

**ANNUAL ELECTION-TO-WORK AGREEMENT SAMPLE TEMPLATE**  
**(Subject to finalization and approval during negotiations)**

*When hired, and annually thereafter, each Pilot School staff person is required to sign an Annual Election-to-Work Agreement. This agreement should include the areas included in the following template. Since teachers elect or choose to teach at a pilot school and are not under the umbrella of the negotiated agreement (except for salary, benefits, seniority, transfer rights and terms relating to pilot schools in the negotiated agreement), it is essential that each school clearly outline the working conditions, terms and expectations for employment.*

**SCHOOL NAME:** \_\_\_\_\_

**SCHOOL YEAR CONTRACT IS IN EFFECT:** \_\_\_\_\_

***(1) Introduction***

Include the following language:

I, FIRST AND LAST NAME, am voluntarily electing to work at NAME OF SCHOOL. I am signing this annual election to work agreement to indicate I understand and agree to the following terms and conditions of my employment.

\_\_\_\_\_ School is under the Pilot Schools program described in the Collective Bargaining Agreement between Aurora Public Schools and the Aurora Education Association and in the Pilot Schools Request for Proposals. Employees of Pilot Schools are to receive wages and benefits as they would at any other Aurora Public School, as specified in **Article 11 and Articles 24-33**, Compensation and Benefits, of the AEA Contract for teachers. Other terms and conditions of employment will be determined by \_\_\_\_\_ Pilot School and the \_\_\_\_\_ Pilot School's governing board, rather than by the AEA Contract. While not attempting to be exhaustive, this election states the more important terms and conditions. These terms and conditions will be reviewed annually and may be subject to change as determined by the governing board.

***(2) Salary, benefits, seniority, and membership in Aurora Education Association***

Include the following language:

I will continue to accrue seniority as I would if I were working elsewhere in Aurora Public Schools. If I am hired as a teacher, I will receive the salary and benefits established in the Aurora Education Association Contract, Article 11. Teachers at \_\_\_\_\_ Pilot School retain the same opportunity as any other teacher in APS to join the Aurora Education Association.

***(3) Terms of employment***

- Outline work day and work year
- Include school schedule
- The following language should be included at the end of this section:

*In addition, supplemental hours and tasks necessary to complete the mission of the \_\_\_\_\_ Pilot School may be required.*

**(4) Responsibilities**

- Outline all job responsibilities
- Include the following language at the end of this section:

*Other duties as assigned by the Administrator.*

**(5) Performance Evaluation**

The district's performance evaluation process, as outlined in Article 35, will be used. Pilot schools may choose to develop an instrument to enhance the APS evaluation instrument. If applicable, please include.

**(6) Dispute resolution**

Include the school's dispute resolution process.

**(7) Transfers**

The following language should be included:

If a position at \_\_\_\_\_ Pilot school is converted or eliminated or if a teacher chooses to transfer from the Pilot school, the following process, according to Article 18, will be followed. (TO BE DETERMINED IN NEGOTIATIONS)

Additionally, the contract for probationary teachers is limited on one school year of employment.

**(8) Termination**

The following language should be included:

*You will be subject to termination from Aurora Public Schools in accordance with existing law and Article 35.*

**(9) Signatures**

The following language should be included:

*By signing this document, I acknowledge that I have read all the provisions of this election to work agreement and that I agree to all its terms.*

\_\_\_\_\_  
*Employee*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Principal*

\_\_\_\_\_  
*Date*

SAMPLE