders working together to develop common visions for their sites. The content or issues addressed by each IC will vary in nature. What may be an instructional priority for one school community may not be for another.
   2. There are two strategies usually associated with this process: site-based management and shared decision-making. These strategies are dependent upon collaboration and consensus building. For shared decision making to work, the issues to be decided must be meaningful and not merely symbolic. Important decisions must be reached in a collaborative manner. Participants can readily discern the difference between involvement and influence. Without experiencing influence, participants may soon choose not to be involved.
   3. IC's are empowered to address school issues that fall within the scope of instructional improvement. The scope includes, but is not limited to, school duty schedules, sub/coverage plans and school discipline policy and procedures.

D. Instructional Councils: Decision-Making Processes
   1. Consensus Decision-Making: The primary decision-making model is a consensus process, especially when the issue affects the entire staff.
      a. Definition of Consensus Decision-Making: Consensus decision-making is a process in which participants make decisions by agreement rather than by majority vote. A consensus process is where representatives of the affected parties with a stake in an issue work together to find a mutually acceptable solution. Decisions are reached through a consensus process that includes the following:
         1.) There has been communication with and input from constituents.
         2.) Participants have reached a meeting of the minds sufficient to make a decision and carry it out.
         3.) There is agreement that no one who could block or obstruct the decision, or its implementation, will exercise that power.
         4.) There is agreement that everyone needed to support the decision and put it into effect will do so.
      b. This definition does not mean unanimity of thought. The resulting agreement may be a package of various levels of enthusiasm and support, but the agreement is one that each party can accept and live with.
   2. Alternative Decision-Making Models
      a. There may be alternative decision-making processes that are appropriate at times. IC's must determine which decision-making model is best suited for the issue at hand (i.e.: consensus, majority vote of the IC, vote of the entire staff, adoption of committee recommendations, etc.).
      b. Determination of the model to be used needs to be made through consensus. The model used may change from issue to issue.
   3. Decisions reached by the IC must be collaborative in nature among the role groups participating in the IC process. Collaborative problem solving provides more resources, more diversity of ideas and more social support for the decision.

E. Instructional Councils: Considerations for a Successful Collaborative Structure
   1. IC representatives are elected.
   2. The representatives are elected to serve a specific constituency.
   3. The selected representatives regularly communicate with their constituents.
   4. Communication with constituents is focused on giving information and getting their constituents' perspectives in order to represent all points of view at the meeting.
   5. The IC has taken the time necessary to be clear about:
      a. What decisions it makes and;
      b. How it makes those decisions.

6. All members of the Instructional Council openly discuss and share all information pertaining to an issue so that the best decision can be reached.
7. The IC is able to focus on issues related to teaching and learning because there is some other structure or mechanism to address the daily "nuts and bolts" issues.
8. The IC positions are desirable and there is healthy participation.
9. Agendas and past minutes from IC meetings are made public.
10. ICs make meaningful decisions; they are not solely "advisory."
11. All IC members are viewed and treated as equals. This includes ensuring equity of voice.
12. Decisions made by the IC that affect the staff or a specific constituency group must be made in collaboration with the staff or constituency group.

F. Instructional Councils: Time for Professional Development
1. The Albuquerque Public School and the Albuquerque Teachers Federation agree on the importance of professional development. Professional development is the process by which teachers individually and jointly enhance and update their knowledge of standards, curriculum and content, and improve their instructional skills and strategies.

2. It is the Instructional Council's responsibility to work collaboratively with the whole staff to decide the content of the professional development. Schools may not bank additional time for professional development unless they have utilized all other optional time allowed in the negotiated agreement. Article 5, C.5. states: "Schools may utilize an additional thirteen (13) hours annually for staff development activities collaboratively planned through the IC. Any district-mandated training will be included in these hours." It is optional to use part, or all, of the 13 hours set aside for professional development. It is the Instructional Council's responsibility to:
   a. Decide in collaboration with the whole staff whether or not to use up to 13 hours for professional development;
   b. Come to consensus with the staff on the content of the professional development;
   c. Come to consensus with the staff on the scheduling of up to 13 hours for professional development.

*Refer to Appendix E Time Chart.*

G. Instructional Councils: Connection to School Committees and Other School Structures
1. All school committees, task forces and work groups will communicate directly with or through the Instructional Council in order to coordinate planning and implementation of their work. It is recommended that committees follow protocols similar to those for the Instructional Council.
2. Connection to Teacher Leadership Positions
   a. It is essential that a purposeful connection between various teacher leadership positions (e.g. department chairs, team leaders, study group leaders, etc.) and the Instructional Council be created and maintained.
   b. It is up to each school to determine how those leadership bodies and individuals communicate and coordinate their work.

H. Instructional Councils: Connection to Budgeting
1. School budgets are open and public documents. School budgets and budget projections shall be distributed to all staff at each respective school each year prior to budget decisions being made.
2. It is the responsibility of the Instructional Council to work in collaboration with the staff to set priorities for discretionary/at risk funds in the school's budget and in developing and overseeing the implementation of a budget that places resources where they will effectively support the school's goals.
3. When using discretionary money for a full or partial FTE, in order to ensure decisions are program-based, a change in the agreed use of that money must wait until the current position is vacated. In the event of programmatic need to change or eliminate a full or partial FTE funded through discretionary money and the position has not been vacated, the school may request a contract waiver according to the process set forth in Appendix L: Process for Obtaining a Waiver.
4. Training in Budgeting may be requested of the District and the Federation for Instructional Councils.

I. In the event that differentials are provided for positions on the school's Instruction Council, the Federation Representative position will be eligible.

**Article 8, TEACHER COMMITTEES**

A. The District and the Federation recognize the importance of an educational climate within a school and its community. To this end, the Instructional Council, the principal, the teachers and the staff are encouraged to work collaboratively to establish standing and ad hoc committees.
B. All teachers will be given the opportunity to volunteer for committees. If the number of volunteers exceeds the number designated for the committee, members shall be elected by their constituency. Election shall be by secret ballot.
C. Committees shall keep minutes of their meetings which shall be available upon request. A good faith effort shall be made to implement committee recommendations.
D. Meetings shall be open to any member of the staff or community.
E. All committee meetings and time requirements scheduled outside of the duty day are voluntary with the exception of meetings scheduled in accordance with Article 5. C. 4.

**Article 9, THE MENTOR/PEER ASSISTANCE AND REVIEW PROGRAM: AN APS/ATF PARTNERSHIP PROGRAM**

A. Mentor/PAR Program Description
    1. As a part of APS and ATF's commitment to provide a continuum of support for teachers, the district and union created both the Mentor Program and the Peer Assistance and Review (PAR) Program. The programs are related. As a program co-designed and run by the APS/ATF Partnership Program, the Mentor Program provides comprehensive Mentor support to beginning teachers. The APS/ATF PAR Program provides support to struggling teachers.
    2. Joint Governance PAR Panel
        a. The Joint Governance PAR Panel (JGP Panel) is the governing body of both the Mentor and PAR programs and, as such, will preside over all aspects of the Mentor and PAR programs. A Panel member's term will consist of a minimum of two years. APS will fill administrator positions and ATF will fill teacher positions on the panel.
        b. Program protocol, guidelines and compliance questions and concerns, shall be referred to, and addressed by, the JGP Panel.
        c. Each panel member will:
            1.) Attend meetings throughout the school year and in the summer. The meetings will be held outside the duty day. Attendance and full participation is expected from each panel member. If more than three (3) meetings are missed, the Panel member may be replaced by APS or ATF.
            2.) Participate in ongoing design and oversight of the Mentor/PAR programs.
            3.) Maintain consistent communication and coordination with APS and ATF.
        d. Classroom teachers who are panel members and require a half-day substitute teacher to fulfill their responsibility will be supported by APS and ATF.
        e. The Joint Governance PAR Panel will make decisions by consensus whenever possible. If consensus is not reached, APS Human Resources and ATF will confer at a later date and will report back to the panel.
        f. The JGP Panel is composed of: two (2) teachers and two (2) administrators from APS, the Union President or designee, the Executive Director of Labor Relations or designee, the Mentor and PAR Program Coordinators (8 members).
        g. The two (2) teachers and two (2) administrators of the JGP shall receive an annual differential of $3,000 for serving as a JGP Panel member.

    3. The Mentor and PAR Program Coordinators
        a. The coordinators must hold a Level 3 teaching license, with a preference for National Board Certification, and be co-selected by APS and ATF.

b. The coordinators will be responsible for day-to-day activities of their specific programs.
c. The Mentor and PAR program coordinators shall be paid according to the Level 3 Teacher Salary Matrix. Work required during the summer months shall be compensated at the coordinator's individual hourly rate of pay.
d. The Mentor and PAR program coordinators will have the support of a full-time secretary and full-time clerk.

B. Mentor Program

1. Beginning Teachers who hold a New Mexico Level 1 / 1-A teaching license are required to be in the District Mentoring Program for two semesters. The program provides individual support for every Level 1/1A Beginning Teacher from designated program approved Mentors who are level 2 or 3 district teachers.
2. Mentor Program Coordinator
   a. Coordinator responsibilities include the following:
      1.) Attend Joint Governance PAR Panel meetings.
      2.) Develop materials for the JGP as needed, including program guidelines.
      3.) Collaborate with ATF to recruit mentors.
      4.) Oversee the Mentor application and selection process.
      5.) Maintain responsive, up-to-date communication with district teachers, administrators, and Human Resources.
      6.) Match Mentors to Beginning Teachers.
      7.) Coordinate and staff, in collaboration with Lead Mentors, professional development classes for the Mentors.
      8.) Enter completion of mentorship data into Lawson.
      9.) Maintain program records, including a comprehensive database, Google Classroom documents and Mentor files.
      10.) Conduct Beginning Teacher and Mentor Teacher end of year surveys to present at the JGP Panel yearly retreat.
      11.) Prepare reports on the program for the Joint Governance PAR Panel, and upon request, the APS/ATF Leadership Team.
3. JGP Panel Role in Mentoring
   a. The JGP Panel is the governing body of the program.
   b. All JGP Panel members are responsible for making program decisions.
   c. The JGP Panel approves and revises all guidelines for The Mentor Program, including detailed procedures and processes for Mentor selection, preparation, and support; and clearly defines roles and responsibilities.
4. Mentor Teachers
   a. The APS Mentor Program will take a comprehensive approach to providing qualified and approved Mentors for each Beginning Teacher in the school district.
   b. Mentor Selection Process
      1.) In order to be eligible to mentor a Beginning Teacher, a teacher must have attained a Level 2 License. New Mexico Teacher Level 3 Licensure is preferred.
      2.) Qualified teachers who desire to be Mentors, will submit an application in order to be eligible for the Mentor pool. Included in the application will be a letter of interest highlighting their ability to work with teachers, a list of references, and a completed Mentor Program recommendation form from each of the references listed, including, but not limited to, a principal or supervisor, a teacher colleague, and the site Federation Representative.
      3.) Applicants must complete an interview before being selected for the Mentor pool. Becoming a member of the Mentor pool will not guarantee a mentoring assignment. Not all Mentors will be needed and activated each school year. Whether or not a Mentor is activated will depend on the capacity to match Mentors to Beginning Teachers. The need for a specific Mentor will depend upon who is hired within the school district at large as well as at the school level.

4.) Approved Mentors will remain in full- or part-time positions in their classrooms or departments. This arrangement will help guarantee that Mentors maintain a connection with the daily work of classroom teaching.
5.) Approved Mentors who have been inactive for three (3) or more years may be required to reapply to the program.

5. Mentor Preparation and Support
   a. During the school year, Mentors will receive support, technical assistance, and professional development.
   b. Mentors will attend professional development classes monthly for 2 hours after school that will address, but will not be limited to the following topics:
      1.) Overview of roles and responsibilities.
      2.) Record keeping responsibilities and documentation of activities that are shared with the Mentor Coordinator.
      3.) Research on mentoring and questioning techniques to assist Beginning Teachers to think critically about their practice.
      4.) Research on teacher development.
      5.) Formative and summative student assessment.
      6.) Confidentiality and the non-evaluative nature of mentoring.
      7.) All new mentors will attend the introductory mentoring professional development class.
6. Mentor Roles, Responsibilities and Compensation
   a. The chief role of the Mentor is to offer support and practical advice to Beginning Teachers based on observation of and discussion about experiences related to the Beginning Teachers' teaching over the course of the year.
   b. School-based Mentors
      1.) School-based Mentors shall have a full or part-time teaching load and work with Beginning Teachers at their own schools as time allows, either before school, during the school day, or after school. School-based Mentors shall have access to professional leave days during the year. Substitutes may be provided for Mentors to enable them to work with or observe their Beginning Teachers.
      2.) School-based Mentors will receive an annual differential of $1,000 per semester for mentoring one teacher in their school; $2000 for mentoring one teacher for one year and $4,000 for mentoring two teachers for one year. No more than two teachers can be assigned to a Mentor at one time.
      3.) School-based Mentors who are released part-time from their classroom-teaching load will maintain at least a .4 teaching load and receive $500 for a full year for each Beginning Teacher they mentor in compliance with the Mentor responsibilities. A full load for a part-time release Mentor shall not exceed four (4) Beginning Teachers.
         a.) Secondary level Mentors will receive release time of an average of 40% of their teaching load, depending on their caseload.
         b.) Elementary Mentors may share a class.
   c. Full-time Release Mentors and Consulting Teachers will not receive additional compensation for their work as a Mentor. The caseload for a full time Mentor shall be no less than ten (10) and no more than twenty (20) beginning teachers.
      1.) Full-time Release Mentors and Consulting Teachers will help develop the Mentor Program by contributing their expertise and experience. They will assist in developing and implementing the professional development for the monthly Mentor teacher meetings.
      2.) Full-time Release Mentors and Consulting Teachers help to ensure the success of the Mentor Program. Their job responsibilities may include, but are not limited to, the following as directed by the program coordinator:
         a.) Participate in interviews for new Mentors.
         b.) Review logs and observation forms from Mentors.
         c.) Outreach in schools.
         d.) Data entry and oversight of Mentor documentation.

e.) Help track Mentor and Beginning Teachers.
f.) Mediate conflicts between Mentor and Beginning Teachers.

d. Mentor Accountability
   1.) Attendance – Mentors are required to attend monthly professional development meetings during their period of assignment. The following procedures will occur for absences:
      a.) First Absence – The Mentor Program Office or program designee will contact the Mentor confirming the absence. A copy of this notification may also be sent to the site principal of the Mentor.
      b.) Second Absence – The Mentor Program Office or program designee will contact the Mentor confirming the absence. A copy of this notification may also be sent to the site principal of the Mentor.
      c.) Third Absence – A meeting may be scheduled with the Mentor. Attendees at the meeting will include the Mentor, the Mentor Program Coordinator and the Mentor's site principal. Mentor expectations and commitment will be reviewed. Termination of the Mentor's differential may also be discussed.
      d.) Mentors at alternative calendar schools who may miss a meeting due to intercession should contact the Mentor Program Office prior to the meeting.

e. Documentation/paperwork – In an effort to verify that a Beginning Teacher has successfully completed a year of Mentorship, documentation is required from both the Beginning Teacher and the Mentor. Due dates of such documentation are specified. The following procedure will occur when documentation is not submitted in a timely manner:
   1.) First Instance – The Mentor Program Office or program designee will contact the mentor regarding lack of documentation. A copy of this notification may also be sent to the site principal of the Mentor.
   2.) Second Instance – The Mentor Program Office or program designee will contact the mentor regarding lack of documentation. A copy of this notification may also be sent to the site principal of the Mentor. Adjustments to differentials may be applied.
   3.) Third Instance – A meeting may be scheduled with the Mentor. Attendees at the meeting will include the Mentor, the Mentor Program Coordinator, and the Mentor's site principal. Mentor expectations and commitment will be reviewed. Termination or return of the Mentor's differential may also be discussed at this meeting or if no response from the mentor is received.

f. Principals shall retain full responsibility and authority to evaluate Beginning Teachers being mentored in the program.

g. Lead Mentor Roles, Responsibilities, Compensation
   1.) A Lead Mentor is a professional colleague who is an experienced Mentor with the Mentor Program.
   2.) A Lead Mentor must hold a Level 2 or Level 3 License. NBCT and Level 3 preferred.
   3.) Lead Mentors must apply, interview and be selected for the role.
   4.) Lead Mentors shall communicate and collaborate with other Lead Mentors and the Mentor Program Coordinator to plan for and ensure the smooth delivery of professional development for Mentors and/or Beginning Teachers.
   5.) Job Description
      a.) Lead Mentors continue in their current positions as site-based teachers.
      b.) A Lead Mentor teacher will attend professional development planning meetings with other Lead Mentors and the Mentor Program Coordinator.
      c.) A Lead Mentor will deliver monthly professional development classes to a group of Mentors for utilization with their Beginning Teachers.
      d.) A Lead Mentor will communicate with the Mentor Coordinator prior to the day of the class to ensure smooth delivery of the professional development, and to provide a syllabus and monthly agendas.
      e.) Lead Mentors will help develop the Mentor Program by contributing their expertise and experience. They will assist in developing and implementing the professional development for the monthly Mentor teacher classes

f.) A Lead Mentor will prepare and organize materials needed for delivering professional development, conduct attendance, and submit class evaluations.
g.) A Lead Mentor will collect and review professional development class evaluations following each Mentor class and then utilize the feedback to guide future professional development planning and delivery.

6.) Compensation
a.) Lead Mentors who successfully complete all job responsibilities and provide PD will receive an annual differential of $3,000 for their services in recognition of their additional responsibilities and time worked beyond the professional day and year.
b.) Lead Mentors who successfully complete all job responsibilities and facilitate meetings with, but do not provide PD, will receive an annual differential of $1,000.

7. Beginning Teachers
a. Beginning Teachers in the program will receive support and technical assistance that reflects the developmental nature of their initial experiences in the classroom.
b. A Mentor will be assigned to each Beginning Teacher based on relevant area of licensure or grade level.
c. During the school year, Beginning Teachers will meet regularly with Mentors to discuss their progress and individual needs; be observed by, and receive feedback from, their Mentor frequently and complete required documentation specified by the program. They will also have the option to work with their Mentors during professional leave days.
d. Beginning Teachers who are assigned a Mentor within the first nine weeks of the semester will receive credit for a full semester of mentoring. Official assignment is done by notification to the Mentor by the Mentor Program Coordinator.
1.) In the event that a Mentor is assigned after the first nine weeks of a given semester, the Beginning Teacher will be required to complete one additional semester of mentorship the following year, for a total of two semesters.

8. New Teacher Orientation (NTO)
a. The Mentor Coordinator, in partnership with the Albuquerque Teachers Federation, will attend and provide program information for the annual New Teacher Orientation.
b. The NTO will include a new employee orientation sponsored by APS Human Resources.
c. Upon completion of the hiring process, APS Human Resources will provide registration materials for the NTO to the new employee.
d. Upon completion of the hiring process, the APS Human Resources department will provide the names of the new employees to the Mentor Program Coordinator and to ATF on a regular basis including New Hire, Inactive, and Licensure reports.

C. Essential and Related Services Educators (E&RSE) Mentor Program General Provisions
1. Essential and Related Services Educators (E&RSE) who are new to the profession will have access to the knowledge and guidance of a mentor from the same professional role group as the employee.
a. Essential and Related Services Educators (E&RSE) include employees in the following role groups:
1.) Counselors
2.) Nurses
3.) Social Workers
4.) Interpreters
5.) Audiologists
6.) Speech Language Pathologists
7.) Occupational Therapist
8.) Physical Therapists
9.) Diagnosticians
10.)School Psychologists
11.)Transition Specialists

2. The mentor program will provide individual support from designated program approved Mentors preferably located in close proximity (site, cluster, zone) as the new employee.

3. The role of the mentor:
    a. Provide guidance, support and feedback.
    b. Focus on professional practices, standards, and requirements.
    c. Communicates on a weekly basis
    d. Are non-evaluative
4. For the categories of employees mentioned above it is the responsibility of the Human Resources Department to inform the Mentor Program Coordinator of all new hires.
5. E&RSE mentors will attend one 2-hour professional development session at the beginning of service.
6. The professional development will be designed to ensure the mentor has an understanding of program goals and expectations, builds a knowledge of adult learning theories, acquire peer-mentoring guidance, and develops coaching skills needed to best support a variety of incoming new E&RSE practitioners.
7. The E&RSE mentor will complete and submit a mentor self- assessment and the end of the year mentor survey for program feedback.
8. The E&RSE new employee will complete monthly reflection questions, as well as the end of the year mentee survey for overall program feedback.
9. E&RSE Mentors will receive an annual differential of $1,000 per semester for mentoring one new employee; $2000 for mentoring one new employee for one year and $4,000 for mentoring two new employees for one year. No more than two new employees can be assigned to a Mentor at one time.
10. As funds become available the District and the Federation agree that all Essential and Related Services Educators (E&RSE) who are new to APS will have access to a mentor.

D. Peer Assistance and Review (PAR)
1. The PAR Program is an intervention program designed to help improve the performance of teachers who are having difficulties in the performance of their professional responsibilities. Help and support is provided through peer assistance from a Consulting Teacher. The Consulting Teacher works directly with the struggling teacher to provide constructive and intensive intervention. The goal of the PAR Program is to develop and maintain the highest caliber teachers.
2. PAR Coordinator
    a. The work of the PAR Coordinator includes the following:
        1.) Provide support for PAR program and for Mentor Program when needed.
        2.) Collaborate and communicate regularly with the Mentor Program Coordinator regarding both the Mentor and PAR programs.
        3.) Work with principals by:
            a.) Presenting information and answering questions about the PAR process and program.
            b.) Aid in writing improvement plans as needed.
        4.) Communicate regularly with Human Resources and other relevant APS personnel regarding improvement plans and their implementation.
        5.) Communicate regularly with Human Resources and ATF Staff about PAR clients.
        6.) Oversee the day to day work of the Consulting Teachers including:
            a.) Create and conduct training for the Consulting Teachers at the beginning of each school year and as needed.
            b.) Coordinate the assignment of clients to Consulting Teachers.
            c.) Provide feedback on Consulting Teacher reports prior to the PAR Panel presentation.
        7.) Work with the PAR Panel by:
            a.) Keeping data (database and spreadsheet) and making reports.
            b.) Creating and distributing PAR Panel meeting agendas and resources.
            c.) Scheduling and facilitating PAR Meetings.
        8.) Communicate PAR Panel recommendations to the appropriate HR and ATF staff.
        9.) May serve PAR clients and volunteers.
        10.)Disseminate information and answer questions from teachers about Voluntary Consulting Teacher Support.
3. JGP Panel Role in PAR Recommendations
    a. The JGP Panel is the governing body of the program.

b. Six (6) members of the JGP Panel are decision makers for PAR recommendations (2 teachers, 2 administrators, the Union President or designee and the Executive Director of Labor Relations or designee). As PAR program staff members, the Mentor Program Coordinator and PAR Coordinator are excluded from making PAR recommendations.
c. The Joint Governance PAR Panel monitors intervention work and makes employment recommendations.
d. A staff person from both APS and ATF may participate in PAR meetings concerning individuals receiving PAR support.
e. Support shall be offered to teachers experiencing difficulties in the performance of their professional job responsibilities in the following order of priority:
    1.) Teachers on Intensive Evaluation
    2.) Teachers on an Improvement Plan
    3.) Teachers who voluntarily seek assistance

*(Note: Teachers interested in Voluntary Consulting Teacher Support should contact the ATF, the PAR Coordinator or the Mentor Program Coordinator to apply.)*

f. Communication with the principal consists of an initial contact and sporadic questions about process as needed. The Consulting Teacher does not report on client progress to the principal.
g. In cases where the teacher has obtained voluntary assistance from the program, it is the prerogative of the teacher to notify the principal that they are receiving voluntary intervention help. Otherwise, support remains confidential.

4. Consulting Teachers
    a. A Consulting Teacher is an experienced Mentor Teacher released part-time or full-time from the classroom. The Consulting Teacher is a professional colleague who provides support for teachers who are on an Intensive Evaluation plan or an Improvement Plan or who are accepted as a volunteer. The Consulting Teacher possesses classroom management and pedagogical strategies and the ability to apply these strategies across various subjects and grade levels. The Consulting Teacher possesses the oral and written communication skills necessary to motivate and support adult learners. Additionally, the Consulting Teacher has the ability to work cooperatively and effectively with other professional staff members.
    b. Consulting Teacher Roles and Responsibilities
        1.) The Consulting Teacher provides non-evaluative intensive instructional support to the classroom teacher.
        2.) Consulting Teachers will have the responsibility of working with and communicating with the school principal, the teacher, and the JGP Panel.
            a.) Consulting Teachers do not evaluate. The principal remains the evaluator and will continue with observations. It is recommended that observations, feedback and memos occur every two weeks.
            b.) The principal and the Consulting Teacher can concurrently recommend specific opportunities for professional development (such as classes, workshops, etc.) that are directly connected with the Improvement Plan.
            c.) Most formal conferences only include the teacher and the principal. Some conferences may involve the principal, the teacher, Human Resources and the ATF staff representative.
            d.) The Consulting Teacher will report to the JGP Panel on, or near, the target date(s).
            e.) The Consulting Teacher maintains confidentiality.
            f.) Consulting Teachers who are working with teachers on an alternative calendar or schedule may be asked to flex their time to accommodate their client.
            g.) Consulting Teachers have the responsibility for research and development for the intervention program and assist in writing the final program guidelines as directed by the Program Coordinator.
            h.) Consulting Teachers will be assigned to work first with teachers who are on a District Intensive Evaluation and then be assigned to work with teachers on a District

Improvement Plan or approved volunteers until they reach their intervention limit. It is recommended that:
(1.) Teachers who volunteer receive consultation and visits if PAR has capacity.
(2.) Teachers on a District Improvement Plan receive weekly consultation and visits from a PAR Program Consulting Teacher for the purposes of instructional support based on the goals in the Improvement Plan.

c. Teachers on a District Intensive Evaluation receive additional consultation and visits from a PAR Program Consulting Teacher for the purposes of instructional support based on the goals in the Intensive Improvement Plan.
   1.) Consulting Teachers who do not have a full intervention load will assist with the Mentoring Program by contributing their expertise and experience.
      a.) Responsibilities may include, but are not limited to, the following as directed by the Mentor or PAR Coordinator:
         (1.) Participate in interviews for new Mentors.
         (2.) Review logs and observation forms from Mentors.
         (3.) Outreach in schools.
         (4.) Data entry and oversight of Mentor documentation.
         (5.) Help track Mentor and Beginning Teachers.
         (6.) Mediate conflicts between a Mentor and a Beginning Teacher.
         (7.) Assist in developing and implementing the professional development for the monthly Mentor teacher meetings.
         (8.) Consulting Teachers may mentor Beginning Teachers who are not yet assigned by the first or third quarter of the school year.

d. Consulting Teachers who teach part-time and are assigned a Beginning Teacher at their school site will complete their Mentoring effectively within the days they are there and are entitled to the $2,000 Mentoring differential if the mentoring takes place during the time assigned at the school. This differential is based on the same assumption that the time required to work effectively as a Mentor usually extends beyond the duty day.
   1.) Consulting Teachers who teach part time and are assigned to work with a Beginning Teacher at another site during the time released for Consulting Teacher work will earn a differential of $500 per Beginning Teacher for the time it takes to effectively mentor and keep up with the duties as described above, if the mentoring takes place during the time assigned as a Consulting Teacher.
      a.) Consulting Teachers who are released from the classroom to work as a Consulting Teacher will not receive a differential for working with Beginning Teachers.
      b.) The Mentor expectations for the Consulting Teachers are the same as those for other Mentors except attendance at Mentor meetings in not required.
      c.) Consulting Teachers may assist in the interviewing and selection of Mentors and Consulting Teachers.
      d.) Consulting Teachers will serve no more than three (3) years unless a fourth ($4^{th}$) year is mutually agreed to by APS, ATF and the Consulting Teacher.
      e.) Termination from the position may be at the request of either the Consulting Teacher or based on performance as determined by the supervisor.

5. PAR Process
   1. APS and ATF will present jointly to principals at a designated time at the beginning of each school year. The presentation will include, but not be limited to:
      a. An overview of the PAR Program.
      b. Data about the program
      c. The process for placing teachers on a District Improvement or an Intensive Evaluation Plan including the Principal's responsibilities in the PAR process prior to placing an employee on an Improvement Plan as follows:
         1.) Principal notes the concern(s) in the teacher's performance to discern if there is a pattern. Concerns regarding the teacher's performance may come about as a result of classroom observations or other evidence of teaching problems.

2.) Principal confirms the pattern with evidence from observations.
3.) Principal converses with teacher to notify him/her of the concern(s).
    a.) The principal addresses the specific concern(s) with the teacher verbally and/or in writing if already addressed verbally.
    b.) The principal advises the teacher that communication about the concern(s) will continue and a follow-up is scheduled in a specified time frame.
    c.) The principal provides assistance to the teacher.
    d.) If there is insufficient improvement, the principal and the teacher will meet to review the documentation (meetings, memos, concerns, observations, etc.). Then, a meeting with the teacher, principal, a representative from the Albuquerque Teachers Federation, and a Human Resources Representative is scheduled.
    e.) The concerns, evidence, expectations, support, improvement plan and a target date for improvement will be reviewed at this meeting.
    f.) Once the teacher is placed on an improvement or intensive evaluation plan, a Consulting Teacher will be assigned if there is space available in the PAR Program.

