



Manual of Procedures for the Calculation of the Staffing Cost Multiplier

Teacher Cost Index (TCI)

October 2022

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Purpose of the Procedures Manual

The purpose of this document is to establish the New Mexico Public Education Department's (PED) procedures to be followed when calculating the TCI for a school district or charter school. Unless otherwise indicated, all references made to "districts" apply to district, state charter, and local charter schools. Questions concerning these procedures should be addressed to the School Budget Bureau (SBB).

State Statute Section 22-8-2 NMSA 1978 Definitions

As used in the Public School Finance Act:

Q. "staffing cost multiplier" means:

- (1) for fiscal year 2019, the instructional staff training and experience index;
- (2) for fiscal year 2020, the weighted average of the instructional staff training and experience index at seventy-five percent and the teacher cost index at twenty-five percent;
- (3) for fiscal year 2021, the weighted average of the instructional staff training and experience index at fifty percent and the teacher cost index at fifty percent;
- (4) for fiscal year 2022, the weighted average of the instructional staff training and experience index at twenty-five percent and the teacher cost index at seventy-five percent; and
- (5) for fiscal year 2023 and subsequent fiscal years, the teacher cost index;

State Statute Section 22-8-49 NMSA 1978 Teacher Cost Index; Licensure Experience Factor; Report

A. The teacher cost index for each school district or charter school shall be calculated in accordance with instructions issued by the department. The teacher cost index for a school district in its first year of operations is 1.0. The teacher cost index for a school district or charter school in its second or subsequent year of operations is the greater of 1.0 or the average of the licensure-experience factors of all full-time-equivalent teachers on the school district's or charter school's payroll in October of that year who are assigned classroom teaching responsibilities. The licensure-experience factor of a teacher corresponds to the teacher's licensure level and years of experience and is as follows:

Licensure

Level	Years of Experience				
	0 to 2	3 to 5	6 to 8	9 to 15	Over 15
1	0.755	0.785	0.800		
2		0.994	1.023	1.050	1.123
3			1.184	1.208	1.277

B. Beginning in 2021, the department, legislative education study committee staff and legislative finance committee staff shall jointly prepare and submit a report by November 1 of each year to the governor, the legislative education study committee and the legislative finance committee that includes:

- (1) data on the relationship of licensure-experience factors to actual teacher costs;
- (2) an analysis of the relationships among a teacher's licensure level, educational attainment, years of experience and salary; and
- (3) recommended changes, if any, to this section of the Public School Finance Act.

C. As used in this section:

- (1) "licensure level" is the teaching licensure level as defined in the School Personnel Act [Chapter 22, Article 10A NMSA 1978]; and
- (2) "years of experience" is as defined by department rule.

State Statute 22-8-6.1 NMSA 1978 Charter School Budgets; maximum MEM.

- A. Each state-chartered charter school shall submit to the charter schools division of the department a school-based budget. The operating budget shall be submitted to the division for approval or amendment pursuant to the Public School Finance Act and the Charter Schools Act [Chapter 22, Article 8B NMSA 1978]. Thereafter, the operating budget shall be submitted to the commission for review.
- B. Each locally chartered charter school shall submit to the local school board a school-based operating budget for approval or amendment. The approval or amendment authority of the local school board relative to the charter school operating budget is limited to ensuring that sound fiscal practices are followed in the development of the operating budget and that the charter school operating budget is within the allotted resources. The local school board shall have no veto authority over individual line items within the charter school's proposed financial budget or over any item in the educational plan, but shall approve or disapprove the operating budget in its entirety. Upon final approval of the charter school operating budget by the local school board, the individual charter school operating budget shall be included separately in the budget submission to the department required pursuant to the Public School Finance Act and the Charter Schools Act.
- C. For its first year of operation, a charter school's operating budget shall be based on the projected number of program units generated by the school and its students using the at-risk index and the staffing cost multiplier of the school district in which the charter school is located, and the charter school's operating budget shall be adjusted using the qualified MEM on the first reporting date of the current school year. For its second and subsequent fiscal years of operation, a charter school's operating budget shall be based on the number of program units generated by the charter school and its students using the average of the MEM on the second and third reporting dates of the prior year, the at-risk index of the school district in which the charter school is located and the charter school's staffing cost multiplier.

