

Appendix A: New York School District Teacher Contract Coding Sheet

District Name:	District Number:
Bargaining Agent:	PERB Number:
Contract Period:	Coder initials:

Put 1 in Appropriate Cell
 (If answering "Yes" to any item, put page numbers in the comments section)

I. Compensation (Attach salary schedule):

	Yes	No	Not Sure	Comments
(1) Are any factors besides education and experience considered in setting permanent salary? <i>Examples would be high demand fields, high needs schools, performance evaluations, master teacher status, national board certification.</i>				
(2) Does the contract discuss crediting of previous experience ?				
(3) If so, is there are limit on the number of years that can be credited? <i>(if not, leave blank)</i> <i>Examples would be prior teaching experience (public or private) and non-teaching experience.</i>				
(4) Does the contract discuss any recruitment incentives or retention incentives? <i>Examples would be a signing bonus, support with purchase of a home.</i>				
(5) Does the contract offer an early retirement incentive to teachers?				
(6) Does the contract offer incentives to teachers who provide early notice of retirement?				
(7) Does the contract indicate there is a choice of providers or health plans available? <i>(put page and brief description in comments)</i>				
(8) How much of the premium does the district pay for health insurance in 2008? <i>(individual & family) (put in page number. If district contribution is expressed in a different way, include in comments.)</i>	Individual:		Family:	
(9) How much of the premium for retirees do districts pay for health insurance in 2008? <i>(individual & family) (put in page number. If district contribution is expressed in a different way, include in comments.)</i>	Individual:		Family:	
(10) Does the contract include benefits for any of the following in 2008: (if so, indicate in comments)				
a. Dental				
b. Vision				
c. Flexible spending plan (IRS 125 plan where employee sets aside money pretax for medical expenses)				
d. Other <i>(list in comments. Include prescription drug benefits, other insurance programs, and other medical savings accounts)</i>				

- (32) Does the contract discuss teacher mentoring programs? (include any discussion of teacher mentors)
- (33) If yes, does the contract discuss how mentors will be selected? (if no, leave blank)
- (34) If yes, does the contract discuss the compensation of mentors? (if no, leave blank)
- (35) If yes, does the contract discuss the role of mentors? (if no, leave blank)
- (36) If yes, does the contract discuss the types of mentoring activities? (if no, leave blank)
- (37) If yes, does the contract discuss the time allotted for mentoring? (if no, leave blank)

Yes	No	Not Sure	Comments

III. Transfers and Leaves:

A. Voluntary transfers:

- (38) Does the contract indicate that notices of job vacancies will be made available to present teachers? (for example, posted at school, distributed in mailing, etc.)
- (39) If yes, does the contract require present staff be notified of vacancies before they are advertised publicly? (if no, then leave blank)
- (40) If yes, is there a time limit for present staff to apply? (if yes, put time limit in comments. if no, leave blank)
- (41) Does the contract set criteria for selecting candidates to fill vacancies?
- (42) If so, do internal candidates get any preference in selection? (if yes, put in page and description in comments. if no, leave blank)

Yes	No	Not Sure	Comments

B. Involuntary transfers

- (43) Does the contract specify a process for handling involuntary transfers? (if yes, put page and description in comments)
- (44) Does the contract describe the process for determining excessed teachers? (if yes, put in page and description in comments)
- (45) Does the contract indicate if excessed teachers are given a preference in filling vacancies in other schools?
- (46) Does the contract specify recall rights for excessed teachers?

Yes	No	Not Sure	Comments

C. Leave policies and length:

- (47) How many days of sick leave are provided?
- (48) How many personal days are provided?
- (49) If there are any limits on accumulation of sick leave, what are the maximum days?
- (50) Does the contract indicate if personal days are accumulated as with sick leave if they are not used? (or accumulated as personal days)
- (51) Does contract discuss other temporary (SHORT-TERM) leave? (list in comments. Don't include professional-development related leave) (examples: jury duty, bereavement leave)
- (52) Does the contract discuss family leave? (example: leave for child birth, adoption, child care)
- (53) If so, what is the maximum time allowed for family leave? (put as fractions of years) (if no, leave blank) (put in maximum time including any extensions they can apply for)

Yes	No	Not Sure	Comments
	days		
	days		
	days		
	years		

- (54) Does the contract discuss sabbatical leave?
- (55) If sabbatical leave is offered, how long at full pay? (*put as fractions of years*) (*if no, leave blank*)
- (56) If yes, does contract indicate how long is teacher required to return to teaching after a sabbatical leave? (*if no, leave blank*)
- (57) Does the contract discuss what position a teacher is guaranteed upon return from any long-term leave? (*If so, list in comments*)
- (58) Does contract discuss other long-term leave? (*list in comments*)

Yes	No	Not Sure	Comments
	years		
	years		

IV. Evaluations and Discipline:

A. Evaluations (if yes, put page number in comments and brief description):

- (59) Is the evaluation form attached to contract?

Yes	No	Not Sure	Comments

Probationary teachers:

- (60) Does the contract discuss the annual performance review process? (*if yes, put in page number and brief description*)
- (61) How frequently are probationary teachers observed?
- (62) If observed, does the contract specify who can do the observation? (*if yes, put in comments*)
- (63) If observed, does the teacher need to be provided advance notice of classroom visit?
- (64) If observed, is there a pre-observation conference before an observation? (*if yes, put in page number*)
- (65) If observed, is there a post-observation conference after an observation? (*if yes, put in page number*)
- (66) If yes, how soon after each observation, does the evaluator have to meet with teacher? (*if no conference, leave blank*)
- (67) If yes, can the teacher respond in writing to the written summary of the observation? (*if no conference, leave blank*)
- (68) Does contract indicate if student performance results are considered in the evaluation?
- (69) Does the contract indicate if parents or students are part of the evaluation process?
- (70) Does the contract discuss the process for assisting probationary teachers identified as needing improvement? (*if yes, put in page number and briefly describe*)

	/year		
	days		

Tenured teachers:

- (71) Does the contract discuss the annual performance review process for tenured teachers? (*if yes, put in page number and brief description*)
- (72) How frequently are tenured teachers observed?
- (73) If observed, does the contract specify who can do the observation? (*if yes, put in comments*)
- (74) If observed, does the teacher need to be provided advance notice of classroom visit?
- (75) If observed, is there a pre-observation conference before an observation? (*if yes, put in page number*)
- (76) If observed, is there a post-observation conference after an observation? (*if yes, put in page number*)
- (77) If yes, how soon after each observation, does the evaluator have to meet with teacher? (*if no conference, leave blank*)
- (78) If yes, can the teacher respond in writing to the written summary of the observation? (*if no conference, leave blank*)

Yes	No	Not Sure	Comments
	/year		
	days		