2. Implementation of Employee Improvement or Intensive Evaluation plan
    a. Support provided by the Consulting Teacher through the PAR Program is not optional for employees on District Improvement or Intensive Evaluation Plans.
    b. The principal will continue to make regular classroom observations and provide summary memorandums (feedback) as to what has been observed. The memos may include suggestions and reminders if the teacher is or isn't making expected progress. Walk-through visits are not evaluative and thus are not part of the regular classroom observations noted above.
    c. Prior to meeting with the teacher, the Improvement or Intensive Evaluation Plan will be drafted. Specific concerns will be identified in the plan.
    d. PAR support will be provided to a teacher at the beginning of an Improvement Plan unless the program does not have the capacity to provide assistance. The PAR Coordinator will work with APS HR and ATF to confirm that the PAR program is the appropriate support for each situation. At the first meeting between the principal, HR, the ATF representative and the teacher, the Improvement Plan will be discussed, revised if necessary, and signed.
        1.) Once signed, the Improvement Plan will be sent to the PAR Coordinator.
        2.) The Consulting Teacher is assigned and the responsibility for coordinating and providing support is shifted from the principal to the Consulting Teacher.
        3.) The teacher will be advised of the support available through the PAR process and informed of the role of the Consulting Teacher. The Consulting Teacher shall facilitate communication between the principal and the teacher regarding details relating to the elements of the Improvement Plan.
            a.) The teacher is responsible for meeting with his/her assigned Consulting Teacher.
            b.) If Competency 9 (*The teacher works productively with colleagues, parents, and community members.*) is the only competency of concern, then support will not be provided through the PAR Process.
            c.) Once a teacher is placed on an Improvement Plan to address Competency 9, a meeting will be scheduled with the teacher, principal and an ATF representative to discuss options other than PAR for providing support regarding Competency 9.
        4.) Target dates for the Improvement and/or Intensive Evaluation plan shall be established.
        5.) At each target date for an Improvement or Intensive Evaluation plan:
            a.) The Consulting Teacher and Principal will meet with the JGP Panel to review the case. The principal will present to the JGP panel a synopsis of his/her evaluation, observations and debriefings based on the improvement plan. A JGP Panel form will be provided to the principal. A determination, based on the JGP panel's recommendations, will be made. The Panel can choose one of the following:
                (1.) Recommend that intervention be discontinued and employment continues: the teacher met the expectations of the Improvement Plan and is no longer on Improvement or Intensive Evaluation.

(2.) Recommend that intervention be continued or intensified for a specified amount of time.
(3.) Recommend that the employee be discharged/terminated.

b.) A meeting will be held with the teacher, principal, HR and an ATF staff representative to notify the teacher that s/he did or did not meet the expectations of the improvement plan by the target date if the amount of support increases.

6.) It is the principal's responsibility to communicate the decision to the teacher in a summary letter as soon as five (5) but no later than ten (10) working days.

7.) The statutory process for termination/discharge will be followed.

**ARTICLE 10, ESSENTIAL AND RELATED SERVICE EDUCATORS (E&RSE) CAREER PATHWAY SYSTEM**

A. The Career Pathway System for Essential and Related Service Educators (E&RSE) includes 5 criteria for movement from one level to the next. The 5 criteria (components) for movement in the Career Pathway System (CPS) are:
   1. Years of Experience
   2. Differentiated Evaluation Criteria
   3. Advanced Credential/Degree
   4. Continuing Education Units (CEUs)
   5. Professional Portfolio

B. Advanced credential/degree necessary for movement to Level 3 of the CPS. Requirements are as follows:

| Professional Field | Advanced Credential/Degree Required for Movement to Level 3 of the Career Pathway System |
|---|---|
| Counselors | Master's Degree |
| Social workers | Master's Degree and LISW license |
| Nurses | MSN or a Master's Degree |
| Interpreters | Master's Degree and RID CT and CI or NIC Advanced or NIC Master Interpreting Certificate |
| Speech and Language Pathologists | Master's Degree |
| Occupational Therapists | Master's Degree (This is only required for those who are employed in this field after January 2007). |
| Physical Therapists | Master's Degree (This is only required for those who are employed in this field after January 2007). |
| Audiologists | Master's Degree or AuD Degree |
| Orientation and Mobility Specialists | Master's Degree |
| Athletic Trainers | Beginning in 2021- Master's Degree |

C. Continuing Education Units (CEUs) are required as a part of the Professional Portfolio and are necessary at each level of practice in the CPS. The requirements are as follows:

| Professional Field | CEUs required as a part of the Professional Portfolio |
|---|---|
| Counselors | 20 verified hours annually or 2 college credits in counseling or 40 hours over 2 years. (District level in-services may count as CEUs.) |
| Social workers | 15 verified hours annually |
| Nurses | 30 verified hours every 2 years |
| Interpreters | 80 verified hours every 4 years |
| Speech and Language Pathologists | 10 verified hours annually |
| Occupational Therapists | 20 verified hours annually (Hours can be carried over and averaged over time) |
| Physical Therapists | 20 verified hours annually (Hours can be carried over and |

| | |
|---|---|
| | averaged over time) |
| Audiologists | 10 verified hours annually |
| Orientation and Mobility Specialists | 20 verified hours annually |
| Athletic Trainers | 50 verified hours every 2 years, 10 of which must EBP (Evidence Based Practice) |

D. Portfolio requirement
   1. An employee must successfully complete the entire portfolio process in order to be eligible for movement to the next Level within the Career Pathway system.
   2. If the employee does not pass the entire portfolio, the successfully completed section(s) may be banked for resubmission at the time of the next portfolio submission window.
   3. Compensation changes resulting from a change in level shall only occur if the request for movement is submitted prior to September 15.

E. Reciprocity
   1. The CPS includes a reciprocity clause for all role groups that would allow years of experience in the discipline to count toward years at level in the Career Pathway System.
   2. Support and Related Services personnel who leave employment in APS to work in the private sector or other district, and then return to APS will be given credit for the years in private sector work on the salary matrix.
   3. The reciprocity is intended to aid in the recruitment and retention of S&RSP.

F. New hire placement in the Career Pathway System
   1. Placement will be based on directly related experience within the same discipline. (For example, if the employee has six completed years of related experience and the appropriate credentials, they will be placed at Level 3, step 7. If the employee has three completed years, they will be placed at Level 2, Step 4. If the employee has fewer than three years of directly related experience they will be placed at Level 1 and the step will correspond with their completed years in that field.
   2. New hires will be placed at their appropriate level and step according to their credentials and experience. Movement to the next CPS level is contingent upon verifiable experience of at least 160 days of work in a year or the equivalent of 480 days over 3 years and successful completion of a required portfolio.
      a. Previous experience must be as a fully licensed practitioner in the same discipline.
      b. Verification forms to be submitted with documents for employment**.**
   3. Hiring of Associate Degree Nurses
      a. The parties recognize that while the hiring of a BSN prepared nurse is a current requirement and would always be the preferred option, the district has been unable to fill all current nursing positions and has had to utilize agency nurses, some of whom are ADN nurses. The parties further recognize that Agency nurses are expensive to employ.
      b. Given that ADN's hold the same nursing license from the New Mexico Board of Nursing and that they take the NCLEX exam and must pass this exam in order to be called a Registered Nurse, they are held to the same Standards of Care and hold the same liability as a BSN prepared nurse. The significant difference between the ADN and BSN is that the BSN has completed a 4-year degree and the ADN has 2-3 years of college hours.
      c. Given these facts, the parties agree to the following stipulations that would make hiring ADN nurses permissible:
         1.) ADN nurses with at least 3 years of nursing experience may be hired provided that they are actively pursuing their b
         bachelor's degree in nursing.
         2.) ADN nurses shall be given 2 years to complete their degree. If, due to unforeseen circumstances, more than 2 years is needed to complete the degree requirements, individuals would need to apply for an extension and this would be approved on a case-by-case basis.
         3.) ADN nurses with 3 years of nursing experience may enter the Career Pathway System at 90% of Level II pay.

4.) Upon completing their BSN the employee will be moved the following year to 100% of the appropriate step of Level 2 in the Career Pathway System.
5.) The expectation for those ADN nurses entering under these conditions would be that they are performing at, and are evaluated based on, Level II competencies.

G. Athletic Trainers
1. The Athletic Trainer (AT) position is a full-time equivalent consisting of a 6.5-hour duty day.
   a. The duty day may vary from a continuous period of time by mutual agreement between the administrator(s), and the Athletic Trainer.
   b. The duty day may be flexed based on a consensus agreement between the school's administrator(s) and the Athletic Trainer.
2. A 1.0 FTE for the Athletic Trainer position will be phased for each comprehensive High School as follows:
   a. 2019-2020 SY: All Athletic Trainers will have a minimum of a .6 Athletic Trainer position and a maximum of a .4 teaching position. ATs can be assigned to teach up to two (2) classes. Additional class assignments within the duty day shall be subject to the approval of the Principal and the Zone Associate Superintendent.
   b. 2020-2021 SY: All Athletic Trainers will have a minimum of a .8 Athletic Trainer position and a maximum of a .2 teaching position. ATs can be assigned to teach one (1) class. Additional class assignments within the duty day shall be subject to the approval of the Principal and the Zone Associate Superintendent.
   c. 2021-2022 SY: All Athletic Trainers will be allocated a 1.0 to fulfill their athletic training duties. Additional class assignments within the duty day shall be subject to the approval of the Principal and the Zone Associate Superintendent for a .2 extended contract.
      1.) Should funding of this phase in become an issue, the parties will revisit the time line with the possibility of agreeing to an extension.
3. Athletic trainers will receive a differential of $7,092.
      1.) The differential is intended to compensate for additional related duties outside of the 6.5 hour duty day including but not limited to:
         a.) Assignments that begin prior to the start of the school year.
         b.) Weekday evenings, Saturdays and other time periods as specified in the APS Athletic Handbook.
      2.) Athletic trainers shall be reimbursed up to $500 for CEU's necessary to keep their license.
4. Unless licensed as a teacher, Athletic Trainers are on the APS/ATF Career Pathway System for purposes of career advancement.

H. Placement on career pathway system and teacher salary matrix for individuals moving between job categories
1. General placement when moving between compensation systems
   a. Placement in the CPS will be based on verified years of experience and credentials.
   b. Written verification of previous experience is required before any movement to a higher level or higher step may occur.
2. Career Pathway System to Three-Tiered System
   a. A licensed employee moving from the Career Pathway into the Three-Tiered Licensure System and onto one of the three teacher salary matrices will be placed on the appropriate schedule in accordance with state statute.
   b. Individuals considering movement should check with the PED Licensure Unit to determine Licensure Level eligibility prior to exiting the Career Pathway.
3. Three-Tiered System to Career Pathway System
   a. Teachers moving over to the CPS may take all years of step experience for placement in the CPS at Level 1.
   b. Athletic Trainers moving to the CPS will continue at their current level and step, or advance to a higher level and step, based on verifiable years of experience. Starting in 2016-2017, verifiable years of service outside of APS shall count towards step and level within APS. In order to

receive reciprocity, current employees must provide verification of experience outside of APS by September 15th to the Department of Human Resources.

1.) An Athletic Trainer with a teaching license, who is eligible to advance in the teacher licensure system may only do so in the 3-Tiered Teacher Licensure system and as such must submit and pass a professional Development dossier (PDD).
2.) An Athletic Trainer who does not possess a teaching license may progress using the APS/ATF Career Pathway system.
3.) An Athletic Director who has a teaching license, but no longer requires that license in order to complete their job responsibilities, may choose to advance using either the state dossier system or the APS/ATF CPS system.

4. Movement between employee job groups
   a. Teacher moving to a Counselor position
      1.) A teacher new to a counseling position will be placed on the Career Pathway Level 1
      2.) Step placement shall correspond with teaching years.
      3.) Teachers who were working on their counselor's credential prior to the full implementation of the CPS (SY 2006-2007) will be placed at their current (teacher) pay level in the CPS. Only those teachers completing their counselor's degree by May, 2009 can benefit from this extension.
   b. Speech Pathologist moving to a teaching position
      1.) Experience as an ALS shall count only for step placement on the SLP pay matrix.
      2.) Experience as an ALS may not be used for step placement on any other matrix.
5. Employees in positions compensated at ninety (90) percent of the appropriate column of salary matrix AT-1, as referenced in Article 6.A.7.J., may advance to ninety (90) percent of the appropriate column of salary matrix AT-2.
   a. The 5 criteria (components) for movement to 90% of the AT-2 Salary Matrix in the Career Pathway System (CPS) are:
      1.) Years of Experience
      2.) Differentiated Evaluation Criteria
      3.) Advanced Credential/Degree
      4.) Continuing Education Units (CEUs)
      5.) Professional Portfolio

**ARTICLE 11, SPECIAL EDUCATION**

A. Conditions of Professional Service
   1. Employment
      a. All existing and newly hired 1-A licensed special education teachers will be obligated to participate in 12 hours of APS provided professional development.
      b. Twelve (12) hours of professional development, provided outside of the regular duty day, is a condition of employment during both the first and second years for all 1-A licensed special education teachers in APS.
      c. Starting in the 2014-2015 school year, all newly hired Special Education and 1-A special education teachers who are assigned to teach in an Intensive Global Support 1 (IGS1), Intensive Global Support 2 (IGS2), Social Communication Support (SCS1 or SCS2 or SCS3), Social Emotional Support 1 (SES1) and Social Emotional Support 2 (SES2) classroom (self-contained or full-day as defined by the district Special Education Department) are required to attend three (3) days of training prior to the beginning of school.
         1) For current special education employees assigned to teach in the programs previously listed, attendance for the training is optional.
            a) Compensation for the training will be at the employee's daily rate of pay.
      d. For educational diagnosticians, social workers, transition specialists and licensed school psychologists, one year of qualified experience is designated as at least eight hundred (800) hours of verifiable experience (W-2 forms are acceptable verification of experience).

1) Article 6, A. 2. shall not be applicable to out-of-district experience earned prior to the 1981-82 school year.
2) Days or hours of experience in different school years may be totaled for experience.
3) Starting in the 2017-2018 school year, credit on salary matrices A-3 and A-4 shall be given for all licensed employment experience within the District.
4) Educational diagnosticians and licensed school psychologists shall be given all of their in-district experience in either job classification on each other's salary matrix.
5) Audiologists and Physical Therapists with Clinical Doctorates as an entry-level credential will be placed on the A-3 salary matrix working a 194-day year/8-hour day.

e. Board Certified Behavior Analysts (BCBA) will be placed on salary matrix A-3.
1) The job description for a Board Certified Behavior Analysts will include, but not be limited to:
a) Supervise the work of behavior therapists.
b) Provide feedback to behavior therapists in order to modify academic and behavior programs best meet student needs.

2. School Year
a. For employees on the AT-1, AT-2 and AT-3 and A-2 salary matrices, the work year shall consist of one hundred eighty-four (184) workday. Employees on the A-3 and A-4 salary matrices, the work year shall consist of one hundred and ninety-four (194) workdays. Divergence from the District work calendar is permitted if mutually agreed upon by the educational diagnostician and the educational diagnostician's immediate supervisor or if mutually agreed upon by the school psychologist and the school psychologist's immediate supervisor.

3. Duty Day
a. The duty day for employees on the A-3 and A-4 salary matrices shall consist of eight (8) hours excluding a lunch period. The duty day shall be a continuous period of time. In the event an employee on the A-3 or A-4 salary matrix regularly works less than a five (5) day week, the duty week shall consist of no more than forty (40) hours.

4. Special Education Teacher Preparation Time
1) The parties have a mutual interest in ensuring that special education teachers receive sufficient preparation and planning time.
2) The parties agree to the following:
a) Before the beginning of each school year, secondary schools will submit a plan detailing how preparation periods/times are scheduled. In the event preparation time is scheduled for teachers through coverage by non-licensed employees, the lesson or activity should be associated with the class curriculum and/or students' IEPs.
b) Teachers shall not be required to send students to another teacher (who has a class of students) in order to get their prep period.
c) Each elementary school shall strive to equalize the amount of prep time general and special education teachers receive. Each elementary school shall submit a plan detailing how it has tried to equalize the amount of prep time general and special education teachers receive.
d) The establishment of a joint panel to make determinations or offer recommendations about conflicts or problems associated with issues related to this memorandum of understanding and any future agreements related to the topic of special education preparation time.
3) The parties agree to discuss and attempt to reach conceptual agreements on the following issues prior to the start of 2012-13 negotiations:
a) Ways in which special education licensed personnel can be assigned to school sites (either one school site or, if funding is not available, multiple sites) to free up time for preparation and planning for teachers. Increasing licensed personnel would allow teachers to get preparation time and ensure that students receive instruction from a licensed teacher.
b) Assuring that scheduled recess times at elementary schools designated as preparation time include all special education teachers.

4) The parties agree to jointly research the financial impact of creating elementary school schedules that allow for meaningful and educational activities and/or lessons to be conducted by an educational assistant during specials and physical education instruction.

B. Remuneration and Professional Services

1. Differentials
   a. Each Special Education Head Teacher at the High School, Middle School and Elementary levels differentials shall be based on the size of the team (department) as follows:
      1) Teams with 4 - 15 members - $2,800
      2) Teams with 16 or more members - $3,100
   b. Teachers who teach in Intensive Global Support 1 (IGS1), Intensive Global Support 2 (IGS2), Social Communication Support (SCS1 or SCS2 or SCS3), Social Emotional Support 1 (SES1) and Social Emotional Support 2 (SES2) classes shall be paid five one-hundredths (.05) of the individual teacher's contracted salary. Compensation is being provided in recognition of occasional preparation time and lunch periods that are lost due to the unique nature of these classrooms.
   c. The District shall continue to schedule preparation time and lunch periods for teachers and make every effort to continue to honor preparation time and lunch periods for Intensive Global Support 1 (IGS1), Intensive Global Support 2 (IGS2), Social Communication Support (SCS1 or SCS2 or SCS3), Social Emotional Support 1 (SES1) and Social Emotional Support 2 (SES2) teachers.
      1) The additional .05 compensation shall be the only compensation provided for any and all lost preparation periods or lunches. In the event individual teachers or schools are experiencing a high number of incidents involving lost preparation time and lunch periods, teachers shall notify the principal in writing when the preparation time and/or lunch time is lost, and the parties agree to address each individual situation with the teachers and schools involved.
         a) Should additional pay be required for lost prep or lunchtime, it will be paid on time sheets from school funds. If school funding is unavailable, the principal will contact the Human Resources Department.
         b) Those who are actually contracted to teach during their preparation period shall be paid two tenths (.2) of their contracted salary under Article 6, A.7.a. of the agreement, but shall not receive an additional .05 compensation.
   d. Intensive Global Support 1 (IGS1), Intensive Global Support 2 (IGS2) within special education classrooms shall be provided one (1) differential of $1,517 for the coordination of the extramural Special Olympics.
   e. BCBAs will receive a $2,000 credential differential.
   f. Employees paid on the A-2 salary matrix and social workers:
      1) Shall be reimbursed up to $200 a year for professional association fees.
      2) Shall be reimbursed up to $200 for licensure fees.
      3) Shall be reimbursed up to $500 per year for professional development/CEU's.
      4) Differential pay in the amount of $1,300 shall be offered to the following A-2 employees servicing students in the following District Programs:
         a) Intensive Global Support 1 (IGS1)
         b) Intensive Global Support 2 (IGS2)
         c) Social Communication Support (SCS1 or SCS2 or SCS3)
         d) Social Emotional Support 1 (SES1)
         e) Social Emotional Support 2 (SES2).
            1) Teachers must submit the Differential Eligibility Form for the occasional loss of lunch and prep due to servicing students in the above programs.
      5) A credential differential of $1000 shall be paid for additional relevant professional certifications and endorsements.
         a) An agreed upon list of current and applicable credential differentials will be co-created and distributed by the district and the Federation within the first month of each school year.
      6) Annual Certification Review Process

a) Fed Reps from all of the constituency groups will be invited to meet at the end of April to update/refine the certification criteria for the following year.
b) Fed Reps from all of the constituency groups will be invited to meet at the end of May to review the certifications and develop the "Annual List of Approved Certifications" for next year, based on survey information (if necessary).
c) Forms (with directions and submission deadlines) and the "Annual List of Approved Certifications" will be posted on the ATF website https://atfunion.org.
d) Fed Reps will be invited to meet with a representative of ATF and APS after the Fall and Spring submission periods to review and process the applications.

7) Criteria for Certification Differentials
a) Enhances skills for your professional role in the educational setting.
b) Training provided by a credentialed professional or through a specialized business providing education and certification opportunities in the field of the presented material.
c) Minimum of 6 hours of coursework that culminates in either an exam or an assessed presentation of skills learned. You must be able to provide a certificate of completion or a copy of passing test results.
d) Some certifications may last for multiple years and therefore will be paid out one time per year until the certification expires.
e) Some certifications do not expire and therefore will be paid out one time per year until they no longer meet the rubric criteria.

g. Speech and Language Pathologists (SLP) and SLP Evaluators who possess a current Bilingual and/or ESL endorsement shall receive a differential of $500 effective the beginning of the school year.
1) Credential Compensation for Speech and Language Therapists (SLP) and SLP Evaluators
a) Additional $2,500.00 for providing TESOL endorsement only.
b) Additional $3,000.00 for providing Bilingual endorsement only.
c) Additional $3,500.00 for providing both TESOL and Bilingual endorsements.
2) Every effort shall be made to include A-2 employees in IEP's.

2. Head Special Education Teacher
a. Special Education Head Teachers at the High School, Middle School and Elementary levels responsibilities include:
1) Assist in the development and management of a Master Calendar for IEPs and METs at school sites. If possible,
a) Using Microsoft® Outlook® calendar.
b) Combine annual IEPs and METs to reduce number of meetings.
2) Ensure that Sponsor Teachers understand it is their responsibility to create FBAs and BIPs if needed.
3) Arrange for IEP coverage for teachers in conjunction with the Administration.
4) Collaborate with the diagnostician on the scheduling of METs.
5) In collaboration with sponsor teacher, facilitate, write, and/or act as Local Educational Agency (LEA) representative/principal-designee at IEPs.
6) Coordinate with sponsor teachers and facilitate the submission of REEDs.
7) Schedule, plan, and chair school-based Special Education Department meetings.
8) Disseminate information to the school's special education staff.
9) Provide assistance regarding special education laws, policies and procedures.
10) Coordinate resources/curriculum adoption and material ordering for the department.
11) Assist members of the department, by coordinating with school administration, technology support personnel and IEP specialist for technology support regarding all special education computer software needs. (Synergy, Microsoft® Outlook®, etc.).
12) Communicate with feeder schools regarding current classes/services to determine appropriate programming needs for progression to the next school level.
13) Assist in the development of the special education portion of the school's master schedule.
14) Create a system for the scheduling of individual special education students according to their IEPs.

15) Ensure that all relevant and required IEP documents are delivered to Special Education Records or uploaded into Synergy.
16) Coordinate with sponsor teachers and facilitate the submission of ESY paperwork.
17) Complete and submit transportation forms for any student who may not yet have a sponsor teacher.
18) Update, coordinate and distribute class lists to Special Education staff.
19) Communicate with related service providers prior to the first day of school regarding their student class lists.
20) Assist the diagnostician with the compilation of out-of-district/state student transfer information.
21) Communicate with sped.data@aps.edu to ensure accuracy of class lists.
22) As new students enter throughout the school year, inform relevant related service providers of the services listed in the IEP.
23) Contact the District Special Education Department when considering placement of a student in an Intensive Global Support 1 (IGS1), Intensive Global Support 2 (IGS2), Social Communication Support (SCS1 or SCS2 or SCS3), Social Emotional Support 1 (SES1) and Social Emotional Support 2 (SES2) classroom.
24) Attend District Special Education Department sponsored meetings and trainings.

b. The District will provide a substitute for Head Special Education Teachers with classroom teaching duties.
c. Election/Selection Procedure for Head Special Education Teacher
   1) Election/Selection procedures for choosing all Teachers Leaders, including a procedure for resolving tie votes, will be agreed upon by the constituents before elections take place. Teachers shall be counted as a member of each team in which they teach. Personnel from each team shall agree to choose Teacher Leaders in one of the following manners:
      a) Head Teacher shall be elected by the constituents they are elected to serve.
      b) Members of the constituency shall select two (2) or more persons and submit names to the principal who shall choose a Head Teacher from that list.
   2) Term of Office
      a) Head Teachers shall serve for a period of two (2) years.
      b) If the position becomes vacant during the two-year term, a replacement shall be named for the remainder of the term according to the election/selection procedure described above
d. The District and the Federation agree that, as funds become available, the position of Head Special Education teacher at each school site will transition from an elected position to an allocated FTE. If the position of Head Special Education teacher comes with an allocation, then principals may hire specifically for that position. It will be a requirement of the job to attend Special Education Department sponsored meetings and trainings scheduled specifically for this role group.
   1) The parties further agree that priority consideration for FTE allocations will be given to schools with either:
      a) The greatest number of special education programs or;
      b) A large number of programs serving Intensive Global Support 1 (IGS1), Intensive Global Support 2 (IGS2), Social Communication Support (SCS1 or SCS2 or SCS3), Social Emotional Support 1 (SES1) and Social Emotional Support 2 (SES2) students and,
      c) based on release time available for the head teacher to perform his/her duties as determined by the school's special education department and the principal.
   2) The transition from an elected position to an allocated FTE will be:
      a) At the end of the elected term or during a vacancy and
      b) By mutual agreement between ATF and APS
e. Procedures to Address Concerns: The following procedure will occur if there are concerns with the head teacher's ability to fulfill his/her responsibilities:
   1) The principal will contact the Head Teacher about the concern with the teacher's ability to fulfill his/her responsibilities based on the Head Teacher job description.

2) If the concern continues, it will be documented and the principal will contact the support principal for support and training assistance.
3) If, after support is provided, and the concern persists, a meeting will be scheduled with the head teacher. Attendees at the meeting will include the head teacher, the support principal, the site principal and a representative from ATF, if requested. Termination of the teacher leader's position may also be determined at this time.
4) The Head Special Education Teacher Rubric will serve as the evaluation tool to be used in order for both the members of the department and the principal in charge of special education at the site to provide feedback.

C. Leadership Councils
1. APS and ATF recognize the following Leadership Councils:
   a. Social Workers
   b. Speech and Language Therapists
   c. Transition Specialists
   d. Diagnosticians
   e. Special Education Department Head Teachers
   f. School Psychologists

D. Evaluation Procedures
1. The school principal(s) and the district administrator responsible for the role group shall collaborate on the evaluations of transition specialists. The Special Education Department Administrative staff shall evaluate educational diagnosticians and school psychologists.

E. Assignment and Transfers
1. Vacancies
   a. In the event a Special Education Related Services position becomes vacant, the provisions under Article 17.D ("Vacancies in Non-classroom Positions") shall commence.
      1) Once the position(s) for related service personnel is/are posted on the APS Special Education website, employees may apply for a voluntary transfer.
      2) All efforts shall be made for the creation of 1.0 FTE combinations within proximity of existing vacant positions or through mutual agreement with RSP personnel.
      3) The individual site and the corresponding program, according to FTE needs or combinations thereof, shall offer allocated positions.
      4) If two (2) or more qualified candidates have submitted requests for the same vacancy, preference will be given to the most senior employee based on their date of hire.
      5) Vacancies shall be defined as indefinitely open positions.
   b. A posted 1.0 vacancy at a school with no acceptable applicants can be traded for up to five .2 contracts to other special education teachers in that same type of classroom, at the discretion of the principal. A .2 contract extension is an agreement to buy a teacher's prep time. This also applies if a school has a half time (.5) vacancy but nothing smaller than a .5 will be considered when buying a teacher's prep time with a .2 contract extension.
      1) If the principal agrees to trade the posted vacancy for extended contracts, the Special Education Department will create and process those extensions, backdated to the date of the posted vacancy, and deliver them to Human Resources for processing. These contracts will remain in effect until the vacancy is filled unless there is a significant drop in numbers for the special education classrooms affected by the extensions.

2. Overload Compensation
   a. The district will base additional compensation on caseloads as recorded in Synergy on official count dates ($40^{th}$ day, $80^{th}$ day, $120^{th}$ day, EOY).
   b. Compensation is for additional services to students required to cover the IEP and related work.

c. At each of the official count dates listed above the Special Education Department will calculate each employee's excess caseloads using the Synergy FTE report run at 4:30 p.m. on the count day for active students. The excess Class FTE will be multiplied by 15.67 multiplied by the hourly rate for each teacher, then multiplied by 3 hours.
    1. 15.67 is the average caseload size as per the chart in Appendix C. 15.67= 8+15+24 divided by 3.
    2. 12 hours is the average time spent on an extra student during a year. 12 hours divided by 4 quarters = 3.
d. Payments will be submitted after each count date.
e. Payments will not be impacted by substitute teachers employed at the school.
f. Teachers will not be required to submit paperwork for the extra compensation. It will be paid automatically if an overage exists.
g. If an extreme caseload overage exists (.75 or above) it will be brought to the Contract Administration bi-weekly meeting for problem-solving. Issues will be reported by teachers to the Federation. Issues will be reported by school administrators to the Special Education administration.

3. During the 2019-2020 school year, SLP and Social Worker caseload overages will be discussed at Contract Administration Committee.
4. Curricular Needs
    1) Peer-reviewed research and evidence-based programs and other professional credentials in relation to program need and the identification of involuntary transfers.
        a) In that the District has an interest in having a special education teacher/provider at each site trained in peer-reviewed research and evidence-based programs, the Federation and the District agree:
            1) In the event that there is a reduction in the special education teaching staff at a school, and the employee who is trained in evidence-based programs is the least senior person, then the case will be brought to a panel made up of one ATF person and one APS person.
            2) The APS/ATF Panel will consider the needs of the school's special education students and the background and qualifications of the special education staff in peer-reviewed research and evidence-based programs.
            3) In the event the District believes that a teacher's credential or level of training constitutes a program need not identified in Article 16. B. 7. of this agreement, the case will be addressed as in a.1 and a.2 above.

