



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: **March 25, 2025**

TITLE: **Approval of Employee Contract Forms for 2025-2026 Fiscal Year
and Direction to Administration to Issue Appropriate Contract to
Returning Contracted Staff**

BACKGROUND:

General Information about Employee Contracts

Amphitheater Public Schools typically issues employment contracts to returning certificated, professional, and administrative personnel in April. First, Administration presents the proposed forms of contract to the Governing Board for approval and authority to issue employment contracts to new and returning personnel.

Important Term Contained in All Employee Contracts

The issuance of employment contracts generally follows the Board's approval of a compensation plan for the ensuing year. Because there have been years when employment contracts have been issued prior to Board approval of the compensation package, a term is included in all employee contracts that enables contracts to be issued with the agreement that the specific salary to be paid is actually the amount approved by the Governing Board at the completion of the meet and confer process. This permits the District to pay qualified employees a salary in excess of what is actually written in their employment contract if the final number approved by the Governing Board at the completion of the meet and confer actually exceeds the salary amount identified in the contract. This term has been included in employee contracts for several years now. Specifically, the relevant contract term says:

District agrees to pay [EMPLOYEE] a salary of [AMOUNT] together with any salary increase approved for [EMPLOYEE] as part of the 2025-2026 compensation package approved by the Governing Board upon completion of the meet and confer process. District is providing this contract to [EMPLOYEE] to confirm [EMPLOYEE]'s appointment for the 2025-2026 school year. The parties intend, however, that the [EMPLOYEE] salary for this contract be the amount approved for [EMPLOYEE] by the Governing Board as part of the 2025-2026 compensation package and that said amount shall not be less than the salary stated above for [EMPLOYEE]'s fulltime employment for the 2025-2026 fiscal year. In the event there is a difference between the salary amount stated here and the amount approved by the Governing Board to be paid as salary to [EMPLOYEE], then the amount approved by the Governing Board shall govern. [EMPLOYEE] will not be mandated to file additional paperwork/amendment to receive the additional monies as these sums will be automatically directed to [EMPLOYEE] in accordance with this contract.

This contract term has been employed successfully several times in the past to enable compensation increases for contracted employees because the term demonstrates a clear intent by the parties to the contract that the salary includes any compensation increases permitted through a subsequent Board-approved compensation package.

Proposed Forms of Contract Presented with This Agenda Item

Administration is presenting forms of employment contract for certificated, professional (PENT), and administrative personnel with this agenda item. The proposed forms of contract for consideration and approval by the Board are listed below.

- Administrator - 10 months
- Administrator - 12 months
- Administrator – ASRS Retiree Return to Work – 10 months
- Administrator - ASRS Retiree Return to Work – 12 months
- Cabinet
- Cabinet - ASRS Retiree Return to Work
- Multi-Position Officer
- Multi-Position Officer - ASRS Retiree Return to Work
- PENT - 10 months
- PENT - 12 months
- PENT - ASRS Retiree Return to Work - 10 months
- PENT - ASRS Retiree Return to Work - 12 months
- Teacher - Part Time
- Teacher - ASRS Retiree Return to Work
- Teacher - Short Term
- Teacher - Standard

These are the same forms of contract previously approved, with applicable dates changed as needed for Fiscal Year (FY) 2025-2026, for all certificated, ASRS Retiree Return to Work teachers, professional and administrative staff; however, the retention stipend language previously included has been removed since it is no longer applicable for FY 2025-2026.

Approval to Issue Contracts to Returning Employees

Through this agenda item, Administration also requests authority to issue the appropriate employment contract to all qualified employees who will continue their employment with the District next fiscal year. These include all employees currently in an employment contract with the District except: (1) short-term contract employees (this includes ASRS Retiree Return to Work contract employees), and (2) employees who have been approved to, or provided notice of intent to, separate this year. There is a different process in place for issuance of short-term contracts, including ASRS Retiree Return to Work contracts, which occurs later in the spring after staffing plans are finalized.

Once approved, Administration will arrange for the appropriate contract offer to be issued electronically to qualified returning employees through the District's enterprise resource planning (ERP) software named "School ERP Pro". A.R.S. § 15-381.01(B) permits contracts to be issued electronically, rather than printed and delivered via interoffice mail. Administration has successfully issued offers of contract electronically through iVisions for several years.

Electronic contracts are more efficient both for Human Resources and the recipient employee. Qualified employees will receive an email from the Human Resources Department that contains a link to their specific contract. The employee can access their specific contract, review and accept it electronically by selecting the "accept" option in "okta" and print a copy for themselves. Employees no longer need to travel to the District's Administrative Offices to turn in a signed contract as in the past.

There is one caveat, which is that the iVisions contract template only provides a single signature line for the District. For this reason, the Governing Board delegated authority to the Governing Board President last year

to sign approved employment contracts on behalf of the Board, as permitted by Arizona state law, so that iVisions could issue contracts electronically. It is recommended that the Board delegate that same authority to the Governing Board President again this year so that iVisions can be utilized again for efficiency purposes.

RECOMMENDATION:

Administration recommends that the Governing Board take the following actions regarding this agenda item:

1. Approve the forms of contract as presented for use with certificated, professional, and administrative staff (including rehired ASRS retiree staff) for Fiscal Year 2025-2026.
2. Delegate signatory authority for these forms of contract to the Governing Board President for the electronic issuance of contracts.
3. Direct the appropriate form of contract, together with any compensation package approved for Fiscal Year 2025-2026, be issued to returning (not short-term) members of certificated, professional, and administrative staff for Fiscal Year 2025-2026.

INITIATED BY:



John Hastings, Director of Human Resources

Date: March 17, 2025



Todd A. Jaeger, J.D., Superintendent