

PROTECT YOURSELF

KNOW YOUR INDIVIDUAL CONTRACT AND COLLECTIVE BARGAINING AGREEMENT

Locate, read and understand the following contract provisions:

1) Letter of Intent/Individual Contract

_____ Did you receive one?

_____ Does it state the appropriate salary amount?

_____ Does it reflect your correct education, experience level and placement on the salary schedule?

_____ Have you provided the District with a copy of your valid teaching certificate?

2) Salary Schedule – Contract page _____

_____ Does the amount stated on your individual contract match with the cell on the salary schedule that reflects your education and experience levels?

_____ Do you understand how you can advance on the salary schedule?

3) Extra Curricular Duties – Contract page _____

_____ Does the amount on your contract to be paid for Supplementary assignments match the amount listed on the Supplementary Salary Schedule?

_____ Are extra-curricular duties listed on a separate contract from your teaching contract?

4) Probationary Period – Contract page _____

_____ How long is an employee new to the district on probation?

_____ What rights, if any, does a probationary employee have?

5) Evaluation – Contract page _____

_____ How many times will you be evaluated?

_____ By whom?

_____ Do you know what the evaluation procedure is and what your rights are?

_____ Are you familiar with the evaluation instrument?

_____ Where are the evaluations kept and what access do you have to them?

6) Discipline – Contract page _____

_____ Do you understand the procedures that need to be followed for any disciplinary action taken against you?

7) Layoff – Contract page _____

_____ Do you understand the procedure for Layoff in your contract?

_____ Do you know your status regarding seniority?

_____ How long is the recall period?

_____ What are your rights while on layoff?

- 8) **Nonrenewal – Contract page _____**
 _____ Do you understand the procedure that needs to be followed for you to be nonrenewed?
 _____ Do you know what rights you are entitled to should you be faced with nonrenewal?
- 9) **Workday – Contract page _____**
 _____ When do you have to arrive at school and when can you leave?
 _____ When is your duty-free, 30 minute lunch?
 _____ Is your work assignment in compliance with the workload defined in the contract?
 _____ What can you expect if you sub for another employee?
 _____ What can you expect if a specialist is absent? (i.e. art, music, etc.)
 _____ Do you have a copy of the school calendar?
- 10) **Leaves – Contract page _____**
 _____ How many sick leave days do you have?
 _____ How many personal days are there and are there any restrictions on using them?
 _____ What constitutes an emergency?
 _____ Are you familiar with other leaves guaranteed in your contract, i.e., education; maternity/paternity/adoption/childrearing; career exploration; sabbatical?
- 11) **Benefits – Contract page _____**
 _____ Do you know what insurances you qualify for? _____ LTC
 _____ Health _____ Dental _____ Life
 _____ LTD _____ Vision _____ Drug Card
 _____ Are you familiar with your retirement plan?
 _____ Do you have to pay any portion of your insurance benefits? If so, how much? What is the procedure for payment?
- 12) **Continuing Education – Contract page _____**
 _____ Do you know the number of credits required and the time frame to maintain a valid teaching certificate?
 _____ Does the District require you to obtain additional coursework or units?
 _____ Do you receive tuition reimbursement? How much per credit?
 _____ Is there a limit in the number of credits the District will:
 _____ allow for tuition reimbursement
 _____ allow for advancement on the salary schedule per year?
- 13) **Have you read your School District Policies and handbook? If not, when do you plan to read it?**