F. Special Education Continuum of Service Delivery Options

1. As the Albuquerque Public Schools (APS) and the Albuquerque Teachers Federation (ATF) seek to continue providing quality services many innovative models of service delivery have emerged. Any model for service delivery needs to accommodate all services as indicated on an individual student's IEP.
    a. The Individuals with Disabilities Education Act (IDEA) requires that a school provide a continuum of service delivery options in order to meet the varied individual needs of students who are eligible to receive special education services. Such a continuum could include the following:
        1) Full participation in the general education class - the student pursues the same objectives within the same activities
        2) Multi-level instruction - students attend the general classroom but pursue different objectives at multiple levels based on individual need
        3) Curriculum overlapping - a group of students is involved in the same lesson in the general education classroom but pursuing goals and objectives from different curricular areas
        4) Alternative participation - students pursue alternative activities if the general education class does not address student needs through strategies described above
        5) Participation in general education classes and alternative special settings
        6) Self-contained special education services

b. Some models of service delivery within this continuum are part of an overarching strategy called "co-teaching" and include:
    1) Supportive Teaching - one teacher presents content, another provides enrichment
    2) Parallel Teaching - teachers sometimes work in separate groups in the classroom
    3) Complementary Teaching - certain learning strategies within the context of a content lesson
    4) Team Teaching - both teachers share the whole class instruction; lessons can be divided and there may be simultaneous instruction
    5) The intent of the IDEA is to serve all children within the general education setting (whenever appropriate) with the use of supplemental aids and services. Removal from general education should occur only after the IEP Team can justify that the student's needs cannot be satisfactorily met in the general education setting, even with supplemental aids and services. The District and the Federation support all schools in their endeavors to achieve the least restrictive environment for each student.

G. Sped Definitions
1. Often, the differing interpretations of terms are so varied that meaningful dialogue becomes hampered. The following definitions are offered in order to develop a common vocabulary. The following terms have a basis in state and federal regulations.
    a. Special Education: The Individuals with Disabilities Act (IDEA) guarantees that students with disabilities will have "a free appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs.
    b. Least Restrictive Environment: A term referred to in IDEA that requires:
        1) To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are not disabled and that placement in special classes, separate schooling or other removal of children with disabilities from the regular educational environment occur only when the nature or severity of the child's disability is such that education in general education classes, with the use of supplementary aids and services cannot be achieved satisfactorily.
    c. Inclusion: Not a term used in regulation but is a philosophy (not a program or strategy) that believes all students in a school should have equal access to all program and services in an integrated setting. It is a belief that each individual is valued and belongs to the school and the surrounding community.

H. Special Considerations and Suggestions
1. The following considerations and suggestions are provided to assist schools in structuring services to meet special education students' individual needs:
    a. Special education is an integral part of the total educational enterprise, not a separate entity nor a place. It is a means of enhancing the capacity of the educational system to serve the needs of all students.
    b. Decisions about the appropriate education for students with disabilities must be made on an individual student basis. Each decision must be a cooperative venture involving educators, parents and, when appropriate, the student.
    c. The aim of any service must be to facilitate the provision of an appropriate education for the student. A clearly stated educational rationale is necessary to remove a student from his or her current educational setting to a more or less restrictive environment within the continuum of services.
    d. The commitment to educate a student with disabilities in the general education classroom setting should continue to the degree that is it consistent with meeting the specific needs of that student.

I. Summary
1. The planning, selection, and availability of service options must be based solely on individually identified student needs. In all cases, the general education setting must be considered first, especially given the strategies available to general and special education personnel. If, after special

consideration, it is determined that the student will not benefit from full participation in the general education setting, a variety of other settings may be considered with the least restrictive educational setting identified as a guiding principle.

2. There have been proposals by some schools to eliminate all self-contained or segregated special education service options. This would obviously result in a continuum of services not being made available to students in those schools, The District and the Federation support individual children being served in a general education classroom 100% of the time with appropriate support as just one option within the continuum of services. The District and the Federation cannot support full inclusion as a policy/practice in which all students with disabilities receive their total education within the general classroom, without regard for their individual needs. All schools are expected to meet the individual needs of their students unless the district has created a specially designed classroom to meet the needs of a low incidence population of students.

**Article 12, PROFESSIONAL DEVELOPMENT**

A. The Board and Federation recognize that they have a basic responsibility to provide opportunities for the development of those entering the teaching profession and the continual improvement of teachers in the District.

B. If the District allocates SIS (Substitute In-Service) to the schools, the principal in collaboration with the faculty will determine the utilization of the SIS days. The utilization of the SIS days shall be equitable and in conformity with guidelines as promulgated by the Superintendent or designee.

C. Schools may be granted upon request the use of a regular school day for the purpose of in-service programs/training without students in attendance. Such requests may be made when a new program is being implemented, a new school is being opened, or major changes are being planned.

D. In-service days so identified by the District that have the effect of extending the calendar beyond one hundred eighty-four (184) days shall be paid at the rate of $18 per hour. Participation for such days shall be voluntary.

**Article 13, EVALUATION PROCEDURES**

A. Teacher evaluation serves multiple purposes. This includes improving the overall quality of the teacher workforce by identifying and building on individual strengths, identifying quality instructional practices that improve student learning, providing support and feedback to teachers and ensuring valid employment decisions. Both principals and teachers have roles and responsibilities within the evaluation process.
   1. Evaluation of teachers shall be performed by the school principal, assistant principal or site supervisor.
   2. The school principal(s) and the district administrator responsible for the role group shall collaborate on the evaluations of transition specialists, counselors, and nurses. The Special Education Instructional Managers shall evaluate Educational Diagnosticians.
   3. Principals may be assisted in their evaluation by other District administrators.
   4. Employees assigned to two (2) or more schools will be evaluated collaboratively by the principals and/or District administrators.

B. Frequency of Evaluation
   1. Teachers will be evaluated each year of service as a teacher as per Public Education Department regulations.
   2. A Professional Development Plan (PDP) is an individualized plan that is intended to improve teaching. Each plan should be unique to the goals and growth areas identified by the teacher and his or her supervisor. A PDP will be required of teachers every year. PDP's may be written to extend over three years but must be initialed yearly. Information regarding the PDP will be shared with the teacher within forty (40) workdays after the beginning of the school year.
   3. Teachers will be observed whenever there is a concern regarding performance.
   4. Teachers may request to be observed at any time.

C. Observation Process
1. All monitoring or observation of the work performance of a teacher will be conducted openly and with full knowledge of the teacher.
2. Prior to a scheduled observation, the teacher may request that the administrator return at another time. If the request cannot be honored, the teacher may place a statement to that effect with the observation form.
    a. Teachers have the right to request an alternative observer from the District for 1 of the 2 formal observations. The request for an alternative observer shall not be unreasonably denied.
3. There will be a minimum of one (1) pre-observation conference, observation and post observation conference during each school year the teacher is being observed. Within four (4) weeks of the pre-observation conference, an observation and a post-observation conference will be held. The post-observation conference will occur within five (5) calendar days of the scheduled observation(s).
4. Written feedback will be provided within ten (10) calendar days.
5. A teacher may request a post-observation conference at any time.
6. All observations will be documented, reviewed and signed by the evaluator and the teacher. If additional observations have occurred and been documented, the teacher shall receive copies of such documentation.
7. Prior to the last day of the school year, the principal and the teacher shall review, complete and sign the appropriate documentation to complete the observation cycle. The teacher shall have the opportunity to provide written comments. The completed report including the Professional Development Plan and any attachments shall be submitted to the Department of Human Resources for inclusion in the teacher's personnel file. The teacher's signature shall constitute acknowledgement that the teacher has read and understood the observation report.

D. If a teacher who has signed three (3) consecutive full year contracts with the District exhibits unsatisfactory performance, the following due process procedures shall apply:
1. The principal will informally discuss with the teacher the unsatisfactory performance and the changes necessary to improve.
2. If the unsatisfactory performance continues, the principal will meet with the teacher to discuss the unsatisfactory performance, recommendations for assistance to the teacher and timelines for the necessary changes in performance.
3. If the unsatisfactory performance continues, the principal will make a written recommendation to the Superintendent to initiate the Intensive Evaluation process outlined below.
4. If the Superintendent approves the recommendation, the principal will send a letter notifying the teacher of the decision and will meet with the teacher to discuss the following:
    a. the unsatisfactory performance;
    b. recommendations for change in performance;
    c. timelines for necessary change in performance;
    d. suggestions for assistance to employee which may facilitate change in performance;
    e. scheduled observation with pre and post-conferences;
    f. possible employment consequences including, but not limited to, disciplinary action or termination;
    g. initiate and discuss the Intensive Evaluation process;
    h. inform the employee of the mandatory right and requirement to go through the PAR process if there is an available Consulting Teacher to work with the employee exhibiting unsatisfactory performance.

*See Article 9.C.5.*

5. All reports and documents relative to the Intensive Evaluation process will be reviewed, signed and dated by the principal and teacher and attached to the completed Intensive Evaluation Report Form. These documents will be sent to the Department of Human Resources at the end of the process to be placed in the teacher's personnel file. The teacher will receive copies.
6. If the situation is resolved within the established timelines, a letter to that effect will be sent to the teacher from the principal with a copy to the personnel file.
7. If the situation is not resolved within the established timelines, a case review will be conducted by the principal and other appropriate administrators in order to make recommendations to the Department of Human Resources for administrative action.

**Article 14, PERSONNEL FILES**

A. There shall be one (1) file for each teacher which shall be maintained in the Department of Human Resources. Except for files provided in Article 26, paragraph H., no other files shall be maintained except for duplicates of materials kept in the central files and information that the principals maintain prior to submitting to the Department of Human Resources.
    1. Materials directly and solely related to pre-employment references and references directly related to internal promotions where written references are required, shall be placed in a separate envelope in the file, and the contents shall not be subject to inspection by the teacher.
    2. Except as provided in 1. above, materials in school or District files shall be subject to inspection by the teacher.
B. Administrators with legitimate District business related to the teacher's employment will have access to a teacher's confidential and open files.
C. No anonymous or unsigned information may be placed in any teacher's file. Incident reports made to the principal shall not be placed in the file maintained by the Department of Human Resources until such report has been investigated by the principal or appropriate department.
D. Each teacher will have access to one's file.
    1. The teacher has the right to be accompanied by any individual while examining one's file.
    2. The teacher has the right to designate in writing a Federation representative who may have access to the teacher's file. Persons designated shall be authenticated as bona fide Federation representatives by a Federation officer.
    3. A teacher's file shall be available for inspection within a reasonable time after it has been requested.
E. The teacher will be given the opportunity to see any information prior to placement in one's open file except information related to routine file maintenance.
    1. The teacher will be provided a copy of such material upon request. The teacher shall acknowledge having read these materials by affixing one's signature on the actual copy/copies to be filed.
    2. Any information or materials which are derogatory to a teacher's conduct, service, character or personality shall not be placed in a teacher's file unless and until the teacher has been given the opportunity to examine the information or material.
    3. Any information placed in a teacher's file(s) may be removed at the request of the originator of said material if agreed to by the teacher affected.
F. The teacher has the right to respond in writing to anything placed in that teacher's open file and have such response placed with the material to which the response relates.
G. Each individual, except persons performing routine file maintenance, will, upon receiving confidential and/or open files for any purpose, affix that individual's signature to the jacket of the file indicating date of usage.

**Article 15, SENIORITY PROVISIONS**

A. Seniority
    1. Seniority shall be based upon the teacher's continuous length of service with the District within the bargaining unit.
        a. Time spent on sabbatical leave or advanced study leave granted for the purpose of gaining an additional endorsement/certification and completed under the provisions of Article 18, O.2.a.4. shall be counted for seniority purposes and shall not break continuous service. Time spent on all other leaves of absence shall not be counted for seniority purposes but shall not break continuous service.
        b. Time spent in a District position that requires an educational license shall be counted for seniority purposes and shall not break continuous service.
        c. In the event teachers have the same date of hire, the date on which the position was offered shall prevail for seniority purposes.
    2. The District shall maintain and provide to the Federation the seniority list of the bargaining unit. Additionally, each school shall be provided the seniority list, based on District seniority for the teachers in that school.

B. Reduction-in-Force (RIF)

In the event the District deems it necessary to initiate a reduction in the bargaining unit work force, the following conditions shall apply:

1. Layoff
   a. The District shall determine the number and type of positions to be affected by the RIF.
   b. Prior to initiating a RIF, the District will attempt to absorb the necessary reductions through attrition and the non-renewal of short-term teachers as defined in Article 5, A.8.
   c. Certified school instructors with less than three (3) full-contract, consecutive years of service shall be laid off before teachers having three (3) or more full-contract, consecutive years of service except when a position exists for which no certified school instructor having three (3) or more full-contract, consecutive years of service is qualified. The procedure for the layoff and recall of teachers having less than three (3) full-contract, consecutive years of service shall be determined in consultation with the Federation. The District reserves the right to make all final decisions.
   d. A certified school instructor, having three (3) or more full-contract, consecutive years of service, shall not be laid off if there is an available teaching position in the District for which the instructor is certified and qualified. The following factors shall be used to determine qualification:
      1.) Affirmative action goals;
      2.) Verifiable extracurricular and/or co-curricular needs.
      3.) Qualifications being equal, seniority in the District shall control.
2. Recall
   a. The District shall determine the number and type of positions to be affected by the recall.
   b. For a period of one (1) year after the effective date of the termination of a teacher with three or more full-contract, consecutive years, the District shall offer to such person any position(s) which becomes available for which the person is certified and qualified provided that person files with the Superintendent a written request to reacquire employment within thirty (30) days after the effective date of termination.
   c. In the event that more than one (1) person who was terminated or discharged within the calendar year prior to recall is certified and qualified for the position to which a person will be recalled, the same qualifying criteria will be applied to the order of recall as were applied to the layoff in paragraph l. d. above. Qualifications being equal, seniority in the District shall control.
   d. Any person selected for recall shall be given written notice of the recall. Failure to accept the position in writing within fifteen (15) calendar days of the mailing of the recall notice shall constitute forfeiture by the recalled person of further rights under this provision.
   e. Any teacher recalled within one year under this section shall not lose any seniority held previous to having been subject to the RIF procedure.

**Article 16, STAFFING**

A. Student-Teacher Ratios

1. In determining Student-teacher ratio, only classroom teachers shall be counted, except in those cases where other staff members teach part-time. In such cases, that portion of time spent in the classroom shall be counted in determining Student-teacher ratio.
2. Excluding preparation time, that portion of the time spent outside the classroom by a classroom teacher may not be counted in determining student-teacher ratio.

B. Class Size

1. After the first twenty (20) days of school, enrollment figures for all classes in each school shall be available for Federation review within five (5) school days after such request.
2. Any request made of the Public Education Department for deviation from state class size requirements or approval of a special program shall be made available to the Federation upon request.

*Refer to Appendix B Class Size Requirements.*

3. The number of students assigned to a teaching facility shall not exceed the number prescribed by safety regulations or the number of workstations.

C. Daily Teaching Load
   1. The daily teaching load per teacher for grades seven through twelve shall not exceed one hundred sixty (160) students except for required English classes which are limited to 150 students per day in grades 9-12 and 135 students per day in grades 6-8.
   2. A waiver to the 160 student per day limit may be requested by the District and granted by the Public Education Department (PED). There are two conditions under which a waiver to the limits established for class sizes and daily teaching loads may be granted.
      a. Condition 1 - The state may waive the individual school class load requirements (*see Appendix B*) as established in provisions of state statute. Waivers shall be applied for annually and a waiver shall not be granted for more than two consecutive years. Waivers may only be granted if a school district demonstrates that:
         1.) no portable classrooms are available;
         2.) no other available sources of funding exist to meet its need for additional classrooms;
         3.) the school district is planning alternatives to increase building capacity for implementation within one year; and
         4.) the parents of all children affected by the waiver have been notified in writing
            a.) of the statutory class load requirements;
            b.) that the school district has made a decision to deviate from these class load requirements;
            c.) of the school district plan to achieve compliance with the class load requirements.
      b. Condition 2 - The Public Education Department (PED) may waive the individual class load and teaching load requirements established in state statute upon demonstration of a viable alternative curricular plan (i.e. Block Scheduling) and a finding by the PED that the plan is in the best interest of the school district and that, on an annual basis, the plan has been presented to and is supported by the affected teaching staff. The PED shall evaluate the impact of each alternative curricular plan annually.
   3. Teachers not in support of an alternative curricular plan may choose not to waive the statutory class load/teaching load limits by not signing a waiver.

D. Block Scheduling
   1. When block scheduling results in the number of students seen by any teacher in a given day exceeds 160, written consent of the teacher(s) affected must be obtained in the form of a signed waiver by the affected teacher(s) which then must be submitted to the PED for approval.
   2. Schools on block scheduling should:
      a. do so with the intent of improving instruction, student achievement, student attendance, and student safety as well as increasing opportunities available for students such as dual enrollment and access to additional electives;
      b. consider the importance of prior and ongoing professional development opportunities designed to provide staff with the appropriate training to implement block scheduling as well as adjusting planning and preparation strategies for the resulting longer class periods;
      c. staff in a manner which will result in an adherence to the maximum class load of 160 students seen in any given week by any individual teacher except for required English classes which are limited to 150 students per day/30 per class in grades 9-12 and 135 students per day/27 per class in grades 6-8.

E. Online, Blended and Adjunct Teachers
   1. Integration teachers
      a. A fulltime integration teacher will have an online class load of no more than 177 active enrolled students.
      b. A fulltime integration teacher will also monitor a Lab at a high school during lunch, 5th, 6th, and 7th periods.

2. BlendED teachers
    a. A full time BlendED teacher will have an online class load of no more than 177 active enrolled students.
    b. BlendED teachers teach one (1) face-to-face class two (2) times per week.
    c. Monitor labs and help sessions at eCademy for full time students.
3. Adjunct teachers (.2)
    a. Adjunct teachers have a .2 case load no more than 60 students.
    b. A (.2) adjunct contract is available to all fulltime staff based on student enrollment.

**Article 17, ASSIGNMENT AND TRANSFERS**

A. Assignment
1. Pursuant to highly qualified requirements, teachers shall not be assigned to teach any class which is outside the scope of their teaching licenses. Teachers may be assigned outside the scope of their teaching licenses only if authorized by the Public Education Department and with the concurrence of the teacher.
2. The principal will consult with individual teachers regarding the number of preparations, subject areas or grade level to be taught by the teacher.
    a. Individual courses that have separate course titles or course numbers.
        1.) Classes that have a specific curriculum/content.
        2.) Classes that have different levels, i.e. Spanish I, Spanish II, Spanish III, etc.
        3.) Classes that are normally taught in different semesters, i.e. Algebra I, first semester, Algebra I second semester which are taught concurrently.
    b. Secondary teachers shall not be required to teach in more than three (3) subject areas or have more than three (3) preparations, or combinations thereof, except by agreement with the teacher.
        1.) Secondary teachers who agree to have more than three (3) preparations will sign the Waiver to Teach More Than Three Preparations form in Appendix J.17.
        2.) The agreement must be re-signed yearly.
    c. Changes in a teaching assignment shall not be made without prior consultation between the principal and teacher(s) affected. Changes shall not be made in an arbitrary or capricious manner but shall be based on verifiable instructional program requirements. No change in assignment for the following year shall be made after the end of the school year without the teacher being notified. The teacher shall receive written notification of the reason(s) for such change in assignment as soon as possible.
3. In arranging schedules for teachers who are assigned to more than one school, the amount of interschool travel shall be as limited as possible. Such teachers shall be notified prior to any change in their schedules.
4. Any non-teaching duties, if necessary, will be assigned on an equitable basis to all teachers. Such duties shall be kept to a minimum. Duties performed as the primary responsibility of personnel in other bargaining units shall not be assigned to teachers.
5. Teachers employed prior to the beginning of a school year shall be given notice of their assignment no later than ten (10) school days after school begins. Teachers employed after school begins shall be given notice of assignment at the time employment begins.

B. Voluntary Transfer
1. In order to voluntarily transfer, the teacher responds to a posted advertisement in Career Opportunities (www.aps.edu) or an otherwise open position.
    a. The Department of Human Resources will make available on the District web site job line and to all work sites where teachers are assigned, the description of anticipated and real job vacancies as soon as they become available. Such description will include the name of the school and type of vacancy.
    b. Vacancies published after the last day of school shall be posted on the District website and job line and will be available to teachers at the Department of Human Resources.

c. Principals shall notify the Department of Human Resources of vacancies at the time the principal is notified in writing of any change that would lead to such vacancy.

2. Teachers seeking a voluntary transfer apply directly to the principal or supervisor at the site to which the transfer is sought.
3. To process the voluntary transfer, the principal/supervisor submits an employee request form to the Department of Human Resources.
4. When a voluntary transfer position is offered to the teacher by the Department of Human Resources and accepted by the teacher, the transfer is complete.
5. If an offer for a voluntary transfer does not occur prior to one (1) week before the teacher contract begins, teachers will remain in their original position through the first twenty (20) day count.
6. Teachers accepting a new position after the first twenty (20) day count will remain in their original position until the end of the current grading period. Earlier movement may occur if agreed upon in writing by both principals.
7. Desire to be transferred to a school closer to a teacher's home shall be given serious consideration.
8. Voluntary transfers during the school year may be limited to two (2).
   a. Educators may appeal a transfer that has been denied through the Office of Labor Relations by contacting The Federation.
   b. Appeals shall be determined through Contract Administration on a case by case basis.
9. In the event a Special Education Related Services position becomes vacant the provisions under Article 17.D ("Vacancies in Non-classroom Positions") shall commence.
   a. Once the position(s) for related service personnel is/are posted on the APS Special Education website, employees may apply for a voluntary transfer.
   b. All efforts shall be made for the creation of 1.0 FTE combinations within proximity of existing vacant positions or through mutual agreement with RSP personnel.
   c. The individual site and the corresponding program, according to FTE needs or combinations thereof, shall offer allocated positions.
   d. If two (2) or more qualified candidates are have submitted requests for the same vacancy, preference will be given to the most senior employee based on their date of hire.
   e. Vacancies shall be defined as indefinitely open positions.

C. Involuntary Transfer (Must Hire)

1. Consideration for involuntary transfer shall be solely based on the instructional program needs of the school and seniority in the District. Program needs being equal, District seniority of full-time personnel will control with the least senior person being selected for placement on the "must hire" list. The criteria for determining program needs shall be the following:
   a. teacher licensure/endorsement(s);
   b. affirmative action goals;
   c. extracurricular and/or co-curricular needs;
   d. verifiable instructional program requirements;
   e. full-time equivalency needs of the school.
2. Prior to the involuntary transferee(s) being selected, teachers will be encouraged, in consultation with the principal, to volunteer for said transfer before the involuntary transferee(s) is/are selected. In the event a sufficient numbers of volunteers are not identified, transferees will be identified on the basis of program need and seniority in the District as stated in paragraph 1 above.
3. Teachers on intensive evaluation shall not be considered for involuntary transfer.
4. If the reason(s) for the involuntary transfer becomes nonexistent ten (10) calendar days before the reporting date for teachers, the teacher shall have the right to return to the previous school.
5. Transferee(s) shall not be identified nor shall involuntary transfers be made prior to consultation between the principal and teacher(s) affected. Involuntary transfers made after the start of the school year shall allow for a minimum of two (2) days written notice prior to the transfer and allow for a minimum of one (1) day prior to assuming the assignment at the new location.

D. Vacancies in Non-classroom Positions

1. Notice of vacancies and call for applications in other than classroom positions within the bargaining unit will be made as such vacancies develop. The notice will include the minimum requirements, vacancy descriptions, and any applicable restrictions. Such notice, from the date of publication, shall be posted for five (5) days in each school prior to the time such vacancies shall be filled. Duties and responsibilities for which the District pays a differential are not considered to be non-classroom positions.
2. Job descriptions will include those qualifications normally required and will not be substantially greater than those customarily required by the District.
3. Applications for positions will be made in the Department of Human Resources. A notice of receipt of applications will be sent to all applicants. Applications for positions posted shall be valid only for the position applied for or, if the position is general in nature, for the school year for which said position was advertised.
4. The positions described herein shall be filled within the bargaining unit, to the extent possible, when the applicants have the qualifications and ability to perform the work.
5. When two (2) or more qualified teachers apply for a vacancy, seniority shall be considered.

E. Transfer Rights

1. In the event a District program (Even Start, ISP, Deaf and Hard of Hearing, Autism, etc.) is relocated from one school site to another, the licensed employee assigned to that program shall have the option of remaining with the program and transferring to the new location, provided the following conditions are met:
   a. There are no reductions at the new site which would result in the involuntary transfer of a qualified individual willing to teach the new program.
   b. All other contractual requirements are met.
   c. The teacher shall remain at the original location if a transfer is not desired; assuming instructional program and seniority requirements are met.
2. Full-term teachers may be offered and may accept a teaching position that has been identified as a short term position; however, they shall do so with the understanding that if that position is no longer available at the conclusion of the term of that position, then they will be placed on the must hire list for reassignment into a position for which they are qualified elsewhere in the District.
   a. Employees who work at a traditional calendar school cannot take a short position at an alternative calendar school and alternative calendar school employees cannot take a short-term position at a traditional calendar school.
   b. Full-term employees who accept positions identified as short-term shall do so with the further understanding that they are waiving any rights to remain in the short-term assignment and/or at the location site regardless of their seniority or qualifications, beyond the stated length of the short-term assignment which shall be for the remainder of the school year.
   c. These employees are free to pursue a voluntary transfer to another assignment prior to their being placed from the Must-Hire list.

F. Job-Share Positions

1. Definition: Job-Sharing is a plan whereby two (2) permanent employees share the duties and responsibilities for one (1) full-time teaching position. Salary compensation for each participant will be based on the percentage of the 1.0 worked.
2. Both participants in a job-sharing plan shall attend the following district/school functions on appropriate basis, regardless of what format is used in splitting up the yearly schedule.
   a. Orientation meetings/school registration day requirements;
   b. Open House
3. Based on team schedule, team members are responsible for sharing information with each other and for determining coverage for the following:
   a. Parent-Teacher Conferences;
   b. Staff meetings;

c. School level staff/professional development;
d. District in-service days and/or staff development days.

4. Job-Sharing teams shall be self-selected; however, the sharing of a position may only be done with the prior approval of the building principal of record at the time the request to job-share a position was made.
5. Each team shall perform all of the usual and customary duties of a teaching position.
6. Job-Share participants shall be re-employed as part-time unit members at the percentage of a full-time equivalency that they worked in their job share position.
7. The job-shared position shall be of one (1) year duration but may be extended beyond one year, subject to the continued approval of the building principal and the willingness of the job-share participants.
8. Job-Share teams must advise the principal of their intent to continue or dissolve the arrangement by March 15.
9. Job-Sharing participants wishing to return to full time status upon termination of the job-sharing assignment may request to do so and shall be offered full-time employment contingent upon the FTE needs of the school and vacancy availability.
10. Teachers new to the job-sharing program must make a proposal, to be submitted by March 15 to the building principal for approval. If a job-sharing request is denied, the teacher may request to have in writing the specific reasons for the denial within ten (10) days of the denial. The teacher must make a written request within five (5) days of the denial.
11. For the purposes of job-sharing, a full-time classroom position must be split either by segmenting of the day or by division of the days of the school week.
12. Job-Sharing participants may substitute for each other at the regular rate of substitute pay, to maintain continuity of the educational program.
13. A job-shared position shall be considered as a 1.0 FTE when considering the full-time equivalency needs of the school as per C. 1. e. above.
14. The holder of record of a job-shared position shall be the individual who was a 1.0 FTEs at the time of creation of the job-shared position. In the event both job-share team members were 1.0 FTEs at the time the job-shared position was created, the individual with the earlier Date of Hire shall be considered the holder of record of the position.
15. The holder of record shall have first right to the position should the job-shared position or team be dissolved for any reason assuming FTE requirements of the school are not reduced.

**Article 18, LEAVES**

A. General Provisions

1. The immediate family of a teacher is the spouse, domestic partner, child, grandchild, great-grandchild, parent, sister, brother, grandparent, great-grandparent, son-in-law, daughter-in-law, sister-in-law, brother-in-law, mother-in-law, father-in-law, niece, nephew, aunt, uncle, others who reside in the same household with the teacher, or a person in loco parentis.
2. A teacher who believes an improper reduction in pay has been made under Article 18, shall have ten (10) days after receipt of the check in which the reduction appeared to initiate a grievance as provided in Article 26.
3. Application for Leave: All leaves of ten (10) consecutive workdays or less will be requested through and approved by the principal or supervisor. Extended leaves of more than ten (10) days with or without pay, will be requested, approved or denied through the extended leave clerk's office in the Department of Human Resources.
4. All leave days are based upon the number of hours in the teacher duty day.
5. Inappropriate use of any leave may be cause for disciplinary action.

B. Assault Leave

1. A teacher shall not be charged for time lost, up to twenty (20) duty days, resulting from physical injuries caused by an assault while carrying on the duties and responsibilities as a teacher. Any teacher assaulted shall submit a "first report of injury" to the principal, Risk Management, and school

police. The teacher shall provide Form A, a police report, and medical documentation attesting to the injury to the Leaves Office. In the event more than three (3) days are lost as a result of the assault, the teacher shall submit to the principal a physician's certificate attesting to the injury. The District reserves the right to have the teacher examined by a physician chosen from a panel designated by the District and the Federation to assist the District in determining the teacher's right to receive benefits under this section. Such benefits shall go into effect immediately and remain in effect until such time as it may be determined that the benefits should not have been provided and in which event the teacher shall be deducted sick leave or leave without pay if sick leave has been exhausted.