Summary of State Statute Section 22-10A-1 et seq. NMSA 1978 SCHOOL PERSONNEL ACT

For a standard nine and one-half month contract all the salary mandates below are currently in place effective July 1, 2022, all minimum salaries apply to Alternative Licenses respectively:

22-10A-7. Level one licensure. - Effective July 1, 2022

- G. The minimum salary for a level one teacher is fifty thousand dollars (\$50,000) for a standard nine and one-half month contract; provided that teachers in an extended learning time program or K-5 plus program shall receive additional salary at the same rate as their base salary for that teaching time.

22-10A-10. Level two licensure. - Effective July 1, 2022

- D. The minimum salary for a level two teacher is sixty thousand dollars (\$60,000) for a standard nine and one-half month contract; provided that teachers in an extended learning time program or K-5 plus program shall receive additional salary at the same rate as their base salary for that teaching time.

22-10A-11. Level three licensure; tracks for teachers. - Effective July 1, 2022

- C. The minimum salary for a level three-A teacher is seventy thousand dollars (\$70,000) for a standard nine and one-half month contract; provided that teachers in an extended learning time program or K-5 plus program shall receive additional salary at the same rate as their base salary for that teaching time.

Note: At the discretion of the Governor and Legislature, through the General Appropriation Act, minimum salaries may change. In addition, alternative licensure tracks are required to meet the same minimum salary requirements per each level.

New Mexico Public Education Department - Procedures and Requirements for the Calculation of the Teacher Cost Index

I. Annual Reporting Requirements:

School districts and charter schools must annually calculate and report the TCI to SBB, in the format prescribed and by the date set by the Bureau. Reporting teacher licensure and experience for TCI purposes is completed through an online data upload and collection via a SharePoint site.

Approved local board policies must comply with the current Staffing Cost Multiplier Manual’s requirements.

School districts and charter schools may choose whichever October payroll from the current year in which collection is occurring for reporting the TCI information.

II. Placement Requirements:

School districts and charter schools must list **all** full, part-time, short-term, and return to work Full-Time Equivalent (FTE) in each designated teacher job class code and funding source from the October payroll using established FTE definitions (see section III FTE Requirements).

Instructional Personnel Job Classification:	FTE Number on October Payroll
1411 Teachers—Grades 1-12	_____
1412 Teachers—Special Education	_____
1413 Teachers—Early Childhood Ed.	_____
1414 Teachers—Preschool	_____
1415 Teachers—Vocational & Technical	_____
1416 Teachers—Other Instruction	_____
1422 Teachers—Special Ed. Gifted	_____

All teacher FTEs are to be placed in the appropriate license and experience classification on the matrix based on the following:

- A. Levels 1, 2, and 3 licensed and alternative licensed teachers
 - with a 14XX series job class,
 - that have classroom teaching responsibilities as required by 22-8- 49 NMSA 1978,
 - that are paid from your selected October payroll,
 - that are paid from the 11000 - Operational Fund, 25147 - Indian Set-Aside Fund for the federal Impact Aid program, 15100 - Impact Aid Operational Fund, and 15200 - Local Revenue Operational Fund, and
 - per the school district’s or charter school’s board policy and salary schedule.

Do not include FTE or increments for coaching, extracurricular activities, or Reserve Officers' Training Corps. (ROTC).

Do not include FTE for substitute teachers in the 16XX series of job classes, administrators, support staff, or other personnel that are not teachers with classroom teaching responsibilities. For partial FTE, see Example 1 in section III FTE Requirements.

Do not include FTE funded from sources other than the 11000, 25147, 15100 and 15200 funds. For partial FTE, see Example 6 in section III FTE Requirements.

