

## **Referral to Employee Handbooks/Agreements**

Colorado Springs School District 11 (the District) Board of Education (the Board) establishes policies that provide guidance on various topics to staff, students, parents and the community. The District employees also have established agreements and handbooks that provide the various groups of employees guidance on a variety of topics. The District strives to adhere to the agreements and handbooks developed by the District employee groups. Such documents, when approved by the Board, shall take precedence in all cases where there is conflict between existing policy and the negotiated agreement or handbook. Employees are encouraged to look to their agreement and/or handbook for guidance on the following topics:

### Joint Council

- Instructional Staff Leaves and Absences/Sick Leave
- Instructional Staff Personal/Emergency/Legal/Religious Leave
- Instructional Staff Maternity/Paternity/Parental Leave
- Instructional Staff Military Leave
- Instructional Staff Conferences/Training/Workshops
- Instructional Staff Sabbaticals
- Instructional Staff Extended Leave of Absence
- Instructional Staff Union Leave
- Professional Staff Certification, Licensing and Credentialing Requirements
- Professional Staff Orientation and Training
- Professional Staff Continuing Education
- Instructional Staff Assignments and Transfers
- Professional Staff Schedules and Calendars
- Length of Instructional Staff Work Day
- Length of Instructional Staff School Year
- Professional Staff Work Load
- Professional Staff Planning Time
- Parent Conferences, Staff Meetings and School Meetings
- Instructional Staff Extra Duty
- Evaluation of License Personnel Subject to Master Agreement
- Instructional Staff Reduction in Force
- Discipline, Suspension and Dismissal of Professional Staff
- Exchange Teaching
- Professional Staff Membership in Professional and Union Organizations
- Professional Staff Facilities
- Support/Classified Staff
- Support Staff Leaves and Absences
- Support Staff Sick Leave
- Support Staff Personal/Emergency/Legal/Religious Leave (and Bereavement Leave)
- Support Staff Maternity/Paternity/Parental Leave
- Support Staff Military Leave
- Support Staff Conferences, Visitations/Workshops
- Support Staff Extended Leave of Absence
- Support Staff Union Leave
- Support Staff Vacations and Holidays
- Support Staff Probation and Seniority
- Support Staff Schedules and Calendars
- Length of Support Staff Work Day

Support Staff Continuing Education  
Evaluation of Educational Support Professionals  
Discipline, Suspension and Dismissal of Support Staff  
Support Staff Reduction in Force  
Resignation of Support Staff  
Retirement of Support Staff  
Support Staff Membership in Professional/Union Organizations  
Length of Support Staff School Year  
Posting of Support Staff Vacancies  
Support Staff Work Load  
Compensation Plans  
Support Staff Contracts and Compensation  
Length of Administrative Staff Work Day  
Length of Administrative Staff Work Year  
Administrative Staff Leaves and Absences/Sick Leave  
Administrative Staff Vacations and Holidays  
Staff Rights and Responsibilities  
Professional Staff Fringe Benefits  
Professional Staff Developments  
Professional Staff Termination of Employment  
Retirement of Professional Staff  
Negotiations Style, Methods and Procedures  
Rights and Responsibilities of Employee Negotiating Organizations  
Preliminary Negotiated Agreement Disposition  
Impasse Procedures  
Negotiated Amendments and Renegotiations Procedures  
Staff Concerns, Complaints and Grievances  
Support Staff Supplementary Pay/Overtime  
Support Staff Fringe Benefits  
Support Staff Salary Schedules  
Administrative Staff Contracts/Compensation/Salary Schedules  
Professional Staff Supplementary Pay Plans/Overtime

Adopted May 1995  
Revised November 9, 2011  
Revised June 27, 2012  
Revised October 24, 2012  
Reviewed May 25, 2016

LEGAL REFS:           C.R.S. 22-32-126(3)  
                              C.R.S. 22-44-115.5(2)  
                              C.R.S. 22-63-206

CROSS REFS:           GBDA-R-1, Instructional Staff Conferences/Training Workshops  
                              GBDA-R-2, Professional Staff Continuing Education  
                              GBDA-R-3, Exchange Teaching  
                              GCID, Professional Staff Training, Workshops and Conferences  
                              GCRC, Staff Consulting Activities  
                              HB, Negotiations Legal Status

IC/ICA, School Year/School Calendar  
CSEA Master Agreement  
Educational Support Professionals Meet and Confer Handbook  
Executive Professional Meet and Confer Handbook