C. Bereavement Leave

1. Three (3) days leave with pay will be granted for death in the immediate family of a teacher. If requested by the teacher, two (2) additional days leave with pay will be granted if the funeral is out of state or requires a round-trip of six hundred (600) miles or more.
2. One (1) day leave with pay will be granted for the death of a current student, or a former student currently enrolled at the teacher's school site, in order to attend the student's funeral.
3. Bereavement leave is not cumulative nor is it deducted from a teacher's sick leave.
4. If more than six (6) days of bereavement leave are used in any one school year, confirmation of the relationship to the deceased will be required by the extended leaves clerk.

D. Court Leave

1. Leave with pay shall be granted to any actively working teacher called to jury duty.
2. Leave with pay will not be granted to a teacher where absence from duty results from said teacher bringing action against the District except on account of physical injuries suffered by the teacher while on duty.
3. Leave will be granted to a teacher to appear in court to assert or protect one's own interest. For this particular leave, a deduction from gross pay shall be made at the degreed substitute rate of pay for each day taken.
4. Leave with pay will be granted to a teacher where absence from duty is required by a lawful subpoena to testify in a court proceeding or in an administrative hearing where the issue does not involve asserting or protecting one's own interest.

E. Personal Emergency Leave

1. A teacher will be granted up to five (5) days of leave per year to cover situations beyond the control of the teacher which would significantly impair teaching service. Personal emergency leave may not be used for illness/injury, or illness/injury in the immediate family. Deductions from the gross pay of a teacher for this leave shall be made at the degreed substitute rate of pay for each day taken.
2. A teacher may be granted up to five (5) days leave without pay for business and/or personal reasons having unusual circumstances.

F. Religious Leave

1. A teacher will be granted up to two (2) days of leave per year for observance of recognized religious events.
2. Deductions from the gross pay of the teacher for this leave shall be made at the degreed substitute rate of pay for each day taken.
3. An employee may convert one day of sick leave to one day of religious leave during the school year. This leave is not subject to principal approval; however, the employee must submit a special leave slip to his or her supervisor at least three (3) days prior to the date the leave will be taken. The employee need not disclose their religious beliefs verbally or in writing.

G. Personal Leave

1. One (1) day of leave with pay each year is granted to an employee for personal matters which require the employee's absence during school hours. This leave may be accumulated up to five (5) days, including leave earned under Article 6, A.15.

2. Except in emergency situations, this leave is not subject to principal approval, however the employee must submit a special leave slip to his or her supervisor at least three (3) days prior to the date the leave will be taken. The teacher need not state the reason for taking leave under this section.

H. Professional Development Leave

1. Professional leave is provided for professional development, professional organizational activities, and school-related professional activities. A teacher may be granted this leave without loss of pay when (1) serving as a representative of the District or (2) attending conferences, workshops, meetings, seminars or other activities related to the teacher's assignment.

I. Political Leave

1. Where time spent in a campaign for the purpose of securing a political office will interfere with the duties of a teacher, a leave of absence should be requested in writing by the teacher/candidate. Such leave shall be leave without pay. The District shall give written answer to such request for political leave. This leave of absence shall be arranged for a definite period of campaigning. At the conclusion of the leave, the teacher shall be returned to the former position held immediately prior to the granting of the leave and shall have all benefits accrued as if actively employed.
2. Leave of absence with pay shall be granted for the purpose of holding political office. The teacher/office holder shall request in writing a leave within the framework of this policy and shall receive a written response defining the terms of the leave. The response shall include reinstatement upon termination of the leave and, where applicable, all benefits accrued as if the teacher were actively employed.
    a. Every effort shall be made to identify an experienced and highly qualified substitute who shall be available on a consistent basis to take over the teaching duties and responsibilities of the teacher while that individual is out on political leave.
    b. The teacher shall be responsible for meeting with and planning with his/her political leave substitute to ensure the greatest degree of continuity of instruction possible in the absence of the teacher.
3. Leave of absence without pay and accrued benefits shall be granted to teachers who are elected to full-time, salaried positions. Upon termination of the leave of absence, the teacher shall be reinstated in the same or similar position according to the personnel needs of the District.
4. Leave of absence with pay shall be granted to teachers who are elected or appointed to part-time, non-salaried positions. The number of days granted to teachers under this paragraph will be determined by the Superintendent except that teachers elected to the State Legislature will be limited to the number of days for the regular annual session and any special sessions plus ten (10) additional days. Any days granted beyond this number will be without pay. The teacher shall maintain the position in the school system normally held when not serving in political office.
5. Application for such leave shall be made to the Superintendent.

J. Sabbatical Leave

1. Dependent upon the availability of non-District funding, a teacher may be granted sabbatical leave with pay. Such leave may be for one (1) semester or one (1) year.
2. Only those certified teachers who have been actively employed by the District for at least six (6) continuous contract years preceding the granting of this leave are eligible.
3. Sabbatical leave shall be granted only upon agreement by the teacher to return to the school system for at least two (2) years following the leave or repayment to the District of the salary received during the period of leave. A surety bond, or other collateral acceptable to the Board, must be provided by the teacher as a condition of leave award.
4. The teacher shall be guaranteed an equivalent position upon return to the school system.
5. The teacher may continue participation in the educational retirement plan by making appropriate contributions as agreed by the District and the Educational Retirement Board.
6. A joint committee consisting of two (2) teachers appointed by the Federation and two (2) persons appointed by the Superintendent shall screen candidates and submit the approved applicants for

sabbatical leave to the Superintendent for final recommendation to the Board. The recommendation to the Board shall include any additional guidelines, including the amount of payment, for the sabbatical leave.

7. Request for sabbatical leave must be submitted no later than March 1.

K. Sick Leave

1. All active employees on matrices AT-1, AT-2, AT-3, A-2 and A-3 will accrue paid sick leave at the start of the contract year-as follows:
   a. Those employed for one hundred eighty-four (184) days – 10 days, based on the formula (184 x 6.50 x .055) = 65.52 hours per year, accumulating up to 1300 work hours.
   b. Those employed for one hundred and ninety-four (194) days – 12 days, based on the formula 1.) (194 x 8.0 x .055) = 91.52 hours per year, accumulating up to 1300 work hours.
   c. Earned sick leave will be prorated for late hires, mid-year contract changes, leaves of absence, retirees and terminations.
   d. Earned sick leave benefits may be used provided the teacher is on paid duty status.
   e. In the event a teacher uses an amount of sick leave that exceeds the amount accumulated, the teacher will be docked 1/184 or 1/194, as applicable, of salary for each day taken, except as provided for in paragraph M.
2. Accrued sick leave with pay from previous years will be made available to employees the next contract year.
3. General Provisions
   a. A physician's certificate regarding the employee's illness or that of an immediate family member as defined in Article 18. A may be required when the employee is:
      1.) Absent for four (4) or more consecutive days;
      2.) Absent both on a Friday and the following Monday.
   b. When a teacher is absent due to injury (incurred during the course of employment or related thereto), the unpaid difference between benefits paid under the Workers' Compensation Act of New Mexico and the teacher's regular pay shall be paid by the District from accrued sick leave benefits. The first seven (7) days of absences due to injury shall not be subject to this provision.
   c. When an employee becomes ill, is injured or is required to care for a sick immediate family member, sick leave begins at the time of inability to continue to work, to the nearest half-hour. An employee who is already on annual leave, personal leave, or leave without pay, including parental leave, may not be eligible to use sick leave.
      1.) Two (2) additional days of sick leave may be used where round-trip travel is 600 miles or more.
   d. In case of illness which exceeds ten (10) consecutive workdays, the teacher must submit a written notice to the Department of Human Resources stating the probable date of return together with a verifying physician' statement. Before returning, such teacher must submit a physician's release (APS Return to Work Certificate).
   e. Teachers who have been off work for any medical reason for more than ten (10) consecutive workdays may be required to have an evaluation by a treating physician.
   f. Earned sick leave benefits may be used provided the teacher is on paid duty status.
   g. Teachers may use during the school year an amount of sick leave that will equate with the total number of hours earned per year prior to actually earning the sick leave hours each month. In the event a teacher uses an amount of sick leave that exceeds the total earned for an entire year or terminates within the year, the teacher will be docked one 1/183 (or 1/184 or 1/194, as applicable) of salary for each day taken except as provided for in paragraph M.
   h. An employee who has acquired the minimum number of years of contributory employment to be eligible for retirement benefits under the Educational Retirement Board Act may now pay to have unused sick leave, earned from the member's contributory employment and for which the member has otherwise not received payment, converted to earned credit. Contact the Educational Retirement Board for further information.

L. Sick Leave Bank

1. The District and the Federation recognize the need for an available pool of sick leave days upon which eligible teachers having experienced benefit eligible catastrophic illnesses or injuries may draw. To this end, the District and the Federation have established a self-funded Sick Leave Bank. All claims are subject to approval of the Sick Leave Bank Committee. Intermittent leave will be addressed according to FMLA law.
2. Eligibility
    a. To be eligible for participation in the Sick Leave Bank (SLB), a teacher must voluntarily contribute each pay period, through payroll deduction, a sum which is designated by the joint Sick Leave Bank Committee. All money contributed to the SLB is nonrefundable. If at any time the District and the Federation agree that the Sick Leave Bank is not solvent, the joint committee will decide how any money remaining in the bank will be distributed.
3. Membership
    a. Any teacher shall be afforded the opportunity to participate within sixty (60) days after beginning employment or within sixty (60) days of the beginning of any succeeding school year. Part-time teachers shall be eligible for benefits on a pro-rata basis. Once enrolled, membership will be for an entire school year. A request to withdraw from participation in the bank must be submitted to the SLB Committee within ten (10) workdays of the first teacher workday of the following contract year or during the open enrollment period during the month of September.
4. Administration
    a. The SLB Committee shall consist of one (1) member appointed by each of the three participating bargaining units and District personnel for consultation as necessary. An eligible teacher may apply to the SLB Committee for withdrawal of days consistent with guidelines established by the joint SLB Committee. Guidelines may include a minimum number of days which must be accrued before SLB coverage begins. Applications to the Committee shall be in writing and be accompanied by a physician's statement describing the illness or injury and anticipated date of return to work. The SLB Committee will review all applications for withdrawal of days. The decision of the Committee shall be final and not subject to the grievance procedure. The Committee shall submit an operation report to the District and the Federation on an annual basis.
5. Other Conditions
    a. Sick leave days from the bank may be drawn only for those days of the school year as identified in this Agreement. Teachers on leave of absence are not eligible to access benefits in the bank. Employees on a leave of absence are not eligible to enroll in the sick leave bank until reinstated to active status.

M. Military Leave

1. Employees who perform duty, voluntarily or involuntarily, in the “uniformed services,” which include the Army, Navy, Marine Corps, Air Force, Coast Guard, as well as the reserve components of each of these services, Army National Guard, Air Force National Guard, Commissioned Corps of the Public Health Service, and any other category of persons designated by the President in time or war or emergency, will be eligible for re-assignment to the position they vacated prior to taking military leave after completing duty, provided:
    a. They provide written or verbal notice of their orders to their supervisor/Department of Human Resources as soon as received (unless precluded by military necessity or otherwise impossible/unreasonable);
    b. They satisfactorily complete duty of five (5) cumulative years or less;
    c. They begin duty directly from employment with APS; and
    d. They apply for and are available for re-employment as follows:
        1.) Less than 31 days service: By the beginning of the first regularly scheduled work period after the end of the calendar day of duty, plus time required to return home safely and an eight-hour rest period. If this is impossible or unreasonable, then as soon as possible.
        2.) 31 to 180 days: No later than 14 days after completion of duty. If this is impossible or unreasonable through no fault of the employee, then as soon as possible.

3.) 181 days or more: No later than 90 days after completion of duty.
4.) Service-connected injury/illness: Reporting or application deadlines are extended for up to two (2) years for persons who are hospitalized or recovering.

2. Performing duty, voluntarily or involuntarily, includes:
   a. Active duty, active duty for training, and initial active duty for training; Inactive duty training; Full-time National Guard duty; Absence from work for an examination to determine a person's fitness for any of the above types of duty; Funeral honors duty performed by National Guard or reserve members; and Duty performed by intermittent disaster response personnel for the Public Health Service, and approved training to prepare for such service.
3. Employees who serve in U.S. military organizations will be paid for up to 15 days per fiscal year, for active duty, active duty training, and inactive duty training. Employees may apply accrued personal days and unused earned vacation time to the leave if they wish; however, they are not obliged to do so. Peace Corps leave without pay up to five (5) cumulative years shall be granted to a teacher who volunteers for service to the United States Peace Corps.
4. Teachers on leave for military or Peace Corps service shall be granted any improvement in salary or other terms and conditions of employment which would have accrued to them had they remained in active service with the District, provided such teachers seek reinstatement with the District within thirty (30) days following discharge from the military service or upon release from Peace Corps service.

N. JROTC Use of Annual Leave Guidelines
   1. JROTC Instructors may use up to thirty (30) days of annual leave within one (1) calendar year.
   2. It is preferred that annual leave is used during the summer months when school is not in session.
   3. No more than five (5) consecutive workdays may be used when school is in session.
   4. A representative of the ATF and the APS JROTC district director will review extenuating circumstances.

O. Extended Leaves of Absence Without Pay
   1. Unless otherwise stated herein, an extended leave of absence without pay may be granted to teachers for a period of up to one (1) year.
   2. Extended leaves of absence without pay may be granted for:
      a. Advanced Study: A teacher who has been employed under the terms of this Agreement by the District for three (3) continuous contract years or more immediately preceding the granting of this leave is eligible for advanced study leave for up to one (1) year. Prior to returning to employment, the teacher must provide verification of advanced study by submitting to the Department of Human Resources either:
         1.) An official transcript indicating the earning of no less than six (6) semester hours per semester or fifteen (15) semester hours for one (1) year, or equivalent, whichever is appropriate; or
         2.) Written record from the teacher's supervisory professor(s) stating that activities have occurred substantially equivalent to the O. 2. a. 1. requirement.
         3.) An advanced study leave may be renewed for up to one (1) additional year provided all requirements are met for each year of leave.
         4.) Teachers returning from advanced study leave who have completed an approved program of studies resulting in their obtaining an additional certification/endorsement shall be granted credit for salary matrix advancement as if the teacher had been actively employed. The Superintendent must approve the program of studies prior to the granting of the leave. The program of studies must be related to the subject matter being taught by the teacher or to be taught by the teacher. A statement as to how the advanced study leave is expected to enhance the teacher's abilities to teach may be requested by the Superintendent prior to the granting of the leave. Except in unusual circumstances, as determined by the District, application for this leave must be submitted thirty (30) days in advance.
      b. Parental Leave: A parental leave of absence for up to one (1) year shall be granted upon request to a teacher for the purpose of childbearing and/or child rearing as follows:

1.) A teacher who is pregnant shall be entitled upon request to a leave to begin at any time between the commencement of her pregnancy and one (1) year after a child is born to her. Said teacher shall notify the Department of Human Resources in writing of her desire to take such leave and, except in case of emergency, shall give such notice at least thirty (30) days prior to the date on which her leave is to begin. Such notice will include either a physician's statement certifying her pregnancy and approximate date of delivery or a copy of the birth certificate of her child, whichever is applicable. A teacher who is pregnant may continue in active employment as late into her pregnancy as she desires, provided she is able to properly perform her contractual duties. If not on parental leave of absence, any portion of a teacher's absence from work because of a medical disability connected with or resulting from her pregnancy may be charged to her available sick leave.

2.) A male teacher shall be entitled upon request and verification of birth date to a leave to begin at any time between the birth of his child and one (1) year thereafter.

3.) A teacher adopting a child shall be entitled upon request to a leave commencing when custody occurs or prior to receiving custody if necessary, in order to fulfill the requirement of adoption.

c. Leave for Illness in Immediate Family: Leave shall be granted for the purpose of caring for a sick member of a teacher's immediate family for up to one (1) year. Such request must be accompanied by a verifying physician's statement.

d. Extended Medical Leave: A teacher who is unable to teach because of personal illness or disability and who has exhausted all available sick leave shall be granted leave for up to one (1) year. Any request for this leave must state the probable date of return and be accompanied by a verifying physician's statement. If the leave was granted as a result of a work-related injury the employee may request and shall be granted a one (1) year extension of this leave. Before returning, such teacher must submit a physician's release. To be eligible for an extended medical leave of absence, an employee must have been actively employed on paid status with APS a minimum of one contract year immediately prior to the leave start date. All intermittent medical leaves will be addressed according to FMLA regulations.

e. Extended Personal Leave: Leave without pay for up to one (1) year may be granted to a teacher provided said teacher has been actively employed for five (5) continuous contract years preceding the granting of this leave and has not been granted an extended part-time leave within that period. Application for said leave shall include a statement indicating the purpose of the leave and shall be submitted, except in unusual circumstances, as determined by the District, thirty (30) days prior to the date the leave is to commence.

f. Extended Part-time Leave: Teachers who have been employed by the District in a full-time capacity for five (5) continuous contract years prior to granting this leave, may be granted leave to work less than full-time for up to one (1) school year. Application for such leave shall follow the same guidelines as outlined in O, 2.e. above, and all general provisions applying to other extended leaves will apply except that time spent on a part-time leave shall be counted for seniority purpose. This language shall not apply to teachers who change from full-time to part-time status without benefit of a leave.

3. General Provisions

a. A teacher returning to duty from an extended leave shall be reassigned to the original teaching position or, if that position is no longer available, to a substantially equivalent position to that held by the teacher at the commencement of the leave.

b. A teacher returning from an extended leave must file an intent to return to the school system no later than March 1. Failure to do so will be considered a resignation on the part of the teacher effective at the conclusion of the leave or the school year, whichever comes first.

c. All requests for extended leaves of absence shall be submitted to the Extended Leave Clerk's office in the Department of Human Resources.

d. Time spent on extended leaves of absence shall not be considered a break in continuous service and will not be counted toward total years of service will not be counted for seniority purposes.

*Refer to Appendix D Leaves of Absence.*

**Article 19, INSURANCE**

A. Premium Payment
   1. For employees who elect to participate in an insurance program as provided under the terms of this Article, the District agrees to contribute that percentage of the premium required by State law, but no less than 60%.
   2. Teachers who choose to participate in the District insurance programs will have their contributions deducted from their paychecks.
      a. Deductions for insurance programs will cease should a teacher terminate during the school year, and coverage will cease immediately on health and dental. There will be a thirty (30) day grace period on life.
      b. Teachers on leave of absence up to one (1) year who do not receive a salary may continue any or all insurance programs by payment of their portion of the premium on the first weekday of each month of coverage or in multiples of months if desired. Failure to make payment will cause termination of coverage.
      c. Teachers on leave of absence for more than one (1) year, except for those on approved sick leave, who do not receive a salary, may continue any or all insurance programs by payment of 100% of the premium on the first weekday of each month of coverage or in multiples of months if desired. Failure to make payment will cause termination of coverage.

B. Enrollment
   1. Teachers who are not enrolled in a District insurance program will be accepted in any or all of the District's insurance programs so long as they enroll no later than sixty (60) days from the effective date of their employment, change in marital status or change in the job status of the teacher's spouse, provided the teacher's spouse was covered by insurance during the previous employment, whichever is applicable.
   2. Teachers on leave of absence from the District who are not enrolled in a District insurance program will be accepted in any or all of the District's insurance programs if there is a change in the teacher's marital status or in the job status of the teacher's spouse so long as they enroll no later than sixty (60) days from the change, providing the teacher's spouse was covered by insurance previous to the change.
   3. During enrollment periods teachers shall be provided a thorough explanation of the programs and assistance in completing application enrollment forms.
   4. Each subscriber to a program shall receive a brochure outlining all of the basic terms and conditions of the program.

C. Insurance Program Review
   1. The Federation will meet with the Department of Human Resources Executive Director to review the existing insurance program and examine possible improvements in the present coverages.

D. Insurance Programs
   1. The District agrees to provide a program of life, medical and dental insurance benefits for teachers. The District shall offer each employee a choice between the following two (2) programs of medical and health care:
      a. A program of medical and health insurance benefits as provided by the District.
      b. A Health Maintenance Organization Plan (HMO). A Preferred Provider Organization (PPO) may also be offered.
      c. The Board shall notify the Federation of anticipated changes in the employee insurance programs at least thirty (30) days prior to implementation.
   2. The District shall provide professional liability insurance in accordance with the requirements of the Risk Management Division of the State of New Mexico.
   3. The District shall provide Workers' Compensation for on-the job accidents.
   4. The District will match employees' share for Federal Insurance Contribution Act (Social Security).

5. Teachers have the option to commence a contract for a tax deferred annuity at any time, provided the company is on the approved list. Teachers have the option to amend a contract for a tax-deferred annuity once each calendar year.

**Article 20, INCIDENT REPORTS/PERSONAL SECURITY**

A. The District shall establish procedures for reporting student accidents on the school premises or at school-related events in which a teacher is in any way involved. The procedures shall have definite, reasonable time limits, and the teacher involved shall receive a copy of the report if requested.

B. If an incident involves damage or loss to a teacher's property, intentional or unintentional, the APS School Police shall be notified by the principal and a report of the incident filed with a copy provided to the teacher. A request for notification of law enforcement authorities shall be honored.

C. A teacher may file a claim with Risk Management for possible replacement of personal-instructional materials. Coverage is limited and the decision of Risk Management shall be final and binding.

D. Whenever a teacher is involved in activities being conducted beyond normal hours or duty day, a system of security shall be available to promote safe conditions for all concerned. Teachers shall be provided information needed to use the system.

**Article 21, STUDENT DISCIPLINE**

A. The District shall provide reasonable support and assistance to teachers as described in the Student Behavior Handbook so they can maintain control and discipline while engaged in their duties and responsibilities. It is essential for the school staff to establish means for obtaining the cooperation of parents of students involved in discipline problems.

B. A positive disciplinary program shall be continued in each school. Each teacher shall be given a copy of the school's disciplinary policy as developed and/or modified by the principal, Instructional Council and/or faculty.

C. The principal has the primary responsibility for administering the school’s disciplinary policy. In accordance with the school's disciplinary policy, the teacher is responsible for maintaining a good social environment among those students under the teacher's responsibility at any given time and for sharing with other staff members the responsibility for school-wide behavior.

D. The teacher shall receive assistance from the principal when a disciplinary problem is beyond the control of the teacher or when the teacher believes it is necessary.

E. The teacher may temporarily dismiss a student from class to the principal when the student's behavior is disruptive to the point of impeding learning by the other students and after efforts have been made to correct the problem in accordance with the school's disciplinary practice.
   1. The teacher shall furnish the principal in writing full particulars of the incident including the efforts that have been made to correct the problem and whether or not the student may be returned to class prior to a conference between the teacher and principal.
   2. Before the principal returns the student to the classroom, the principal shall inform the teacher of the corrective measures taken.
   3. In cases of extreme or chronic student disruption to a classroom, the teacher may call a case conference with the principal, parents and others as necessary for the purposes of discussing the problem and determining and initiating corrective measures. If requested the student will not be returned to the classroom until such corrective measures have been initiated or until the due process rights of the student would be violated.

F. Notification shall be provided to teachers of suspended students by the end of the school day that follows the day of suspension.

G. Whenever it appears that a student needs professional attention beyond the scope of the individual school, the teacher shall inform the principal in writing so that reasonable steps can be taken.

H. The parties agree that a teacher may use reasonable force to repel a personal assault or one upon any other person. Any case of assault shall be promptly reported to the principal and by the principal to the Superintendent. The District shall provide the necessary support to a teacher who is subjected to or charged with an assault during the course of one's duties, providing the teacher was acting in a reasonable manner and the actions were justifiable under the law, the Code of Ethics of the Education Profession, the terms and provisions of this Agreement, and regulations of the District.

I. Corporal punishment, which is defined as any disciplinary action taken by school personnel with the intention of producing physical pain, shall not be used as a disciplinary measure in the Albuquerque Public Schools. Disciplinary consequences of unacceptable student behavior will be aimed toward assisting students in the development of constructive personal and social behavior. Consistent with the Code of Ethics of the Education Profession, school staff members will "deal justly and considerately with each student."

J. Whenever possible, an officer of the District shall initiate a complaint arising from criminal acts occurring on school property. It shall be the responsibility of any teacher witnessing such acts to provide all information to the principal.

K. A teacher shall be informed of any complaint to the principal by a parent concerning the disciplinary action taken by the teacher in regard to a child.

**Article 22, STUDENT TRANSPORTATION**

A. Teachers shall not be required to transport students to activities which take place away from the school building. Teachers may do so voluntarily with proof of insurance; however, unacceptable vehicles are vans or mini vans. The only vehicles authorized for nine (9) passengers including the driver are a Suburban or Expedition. Any more than nine (9) passengers must be transported in a school bus. All occupants must have seat belts available and are required to wear them while the vehicle is in motion. Maintenance of a student roster and taking roll each time students disembark and return to the vehicle is required.

B. Transportation may provide vehicles to check out for off-site activities for schools.

**Article 23, SUMMER SCHOOL / EXTENDED SCHOOL YEAR**

A. A description of all positions or probable positions for summer learning will be announced on the APS website no later than the April 15th.

B. When staffing for summer learning teaching positions program needs being equal, to the extent possible, teachers currently employed in the position at the identified summer learning site will be considered.

C. Teachers who have been tentatively employed for summer school teaching shall be notified, within twenty-four (24) hours after the third day of the session, whether or not the class(es) for which they were to be employed will, in fact, be conducted. If the teacher is not so notified, the teacher is employed for the class(es) which was (were) offered in registration.

D. All applications for summer school will be considered.

E. Teaching credential qualifications for summer school positions will be the same as those for regular employment.

F. When two (2) or more qualified teachers apply for a program, seniority shall be considered.

G. In the event of a need for a Reduction-in-Force of Summer Learning employees, volunteers will be sought first. If a Reduction-in-Force is still necessary, determination will be made on the basis of date of hire for summer school. Procedures for reductions in ESY and K-3 plus programs shall be done so in accordance with Article 15.B.

H. When two (2) or more qualified teachers apply for a Summer Learning/Extended School Year program, seniority shall be considered.

**Article 24, ALTERNATIVE SCHEDULES**

A. A school may request regularly scheduled modified days for staff development and planning. The determination of whether or not a school will schedule modified days, continue or discontinue same, and the purpose of the programs shall be by mutual agreement of the faculty and principal and subject to the approval of the Superintendent. The total teaching time during a week within which a modified day falls shall be no less than that provided through a regular schedule.

B. Schools may schedule minimum days for staff development, which is designed collaboratively by site administration and staff, planning, and/or conducting parent-teacher conferences. Minimum days shall be at least one-half (1/2) of the school's regular day plus the lunch period for students. Teaching time will not be made up provided that schools are in compliance with instructional time as defined by the Public Education Department
   1. There may be scheduled by the District at least four (4) minimum days each year. The program for one (1) of these days may be determined by the District Superintendent.
   2. There will be scheduled up to eight (8) hours per semester each year, on a reduced teaching day basis, for parent-teacher conferences at the elementary level.
   3. A school may request of the Superintendent additional minimum days for programs developed by the principal and faculty.
   4. A school may request of the Superintendent exemption from a minimum day and/or program.

**Article 25, CONFLICT RESOLUTION**

A. The District and the Federation recognize that there are workplace issues that may not constitute a violation of the Negotiated Agreement and therefore do not fit into a “grievable” or actionable category under Article 25 herein. The District and the Federation believe that such workplace issues are best addressed by an interest-based process, such as mediation or direct negotiation that utilizes problem-solving techniques to address the perceived needs of the complainant or other parties. To that end, the parties have established an interest-based program for resolving such disputes.
   *Refer to Appendix I Conflict Resolution Procedure.*

**Article 26, GRIEVANCE PROCEDURES**

A. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise. All grievances shall be processed as provided herein.

B. A grievance shall mean an allegation by a teacher, a group of teachers with the same grievance or the Federation that there has been a violation of any provision(s) of this Agreement.
   1. The term "workday" when used in this Article shall mean working school days. During the summer months, "workday" shall be defined as Monday through Friday excluding Independence Day.
   2. The "aggrieved party" shall mean a teacher or a group of teachers in the bargaining unit or the Federation.

C. No grievance shall be initiated at Level One unless it has been discussed by the aggrieved party with the immediate supervisor prior to filing. No grievance shall be initiated at Level Two unless it has been discussed by the aggrieved party and/or the aggrieved party's Federation representative with the Office of Labor Relations.

D. A grievance shall be filed at Level One if the remedy sought is within the authority of the principal. If it is a remedy on which the principal has no authority, it shall be filed at Level Two.

E. The District and the Federation agree that these proceedings and all information relating to a grievance will be kept informal and confidential.

F. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level shall be maximums, and every effort shall be made to proceed as quickly as possible.
   1. The time limits specified will be extended or shortened if mutually agreed to in writing by the parties to the grievance.
   2. The aggrieved must file a written grievance within fifteen (15) workdays of the act or discovery of the act that caused the grievance.
   3. Failure to file the grievance within time limits specified shall result in the dismissal of the issues.
   4. Failure to submit the decision in writing within fifteen (15) workdays will cause the grievance to proceed automatically to the next level.

G. If a grievance affects a group of teachers at two (2) or more work locations, the Federation must file a written grievance within fifteen (15) workdays on behalf of the teachers affected directly to the Office of Labor Relations. The Federation shall identify the teachers and work locations and submit the names of teachers where feasible.

