

Know Your Contract #3

Understanding the contract language that protects your wages, benefits, job security and working conditions is important. Throughout the year, the Grievance Committee will work to put together these “Know Your Contract” bulletins in an effort to help members become more familiar with the contract. **You can find the full contract in a searchable PDF online at BMUST.org- see your head building rep for the password to the members only section.**

RETIRING, RETURNING FROM LEAVE, UNPAID LEAVE REQUESTS

FOUND IN ARTICLE XI AND
SCHEDULE C

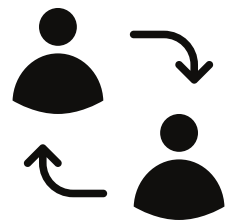
- It is encouraged to submit letters of intent to retire by February 1, but must be submitted by the first Monday following the February break.
- Return from leave notification: Teachers are encouraged to notify the District by February 1 but by no later than the Monday following the February recess prior to the expiration date of any unpaid leave of absence. Submit a letter of intent to return or resign.
- An unpaid leave of absence of one full school year may be granted upon application and approval by the District by February 1 (with the exception of leaves requested for unforeseen circumstances) for any reason as requested by the teacher. Upon return from such leave, a teacher will be placed on the same position on the salary schedule as he/she occupied on the date of the commencement of the leave.



TRANSFER REQUESTS

FOUND IN ARTICLE IX

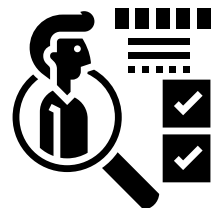
- To be considered for a transfer in the future, even if one is not currently available, submit a letter of interest to be kept on file for future use.
- Requests to transfer to a different class, position or building must be made in writing no later than March 1st. If a vacancy occurs after March 1st, BMUST will be notified and members have 5 days to express interest in writing.
- Teacher transfers are limited to one per department, per school for each three vacancies per department per school.
- Unit members may not transfer to a leave replacement position unless that leave of absence is extended for a full second year.



OBSERVATIONS

FOUND IN ARTICLE XVI

- Work performance of each teacher shall be evaluated in writing at regular periodic intervals. Observations are to be conducted with the teacher's knowledge.
- A conference will be held within five school days of the observation, and a written report of the observation and conference is to be given to the teacher within five school days of the conference.
- Any teacher who is unhappy with their evaluation may request another conference with the observer.



**Note that the recourse for not adhering to the timeline is to redo the observation.*



Chairperson:
Kristin Fusaro, Grand Ave.
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Merrick: Rosemarie Zannino
Calhoun: David Goldberg
Kennedy: Craig Papach
Mephram: Jackie Rothschild