FAQs for 2019-2020 Contracts

I didn’t receive an email, where is my contract/amendment? Contracts and amendments are available online through our secure Employee Self Service system. When your contract is available for acceptance, log in to iVisions (https://ivisions.ivisions.tusd1.org). Hover to Employee Resources>Contracts. Select your contract from the drop down menu next to the “view” button, and then review your contract. Print it if you would like a copy (recommended). When you are ready, close the PDF document, and click on “I accept this contract” and “Submit.” You will be prompted to enter the last four digits of your SSN as your electronic signature. Click “OK” and the system will confirm acceptance in green, towards the top of the page. Be sure to accept your contract before the deadline; otherwise, the offer of employment is void.

What is the deadline to accept my contract? Employees covered under the TEA Consensus have 15 workdays to accept a contract, per Arizona Revised Statute, Chapter 5. Employees under the ELI Agreement or Non-Represented (Exempt Administrators) have 30 days to accept.

What if I don’t accept my contract? If you do not accept it within that timeframe, TUSD’s offer of employment to you is revoked per the Arizona Revised Statute, thereby ending your employment with TUSD. You would need to apply for any vacancy as an external candidate in order to return to work at TUSD.

What if I accept my contract, but do not work the whole school year? For employees under the TEA Consensus, per the contract agreement, “Should the employee terminate this contract during the term of the contract AT OTHER THAN THE END OF A SEMESTER, the above named individual will be required to pay the district a total amount of $2,000.00 as liquidated damages.”

If I sign my contract and then find another job at another school district, is there a penalty for someone that separates from the district? Waiving the penalty indicated in the contract would require separation at one of the spelled out timeframes based on the current school year; therefore, if you separate at any time other than end of semester in December or May, you are subject to the separation penalty.

If you are planning to separate over the summer, do not accept your contract. Otherwise, you will be subject to penalty. Please turn in a notice of separation to your supervisor and Human Resources.

I am still applying for other positions in the District. If I accept this contract, will I still be considered for other positions? Accepting your contract binds you to Tucson Unified School District as your employer in general and is not site specific. Per Article 7-5 (c), MBU’s may apply as voluntary transfers until July 1. Once you have been offered and accepted a transfer in the appropriate timeframe, you may not continue to apply, as you can only transfer one time. The liquidated damages to do not apply to an approved internal transfer.

Where are my education/degree stipends? Per Article 30-1 (B), “The salary schedule itself will not reflect compensation attained through advanced degrees and/or professional development.” They will
appear on your pay voucher as normal, as separate line items. See Articles 30-3 and 30-4 for more information on these stipends. Education stipends will be reflected on contracts, separate from the base salary and 301 supplemental base.

I just received my degree from the U of A, and so my degree stipend is not listed here. How do I get that added? Congratulations on your achievement! Please bring your official transcripts to Human Resources, by November 1st, in order to receive the full stipend rate, if your degree was earned prior to your first contract day. If the degree was earned after the start of the contract year, your stipend will be prorated accordingly based on the time of processing.

I have 15 credit hours towards my graduate degree. How do I get paid for that? There is no education stipend for a partial degree. Reimbursements for approved professional development are processed through the Office of Employee Relations.

What about my National Board Certification stipend, where is that? This is a 301 program that is administered by the Finance Department, not Payroll, so it is paid separately from your contracted salary and other earnings. Please contact the Office of Employee Relations for more information.

The contract does not show my actual FTE of .75 – do I need another contract? If your FTE has changed recently, it is possible that there is a pending ePAR that has not yet been processed. Your contract will still need to be signed and accepted within the specified timeframe. Human Resources will post a contract amendment once the change is completed in iVisions.

I have agreed to accept a 6/5 contract because another teacher could not be hired. My contract amount is the same as when I taught 5/5. Please help. The contract is for your annual salary as a 1.0 FTE. Anything else, such as a stipend or extra pay over and above your contractual salary, is not reflected on your contract. Your Administrator generates an ePAR for the 6/5, and submits it for review and approval. Once approved, you will receive the extra pay as outlined in the Consensus Agreement.

My fingerprint card expires in October. What if I don’t get it renewed? Per A.R.S. 41-1758 and 15-534, you must hold and maintain a valid fingerprint card for the entire term of the contract. It is your responsibility to ensure that your card is up to date. Failure to do so is a violation of the contract, and would result in you being pulled from the classroom and placed on an unpaid leave (TUSD also reserves the right to pursue a statement of charges). For more information on fingerprints, please refer to the Human Resources intranet at: http://intranet/hr/Documents/FingerprintInfo.doc

What if my license/certification/endorsement expires? You must hold or show the submitted application and requirements of any appropriate license, certification and/or endorsement on or before the first duty day of the school year. You may apply for licensure renewal as early as 6 months prior to the expiration of the certificate. Please contact Human Resources at 225-6035 if you have any questions about the certification renewal process. Note: failure to maintain current licensure, certifications or endorsements as required for your position voids your contract. You will not be permitted to start work until you provide such documentation. If you cannot provide the appropriate documentation by your first duty day, TUSD may terminate your employment.

What about the 301 money that is referred to? In approx. 2001, a portion of the 301 money for the Classroom Fund was embedded into the salary schedule, and has continued forward until last year. We broke out this money on the salary schedule in 2011 so that employees could see what their true base
salary was, and what the supplemental portion that was dependent upon the continued funding of the 301 money was. The District “supplements” this amount from the appropriate and applicable fund for your position. If you are eligible for the Performance Pay portion of the 301 plan, that is a separate compensation, as it has been in the past. You should check with your Administrator regarding your participation in that program.

My contract shows this year’s salary, shouldn’t it show what I will make next year? Spring contracts are based on where employees are placed at the time the contract is issued. Any step or salary increases approved by the Governing Board after the contracts are signed will be applied to next year’s salary.

I need to get a copy of my contract for a bank loan. Where can I get that? It is always recommended that you print and retain a PDF copy of your contract from iVisions Employee Self Service each year. Ability to print contracts outside of the current year becomes unavailable. If you are unable to print a contract, please contact any one of your Human Resources team for a copy.