H. All written and printed matter dealing with the processing of a grievance will be filed separately from the official personnel file of the participants in a file maintained by the Office of Labor Relations. No reprisal shall be taken by the Board or any member of the administration against any teacher participating in the processing of a grievance.

I. The parties shall develop all forms to be used in grievance processing. All grievances and appeals of such must be filed on appropriate forms as provided by the Office of Labor Relations.

J. The District agrees to make available to the aggrieved party and representative all pertinent information, not privileged, in its possession or control which is relevant to the issues raised by the grievance.

K. Leave with pay will be granted to a teacher whose absence from duty is required by the parties to the grievance as part of a grievance meeting. The Office of Labor Relations shall notify the principal(s) of the teacher(s) designated to appear at such meeting.

L. Nothing contained herein shall limit the right of any teacher to process a grievance as an individual.

M. The interpretation of conflict, as provided in Article l, B.2., shall be subject to the grievance process at Level Two.

N. Any grievance decision shall be provided to the Federation at the time of the decision.

O. Level One
   1. The aggrieved party shall submit the grievance in writing to the teacher's immediate supervisor. The immediate supervisor shall, within fifteen (15) workdays after presentation of the grievance in writing by the aggrieved, submit to the aggrieved the immediate supervisor's decision in writing.

2. If the aggrieved is not satisfied with the disposition of the grievance, the aggrieved may appeal the decision to Level Two within fifteen (15) workdays of receipt of the decision by filing said appeal with the Office of Labor Relations.
3. Failure to appeal the grievance within fifteen (15) workdays after receipt of the response shall result in dismissal of the grievance.
4. In the event a teacher believes it to be necessary to have a Federation representative present at a Level One grievance meeting, such request shall be made in advance and through the Office of Labor Relations. The request will be honored upon notification to the immediate supervisor.

P. Level Two
1. The Superintendent or designee shall meet with the aggrieved and/or representative of the Federation within fifteen (15) workdays after receipt of the appeal of the Level One decision by the Office of Labor Relations in an effort to resolve said grievance. Parties to the grievance or their representatives shall have the right to submit evidence, give testimony and call witnesses.
2. The Superintendent or designee shall, within fifteen (15) workdays after such meeting provided above, render the decision in writing setting forth the decision and reason(s) therefore and shall transmit same to all parties.
3. If the Federation and the aggrieved party are not satisfied with the disposition of the grievance, the aggrieved party may appeal the grievance to Level Three. Failure to appeal the grievance within fifteen (15) workdays after receipt of the response to Level Two shall result in dismissal of the grievance.

Q. Level Three
1. A grievance appealed to this level shall be heard by an Arbitrator who shall be selected as follows: The parties may mutually agree upon an Arbitrator. Alternatively, the parties may jointly request a list of Arbitrators from the Federal Mediation and Conciliation Service ("FMCS"). The parties will strive to mutually agree upon an Arbitrator from that list. If the parties cannot agree, the parties will follow the FMCS arbitrator selection procedures.
2. The Arbitrator shall schedule the hearing as soon as possible following acceptance of the appointment. The parties agree to make available all pertinent non-privileged information in their possession or control which is relevant to the issues raised by the grievance.
3. The Arbitrator may establish the rules of procedure and, at the Arbitrator's discretion, may require the parties or witnesses to testify under oath or, upon demand of either party, shall require the parties or witnesses to testify under oath.
4. The Arbitrator's report shall be prepared and submitted in writing only to the District and aggrieved, within thirty (30) calendar days after the first meeting, and shall set forth the findings of the fact, rationale, conclusions, and the determination on the issues submitted. The determination shall be consistent with law and with the terms of this Agreement.
5. The Arbitrator shall have no power to alter, amend, add to or subtract from the terms of this Agreement.
6. The determination of the Arbitrator on matters set forth in this Agreement shall be final and binding.
7. The determination of the Arbitrator shall be acted upon within thirty (30) calendar days.
8. The cost for the service of the Arbitrator shall be shared equally by the District and the aggrieved. Unless the aggrieved party is represented by the Federation, the District may require that the aggrieved party post the party's share of the expenses in advance of the hearing.

**Article 27, DISCIPLINARY ACTION AND REASONABLE SUSPICION TESTING**

A. Teachers have the right to be accompanied by a Federation representative to advise or represent them during meetings where a suspension, reprimand, disciplinary action and/or pay reduction is/are being considered. Teachers may request to be accompanied by a Federation representative to advise them during a meeting with their principal or supervisor on related matters. Such request shall not be unreasonably denied. Teachers may be suspended, reprimanded, disciplined or have their pay reduced only for good and just cause.

B. The superintendent may suspend, reprimand, transfer, discipline or reduce a teacher's pay only for good and just cause.
   1. teacher shall be notified and upon request have the right to notification in writing with the reason(s) therefore and shall have the right of appeal as provided in Article 26, P. if requested within ten (10) workdays after the action is taken.
   2. Any teacher suspended shall be suspended with pay until determination of the action to be taken is made. In the event a teacher is suspended with pay pending an investigation, the District shall conduct an administrative meeting with the teacher as soon as practicable but no later than ten (10) workdays after the investigation is completed. If it is determined following the investigation that loss of pay to the teacher is warranted, such reduction shall become effective retroactive to the first day of suspension.

C. The parties have a mutual interest in developing a reasonable suspicion protocol that not only ensures the safety of the students and APS employees, but also protects the rights of the employee involved.
   1. Reasonable suspicion is based on specific, contemporaneous, and articulable observations that can be described concerning appearance, behavior, speech, or odor of the employee.
   2. Before a supervisor requests an employee to respond to questions concerning reasonable suspicion, the employee shall immediately be informed of their right to contact their ATF representative (i.e. Weingarten rights) as established by the US Supreme Court.
   3. The parties agree to the following protocol for determining reasonable suspicion and for testing:
      a. Reasonable suspicion must be documented at or immediately following the time of observation by the initial observing supervisor.
      b. Initial observations must be made by a supervisor who has, within the previous 12-month period, been trained to determine reasonable suspicion of impairment due to alcohol or drug use.
      c. The supervisor will then contact APS Human Resources to report the initial reasonable suspicion. If APS Human Resources determines there is reason to believe an employee is impaired based upon the initial observation, APS Human Resources will arrange to have another party complete a second evaluation.
      d. The initial observation must be corroborated by a second evaluator who has also been trained to determine reasonable suspicion of impairment due to alcohol or drug use. The second evaluator must also document their observations at or immediately following the time of observation.
      e. If the second evaluator determines there is reason to believe that the employee is impaired, the employee will be transported to a drug testing location to a testing facility. Testing must be completed within the same day as the observation.
         1.) The District will provide transportation to and from the testing location.
         2.) If testing corroborates employee impairment, the district will provide safe transportation home.
         3.) The employee will not be authorized to operate an automobile on school property for twenty-four hours after the completion of testing, or until released from this restriction by Human Resources.

**Article 28, SEPARATION RIGHTS**

A. Teachers may be refused renewal of employment, discharged or terminated only in accordance with law. However, teachers who have not signed three (3) consecutive full year contracts with the District may be refused reemployment by the District and, in that event, will receive written notice of the reason(s) for such refusal of reemployment. Those teachers have the right to a meeting with the Superintendent or his/her designee if requested within five (5) working days after receiving the notice. A meeting will be held within ten (10) days after the Superintendent receives such request.

**Article 29, HEALTH AND SAFETY**

A. The District agrees to continue to provide conditions for work that are healthy and safe. In furtherance of this, the District agrees to continue to provide working conditions which are in conformance with applicable rules and regulations.

B. The parties agree that all teachers shall observe all health and safety rules.

C. Employees shall not be required to perform duties which would endanger their health, safety, or well-being, nor will employees be required to work under unsafe and/or hazardous conditions, as determined by the New Mexico Department of Health and/or New Mexico Department of Occupational Safety and Health.
   1. Teacher complaints of unsafe or unhealthy conditions shall be reported to their immediate supervisor, who shall notify the appropriate district level supervisor within 24 hours of the needed support to resolve the issue.
      a. Before a grievance may be filed, the District shall have ten (10) duty days from the day the supervisor was informed to act on the complaint. The timeline for the filing of a grievance shall commence at the conclusion of the district's ten (10) day period for action.
      b. All educators shall be provided a safe, healthy and appropriate alternative workspace while the complaint is being addressed.
         1.) The district and/or the immediate supervisor shall notify the employee when they may return to their assigned workspace.

D. The parties agree that there shall be a health and safety committee in each school. Composition of the committee shall be determined by the principal and faculty. Said committee shall:
   1. Make a reasonable effort to become knowledgeable in health and safety rules and regulations;
   2. Meet and discuss working conditions with respect to health and safety; and
   3. Make recommendations to appropriate parties.

**Article 30, NO STRIKE PROVISION**

A. The Federation agrees that neither the Federation nor its members will engage in a strike.

**Article 31, DURATION OF AGREEMENT**

A. This Agreement shall be effective upon ratification by the parties as of September 2, 2020 and shall remain in full force and effect through July 1, 2021. If a successor Agreement is not agreed to and ratified by July 1, 2021, this Agreement shall remain in effect until agreement and ratification occur or either party gives notice in writing of its desire to terminate such Agreement.

B. Salaries, pay differentials, and insurance premiums shall be opened each year of this Agreement. Such negotiation shall begin on or before April 1 of each year or as agreed to by the parties.
   1. Financial negotiations may be reopened upon changes to the State Equalization Guarantee (SEG) unit value.

C. This Agreement may be altered by mutual consent of the District and the Federation. Such alterations will replace or add to this Agreement and be in full force and effect only upon approval in writing of both parties.

**AGREEMENT SIGNATURES**

IN WITNESS WHEREOF, the parties hereto have caused to be executed on their behalf.

ALBUQUERQUE MUNICIPAL SCHOOL DISTRICT NUMBER 12, COUNTY OF BERNALILLO, STATE OF NEW MEXICO

_____ _____
Scott Elder, Interim-Superintendent Date

ALBUQUERQUE TEACHERS FEDERATION

_____ _____
Dr. Ellen Bernstein, President Date

APPROVED:
BOARD OF EDUCATION OF THE ALBUQUERQUE MUNICIPAL SCHOOL DISTRICT NUMBER 12, COUNTY OF BERNALILLO, STATE OF NEW MEXICO

_____ _____
David E. Peercy, President Date

Federation Negotiating Team

_____
Dr. Ellen Bernstein, Chief Negotiator

_____
Date

For ATF:
Loyola Cortinas
Sarah Hager
Jason Krosinsky
Tanya Kuhnee
Joseph O'Connell
Angela Reynolds
Sonya Romero-Smith
Jerry Thorn
Sean Thomas

District Negotiating Team

_____
Valerie Hoose, Chief Negotiator

_____
Date

For APS:
Gabriella Blakey
Tami Coleman
Irene Cisneros
Stephanie Fascitelli
Antonio Gonzales
Shane Goesling
Ryan Homistek
Amelia Milazzo
Teise Reiser
Angela Rodriguez
Todd Torgerson

**APPENDIX A**
**SALARY MATRICIES**

For the 2020/21 school year all employees within the ATF bargaining unit shall receive a minimum of a 1% salary increase. Employees advancing to Level II or III, either through the state's three-tiered licensure system or the APS/ATF Career Pathway System (CPS) shall receive the increase associated with their advancement.

*The following information applies to the salary matrices which follow.*

1. The matrices are one-year documents that reflect placement only. Matrices do not ensure or predict future salary levels or movement.
2. Official transcripts are to be on file by September 15 of the current school year for initial placement on the salary matrix and for movement across the salary matrix.
3. Matrices are based on the following number of workdays:
   Matrices AT-1, AT-2 and AT-3: 184 days
   Matrix A-2: 184 days
   Matrix A-3: 194 days
4. Five hundred and seventy (570) hours of verified experience in a single school year will count as a year of experience on salary Matrices AT-1, AT-2, AT-3 and A-2. Eight hundred (800) hours of verified experience in a single school year will count as a year of experience on salary matrices A-3. Hours of experience in different school years may not be totaled for experience.
5. Securing written verification of experience is the employee's responsibility.
6. Substitute teaching is not recognized as teaching experience.

*Please Note: Salary figures presented on the following matrices are rounded up or down to the nearest dollar amount.*

**APPENDIX A.1**

**2020-2021 Salary Matrix AT-1**
**Licensure Level 1 Teachers & Librarians and Career Pathway Level 1 Counselors, Nurses, Social Workers & Interpreters**

| STEP | BA | BA+15 | BA+45 | MA | MA+15 | MA+45 | Doctorate |
|---|---|---|---|---|---|---|---|
| 1 | $41,000 | $41,133 | $41,265 | $41,398 | $41,531 | $41,663 | $41,796 |
| 2 | $41,410 | $41,544 | $41,678 | $41,812 | $41,946 | $42,080 | $42,214 |
| 3 | $41,411 | $41,545 | $41,679 | $41,813 | $41,947 | $42,082 | $42,215 |
| 4 | $41,412 | $41,546 | $41,680 | $41,814 | $41,948 | $42,083 | $42,216 |
| 5 | $41,413 | $41,547 | $41,681 | $41,815 | $41,949 | $42,084 | $42,217 |
| 6 | $41,414 | $41,548 | $41,683 | $41,816 | $41,950 | $42,085 | $42,218 |
| 7 | $41,415 | $41,549 | $41,684 | $41,817 | $41,951 | $42,086 | $42,219 |
| 8 | $41,417 | $41,550 | $41,685 | $41,819 | $41,952 | $42,087 | $42,221 |
| 9 | $41,418 | $41,551 | $41,686 | $41,820 | $41,953 | $42,088 | $42,222 |
| 10 | $41,419 | $41,552 | $41,687 | $41,821 | $41,954 | $42,089 | $42,223 |
| 11 | $41,420 | $41,553 | $41,688 | $41,822 | $41,955 | $42,090 | $42,224 |
| 12 | $41,856 | $41,990 | $42,125 | $42,258 | $42,393 | $42,527 | $42,660 |
| 13 | $41,857 | $41,991 | $42,126 | $42,259 | $42,394 | $42,528 | $42,661 |
| 14 | $41,858 | $41,992 | $42,127 | $42,260 | $42,395 | $42,529 | $42,662 |
| 15 | $41,860 | $41,993 | $42,128 | $42,262 | $42,396 | $42,530 | $42,664 |
| 16 | $41,861 | $41,994 | $42,129 | $42,263 | $42,397 | $42,531 | $42,665 |
| 17 | $41,862 | $41,995 | $42,130 | $42,264 | $42,398 | $42,532 | $42,666 |
| 18 | $41,863 | $41,996 | $42,131 | $42,265 | $42,399 | $42,533 | $42,667 |
| 19 | $41,864 | $41,997 | $42,132 | $42,266 | $42,400 | $42,534 | $42,668 |
| 20 | $41,865 | $41,999 | $42,133 | $42,267 | $42,402 | $42,535 | $42,669 |

**Appendix A.2**

**2020-2021 Salary Matrix AT-2**
**Licensure Level 2 Teachers & Librarians and Career Pathway Level 2 Counselors, Nurses, Social Workers & Interpreters**

| STEP | BA | BA+15 | BA+45 | MA | MA+15 | MA+45 | Doctorate |
|---|---|---|---|---|---|---|---|
| 1 | $50,000 | $50,200 | $50,400 | $50,601 | $50,801 | $51,001 | $51,201 |
| 2 | $50,500 | $50,702 | $50,904 | $51,107 | $51,309 | $51,511 | $51,713 |
| 3 | $50,501 | $50,703 | $50,906 | $51,108 | $51,310 | $51,512 | $51,714 |
| 4 | $50,502 | $50,704 | $50,907 | $51,109 | $51,311 | $51,513 | $51,715 |
| 5 | $50,503 | $50,705 | $50,908 | $51,110 | $51,312 | $51,514 | $51,716 |
| 6 | $50,504 | $50,707 | $50,909 | $51,111 | $51,313 | $51,515 | $51,717 |
| 7 | $50,505 | $50,708 | $50,910 | $51,112 | $51,314 | $51,516 | $51,718 |
| 8 | $50,507 | $50,709 | $50,911 | $51,113 | $51,315 | $51,517 | $51,720 |
| 9 | $50,508 | $50,710 | $50,912 | $51,114 | $51,316 | $51,518 | $51,721 |
| 10 | $50,509 | $50,711 | $50,913 | $51,115 | $51,317 | $51,520 | $51,722 |
| 11 | $50,510 | $50,712 | $50,914 | $51,116 | $51,318 | $51,521 | $51,723 |
| 12 | $50,631 | $50,833 | $51,035 | $51,238 | $51,440 | $51,642 | $51,844 |
| 13 | $50,632 | $50,834 | $51,036 | $51,239 | $51,441 | $51,643 | $51,845 |
| 14 | $50,633 | $50,835 | $51,038 | $51,240 | $51,442 | $51,644 | $51,846 |
| 15 | $50,634 | $50,836 | $51,039 | $51,241 | $51,443 | $51,645 | $51,847 |
| 16 | $50,635 | $50,838 | $51,040 | $51,242 | $51,444 | $51,646 | $51,848 |
| 17 | $50,636 | $50,839 | $51,041 | $51,243 | $51,445 | $51,647 | $51,849 |
| 18 | $50,638 | $50,840 | $51,042 | $51,244 | $51,446 | $51,648 | $51,851 |
| 19 | $50,639 | $50,841 | $51,043 | $51,245 | $51,447 | $51,649 | $51,852 |
| 20 | $50,640 | $50,842 | $51,044 | $51,246 | $51,448 | $51,651 | $51,853 |
| 21 | $50,641 | $50,843 | $51,045 | $51,247 | $51,449 | $51,652 | $51,854 |
| 22 | $51,108 | $51,310 | $51,512 | $51,714 | $51,917 | $52,119 | $52,321 |
| 23 | $51,109 | $51,311 | $51,513 | $51,715 | $51,918 | $52,120 | $52,322 |
| 24 | $51,110 | $51,312 | $51,514 | $51,717 | $51,919 | $54,077 | $54,279 |
| 25 | $51,111 | $51,313 | $51,974 | $52,177 | $52,379 | $54,078 | $54,280 |
| 26 | $51,112 | $51,314 | $51,976 | $52,178 | $52,380 | $54,994 | $55,197 |
| 27 | $51,113 | $51,356 | $51,978 | $52,180 | $54,626 | $54,995 | $55,198 |
| 28 | $51,114 | $51,357 | $51,979 | $52,181 | $54,627 | $54,996 | $55,199 |
| 29 | $51,115 | $51,359 | $51,980 | $52,182 | $54,628 | $54,997 | $57,960 |
| 30 | $51,117 | $51,360 | $53,484 | $53,686 | $54,629 | $54,998 | $57,961 |
| 31 | $51,118 | $51,361 | $53,485 | $53,687 | $54,630 | $54,999 | $57,962 |
| 32 | $51,148 | $54,522 | $54,724 | $54,926 | $55,128 | $58,518 | $58,720 |
| 33 | $51,605 | $54,523 | $54,725 | $54,927 | $55,129 | $58,519 | $58,721 |
| 34 | $51,606 | $54,524 | $55,453 | $55,655 | $55,857 | $58,520 | $58,722 |
| 35 | $54,523 | $54,525 | $55,454 | $55,656 | $55,858 | $58,521 | $58,723 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 36 | $54,524 | $54,552 | $56,294 | $56,496 | $56,698 | $58,522 | $58,724 |
| 37 | $54,525 | $55,376 | $56,295 | $56,497 | $59,865 | $60,065 | $60,268 |
| 38 | $54,526 | $56,741 | $59,127 | $59,329 | $59,866 | $66,088 | $66,290 |
| 39 | $54,527 | $58,101 | $59,128 | $59,330 | $62,609 | $67,464 | $67,666 |
| 40 | $54,528 | $59,461 | $59,662 | $59,865 | $62,610 | $67,465 | $67,667 |
| 41 | $54,530 | $60,825 | $63,789 | $63,991 | $64,193 | $67,466 | $67,668 |
| 42 | $54,609 | $60,905 | $65,238 | $65,440 | $65,641 | $67,546 | $73,311 |
| 43 | $54,610 | $65,235 | $66,614 | $66,816 | $67,018 | $67,547 | $73,312 |
| 44 | $54,611 | $66,113 | $67,989 | $68,191 | $68,393 | $68,595 | $73,313 |
| 45 | $54,613 | $66,114 | $67,990 | $68,192 | $71,058 | $74,316 | $74,518 |
| 46 | $54,614 | $66,115 | $70,655 | $70,857 | $72,530 | $74,317 | $74,519 |
| 47 | $54,615 | $69,075 | $72,127 | $72,329 | $72,531 | $74,318 | $74,520 |
| 48 | $54,616 | $71,719 | $72,128 | $72,330 | $72,532 | $74,319 | $74,521 |
| 49 | $54,617 | $71,720 | $72,129 | $72,331 | $72,533 | $74,320 | $74,522 |
| 50 | $54,618 | $71,721 | $72,130 | $72,332 | $72,534 | $74,321 | $74,523 |

**Appendix A.3**

**2020-2021 Salary Matrix AT-3**
**Licensure Level 3 Teachers & Librarians and Career Pathway Level 3 Counselors, Nurses, Social Workers & Interpreters**

| STEP | MA or NBC | MA+15 | MA+45 | Doctorate |
|---|---|---|---|---|
| 1 | $60,000 | $60,292 | $60,583 | $60,875 |
| 2 | $60,600 | $60,895 | $61,189 | $61,484 |
| 3 | $60,601 | $60,896 | $61,190 | $61,485 |
| 4 | $60,602 | $60,897 | $61,191 | $61,486 |
| 5 | $60,603 | $60,898 | $61,193 | $61,487 |
| 6 | $60,604 | $60,899 | $61,194 | $61,488 |
| 7 | $60,605 | $60,900 | $61,195 | $61,489 |
| 8 | $60,606 | $60,901 | $61,196 | $61,490 |
| 9 | $60,608 | $60,902 | $61,197 | $61,492 |
| 10 | $60,609 | $60,903 | $61,198 | $61,493 |
| 11 | $60,610 | $60,904 | $61,199 | $61,494 |
| 12 | $60,611 | $60,905 | $61,200 | $61,495 |
| 13 | $60,612 | $60,906 | $61,201 | $61,496 |
| 14 | $60,613 | $60,908 | $61,202 | $61,497 |
| 15 | $60,614 | $60,909 | $61,203 | $61,498 |
| 16 | $60,615 | $60,910 | $61,204 | $61,499 |
| 17 | $60,616 | $60,911 | $61,205 | $61,500 |
| 18 | $60,617 | $60,912 | $61,207 | $61,501 |
| 19 | $60,618 | $60,913 | $61,208 | $61,502 |
| 20 | $60,619 | $60,914 | $61,209 | $61,503 |
| 21 | $60,620 | $60,915 | $61,210 | $61,504 |
| 22 | $61,378 | $61,673 | $61,967 | $62,261 |
| 23 | $61,661 | $61,956 | $62,251 | $62,546 |
| 24 | $61,663 | $61,957 | $62,252 | $62,547 |
| 25 | $61,664 | $61,958 | $62,253 | $62,548 |
| 26 | $61,665 | $61,959 | $62,255 | $62,549 |
| 27 | $61,666 | $61,960 | $62,256 | $62,550 |
| 28 | $61,667 | $61,961 | $62,257 | $62,551 |
| 29 | $61,668 | $61,962 | $62,258 | $62,552 |
| 30 | $61,670 | $61,965 | $62,259 | $62,554 |
| 31 | $61,671 | $61,966 | $62,260 | $62,555 |
| 32 | $61,672 | $61,967 | $62,261 | $62,556 |
| 33 | $61,673 | $61,968 | $62,262 | $62,557 |
| 34 | $61,674 | $61,969 | $62,263 | $62,558 |
| 35 | $61,675 | $61,970 | $62,264 | $62,559 |

| | | | | |
|---|---|---|---|---|
| 36 | $61,676 | $62,206 | $63,984 | $64,279 |
| 37 | $61,677 | $62,207 | $63,986 | $64,280 |
| 38 | $61,678 | $62,208 | $64,603 | $68,286 |
| 39 | $61,679 | $63,630 | $66,506 | $68,287 |
| 40 | $62,016 | $64,223 | $67,456 | $68,288 |
| 41 | $63,392 | $66,006 | $67,457 | $68,289 |
| 42 | $63,477 | $67,145 | $67,543 | $68,375 |
| 43 | $67,614 | $68,344 | $72,267 | $72,561 |
| 44 | $68,990 | $69,719 | $72,902 | $73,197 |
| 45 | $68,991 | $69,720 | $74,317 | $74,611 |
| 46 | $68,992 | $72,476 | $74,318 | $74,613 |
| 47 | $68,993 | $72,477 | $75,726 | $76,021 |
| 48 | $77,030 | $77,324 | $77,620 | $77,914 |
| 49 | $77,031 | $77,326 | $80,338 | $80,633 |
| 50 | $77,032 | $77,327 | $89,949 | $90,244 |

**Appendix A.4**

**2020-2021 TAN Salary Matrix**
**Therapist Assistants & other 90% Eligible Staff**

| Step | Level 1 | Level 2 |
|---|---|---|
| 1 | $36,900 | $45,000 |
| 2 | $37,269 | $45,450 |
| 3 | $37,270 | $45,451 |
| 4 | $37,271 | $45,452 |
| 5 | $37,272 | $45,453 |
| 6 | $37,273 | $45,454 |
| 7 | $37,274 | $45,455 |
| 8 | $37,275 | $45,456 |
| 9 | $37,276 | $45,457 |
| 10 | $37,277 | $45,458 |
| 11 | $37,278 | $45,459 |
| 12 | $37,279 | $45,460 |
| 13 | $37,280 | $45,461 |
| 14 | $37,281 | $45,462 |
| 15 | $37,282 | $45,463 |
| 16 | $37,283 | $45,464 |
| 17 | $37,284 | $45,465 |
| 18 | $37,285 | $45,466 |
| 19 | $37,286 | $45,467 |
| 20 | $37,287 | $45,468 |

**Appendix A.5**

**2020-2021 Salary Matrix A-2, Career Pathway**
**Speech/Language Pathologists, Physical Therapists, Audiologists, Occupational Therapist, Orientation/Mobility Specialists**

| | Level 1 | | Level 2 | | Level 3 | |
|---|---|---|---|---|---|---|
| **STEP** | **MA** | **Ph.D.** | **MA** | **Ph.D.** | **MA** | **Ph.D.** |
| 1 | $41,000 | $43,313 | $50,000 | $52,313 | $60,000 | $62,313 |
| 2 | $41,410 | $43,746 | $50,500 | $52,836 | $60,600 | $62,936 |
| 3 | $41,411 | $43,747 | $50,501 | $52,837 | $60,601 | $62,937 |
| 4 | $41,412 | $43,748 | $50,502 | $52,838 | $60,602 | $62,938 |
| 5 | $41,413 | $43,750 | $50,503 | $52,840 | $60,603 | $62,940 |
| 6 | $41,414 | $43,751 | $50,504 | $52,841 | $60,604 | $62,941 |
| 7 | $41,415 | $43,752 | $50,505 | $52,842 | $60,605 | $62,942 |
| 8 | $41,416 | $43,753 | $50,506 | $52,843 | $60,606 | $62,943 |
| 9 | $41,417 | $43,754 | $50,508 | $52,844 | $60,608 | $62,944 |
| 10 | $41,419 | $43,755 | $50,509 | $52,845 | $60,609 | $62,945 |
| 11 | $41,420 | $43,756 | $50,510 | $52,846 | $60,610 | $62,946 |
| 12 | $41,856 | $44,193 | $50,631 | $52,967 | $60,611 | $62,947 |
| 13 | $41,857 | $44,195 | $50,632 | $52,968 | $60,612 | $62,948 |
| 14 | $41,858 | $44,196 | $50,633 | $52,969 | $60,613 | $62,949 |
| 15 | $43,790 | $46,400 | $50,634 | $52,970 | $60,614 | $62,950 |
| 16 | $44,064 | $46,401 | $50,635 | $52,972 | $60,615 | $62,951 |
| 17 | $44,065 | $46,402 | $50,636 | $52,973 | $60,907 | $63,243 |
| 18 | $44,066 | $46,403 | $50,637 | $52,975 | $60,908 | $63,244 |
| 19 | $44,067 | $46,404 | $50,638 | $52,976 | $60,909 | $63,245 |
| 20 | $46,743 | $49,080 | $50,640 | $52,977 | $60,910 | $63,246 |
| 21 | $46,744 | $49,081 | $50,641 | $52,978 | $60,911 | $63,247 |
| 22 | $46,746 | $49,082 | $51,108 | $53,444 | $61,668 | $64,005 |
| 23 | $46,747 | $49,083 | $51,109 | $53,445 | $61,670 | $64,006 |
| 24 | $46,748 | $49,084 | $51,110 | $53,446 | $61,671 | $64,007 |
| 25 | $46,749 | $49,085 | $51,111 | $53,447 | $61,672 | $64,008 |
| 26 | $46,750 | $49,086 | $51,112 | $53,448 | $61,673 | $64,009 |
| 27 | $46,751 | $49,087 | $51,113 | $53,449 | $61,674 | $64,010 |
| 28 | $46,752 | $49,088 | $51,114 | $53,451 | $61,675 | $64,011 |
| 29 | $46,754 | $49,089 | $51,115 | $53,452 | $61,676 | $64,012 |
| 30 | $46,755 | $49,091 | $51,116 | $53,453 | $62,639 | $64,975 |
| 31 | $46,756 | $49,092 | $51,117 | $53,454 | $64,576 | $66,913 |
| 32 | $46,757 | $49,093 | $51,148 | $53,485 | $66,511 | $68,847 |
| 33 | $46,758 | $49,094 | $51,149 | $53,487 | $68,448 | $70,784 |
| 34 | $46,759 | $49,095 | $51,150 | $53,488 | $69,802 | $72,138 |
| 35 | $46,760 | $49,096 | $51,151 | $53,489 | $70,000 | $72,336 |
| 36 | $46,761 | $49,097 | $51,152 | $53,490 | $70,198 | $72,534 |
| 37 | $46,762 | $49,098 | $51,154 | $53,491 | $70,199 | $72,535 |

| | | | | | | |
|---|---|---|---|---|---|---|
| 38 | $46,763 | $49,099 | $51,155 | $53,492 | $70,595 | $72,931 |
| 39 | $46,764 | $49,100 | $51,157 | $53,493 | $70,793 | $73,129 |
| 40 | $46,765 | $49,101 | $51,158 | $53,494 | $70,794 | $73,130 |
| 41 | $46,766 | $49,102 | $51,159 | $53,495 | $70,795 | $73,131 |
| 42 | $46,767 | $49,103 | $51,238 | $53,574 | $70,881 | $73,217 |
| 43 | $46,769 | $49,105 | $51,239 | $53,575 | $70,882 | $73,218 |
| 44 | $46,770 | $49,106 | $51,240 | $53,576 | $74,224 | $76,560 |
| 45 | $46,771 | $49,107 | $51,241 | $53,577 | $74,225 | $76,561 |

## Appendix A.6

**2020-2021 Salary Matrix A-3, Educational Diagnosticians, Transition Specialists And Licensed School Psychologists**

| | MA | MA+15 | MA+45 | PHD |
|---|---|---|---|---|
| 1 | $63,000 | $63,100 | $63,333 | $65,000 |
| 2 | $63,630 | $63,731 | $63,966 | $65,650 |
| 3 | $63,631 | $63,732 | $63,968 | $65,651 |
| 4 | $63,632 | $63,733 | $63,969 | $65,653 |
| 5 | $63,633 | $63,734 | $63,971 | $65,654 |
| 6 | $63,634 | $63,735 | $63,972 | $65,656 |
| 7 | $63,635 | $63,736 | $63,973 | $65,657 |
| 8 | $63,636 | $63,737 | $63,975 | $65,658 |
| 9 | $63,637 | $63,738 | $63,976 | $65,660 |
| 10 | $63,638 | $63,739 | $63,978 | $65,661 |
| 11 | $63,639 | $63,740 | $63,979 | $65,663 |
| 12 | $63,640 | $63,741 | $64,643 | $66,327 |
| 13 | $63,641 | $63,742 | $64,644 | $66,328 |
| 14 | $63,850 | $65,534 | $67,218 | $68,901 |
| 15 | $63,852 | $65,536 | $67,219 | $68,902 |
| 16 | $63,853 | $65,537 | $67,221 | $68,904 |
| 17 | $63,854 | $65,538 | $67,222 | $68,905 |
| 18 | $63,856 | $65,540 | $67,224 | $70,866 |
| 19 | $63,857 | $65,541 | $67,225 | $70,868 |
| 20 | $63,859 | $65,542 | $67,226 | $70,869 |
| 21 | $63,860 | $65,544 | $67,228 | $70,871 |
| 22 | $64,027 | $65,711 | $67,394 | $71,037 |
| 23 | $74,550 | $76,234 | $77,917 | $79,600 |
| 24 | $74,551 | $76,235 | $77,918 | $79,602 |
| 25 | $74,553 | $77,953 | $79,636 | $88,165 |
| 26 | $74,554 | $77,954 | $79,637 | $88,167 |
| 27 | $74,555 | $81,492 | $83,176 | $88,168 |
| 28 | $74,557 | $81,494 | $83,177 | $88,170 |
| 29 | $74,558 | $81,495 | $83,179 | $88,171 |
| 30 | $74,560 | $81,496 | $83,180 | $88,586 |
| 31 | $74,561 | $82,674 | $86,230 | $88,588 |
| 32 | $74,562 | $82,675 | $86,232 | $88,589 |
| 33 | $74,564 | $82,677 | $86,233 | $88,590 |
| 34 | $74,565 | $82,678 | $86,234 | $88,592 |

| | | | | |
|---|---|---|---|---|
| 35 | $74,567 | $82,679 | $86,236 | $88,593 |
| 36 | $74,568 | $82,681 | $86,237 | $88,595 |
| 37 | $74,569 | $82,682 | $86,239 | $88,596 |
| 38 | $74,571 | $82,684 | $86,240 | $88,597 |
| 39 | $74,572 | $82,685 | $86,241 | $88,599 |
| 40 | $74,574 | $82,686 | $86,242 | $88,600 |

**APPENDIX B**
**2020-2021**
**CLASS SIZE REQUIREMENTS**
**CLASS SIZE REQUIREMENTS FOR SY 2020-2021**

APS and ATF agree to follow the statutory class size limits and discontinue the District-Wide waiver. (See table below)

**Statutory Class Size Limits**

| Subject/Grade | Maximum Enrollment | Comment |
|---|---|---|
| Kindergarten | 20 | The teacher is entitled to an instructional assistant with a class load of 15 or more students. |
| Grade 1 | -- | The teacher is entitled to a full-time instructional assistant with a class load of 21 or more students. |
| Grades 1-3 | -- | The average class load at an individual elementary school shall not exceed 22 students. |
| Grades 4-6 | -- | The average class load at an individual elementary school shall not exceed 24 students. |
| Grades 7-12 | 160 | The daily teaching load shall not exceed 160 in all content areas except required English courses. For example, this requirement includes music, physical education, and art. |
| English 7-8 | 135/27 | The daily teaching load shall not exceed 135 students with a maximum of 27 students per class. |
| English 9-12 | 150/30 | The daily teaching load shall not exceed 150 students with a maximum of 30 students per class. |

**Source: New Mexico Public School Code, Section 22-10A-20 (2003)**

**APPENDIX C**
**Special Education Caseloads**

| | A | B | C | D |
|---|---|---|---|---|
| **1** | 0.03 | 0.04 | 0.07 | 0.13 |
| **2** | 0.06 | 0.08 | 0.13 | 0.25 |
| **3** | 0.09 | 0.13 | 0.20 | 0.38 |
| **4** | 0.11 | 0.17 | 0.27 | 0.50 |
| **5** | 0.14 | 0.21 | 0.33 | 0.63 |
| **6** | 0.17 | 0.25 | 0.40 | 0.75 |
| **7** | 0.20 | 0.29 | 0.47 | 0.88 |
| **8** | 0.23 | 0.33 | 0.53 | 1.00 |
| **9** | 0.26 | 0.38 | 0.60 | |
| **10** | 0.29 | 0.42 | 0.67 | |
| **11** | 0.31 | 0.46 | 0.73 | |
| **12** | 0.34 | 0.50 | 0.80 | |
| **13** | 0.37 | 0.54 | 0.87 | |
| **14** | 0.40 | 0.58 | 0.93 | |
| **15** | 0.43 | 0.63 | 1.00 | |
| **16** | 0.46 | 0.67 | | |
| **17** | 0.49 | 0.71 | | |
| **18** | 0.51 | 0.75 | | |
| **19** | 0.54 | 0.79 | | |
| **20** | 0.57 | 0.83 | | |
| **21** | 0.60 | 0.88 | | |
| **22** | 0.63 | 0.92 | | |
| **23** | 0.66 | 0.96 | | |
| **24** | 0.69 | 1.00 | | |
| **25** | 0.71 | | | |
| **26** | 0.74 | | | |
| **27** | 0.77 | | | |
| **28** | 0.80 | | | |
| **29** | 0.83 | | | |
| **30** | 0.86 | | | |
| **31** | 0.89 | | | |
| **32** | 0.91 | | | |
| **33** | 0.94 | | | |
| **34** | 0.97 | | | |
| **35** | 1.00 | | | |

## APPENDIX D
## LEAVES OF ABSENCE

**WHO TO CONTACT WHEN REQUESTING A LEAVE**

- Leaves of ten (10) consecutive workdays or less will be requested through and approved by the principal or supervisor.
- Unless otherwise specified, extended leaves of more than ten (10) days, with or without pay, will be requested through the Extended Leave Clerk's office in the Department of Human Resources.

*This chart is a quick reference guide to leaves. Refer to Article 18 of this Agreement for full details.*

| LEAVES | | | |
|---|---|---|---|
| **Leave** | **Description/Conditions** | **Contact** | **Effect on Pay** |
| **Advanced Study Leave** | Advanced Study: A teacher who has been employed under the terms of this Agreement by the District for three (3) continuous contract years or more immediately preceding the granting of this leave is eligible for advanced study leave for up to one (1) year. | Extended Leave Clerk | Leave without pay |
| **Assault Leave** | Up to twenty (20) duty days for time resulting from physical injuries caused by an assault while carrying out the duties and responsibilities of a teacher. Assault means an intentional act which causes an injury. Any teacher assaulted shall report the incident to the principal immediately. In the event more than three (3) days are lost as a result of the assault, the teacher shall submit to the principal a physician's certificate attesting to the injury. | Principal/ Supervisor | No loss |
| **Bereavement Leave** | Up to five (5) days. Three (3) days of leave with pay is automatically granted and two (2) additional days leave with pay will be granted if requested. Bereavement leave is not cumulative nor is it deducted from a teacher's sick leave. | Principal/ Supervisor | No loss |
| **Court Leave** | Granted for jury duty.<br>Granted to a teacher to appear in court to assert or protect one's own interest. For this particular leave, a deduction from gross pay shall be made at the degreed substitute rate of pay for each day taken.<br>Leave with pay will be granted to a teacher where absence from duty is required by a lawful subpoena to testify in a court proceeding or in an administrative hearing where the issue does not involve asserting or protecting one's own interest. | Principal/ Supervisor or Extended Leave Clerk depending on length of leave. | No loss/ limited loss |
| **Extended Sick Leave** | Extended Sick Leave: A teacher who is unable to teach because of personal illness or disability and who has exhausted all available sick leave shall be granted leave for up to one (1) year. | Extended Leave Clerk | Leave without pay |
| **Extended Personal Leave** | Leave without pay for up to one (1) year may be granted to a teacher provided said teacher has been actively employed for five (5) continuous contract years preceding the granting of this leave and has not been granted an extended part-time leave within that period. | Extended Leave Clerk | Leave without pay |
| **Extended Part-Time leave** | Extended Part-time Leave: Teachers who have been employed by the District in a full-time capacity for five (5) continuous contract years prior to granting this leave, may be granted leave to work less than full-time for up to one (1) school year. | Extended Leave Clerk | Leave without pay |
| **Illness in the Immediate Family** | Up to three (3) days of sick leave may be used by a teacher for each serious illness of a member of that teacher's immediate family or birth of a child of a teacher. Serious illness shall mean an illness where death is probable and may occur, surgery is performed requiring hospitalization, or illness requiring treatment by a physician. Two (2) | Principal/ Supervisor | No loss |

| | | | |
|---|---|---|---|
| | additional days of sick leave may be used where round trip travel is 600 miles or more. | | |
| **Military Leave** | Employees who perform duty, voluntarily or involuntarily, in the "uniformed services," which include the Army, Navy, Marine Corps, Air Force, Coast Guard, as well as the reserve components of each of these services, Army National Guard, Air Force National Guard, Commissioned Corps of the Public Health Service, and any other category of persons designated by the President in time or war or emergency, will be eligible for re-assignment to the position they vacated prior to taking military leave after completing duty. | Extended Leave Clerk | Limited loss of pay/loss of pay |
| **Parental Leave** | Parental Leave: A parental leave of absence for up to one (1) year shall be granted upon request to a teacher for the purpose of childbearing and/or child rearing as follows:<br>1) A teacher who is pregnant shall be entitled upon request to a leave to begin at any time between the commencement of her pregnancy and one (1) year after a child is born to her. If not on parental leave of absence, any portion of a teacher's absence from work because of a medical disability connected with or resulting from her pregnancy may be charged to her available sick leave.<br>2) A male teacher shall be entitled upon request and verification of birth date to a leave to begin at any time between the birth of his child and one (1) year thereafter.<br>3) A teacher adopting a child shall be entitled upon request to a leave commencing when custody occurs or prior to receiving custody if necessary in order to fulfill the requirement of adoption. | Extended Leave Clerk | Leave without pay |
| **Personal Emergency Leave** | A teacher will be granted up to five (5) days of leave per year to cover situations beyond the control of the teacher which would significantly impair teaching service. Personal emergency leave may not be used for illness/injury, or illness/injury or in the immediate family. Deductions from the gross pay of a teacher for this leave shall be made at the degreed substitute rate of pay for each day taken.<br>A teacher may be granted up to five (5) days leave without pay for business and/or personal reasons having unusual circumstances. | Principal/ Supervisor | Limited loss of pay/ loss of pay |
| **Personal Leave** | One (1) day of leave with pay each year is granted to a teacher for personal matters which require the teacher's absence during school hours. This leave may be accumulated up to five (5) days. Except in emergency situations, the teacher shall give at least three (3) school days' notice to the principal that leave will be taken under this section. The employee need not state the reason for taking leave under this section. | Principal/ Supervisor (Not subject to approval of the principal) | No loss |
| **Professional Development Leave** | Professional leave is provided for professional development, professional organizational activities, and school-related professional activities. A teacher may be granted this leave without loss of pay when (1) serving as a representative of the District or (2) attending conferences, workshops, meetings, seminars or other activities related to the teacher's assignment. | Principal/ Supervisor | No loss |

| | | | |
|---|---|---|---|
| **Political Leave** | Leave of absence with pay shall be granted for the purpose of holding political office. The teacher/office holder shall request in writing a leave within the framework of this policy and shall receive a written response defining the terms of the leave. | Superintendent | Loss of pay/ No loss |
| **Religious Leave** | A teacher will be granted up to two (2) days of leave per year for observance of recognized religious events. Deductions from the gross pay of the teacher for this leave shall be made at the degreed substitute rate of pay for each day taken. An employee may convert one day of | Principal/ Supervisor (Not subject to approval | Loss of pay/ No loss |

| | | | |
|---|---|---|---|
| | sick leave to one day of religious leave during the school year. The employee must submit a special leave slip to his or her supervisor at least three (3) days prior to the date the leave will be taken. The employee need not disclose their religious beliefs verbally or in writing. | of the principal) | |
| **Sabbatical Leave** | Dependent upon the availability of non-District funding, a teacher may be granted sabbatical leave with pay. Such leave may be for one (1) semester or one (1) year. Only those certified teachers who have been actively employed by the District for at least six (6) continuous contract years preceding the granting of this leave are eligible. Request for sabbatical leave must be submitted no later than March 1. | Extended Leave Clerk | No loss |
| **Sick Leave** | All active employees on matrices AT-1, AT-2, AT-3, A-2 and A-3/4 will be credited with paid sick leave at the start of the contract year. | | No loss |
| **Sick Leave Bank** | To be eligible for participation in the Sick Leave Bank (SLB), a teacher must voluntarily contribute each pay period, through payroll deduction, a sum which is designated by the joint Sick Leave Bank Committee. | Sick Leave Bank Clerk | No loss up to 40 days |

**EXTENDED LEAVES OF ABSENCE WITHOUT PAY**
**For complete descriptions, conditions and requirements please refer to Article 18. P. of this Agreement**

- Extended leaves are granted for up to one (1) year.
- A teacher returning to duty from an extended leave shall be reassigned to the original teaching position or, if that position is no longer available, to a substantially equivalent position to that held by the teacher at the commencement of the leave.
- A teacher returning from an extended leave must file intent to return to the school system no later than March 1. Failure to do so will be considered a resignation on the part of the teacher effective at the conclusion of the leave or the school year, whichever comes first.
- All requests for extended leaves of absence shall be submitted to the Extended Leave Clerk's office in the Human Resources Department.
- Time spent on extended leaves of absence will not be counted for seniority purposes
- Extended leaves of absence will not be denied because of length of service except as provided herein. Time spent on extended leaves of absence shall not be considered a break in continuous service.

**LISTING OF EXTENDED LEAVES**

- Advanced Study Leave
- Charter School Leave
- Extended Sick Leave
- Extended Personal Leave
- Extended Part-time Leave
- Illness in the Immediate Family
- Parental Leave

**APPENDIX E**
**TIME CHART**

The Negotiated Agreement and District practices allow for additional time and flexible scheduling to be used for professional development and other school-specific functions. The chart below clarifies how the time can be used and who determines how it is used.

| Article of agreement and/or description | What | Who decides |
|---|---|---|
| 5, C.4.<br>Lengthening of the duty day | The duty day can be extended up to two (2) hours every twenty workdays. The time must be used for school business and must be attached to the duty day. In other words, teachers cannot be required to return to work in the evenings. | *Principal/Supervisor can use these hours at his/her discretion* |
| 5,C.5. Professional Development time (see pages 12 and 32) | Schools may utilize up to an additional thirteen (13) hours annually for professional development activities collaboratively planned through the Instructional Council. Any district-mandated training will be included in these hours in accordance with the procedures outlined in Appendix D. | *It is the Instructional Council's responsibility to:*<br>• *Decide in collaboration with the whole staff whether or not to use up to 13 hours annually for professional development;*<br>• *Come to consensus with the staff on the content of the professional development;*<br>• *Come to consensus with the staff on the scheduling of up to13 hours annually for professional development.* |
| 5, C.6.<br>Federal, state or judicial training requirements | Up to fourteen (14) hours per school year can be used if required by a federal, state or judicial mandate. | *The district notifies teachers of the training and the entity requiring the training.* |
| "Banking" of instructional time | Schools sometimes extend the student instructional day in order to get blocks of time for school-specific activities. By extending the instructional day, schools meet state requirements concerning instructional time. This provides time when students are excused from school so that staff can have time for professional development, in-service, training etc. | *It is the Instructional Council's responsibility to:*<br>• *Decide in collaboration with the whole staff whether or not to bank time;*<br>• *Work collaboratively with the whole staff to decide the content of the professional development and the date or dates it will be held.* |
| *Open House/Curriculum Night* | It is a professional responsibility of teachers to attend one (1) open house or curriculum night. | *ATF and APS mutually agreed that it is the responsibility of the teacher to attend one of these functions. It is the principal who decides when the function will occur.* |

**APPENDIX F**
**CREDENTIAL DIFFERENTIALS**

*Credential differentials are provided for credentials above minimum teacher licensure requirements. Differentials are provided because the credential adds to the teacher's knowledge base and abilities.*

| | |
|---|---|
| **Bilingual and ESL Differentials –** *refer to Article 6.D* of this agreement for official language concerning eligibility, reporting requirements, tuition reimbursement and comprehensive compensation ladder details. | |
| **$500 Differential for Bilingual and ESL** | • Teachers who possess a current Bilingual and/or ESL endorsement receive a differential effective the beginning of the school year.<br>• Teachers obtaining their endorsement for the first time shall be paid the entire differential payment as long as their endorsement has been approved by the Public Education Department no later than September 30.<br>**Note:** Endorsements issued after September 15 will be compensated on a prorated basis. Teachers on waiver do not qualify for the differential. Differential payments will be made to teachers who possess an unexpired, regular teaching license. Speech Language Pathologists, Occupational Therapists and Physical Therapists are eligible for this credential differential. |
| **Additional $3,000 Differential for Bilingual** | • Per the school's approved Alternative Language Services (ALS) plan and the Public Education Department's approved Bilingual Application, a **$3,000** differential will be paid to bilingual endorsed teachers who teach content area classes in the student's home language for a minimum of 45 minutes or one class period a day. In the event a teacher qualifies or begins to provide service for this portion of the differential after the school year begins, the teacher will be paid a prorated amount of the differential.<br>• Payment for the **$3,000** portion begins with the first paycheck in December, with all of the checks for the remainder of the contract year equal in value. **Note:** Teachers must be included in the ALS plan no later than September 15 in order to receive the full differential amount. Teachers included in the ALS plan and/or commencing services after September 15 will be paid on a prorated basis. |
| **Additional $2,500 Differential for ESL** | • Per the school's approved ALS plan, the additional **$2,500** differential is for TESOL endorsed teachers who teach a structured English language (ESL) class for students whose home language is not English for a minimum of 45 minutes or one class period a day. Students who require ESL classes are NEP, LEP, LEPa and at-risk LEPC students as determined by the Language Assessment Scales. Content area classes such as math, social sciences, science, PE, etc. do **not** substitute for ESL classes. In the event a teacher qualifies or begins to provide service for this portion of the differential after the school year begins, the teacher will be paid a prorated amount of the differential.<br>• Payment for the **$2,500** portion begins with the first paycheck in December, with all of the checks for the remainder of the contract year equal in value. **Note:** Teachers must be included in the ALS plan no later than September 15 in order to receive the full differential amount. Teachers included in the ALS plan and/or commencing services after September 15 will be paid on a prorated basis. |
| **Additional $3,500 Differential for Bilingual and ESL** | Teachers providing both ESL and Bilingual services according to the requirements above shall receive an additional differential of $3,500. |
| **Additional $1,000 Differential for TESOL/Bilingual Professional Support** | TESOL/Bilingual support differentials are intended for librarians, resource teachers and those who work in elementary specials, serving all, or a large portion, of the students. |
| **Teachers of the Deaf** | Teachers of the Deaf who hold a certificate that ensures that they are proficient in Sign Language are eligible for one of 4 bilingual credential differentials. *See pages 22-24 for details* |

**National Board for Professional Teaching Standards Certificate**

- The State of New Mexico provides funding for a differential for board certified teachers based on the state's unit value multiplied by a factor of 1.5.
- For school year 2017-18, the differential value is **$6,797.61**

Should the state discontinue funding this differential, Board certified teachers shall receive a differential of $2,000.

## APPENDIX G
## TEACHER LEADERSHIP DIFFERENTIALS

| Differential | Amount |
|---|---|
| **Elementary Team Leader**<br>Elementary Team Leaders - There shall be a collaborative effort between administration and certified staff at each school site to establish up to twelve (12) positions to address both current and innovative curricular and managerial needs. Determination of positions, job descriptions and differential amounts shall be through school-wide consensus of all certified teaching staff.<br>a. Term: Positions shall be for a term of one year; all positions shall be evaluated by the teaching staff annually at the end of the school year redesigned, redefined and/or differential amounts reallocated. Teachers may be reelected to a Team Leader position for more than one year.<br>b. Election of Team Leaders: Team Leaders must be members of the certified teaching staff. They shall be elected by all certified members of the teaching staff annually in a secret ballot election. Each certified member of the teaching staff shall receive a list of the positions, job descriptions and differential list before the election is held and shall have the opportunity to be nominated or to volunteer for the ballot. Results of the election shall be reported to Human Resources no later than October 1 of each school year.<br>c. Differential: The sum of $8,085 will be allocated to each elementary school site to be used as payment for differentials.<br>**Summary, related information**<br>Determination of the number of positions, types of positions and differential amount for each position shall be made through a school-wide consensus process between the administration and the licensed staff.<br>*Note: If a school would like to provide differential compensation for more than 12 teachers, a waiver of the language must be requested. Both Albuquerque Public Schools and the Albuquerque Teachers Federation must approve the waiver request.*<br><br>In order for the union to approve the request, seventy-five (75) percent of the union membership at the school must agree to the request. Requests for waivers should be sent to the Albuquerque Teachers Federation. If the union approves of the request, it will submit the request to the district for consideration. | **$8,085** for **up to twelve (12) positions**. |
| **High School Team Leader/Department Head**<br>Election/Selection procedures for choosing Team Leaders, including a procedure for resolving tie votes, will be agreed upon by team members before elections take place. Personnel from each team shall agree to choose Team Leaders in one of the following manners:<br>1. Team Leaders shall be elected by team members.<br>2. Team members shall select two (2) or more persons and submit names to principal who shall choose a Team Leader from that list.<br>3. The Team Leaders shall serve for a period of two (2) years. If the position becomes vacant during the two-year term, a replacement shall be named according to the election/selection procedure described above. | 6-15 teachers in department – **$1,751**<br><br>16 or more teachers in department – **$1,929** |

| | |
|---|---|
| **High School Academy Leaders / Collaboration Facilitators**<br>Starting with the 2009-2010 school year, high schools will have $3,520 to be used for Academy Leader Differentials.<br>1. Schools are free to supplement the $3,520 available for Academy Leader/ Collaboration Facilitators differentials from the school's discretionary funds.<br>2. The elected leaders will make a determination about how the $3,520 will be divided among themselves and they will let the principal know this before the differential paperwork is due to Human Resources. | **$3,520** available for Academy Leader / Collaboration Facilitators differentials |
| **Middle School Team Leaders**<br>Starting with the 2009-2010 school year, middle schools will have $3,520 to be used for Team Leader Differentials.<br>1. Schools are free to supplement the $3,520 available for Team Leader differentials from the school's discretionary funds.<br>2. The elected leaders will make a determination about how the $3,520 will be divided among themselves and they will let the principal know this before the differential paperwork is due to Human Resources. | **$3,520** available for Team Leader differentials (in addition to differential money for MS Team Leaders/Department Heads already available to Middle Schools.) |
| **Middle School Department Heads/Team Leaders**<br>Election/Selection process is the same as for High School Team Leaders.<br><br>It is the Instructional Council's responsibility to decide in collaboration with the whole staff whether or not to have Department Chairs, Team Leaders or both. | **$1,629**<br>• Four (4) differentials are available for schools with an enrollment of 800 or less<br>• Five (5) differentials available for schools with an enrollment over 800. |
| **Elementary, Middle, and High School Special Education Department Head** | 4-15 teachers in department or on team **$2,800**<br>16 or more teachers in department – **$3,100** |
| **Student Assistance Team Chair**<br>The election/selection process for the SAT Chair will be as follows:<br>• Chairs currently in position have option to stay in the position.<br>• Schools that currently elect chairs will continue to do so.<br>• For schools that have no chair and no election process, the principal may appoint SAT chairs for a one-year term. | **$2,000** |
| **Mentor Teacher** | **$2,000 for mentoring one teacher / $4000 if they mentor two teachers**<br>see Article 9 for additional information |

**APPENDIX H**
**DEPARTMENT CHAIR ELECTION GUIDELINES**

## GENERAL CONSIDERATIONS

***Below are questions to be answered by the department, before the first nomination is made and certainly before the first ballot is cast. Each school may have a different view on each question, but there should be agreement on these issues before the process continues.***

**1. Determine the method of election/selection outlined in the Negotiated Agreement under Article 6.E.** Will an election be conducted, or will the names of two or more persons be submitted to the principal for his/her selection?

**2. Determine the universe of voters. Who is eligible to participate in the election?**

- All certified staff who work in the department?
- Does this include part-time employees? Contract employees? All ancillary personnel?
- Itinerant ancillary persons, such as OTs, PTs, who may visit the school only once or twice a week?
- What about employees who teach in two or more departments, e.g. language arts and social studies? Do they vote in the department even if they only teach one class in that particular department?
- If a teacher will be transferring or retiring before the start of the following school year, should that person be eligible to vote?

**3. Determine the definition of vote.**

- One person, one vote? This is the usual practice.
- Does the "vote" of someone who is part-time (e.g. a .2 FTE) count the same as someone who is full-time?
- Should there be a "weighted" vote? Should a "vote" be based on the number of periods a person is in the department? For example, someone who teaches six periods per day in a department would have six votes. One who teaches two periods per day would have two votes. How would this apply to itinerant people like Adaptive PE teachers and OTs?

**4. Specify how a winner is determined.**

- Should the winner be elected by a simple majority of the votes cast, that is 50% + one?
- If there are multiple candidates, should a runoff election be held, or should the winner be the candidate that receives a plurality of the votes?

**5. Determine, publish and distribute the timeline and procedures for the election.**

## PROCEDURAL RECOMMENDATIONS

- **Decide on a calendar for the election.** In highly contested elections, it is recommended that the following take place:
  1. Have a nomination period of several days.
  2. Post the nominations in the lounge during and after the nomination period.
  3. Conduct a department meeting in which each candidate can make a statement of their reasons for seeking the position and to answer questions by dept. members.
  4. Election Day(s) – Announce when the voting day(s) will be well in advance.

- **Post or distribute the election calendar, voting procedures AND the list of eligible voters, as decided by the department.**
- **It is recommended to conduct voting for at least two days and to develop a procedure for absentee voting, in case someone is sick or will be off-campus during the election period.**
- **Print official ballots and secure a ballot box.** If you are able to do so, obtain the use of a ballot box that can be locked. Place the ballot box in a public location for the voting period.
- **Make sure to clarify the times for voting and for counting the votes.** At the close of balloting, count the votes in the same public location. Invite everyone to the vote count.
- **The election procedures should specify what will happen in the event of a tie.** Will a tie be broken by a coin toss, or drawing high card or other chance drawing? The tie-breaker method should be agreed upon by both candidates, and understood by everyone, before the first vote is cast.

**These guidelines have been developed from past experiences where voter eligibility and procedures have been at issue. It is strongly recommended that you plan for every contingency to ensure the integrity of the election.**

**APPENDIX I**
**ATF/APS CONFLICT RESOLUTION PROCEDURE**

*Refer to Article 25 of the Negotiated Agreement*

The following process is an available option that may be used when a conflict exists between a supervisor and employee which the two parties have not been able to resolve on their own and the issue:

1. does not rise to the level of a grievable matter, but does warrant resolution; or
2. is grievable, but the employee does not wish to begin resolution efforts through the formal grievance procedure. If the grievance procedure would normally be available, any applicable timelines involved in the formal grievance procedure would be frozen or held in abeyance until such time as one or both parties voluntarily withdraw from the conflict resolution procedure.

It is understood that the conflict resolution procedure is voluntary and that both parties would have to agree to enter into the process in order to seek a remedy in the manner outlined below.

Stage 1. Face to face meeting between the parties occurs at a location off-site if requested by one or both parties. At this meeting, each party is given the opportunity to state the problem as they see it and respond to the other individual's issue and or perspective. At this point, the parties involved in the conflict may each ask for the assistance of a representative to assist in attempting to resolve the matter.

Either party or both parties may ask to have a third party ombudsman (trained in conflict resolution strategies) accompany them at this time—not as an advocate—but as a facilitator, with the purpose being to find a resolution to the conflict. The ombudsman would be selected from a cadre of trained facilitators.

Process: Allow for adequate time to resolve the matter. This could be limited to a set number of days or end with a notice from one party to another that they want to move on to mediation.

If resolution occurs – matter closed.
If problem is not resolved, then both parties agree to move to the second stage.

Stage 2. Mediation between the parties occurs with one or more trained mediators from EAP with the goal of reaching a resolution to the conflict.

Process: To activate the mediation process, indicate in writing on a form, developed for this purpose, that there is a dispute needing resolution through mediation. Submit copy of form to Employee Assistance Program to request the mediation process formally begin.

Protocol: Mediate in good faith

- This includes a requirement of confidentiality
- Open sharing of information
- Promptness / observation of timelines
- No steps are taken toward grievance or arbitration until the whole mediation process is completed.

If resolution is reached through mediation, a written agreement is signed by both parties with both parties agreeing to abide by the resolution. If no resolution is reached, a written statement to that effect is signed by both parties. Other avenues for resolution may be pursued if available.

**APPENDIX J.1**

**MEMORANDUM OF UNDERSTANDING**
**2020-2021 PROFESSIONAL DEVELOPMENT DAYS AND TEACHER PREPARATION DAY**

For the 2020-2021 school year, the parties agree to a continuation of district-wide and site-based professional development and teacher preparation during the first week. School sites must decide the focus of each of the days based on consensus achieved through the site's Instructional Council.

New language based on the PED reopening requirements:

1. Prior to the resumption of classroom instruction, the District shall train all employees on local and state rules regarding:
    a. How to use any online instruction and learning tools employed. All such training shall be paid at the individual hourly rate, and
    b. Health and safety procedures such as appropriate use of PPE and what to do if a student or staff member is exhibiting symptoms.
        i. All such training shall be within the District-directed professional development time as defined below or paid at each individual's appropriate rate.
        ii. Any bargaining unit members who are assigned additional duties necessary to assist COVID-19 monitoring shall receive appropriate training prior to performing such tasks.

| | |
|---|---|
| Registration, staff orientation, professional development* and one day for teacher preparation. | Aug. 5-7 and 10-11, 2020 |
| Students return to school. | Aug. 12, 2020 |
| Semester Professional Development Day | Jan. 4, 2021<br>2/3 of day spent on site-based PD and 1/3 of day for teacher preparation. |

During the first five (5) days of each calendar Instructional Councils will work with the staff on a schedule that includes:

- Helping with student registration: staff should be assigned in shifts that do not interfere with other obligations for no more than ½ a day.
- Staff orientation: no more than ½ a day
- Site-directed professional development*
- District-directed professional development-one full day Monday, August 10th.
- Preparation time: one day

*Site-directed professional development planning should connect with the Teacher Leader Facilitators (TLF). The TLF is an instructional leader who collaborates with the instructional council and administration to provide support for the professional development needs at the school level in conjunction with school goals and individual adult learning needs.

PD for the specialized role groups listed below will be Monday, August 10th.

- Audiologists
- Librarians
- Nurses
- Head Teachers
- Social Workers
- PE Teachers
- APE Teachers
- Fine Arts Teachers (all levels)
- SLPs, OTs and PTs
- IEP Specialists
- IGS1 and IGS2
- SCS2 and SCS3
- SES1 and SES2
- Pre-K/Developmental Pre-K
- CTE teachers

School Psychologists, Transition Specialists and Diagnosticians will have one day of PD during the first week the role groups are on contract.

## APPENDIX J.2
## MEMORANDUM OF UNDERSTANDING

The District and the Federation agree that, as funds become available, an additional differential of $2,800 will be allocated for an additional Elementary Head Special Ed Teacher at school sites where head teachers currently have no time released within the duty day.

Allocations will be prioritized based on the Special Education Department's criteria including the greatest number of special Ed programs at the elementary site; and a large number of programs serving Intensive Global Support 1 (IGS1), Intensive Global Support 2 (IGS2), Social Communication Support (SCS1 or SCS2 or SCS3), Social Emotional Support 1 (SES1) and Social Emotional Support 2 (SES2) students.

## APPENDIX J.3
## MEMORANDUM OF UNDERSTANDING
## ADMINISTRATIVE TRANSFERS

A. The parties have a mutual interest in establishing an Administrative Transfer process that is fair and addresses concerns not related to teaching performance or issues related to conduct. The pilot process in this agreement shall continue to be in effect for the 2011-2012 school year.
   1. The parties agree to evaluate the effectiveness of the process during contract negotiations for the 2012-2013 contract.
   2. The parties agree that the process included in this agreement will be used when determining whether or not a teacher can be administratively transferred from one school or site to another.
   3. As part of the process in this provision, the parties agree to establish a panel consisting of one member from the District, one member from the Federation, and, if one or both parties deem it necessary, one member from the Federal Mediation and Conciliation Service (FMCS).

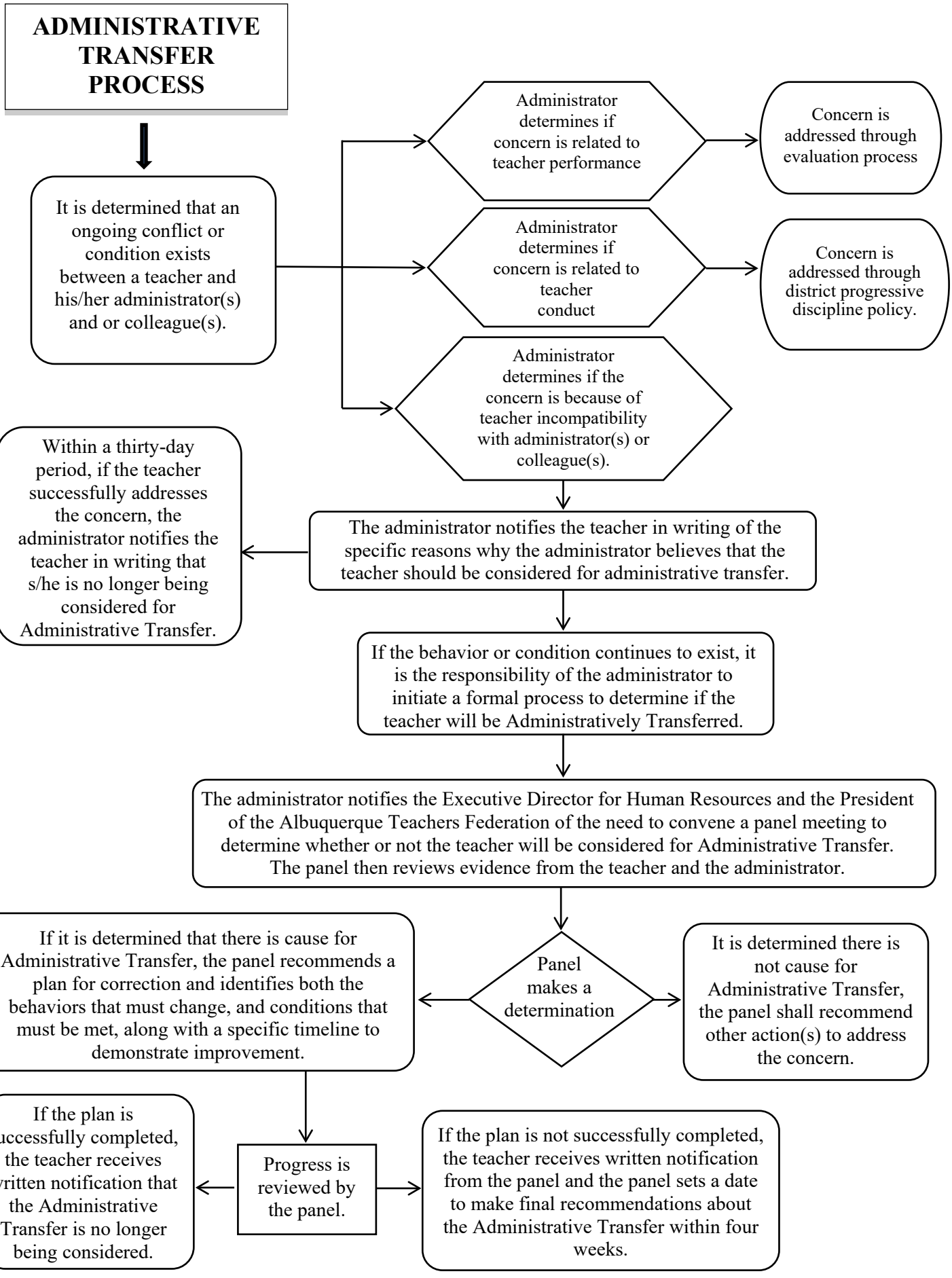
B. Administrative Transfer Process
   1. If there is an ongoing conflict or other condition that exists between a teacher and his or her administrator(s) and/or colleague(s), it is the administrator's responsibility to determine if the concerns about a teacher are related to teaching performance that should be addressed through the evaluation procedure or specific conduct that should be subject to the district's progressive discipline policy.
   2. If the administrator determines that the actions of the teacher or other conditions result in the teacher being incompatible with the administrator or colleagues at the school, the administrator will notify the teacher of the specific reason(s) in writing why the administrator believes that the teacher should be considered for Administrative Transfer.
      a. Employees will have a minimum of one month to demonstrate that the concerns have been addressed.
      b. It is recommended that the parties meet periodically, even after the issue is resolved.
      c. If, after being notified of the concerns, the behavior or condition stops or ceases to exist, the administrator will notify the teacher in writing that he or she is no longer being considered for Administrative Transfer.
   3. If the behavior or condition continues to occur or exist, it is the responsibility of the administrator to initiate a formal process to determine if the teacher will be administratively transferred.
      a. The administrator will notify the Executive Director for Human Resources and the President of the Albuquerque Teachers Federation (ATF) that he or she wants to convene a meeting of the panel to determine whether or not the teacher will be considered for Administrative Transfer.
      b. The panel shall convene and review the evidence presented by the administration and the teacher. Both the teacher and administrator can be assisted in the presentation of information by a representative or advisor of their choosing at this and any meeting of the panel throughout the entire process.
      c. The panel will determine if the behavior or condition could warrant an Administrative Transfer.
      d. If the case does not meet the panel's criteria the panel shall notify the administrator and the teacher why and recommend action the administrator could consider to better address the concerns. These could include, but not be limited to, using the evaluation process to correct behavior or the district's

progressive discipline process to address conduct issues. The panel could also recommend that the teacher and administrator seek mediation services from the district's Employee Assistance Program.

e. If the behavior or condition meets the criteria for an administrative transfer, the panel will recommend a plan delineating specific behaviors and conditions that must change and establish a timeline for improvement that shall be no longer than six (6) weeks in duration.
f. The plan shall be provided to the teacher, the site administrator, HR and ATF.
g. At the end of the established timeline, the panel shall reconvene to hear of the progress or lack of progress made. If the teacher has successfully completed the steps, s/he shall be notified of expectation that the behaviors or conditions within the teacher's control become permanent. At this point the teacher shall be notified he or she is no longer being considered for an Administrative Transfer.
h. If the conditions of the plan have not been met, the panel will notify the teacher and set a final meeting date no later than four (4) weeks later to make a final recommendation about the process and timeless for the Administrative Transfer

C. If, at any point during the process, the administrator wishes to remove the teacher from consideration for Administrative Transfer s/he may do so.
D. Teachers may seek a voluntary transfer in accordance with Article 16, B. of the agreement at any time during the process.
E. If, while on the administrative transfer plan, new problems are identified, the behaviors or conditions related to the problems could be addressed by the panel.
F. If a teacher successfully meets the conditions of the plan but the problems originally identified arise at the same school site with the same administration, the teacher shall be notified of the problem and the administrator shall notify ATF and HR of the need to convene the panel. The panel shall determine if the behaviors and conditions are the same or similar to those that led to the panel placing the teacher in the process. If so, the panel shall convene a meeting to hear evidence and determine if the teacher should be transferred.

# ADMINISTRATIVE TRANSFER PROCESS



**APPENDIX J.4**

**MEMORANDUM OF UNDERSTANDING**
**TESTING COORDINATOR RESPONSIBILITIES & COMPENSATION**

The District and the Federation agree to negotiate language creating a differential for the teacher leadership position of School Testing Coordinator as funds become available for the compensation of this position.
The school testing coordinator:

- Coordinates and organizes all testing activities at the school site.
- Develops and orchestrates the testing schedule and testing logistics for the site.
- Attends all mandatory district meetings to receive appropriate training in state testing guidelines
- Provides appropriate training at the school site to individuals who will administer standardized tests to ensure proper testing protocols, procedures and test security measures are followed.
- Maintains school-wide general test security.
- Coordinates and consults with the school principal on any and all testing irregularities.
- Reports all testing irregularities to the district testing manager.
- Coordinates with the head special education teacher to ensure that appropriate testing accommodations are made available for special education students who require such accommodations.
- Coordinates with the ELL teachers to ensure that appropriate testing environments are made available for ELL students.

For the 2015-2016 school year, the .6 FTE will remain the same for high schools. The position is not an elected position.

For alternative high schools, middle schools and elementary schools the following formula will be implemented:

Based on school enrollment:

| | |
|---|---|
| 0 to 500 students | = $5,000 |
| 501 to 1,000 students | = $7,000 |
| 1,001 and above students | =$10,000 |

Additionally, an at-risk index will be applied to schools as below:

| | |
|---|---|
| 0-1.5 | = no additional funding |
| 1.6 to 2.0 | = additional $1,000 |
| 2.1 and above | = additional $2,000 |

Decisions about how to disburse the funds available to best support the testing responsibilities will be collaboratively planned through the Instructional Council. Only employees in the teacher bargaining unit, the site principal and assistant principal(s) are eligible to receive testing coordinator compensation. Schools may also use testing coordinator funds for substitutes.

Each school must identify a Testing Coordinator who will serve as the point of contact and liaison between the district and the school site and must meet the expectations of the district as the testing coordinator.

## APPENDIX J.5
## MEMORANDUM OF UNDERSTANDING
## VOLUNTARY TRANSFER OF A FULL-TERM EMPLOYEE INTO A SHORT-TERM POSITION

Full-term teachers may be offered and may accept a teaching position that has been identified as a short term position; however, they shall do so with the understanding that if that position is no longer available at the conclusion of the term of that position, then they will be placed on the must hire list for reassignment into a position for which they are qualified elsewhere in the District. (Employees who work at a traditional calendar school cannot take a short position at an alternative calendar school and alternative calendar school employees cannot take a short-term position at a traditional calendar school.) They shall do so with the further understanding that they are waiving any rights to remain in the short-term assignment and/or at the location site regardless of their seniority or qualifications, beyond the stated length of the short-term assignment which shall be for the remainder of the school year. These employees are free to pursue a voluntary transfer to another assignment prior to their being placed from the Must-Hire list.

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**Waiver of Rights of Full-term Teachers Accepting Transfer into a Short-term Position**

I _____ accept temporary assignment as a voluntary transfer to the short-term
(name of employee)
position of _____ at _____ with the understanding that the
(position description) (location)
duration of the assignment shall be until _____. I understand that following the
(date assignment concludes)
conclusion of the assignment, I will be subject to placement on the must-hire list for assignment to

another position and that I am free to exercise my right to seek a voluntary transfer at that time.

_____ _____
Signature of employee accepting short-term position Date

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## APPENDIX J.6
## MEMORANDUM OF UNDERSTANDING
## STAFF FEEDBACK ON PRINCIPAL PERFORMANCE

The parties agree that one essential component of a productive principal evaluation system is staff feedback. Toward that end, the District and the federation agree to start using a jointly created instrument for the 2013-2014 school year.
*Please see APPENDIX K APS PRINCIPAL SURVEY*

## APPENDIX J.7
## MEMORANDUM OF UNDERSTANDING
## SICK LEAVE TASK FORCE

ATF and APS agree to establish a task force with all six bargaining units and all employee groups during the 2015-2016 school year.

The members of this task force will make recommendations regarding various sick leave plans, PTO plans, and district-wide meritorious attendance programs.

The task force will include representatives from all six bargaining units and all employee groups in APS and therefore the recommendations will be inclusive of all those concerned.

The task force will begin no later than September 15, 2015 and end no later than February 15, 2016.

## APPENDIX J.8
## MEMORANDUM OF UNDERSTANDING
## AIR FORCE JROTC INSTRUCTORS: REDUCTIONS IN AIR FORCE CONTRIBUTIONS FOR JROTC INSTRUCTOR'S SUMMER WORK

As a result of the 2014 reduction in the Air Force contribution for Air Force JROTC Instructor's summer work, APS and ATF agree to the following:

- Starting July 01, 2014 APS will not pay the two months of military contribution of the Minimum Instructor Pay (MIP) that the Air Force Headquarters no longer pays in to the JROTC programs.
- APS will continue to pay the school district's portion to the MIP.
- All AF JROTC instructors remain on a 260-day (12 month) contract.

AF JROTC instructors work with the APS JROTC leader to agree upon time worked during the summer months, in accordance with Article 5.C.12.

This MOU will be reviewed by both parties in the spring of 2015.

## APPENDIX J.9
## MEMORANDUM OF UNDERSTANDING
## LEAVE TASK FORCE

ATF and APS agree to establish an APS/ATF Task Force on Leave during the 2016-2017 school year. The members of this task force will make recommendations about the following:

- A transition from the two (2) categories of personal leave and sick into one (1) category called "leave."
- A district-wide meritorious attendance program.

The Task force will include representatives from various employee groups in APS and therefore the recommendations will be inclusive of all those concerned.

APS/ATF Task Forces will be made up of no less than three (3) and no more than six (6) administrators selected by the district and an equal number of teachers selected by the union.

## APPENDIX J.10

## MEMORANDUM OF UNDERSTANDING
## PRINCIPAL AND TEACHER ACCOUNTABILITY AND ASSESSMENT ADVISORY COUNCILS

The Principal and Teacher Accountability and Assessment Advisory Councils working with the staff of the Office of Accountability and Reporting have reached six essential agreements around assessment in grades K-12.

1. Essential to a quality assessment system is capacity building to support teachers in designing and using authentic assessments and capacity building for principals around assessment literacy and the appropriate uses of assessment.
2. In keeping with the goal of maximizing instructional time, the District will mandate only essential assessments over and above those mandated by statute or rule from PED.
3. Those few district assessments must support instructional decision making for students, reporting to parents, and support program improvement efforts at the classroom, school and district levels.
4. Any district-mandated assessments will be aligned to standards (not curricula or programs), will be clearly communicated to teachers and principals, and the reason for these assessments articulated not only to principals but directly to teachers who are affected.
5. District mandated and district offered (optional) assessments will be jointly reviewed and selected by principal and teacher representatives and recommended to all members of these role groups for review and comment.
6. The current format of state mandated assessments limits their usefulness; results may be used to establish broad trends of performance but are not appropriate for individual student planning. The Councils support limiting the use of these assessments at the district-level to these described uses.

ATF and APS agree to establish a Task Force during the 2017-2018 school year to review the agreements and make recommendations to the APS/ATF Living Contract Committee about implementing the essential agreements.

The APS/ATF Essential Agreements Around Assessment Task Force will be made up of no less than 3 and no more than 6.

## APPENDIX J.11

## MEMORANDUM OF UNDERSTANDING
## SPECIAL EDUCATION TEACHER PREPARATION TIME

The parties have a mutual interest in ensuring that special education teachers receive sufficient preparation and planning time.

A. The parties agree to the following:
   1. Before the beginning of each school year, secondary schools will submit a plan detailing how preparation periods/times are scheduled. In the event preparation time is scheduled for teachers through coverage by non-licensed employees, the lesson or activity should be associated with the class curriculum and/or students' IEPs.
   2. Teachers shall not be required to send classes to another teacher (who has a class of students) in order to get their prep period.
   3. Each elementary school shall strive to equalize the amount of prep time general and special education teachers receive. Each elementary school shall submit a plan detailing how it has tried to equalize the amount of prep time general and special education teachers receive.
   4. The establishment of a joint panel to make determinations or offer recommendations about conflicts or problems associated with issues related to this memorandum of understanding and any future agreements related to the topic of special education preparation time.
B. The parties agree to discuss and attempt to reach conceptual agreements on the following issues prior to the start of 2012-13 negotiations:

1. Ways in which special education licensed personnel can be assigned to school sites (either one school site or, if funding is not available, multiple sites) to free up time for preparation and planning for teachers. Increasing licensed personnel would allow teachers to get preparation time and ensure that students receive instruction from a licensed teacher.
2. Assuring that scheduled recess times at elementary schools designated as preparation time include all special education teachers.

C. The parties agree to jointly research the financial impact of creating elementary school schedules that allow for meaningful and educational activities and/or lessons to be conducted by an educational assistant during specials and physical education instruction.

## APPENDIX J.12
## MEMORANDUM OF UNDERSTANDING
## TEMPORARY REASSIGNMENT OF QUALIFIED LICENSED PERSONNEL

1. Teachers will be asked to volunteer before anyone is directed to temporarily fill a vacancy.
2. Every attempt will be made to ensure the number of employees involved in these changes should be proportional between those in the ATF Bargaining Unit and those who are headquartered in APS Central Office.
3. Teachers in high schools and middle schools will receive a .2 differential in pay for up to 17 days for extending the duty day in order to take on an additional class.
4. Elementary teachers will receive an "Elementary Emergency Placement Differential" which is equivalent to the HS and MS compensation a .2 differential in pay for up to 17 days.
5. All personnel who fill vacancies will have their original duties suspended until they return to their position and will not be asked to do two jobs.
6. Temporary assignments will end on or before September 4, 2015.

## Appendix J.13
## MEMORANDUM OF UNDERSTANDING
## High School Senior Schedules

ATF and APS agree to establish an APS/ATF Task Force on High School Senior Schedules during the 2018-2019 school year. The members of this task force will evaluate the potential impact and present recommendations to the cabinet about the transition to a full schedule for all high school seniors.

APS/ATF Task Forces will be made up of no less than three (3) and no more than six (6) administrators selected by the district and an equal number of teachers selected by the union.

## Appendix J.14
## MEMORANDUM OF UNDERSTANDING
## Work Stations

ATF and APS agree to establish Task Force on classroom workstations and safety during the 2018-2019 school year.

The members of this task force will make recommendations for classes in which the equipment or materials used present safety issues.

Recommendations will include class size and the number of workstations per student based on safety factors for activity, fine arts, science and CTE classes.

APS/ATF Task Forces will be made up of no less than three (3) and no more than six (6) administrators selected by the district and an equal number of teachers selected by the union.

**Appendix J.15**
**MEMORANDUM OF UNDERSTANDING**
**Teacher Leader Facilitators 2020-2021**

## BACKGROUND:

APS and ATF believe that professional development (PD) is most effective when it is site-based, embedded in everyday work, and offered "just in time." To that end, the District's Title I and Title II money is now dedicated to a PD structure that includes:

**ISS- Instructional Support Specialists** (District)
Creates and delivers face-to-face and online PD in support of district academic goals and initiatives.

**TSS- Teacher Support Specialists** (Zone)
Supports individual zones, schools and teachers through support of teacher leadership and delivery of school-based PD.

**TLF- Teacher Leader Facilitators** (School)
Differentials allocated to schools to support school-based instructional support.

## THE GOALS OF THE PD STRUCTURE INCLUDE:

- Provide support for District-level programs and materials implementation.
- Address individual school and zone goals and needs.
- Build teacher leadership capacity in all schools.
- Broaden the modes of accessing professional learning.
- Meet teachers' individual professional learning needs.
- Provide for equitable access across zones and school levels.

## ALLOCATION INFORMATION:

Teacher Leader Facilitators (TLF) at each site will receive a $5,000 differential. The number of allocations at each school will be based on the number of staff at a ratio of approximately 1 TLF per 20 classroom teachers. The differential amount and TLF ratio may be adjusted annually based on Title I and Title II funding. If possible, any change in the amount of the differential will be communicated by May 1st of the preceding school year so ongoing or incoming TLFs and school sites may make informed decisions.

- Teacher Leader Facilitators are elected by, and must be from, the constituency they serve: all general and special education classroom teachers.
- For the purposes of this position, "classroom teacher" is defined as any person with students assigned to them through Synergy in a class other than Advisory with a minimum assignment of .6 FTE as a classroom instructor. For the 2020-2021 school year, TLFs elected in 2019-2020 who do not meet this definition may complete their two-year term.
- Teacher leader facilitators will serve a two-year term and be governed by the same procedures present in the Negotiated Agreement for all other elected teacher leader positions. Instructional Councils may decide in advance to stagger elections so that consistency in the TLF group is maintained. For the second year of the program (2020-2021), Instruction Councils would then have to decide if some TLFs will serve for either one or three-year terms to begin this staggering.
- To determine the number of differentials/TLF positions at each site, total the number of general education and special education teaching staff assigned to the school and divide by 20. Then, round up or down. For example:
    - If your site has 24 licensed teaching staff, you will be allocated 1 differential.
    - If your site has 37 licensed teaching staff, you will be allocated 2 differentials.
    - If your site has 63 licensed teaching staff, you will be allocated 3 differentials.
- For questions about the number of differentials, please refer to the APS intranet Curriculum and Instruction department page.

**JOB DESCRIPTION: Teacher Leader Facilitator (TLF)**

In addition to regular classroom duties, the TLF is an instructional leader who collaborates with the instructional council and administration to provide support for the professional development needs at the school level in conjunction with school goals and individual adult learning needs. TLFs have the responsibility and discretion to design PD based on the agreed-upon topics and intended audience. TLFs are also expected to regularly collect formal and informal feedback from their constituents. TLFs will not serve in an administrative or supervisory capacity. TLFs will utilize appropriate strategies for adult learners, such as:

- Valuing the experiences and knowledge-base of the adult learners
- Maintaining relevancy, applicability and practicality
- Integrating opportunities for sharing and empowerment
- Making experiences convenient
- Allowing for feedback to be given and received by facilitators and participants
- Providing choice and flexibility when applicable
- Appealing to various learning styles and content areas
- Engaging all learners
- Building professional relationships and shared knowledge
- Utilizing hands-on, interactive learning techniques
- Modeling research-based teaching practices

TLFs should expect to dedicate an average of two to three hours a week to the work of being a TLF. This work may include tasks such as meetings, planning, research, facilitation of professional learning opportunities and support for newer teachers and long-term substitutes. Up to 3 days of training in the summer may also be required in order to support district initiatives. Training dates will be announced prior to the last day of school.

Specific resources for TLFs can be found at the TLN Support website:

https://sites.google.com/aps.edu/tlnhub/content-resources?authuser=1

**Site-Based Job Description Decisions**

A more detailed job description with site-specific needs should be outlined by the instructional council prior to holding any elections for TLF positions. This description should address the following:

- Any role in response to district initiatives
- Estimates of activities or requirements that will occur outside of the duty day
- A tentative professional development schedule with times and opportunities for TLFs to facilitate whole staff professional development and other learning opportunities (this may include the August and January site-based PD time, monthly staff meetings, lunch-and-learn opportunities, topic-based collaborative group facilitations, book studies, etc.)
- A prioritized list of important topics for which the staff wishes to have professional development. Feedback may be collected formally and informally throughout the year so the instructional council and TLFs can adjust according to need. TLFs and Instructional Councils are encouraged to provide suggestions from which staff can choose while also allowing for staff suggestions.
    - Suggestions of large topics include, but are not limited to:
        - Social-emotional learning
        - Integrating technology into the classroom
        - Cross-curricular planning
        - Project-based learning
        - Rubric creation
        - Common formative and summative assessments
        - Trauma-informed teaching
        - Restorative justice practices

**Essential Functions:**

- Work with instructional council and administration to help plan and structure delivery of professional development and training at school sites.
- Collaborate with Teacher Support Specialist and other district support to bring PD and resources to school site based on district, school, and teacher needs.
- Collaborate and share PD plans with Teacher Support Specialist to create specific professional development as requested by the staff, Instructional Council and administration. Sharing of PD work may be done through avenues such as in-person meetings, shared Google folders, invites to participate in PD offerings, etc.
- Attend regularly scheduled Leadership Institutes with Instructional Support Specialists and Teacher Support Specialists to collaborate with other members of the TLN, engage in personal professional learning, and learn about district-wide programs and initiatives. The district will work to vary the times of these meetings so teachers do not always miss the same classes at the secondary level.
- Participate in feedback surveys regarding the efficacy of the Teacher Learning Network so that the TLN can continue to adjust based on this feedback.

**Essential Skills:**

- Strong written and oral communication skills.
- Full understanding of content areas and pedagogy relevant to the school-specified PD needs.
- Demonstrate best practices in instructional strategies within own classroom.
- Experience integrating technology into instruction.
- Leadership experience with adults in a school setting with a strong grasp of emotional, cognitive and motivational needs of adult learners.
- Ability to work cooperatively and maintain professional relationships with colleagues.

**Minimum Requirements:**

Level II or Level III classroom teacher

## GENERAL GUIDELINES for TLF ELECTIONS

TLF elections will occur in May before the end of the preceding school year so that adequate time is offered for TLFs and Instructional Councils to collect feedback and work on the development of the start-of-the-year PD day.

TLFs will be elected by the constituency they serve: all regular and special education classroom teachers.

To conduct the TLF elections, please refer to guidelines for leadership elections in Appendix H on page 90 and adapt as necessary. For questions or support, reach out to APS HR or ATF.

Prior to the election, all candidates should respond to the candidate questions below and their responses should be made public to the universe of voters.

**Candidate Questions for Elections:**

Candidates for the TLF position(s) will provide responses to the following questions and submit the responses to the site principal(s) and the instructional council so that they may make the response available to all voting staff members before an election occurs. Sites can adjust and augment these questions.

1. Have you ever promoted professional development activities to improve math, science, and literacy?
2. Describe what you know about the needs of adult learners.
3. What is your specific content area of expertise and how would you apply that knowledge to staff-wide professional development?
4. What is your vision for supporting staff-wide professional development?
5. Describe an example of how you have worked collaboratively on a task in the past.
6. How might you address a situation in which you disagreed with your supervisor regarding a task you have been directed to complete?

7. Describe your organizational skills and give an example.

## PROGRAM EVALUATION

Feedback from all stakeholders, including district and site personnel, will be utilized to adjust the model annually.

In addition, if there are site concerns about the Teacher Leader Facilitator's ability to fulfill his/her responsibilities, the following procedure will be followed:

1. The principal will contact the TLF about the concern with his/her ability to fulfill the responsibilities based on the TLF job description.
2. If the concern continues, the principal will meet with the teacher again and document the concerns.
3. If, after support is provided and the concern persists, a meeting will be scheduled with the TLF. Attendees at the meeting will include the TLF, the site principal and a representative from ATF and Human Resources.
4. Possible termination of the teacher's TLF position may also be determined at this time.
5. The TLF job description will serve as the evaluation tool.

Note: The Title I and Title II money that funds this program is based on federal and state grant money and, as such, the continuation of the program will be determined on a year-to-year basis.

The district support focus for the 2020-2021 school year will be **best practices for distance instruction including, but not limited to, Social Emotional Learning (SEL) techniques and information** due to the possibility of school closures as a result of the current health crisis. TLFs will be expected to attend training during the summer on educational technology tools and resources and provide limited support to teachers at their school during the year.

**Appendix J.16**

**Waiver to Teach More Than Three Preparations Form**

_____ agrees to teach _____ preparations during the
teacher's name # of preps

_____school year.

List below the preparations agreed to as defined in Article17.2.a.

_____ _____
Teacher's Signature Principal's Signature

_____ _____
Date Date

Each party is responsible for keeping a copy of this agreement for their records.

**Appendix J.17**

**MEMORANDUM OF UNDERSTANDING**
**Paid Parental Leave**

ATF and APS agree to establish an APS/ATF Task Force to research Paid Parental Leave.

The members of this task force will evaluate the potential impact and present recommendations to the Negotiations Teams no later than December 3, 2019.

APS/ATF Task Forces will be made up of no less than three (3) and no more than six (6) administrators selected by the district and an equal number of educators selected by the union.

**Appendix J. 18**
**Memorandum of Understanding**
**Student Discipline Task Force**

During the 2020-2021 school year ATF and APS agree to establish an APS/ATF Task Force for the purpose of making recommendations on changes to Article 21, Student Discipline.

The members of this task force will make recommendations that include but are not limited to:

- A common definition of Restorative Practices.
- A transition in middle and high schools from In School Suspension (ISS) programs to Student Success Centers in which there is a rotation of licensed staff trained in Restorative Justice Practices assigned to the center.
- A Conflict Mediation program in elementary schools so that students learn how to resolve conflicts early in life, and with words.
- Social emotional learning as a basic component of the school's student discipline program.
- A crosswalk of existing charts that list current common consequences with restorative adult responses.
- Tracking suspension data with the intent of decreasing suspensions as a response to all but the most egregious of issues.
- Developing a positive school culture that provides students with a supportive environment in which to grow, both socially and academically.
- The development and implementation of a positive school culture and climate with social emotional learning as a basic component of the school's program.
    - The social emotional learning programs will focus on helping students develop pro-social behavior and fundamental life skills, including:
        - Recognizing and managing emotions
        - Developing caring and concern for others
        - Establishing positive relationships
        - Making responsible decisions
        - Handling challenging situations constructively and ethically

APS/ATF Task Forces will be made up of no less than three (3) and no more than six (6) administrators selected by the district and an equal number of teachers selected by the union

**Appendix J. 19**
**MEMORANDUM OF UNDERSTANDING**
**24 paychecks**

ATF and APS agree to research the feasibility of changing from 26 equal paychecks to 24 equal paychecks for the 2021-2022 school year.

**Appendix J. 20**
**MEMORANDUM OF UNDERSTANDING**
**ELEMENTARY RECESS**

ATF and APS recognize that recess for elementary students provides children with opportunities to engage in physical activity that helps to develop healthy bodies and practice life skills such as conflict resolution, cooperation, respect for rules, taking turns, sharing, using language to communicate and problem solving in real life situations.

In addition, research shows:

- An unmistakable link between movement and thinking because performing complex movements like dancing, throwing a ball or playing tag engage the same area of the brain, the cerebellum, as those used for problem solving, planning and sequencing.
- A person's capacity to master new and remember old information is improved by biological and chemical changes in the brain caused by exercise.
- Brain functioning, attention, memory, social and emotional development, and language development all reveal the unmistakable advantages of physical exercise.

All elementary schools will schedule a minimum of three (3) recess times for children in the morning, at lunch and in the afternoon no later than the 2021-2022 school year.

APS and ATF recommended that each elementary school, through the Instructional Council, explore the benefits of scheduling the lunch recess time for student before, rather than after, they eat.

As the APS/ATF Task Force working on Article 21, Student Discipline, creates recommendations and supports for Conflict Mediation program in elementary schools, that information will be distributed with Elementary Schools with the intent of establishing the program during the 2021-2022 school year.

Note: According to NM Administrative Code, Chapter 6.29.1, "The student lunch period each day shall be at least 30 minutes. Lunch recess shall not be counted as part of the instructional day." However, morning and afternoon recess is counted as a part instructional time during the five and one-half (5 and 1/2) hours per day or 990 hours per year.

**Appendix J. 21**
**MEMORANDUM OF UNDERSTANDING**
**A Professional Workday Pilot 2020-2021**
(time differential)

**Goal:** To create a pilot for an 8-hour professional workday for the employees represented by the ATF

**Notes:**

- The intention of this pilot is to include all of the time needs above in a professional day while preserving student instructional time.

- At pilot schools all staff will have a flexible 7.5 professional day plus a duty free thirty-minute lunchtime.
    - Flexible means that time may be banked so that, if needed, staff can choose to add time to one day and take time from another.

- Licensed staff at the pilot school will earn a time differential of $5,000 on their base pay.

- Educational assistants will be included in the additional time at their hourly rate.

**There are many needs for time to be added to the 6.5 hour duty day. For this pilot APS and ATF created the guidance below in order to address these needs to the extent possible.**

How the additional time will be used (pilot study year)

- One day a week for Collaboration with a minimum of 30 Collaborative Time meetings for the year. Collaborative Time will be moved out of the traditional instructional/duty day.

- One day a week for School Leadership or Professional Learning Time.

- One day a week for Committee Time. Through the Instructional Council, each school will be responsible for defining committee needs and creating a method for all staff to sign up for a committee assignment.

- One day a week for Professional Duties Time. This time is self-directed and based on the individual needs of the staff.

- One day a week for Planning and Preparing Time. This time can be self-directed or collaborative.

During the pilot year each site will be responsible for collecting qualitative and quantitative data based on a study designed by the Office of Accountability and Reporting. The study will be designed to determine the effectiveness of the pilot, suggestions for change, and the potential for taking an 8-hour professional day to scale district wide.

The results of the study will be shared with the pilot sites and submitted to APS and ATF leadership.

**Definitions:**

- Collaborative Time – a team of educators committed to working together and collaborating in ongoing processes of collective inquiry and action research in order to improve teaching and learning.

- Professional Learning and School Leadership Time
    - School Leadership - building school culture, visioning, district/state mandates, site-based goal setting and implementation.
    - Professional learning – Teacher leader Facilitators collaborate with instructional council and administration to provide support for the professional development needs at the school level in conjunction with school goals and individual adult learning needs.

- Committee Time – Department Meetings, Instructional Council, SAT, other committees, etc.…

- Planning and Preparing Time – self-directed and/or collaborative instructional planning and prep.

- Professional Duties Time - family communication, grading, entering data, mandatory paperwork, etc.

**Appendix J.22**

MEMORANDUM OF UNDERSTANDING

High School Senior Capstone Project Task Force

Capstone projects create a vehicle for engaging our high school students with project-based, interdisciplinary, critical thinking, and student-centered learning. With this focus in mind, APS and ATF agree to create a joint task force to work on the creation of general criteria, guidelines and suggestions for the implementation of capstone projects as a curricular option for students.

This task force will be made up of at least one high school teacher representative from each of the content areas: English Language Arts, Social Studies, Science, Math, Fine and Performing Arts, CTE, Modern and Classical Languages, and Special Education (both gifted and support special education). ATF will select these representatives.

Along with the at least nine ATF-selected high school teacher representatives, APS will select representatives from as many of the above listed content areas as possible from the Teacher Support Specialists.

This task force will convene and provide recommendations for the implementation of capstone project curriculum no later than November 30, 2020. These recommendations will ultimately be used to create a new course offering and graduation recognition. The recommendations may first be used in a few locations as a pilot for the 2021-2022 school year.

This task force is encouraged to research the use of capstone projects in APS schools, other districts, states and countries and then make recommendations about their implementation in APS. Their recommendations should be based in research and should be two-fold.

First, the task force will provide recommendations for what the capstone coursework should look like in the classroom. These recommendations may include items such as:

- Varying student-centered options for capstone or portfolio projects
- A comprehensive list of what skills students should demonstrate based on our current societal demands (i.e. What skills will help all students be successful when they graduate?)
- Evaluation criteria for such projects (perhaps a selection of rubrics)
- Guidelines for teachers supporting students through this style of demonstration of competency (suggestions may include work that begins in much lower grades and builds up to senior year and may even offer topic suggestions or brainstorming activities to help students find a focus on which they are passionate)
- Suggestions for staff-wide evaluation systems and presentation methods (perhaps with panel assessment)
- Ideas for community involvement
- Curricular suggestions (i.e. specific courses, number of courses, scope and sequence ideas)
- Sample capstone projects or descriptions

Second, the task force will make recommendations on how best to incentivize and honor successful completion of the APS capstone curriculum. These recommendations may include something such as honors credit for coursework, a diploma of distinction, an honors cord, etc.

**Appendix J. 23**
**MEMORANDUM OF UNDERSTANDING**
District Wide Contract Waiver Article 17.B.5 and 6

Article 31 C states, "This Agreement may be altered by mutual consent of the District and the Federation. Such alterations will replace or add to this Agreement and be in full force and effect only upon approval in writing of both parties. In addition, Appendix K allows for any provision of the Negotiated Agreement to be waived.

As such in order to ensure the maximum flexibility for both the employer and the employee while staffing schools during the COVID 19 Pandemic, the Albuquerque Teachers Federation and the Albuquerque Public school agree to waive Article 17.B.5 and 6 during the 2020-2021 school year.

**Appendix J.24**
**COVID-19 Memoranda of Understanding**
**between the Albuquerque Public Schools and the Albuquerque Teachers Federation**

A. General Provisions for the Safe Return to In-Person Schooling
   1. APS and ATF agree that the District will operate pursuant to parties' negotiated school calendar; however, the District will initially begin operating in the remote learning model.
   2. Given the uncertainties created by the COVID-19 pandemic, the parties' have a mutual interest in providing adequate training to achieve high proficiency for remote learning, as well as necessary safety training for in-person class work.
      a. Prior to the resumption of classroom instruction, the District shall train all employees on:
         1.) Local and state rules regarding health and safety procedures such as the appropriate use of PPE and what to do if a student or staff member is exhibiting symptoms.
         2.) How to use any online instruction and learning tools employed.
            a.) All such training shall be within the district-directed professional development time as defined in Appendix J.1. MOU for the 2020-2021 Professional Development Days and Teacher Preparation Day or paid at each individual's appropriate rate.
            b.) Any bargaining unit members who are assigned additional duties necessary to assist COVID-19 monitoring shall receive appropriate training prior to performing such tasks.

B. Terms and conditions of employment for August 5, 2020 until the start of the hybrid learning model.
   1. Members of the ATF bargaining unit will begin work on Wednesday, August 5th.
      a. All meetings will be held virtually.
      b. While working during the remote learning model, educators will be able to work from home or at the school site to perform the essential functions of their job.
         1.) Employees will notify their immediate supervisor by completing the "APS HR Work from Home" notification form.
         2.) Employees will be responsible for arranging their classroom/work environment for social distancing prior to the hybrid model, collect their instructional materials, and other essential teaching and learning tools as provided at each site. This will necessitate some time on site.
         3.) Employees will be accessible during their duty day.
      c. Employees reporting to work at a school site will be provided appropriate PPE by the District and will, to the best of their ability, work in an isolated workspace.
   2. Systems that support remote and hybrid learning will be developed at each site through the Instructional Council and in collaboration with all staff.
      a. All staff will assist in the development of school systems that support remote and hybrid learning.

1.) Any staff member may volunteer to work on site to aide in the development of hybrid systems.
2.) While working on site all staff will abide by the maximum number of people allowed to congregate as defined by the current statewide public health orders.

b. Site-based systems may include, but not be limited to, the following:
1.) Create virtual home visits in order to establish a relationship with students and their guardians/parents.
2.) Assess what supports the students/families need in order to successfully engage in online learning.
3.) Distribute technology and establish in-home broadband hot spots for all families and staff.
4.) Develop additional expertise in online learning.
5.) Collaborate with peers to develop engaging age-appropriate online learning lesson plans.
6.) Coordinate with fellow educators who share students in the same family to establish workable schedules for online learning.
7.) Work with site administrators to ensure students have an appropriate schedule that takes into consideration the complexity of High School and Middle School course needs and that purposefully includes an advisory period that supports each student's social emotional learning.
8.) Work with community partners to assess the day-care needs of every family.
9.) Rearrange classrooms or workspaces to ensure social distancing is possible.
10.) Develop school-based plans serving lunches, accessing specials, etc.
11.) Distribution and storage of appropriate PPE for all staff and every student.
12.) Develop plans for checking in with students during online learning who haven't participated, and during the hybrid model, with students who are on the off week.

C. Covid 19 High Risk Accommodations
1. ADA Accommodations Related to COVID-19
a. During the duration of the Public Health Emergency, educators who are considered to be in a high-risk group, as defined by CDC guidelines, and who wish to discuss an accommodation should contact the Albuquerque Public Schools (APS) ADA Office at 505-830-8463 or via email at Kelly.marvin@aps.edu.
b. The ADA Office will facilitate the interactive process of accommodation for each employee who contacts them regarding their need to explore reasonable accommodations.
2. Employees who do not qualify for an ADA accommodation and are a high risk employee, or live with someone who is high risk, as defined by CDC guidelines, may fill out the APS COVID19 request for a remote work assignment.
a. High risk categories include:
1.) Older Adults
2.) People with a high risk underlying medical condition, or those who live with a person who has an underlying medical condition. These medical conditions include:
a.) Cancer
b.) Chronic kidney disease
c.) COPD (chronic obstructive pulmonary disease)
d.) Immunocompromised state (weakened immune system) from solid organ transplant
e.) Obesity (body mass index [BMI] of 30 or higher)
f.) Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
g.) Sickle cell disease
h.) Asthma (moderate-to-severe)
i.) Cerebrovascular disease (affects blood vessels and blood supply to the brain)
j.) Cystic fibrosis
k.) Hypertension or high blood pressure
l.) Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
m.) Neurologic conditions, such as dementia

n.) Liver disease
o.) Pregnancy
p.) Pulmonary fibrosis (having damaged or scarred lung tissues)
q.) Smoking
r.) Thalassemia (a type of blood disorder)
s.) Type 1 diabetes mellitus

3. Employees will notify their immediate supervisor of such an accommodation.

D. The parties agree that the District may delay hybrid learning beyond September 8, 2020, if the parties determine that on-site education cannot be conducted safely.

1.) Upon the announcement from the New Mexico Department of Health that in-person schooling is safe for staff and students, the parties will meet to mutually agree upon the start date to begin the hybrid model.
2.) The parties will confirm that APS meets all the safety guidelines as provided by the CDC including but not limited to HVAC, handwashing stations, face masks, soap, paper towels, no-touch trash cans, tissues, disinfectant wipes.
3.) The parties will confirm that plans for how to quickly address schools when outbreaks occur are created and distributed to all employees.

E. Personal Protective Equipment (PPE)
1. All bargaining unit members shall receive appropriate PPE, which shall, at a minimum, include:
   a. adequate protective gloves and gowns for nurses, pre-k teachers, and certain special education teachers
   b. adequate and sufficient supplies of masks and, if requested, face shields to insure appropriate prevention of exposure
   c. soap & sanitizer
   d. paper towels
2. If upon arrival at the work site an employee discovers the above PPE has not been provided by the district, the employee shall have the right to work remotely until it has been provided.
   a. The employee shall notify their immediate supervisor before beginning any remote work.
   b. School administration shall affirm and notify the employee when all above mentioned PPE has been provided.
   c. The employee will return to work on their next scheduled workday and confirm all PPE has been provided before beginning work.

F. Duty Day Expansion
1. All extensions of the duty day, any loss of a daily 30-minute duty free lunch, and training and/or professional development outside of the duty day shall be compensated at each individual employee's hourly rate of pay in no less than 15-minute increments.
2. This includes time needed for daily screenings upon entering school site.

G. Duties and Expectations during Hybrid Schooling Model
1. While operating in the hybrid schooling model, no more than 2 hours may be scheduled on the day students are not in school for required professional development. Professional Development will be based on the needs and interests of the staff as identified by the Instructional Council.
2. All remaining time on days students are not in school will be for planning and preparation as defined in Article 5.E., "free from specific duty assignments."

H. Missing Work Due to COVID-19
1. Any bargaining unit member who misses work because they are subject to quarantine as a result of exposure to COVID-19, or a positive test, shall receive applicable Family First Cares Act leave.
2. After Family First Cares Act leave is exhausted, employees can utilize sick leave and concurrently apply for FMLA.

**APPENDIX K**
**APS PRINCIPAL SURVEY**

This instrument was designed not to "evaluate" or attempt to capture everything a principal does in his/her job. Rather, the intent is to give a principal or assistant principal feedback concerning how the staff feels about their school as a place to work. This instrument is not to be used in a principal's evaluation. It is informational for the principal to consider for their own growth. Please refer only to your own personal experiences with the administrator when responding to the statements.

*This survey pertains to my: ___principal ____assistant principal*

*This is the administrator who evaluates me: Yes___ No ___*

Key: 1-never
2-occasionally
3-frequently
4-away

| | |
|---|---|
| Leadership<br>In my personal experience, this administrator: | |
| 1. provides effective instructional leadership. | 1 2 3 4 |
| 2. provides opportunities for meaningful involvement in school decisions. | 1 2 3 4 |
| 3. demonstrates sensitivity to diversity. | 1 2 3 4 |
| 4. models/promotes collaboration. | 1 2 3 4 |
| 5. monitors and evaluates the effectiveness of curriculum, instruction and assessment in my classroom. | 1 2 3 4 |
| 6. is easily accessible and approachable. | 1 2 3 4 |
| 7. is highly visible. | 1 2 3 4 |
| 8. is highly engaged. | 1 2 3 4 |
| 9. designs useful structures for making decisions. | 1 2 3 4 |
| 10. promotes consensus-building when appropriate. | 1 2 3 4 |
| 11. maintains high standards of conduct for staff. | 1 2 3 4 |
| **Communication**<br>In my personal experience, this administrator: | |
| 1. articulates a school vision that is shared by me. | 1 2 3 4 |
| 2. effectively communicates the school's instructional goals. | 1 2 3 4 |
| 3. effectively communicates progress toward those goals. | 1 2 3 4 |
| 4. acknowledges me. | 1 2 3 4 |
| 5. values me. | 1 2 3 4 |
| 6. welcomes constructive criticism and responds appropriately. | 1 2 3 4 |
| 7. communicates decisions directly to me when I am affected. | 1 2 3 4 |
| 8. engages in honest interactions with me. | 1 2 3 4 |
| **Climate and Culture**<br>In my personal experience, this administrator: | |
| 1. motivates me. | 1 2 3 4 |
| 2. works to shape and maintain a positive school culture. | 1 2 3 4 |
| 3. treats me with dignity. | 1 2 3 4 |
| 4. treats me as a professional. | 1 2 3 4 |
| 5. exercises authority in a fair/consistent manner. | 1 2 3 4 |
| 6. evaluates me fairly. | 1 2 3 4 |
| 7. assigns tasks fairly and equitably. | 1 2 3 4 |
| 8. respects and adheres to negotiated agreements. | 1 2 3 4 |
| 9. respects and adheres to district policies and procedures that affect me. | 1 2 3 4 |
| 10. fosters a school climate that enhances learning. | 1 2 3 4 |
| 11. advocates for and supports me. | 1 2 3 4 |
| 12. fosters a positive attitude by example. | 1 2 3 4 |
| 13. demonstrates ethical and professional behavior. | 1 2 3 4 |
| 14. has a positive, professional relationship with me. | 1 2 3 4 |

| | |
|---|---|
| 15. adapts his/her leadership style to fit the needs of the current situation.<br>16. is respectful of divergent opinions. | 1 2 3 4<br>1 2 3 4 |
| **Student Discipline**<br>In my personal experience, this administrator:<br>1. maintains high standards of conduct for my students.<br>2. has established clear expectations for my students' behavior and conduct.<br>3. clearly communicates to my students the consequences of violating expectations<br>4. enforces discipline policies with my students.<br>5. supports my decisions in disciplining students.<br>6. communicates discipline decisions directly to me and those affected. | <br><br>1 2 3 4<br>1 2 3 4<br>1 2 3 4<br>1 2 3 4<br>1 2 3 4<br>1 2 3 4 |
| Management<br>In my personal experience, this administrator:<br>1. helps maintain an orderly school and classroom environment.<br>2. utilizes available financial resources according to agreed upon priorities.<br>3. helps to maintains a safe environment for my students and me.<br>4. endeavors to lessen paperwork and non-teaching duties whenever possible for me.<br>5. addresses my problems promptly.<br>6. effectively prioritizes tasks to help me meet deadlines.<br>7. attempts to reduce interruptions when I am teaching.<br>8. establishes reasonable procedures for solving problems.<br>9. makes decisions that affect me within an acceptable amount of time.<br>10. evaluates me and provides me with ongoing feedback so I can improve.<br>11. uses available time and resources to provide me with professional development opportunities. | <br><br>1 2 3 4<br>1 2 3 4<br>1 2 3 4<br>1 2 3 4<br>1 2 3 4<br>1 2 3 4<br>1 2 3 4<br>1 2 3 4<br>1 2 3 4<br>1 2 3 4<br>1 2 3 4 |
| **Culture of Learning**<br>In my personal experience, this administrator:<br>1. encourages me to show initiative.<br>2. encourages me to show creativity.<br>3. provides me with leadership for assessing, developing and improving school environment and culture.<br>4. provides leadership, encouragement, and opportunities for staff to continually design more effective teaching and learning experiences for all students.<br>5. collaborates with me to improve my teaching and learning.<br>6. supports me in fostering student learning.<br>7. models values, beliefs and attitudes that inspire me to higher levels of performance.<br>8. works with staff to create an environment that builds a collaborative culture of learning.<br>9. exhibits his/her own knowledge base about teaching and learning.<br>10. works collaboratively to develop common understanding of new initiatives.<br>11. seeks and shares new research in the field. | <br><br>1 2 3 4<br>1 2 3 4<br>1 2 3 4<br>1 2 3 4<br>1 2 3 4<br>1 2 3 4<br>1 2 3 4<br>1 2 3 4<br>1 2 3 4<br>1 2 3 4<br>1 2 3 4 |

## APPENDIX L
## PROCESS FOR OBTAINING A WAIVER TO THE NEGOTIATED AGREEMENT

A provision of the Negotiated Agreement may be waived or altered only with the written consent of both the District and the Federation (Article 31 C.). A request for a waiver of a provision of the Agreement shall be granted or denied using the following procedure:

**Waiver Request Specific to an Employee**
Request for a waiver limited to the individual requesting the waiver must be made, in writing to the President of the Federation and the Director of Labor Relations for the District. The request shall specify the provision to be waived and the reason(s) for the request.

**Waiver Request Affecting More than One Employee**
Request for a waiver which affects two or more employees must be made, in writing, to the President of the Federation and the Director of Labor Relations for the District. The request shall include the provision to be waived and the reason(s) for the request.

**Process for Federation Approval of Waiver Request Affecting More than One Employee**
The Federation has established, by action of its policy making body, the ATF Fed Rep Council, its own internal procedure for granting approval of a waiver request from a school or work site or employees at a school or work site. This procedure has not been approved by the District and the District did not participate in formulating this procedure. The procedure is an internal union matter and is governed by the Federation's regulations and bylaws.

In order for the union to approve a waiver request, seventy-five percent (75%) of the Federation membership at the school or site must agree with the request (not seventy-five percent (75%) of those actually voting.) The Federation representative at the affected school or site shall conduct a vote of the membership. Requests for a waiver, with verification that seventy-five percent (75%) of the site membership has approved the request, shall be sent to the President of the Federation. The Federation will review the waiver request and then advise the District, in writing, of its decision.

**Process for APS Approval of a Waiver**
Waiver requests are reviewed by District administration, the site(s) and/or department(s) affected by the request. The guiding criteria are the "best interests" of students and staff. This procedure is an internal District process. This procedure has not been approved by the Federation and the Federation did not participate in formulating this procedure. The procedure is an internal District matter and is governed by the District's policies and procedures.

To request a waiver form, contact the ATF Office at act@atfunion.org.

**APPENDIX M**

To join ATF, complete the Membership Application form above and return it through interschool mail to the ATF office. You may also join on the ATF website or download a membership application form at: https://atfunion.org/join/

## ALBUQUERQUE TEACHERS FEDERATION MEMBERSHIP APPLICATION 2020-2021

RECRUITED BY:

LAST NAME | FIRST NAME | MIDDLE INITIAL

ADDRESS | TELEPHONE

CITY | STATE | ZIP CODE | PERSONAL EMAIL

CURRENT SCHOOL/SITE ASSIGNMENT | APS EMPLOYEE ID#

JOB DESCRIPTION (TEACHER, LIBRARIAN, COUNSELOR, ETC.) | DATE OF BIRTH

ARE YOU REGISTERED TO VOTE? YES_____ NO_____

I hereby apply for membership in the Albuquerque Teachers Federation ("Federation"), which is authorized to act as my exclusive bargaining representative over wages, hours, and other terms and conditions of employment with APS.

I hereby authorize APS to deduct in each regular payroll from my salary or wages the amount of my Federation dues in the amount certified in writing, by the Federation, to the APS Board and to remit payment of said dues to the Federation.

_____

SIGN TO JOIN AND AUTHORIZE PAYROLL DEDUCTION OF DUES DATE

Dues deduction may be discontinued or revoked by a union member by filing such notice with the Federation. a. Such revocation may be requested during the ten days following the anniversary date of each employee's employment. b. Within ten days of the receipt of notice of revocation of authorization for the payroll deduction of dues, the Federation shall provide notice to the District. c. The revocation for the payroll deduction of dues shall be effective on the thirtieth day after the notice provided to the District by the Federation.

DUES PER PAY PERIOD:

- ☐ $7.95 Quarter Dues: Salary Step 1 or a contract less than .5
- ☐ $15.10 Half Dues: Salary Step 2 or on a .5-.9 contract
- ☐ $29.39 Full Dues: Salary Step 3 & above for full-time employees

NOTE: By vote of the 2015 AFT NM Convention, a portion of ATF membership dues ($1.00 per month or $.50 per pay period) is now allocated to the AFT NM COPE (Committee on Political Education) Fund which can be used for political purposes. This is a voluntary designation and you may opt-out at any time by notifying ATF in writing. In opting out, your $1.00 per month will be allocated to the non-political AFT NM Organizing Fund. Neither designation increases dues.

### ATF COMMITTEE ON POLITICAL EDUCATION (ATF-COPE)

I hereby authorize APS to deduct from my salary the designated sum per pay period and forward that amount to the Albuquerque Teachers Federation Committee on Political Education (COPE). This authorization is signed freely and voluntarily and without fear of reprisal, and I will not be favored or disadvantaged because I exercise this right. I understand this money will be used by ATF-COPE to make political contributions. This voluntary authorization may be revoked at any time by notifying the Albuquerque Teachers Federation Committee on Political Education (COPE) in writing of my desire to do so. Contributions or gifts to ATF-COPE are not deductible as charitable contributions for Federal Income Tax purposes.

_____

SIGN TO JOIN AND AUTHORIZE PAYROLL DEDUCTION FOR COPE DATE

### VOLUNTARY COPE CONTRIBUTION

Contribute the following amount each pay period, in addition to membership dues:

_____ $3.00

_____ $5.00

_____ $10.00

_____ Other: $_____

ATF 530 Jefferson Street NE 87108 | 505-262-2657 | Email: act@atfunion.org | Website: atfunion.org | 2020 - 2021