- B. Plot employees according to the TCI matrix even if the school district's or charter school's salary schedule does not coincide with the TCI matrix or is based upon factors unrelated to licensure level or years of experience (see section VI Relationship of the approved school district's or charter school's salary schedule to the TCI matrix in statute):
1. Salary schedules vary across New Mexico as no standard pay schedule is required. Boards of Education and Governance Councils approve a salary system for the school district or charter school and often the schedules have elements that are common. It is not uncommon that some pay schedules may, in some respects, mirror the "state matrix".
- C. Before being placed on the TCI matrix, certifications for all level 1, 2, and 3 licensed and alternative licensed staff assuming classroom instruction responsibilities must be available in the PED School Licensure database. A copy of a signed license certificate indicating staff is licensed for the year in question or the PED licensure portal screenshot must be maintained in the instructional staff folder (see section V Licensure Requirements).
- D. The "years of experience" must be defined at the local level according to local school district and charter school board policies which must comply with the current Staffing Cost Multiplier Manual (see section IV. Experience Requirements).
1. **Half year of experience** - For individuals who have a half year of experience, school district or charter school personnel may choose to round the years of experience up to the next year, provided the school district or charter school board policies recognize the full year of experience for salary purposes and a half-year of experience is defined by local board policies and procedures.
 2. **Out-of-state or out-of-district years of experience** - For individuals with out-of-state or out-of-district years of experience, local school district or charter school board policies should clarify how much or little of this experience will be recognized for placement on the salary schedule and therefore on the TCI matrix.
 3. **Verification of Experience (VOE)** - The VOE Forms and Letters must be signed by the previous employer. A school district or charter school verification form will have to be developed by the school district or charter school for this purpose (See Example A – VOE form).

This cover sheet should include information pertaining to:

- Names of places of employment (include website links if available)
- Position(s) held
- Other names and alias used by instructor
- Dates of employment (starting date to ending date), and
- Number of hours/days worked for each year of employment.

Only experience applicable to the policies of the school district or charter school and allowable on the salary schedule will be shown here and listed in chronological sequence. All other experience will be placed in the miscellaneous section of the folder.

Return to Work (RTW) Educational Retirement Board (ERB) forms and resumes are not acceptable for verifiable experience.

E. Teacher contracts must be maintained in files and in accordance with NMSA 22-10A-21 and in accordance with PSAB Supplement 14 - Payroll - page 35.

TEACHER CONTRACTS MUST INCLUDE:

- Contracts for certified personnel and non-certified personnel shall include but not be limited to the following information:
- Authority or statutory reference,
- Name of the employee,
- Type of service to be performed,
- Terms and conditions,
- The length of service and/or number of contracted days,
- The amount of pay to be distributed (if applicable),
- Hourly wage (if applicable),
- The account code including fund function object and job class,
- License or transcripts requirements,
- Signature of the employee,
- Signature of the Superintendent.

III. FTE Requirements

Report FTE as 1.0 for full-time individuals in the position. A 1.0 FTE is determined by the length of contract and hours per day of the majority of personnel in a given personnel category paid from the school district’s or charter school’s salary schedule as adopted by the local or governing board of education.

Report in hundredths for part-time or short-term employees, example 0.37 not 0.366. To derive FTE for part-time employees, divide the amount of employed time by the amount of time normally required in a full-time assignment. The computation of FTE should be the same whether it is computed on time or on salary. The following examples illustrate various situations and the manner in which FTE is calculated:

Example 1

In many school districts and charter schools, licensed personnel have duties and assignments in various areas (i.e., teacher-principal, teacher-guidance, or teacher-librarian). An employee may have an assignment as a principal for 2 hours of a 6 hour contract day and may teach 4 hours.

The teacher-principal is paid \$75,000 and has 10 years of teaching experience. According to the school district’s or charter school’s adopted salary schedule, the teaching position would pay \$70,400. The FTE should be computed as follows:

4/6 of time	=	67% Teacher	or	.67 FTE	\$47,168
2/6 of time	=	33% Principal	or	.33 FTE	\$27,832
100% teacher salary	=	\$70,400 x 67%	=		\$47,168
Total Contract		\$75,000			
Less		\$47,168	=		\$27,832

Do not include 0.33 FTE Principal in TCI calculation.

Example 2

A teacher's regular contract is for 182 days at 7 hours per day. If the teacher is hired for a period of time in excess of the regular contract (1 additional hour per day)*, report the teacher as a 1.14 FTE. To arrive at the percentage, which is over the regular contract day, begin with the number of hours in the contract day as 100% and then figure the additional time as a percentage of the regular contract day.

Regular contract hours	=	7 hours	=	100%
1 additional hour	=	1/7 hours or	=	+ 14%
Total percentage				114%

*Increments for coaching or club activities, etc., are not to be included.

Example 3

If a teacher's regular contract is for 182 days, but the teacher is on an extended contract of 190 days, report the teacher as a 1.04 FTE. To arrive at the percentage, which is over the regular contract, begin with the contract (182 days) as 100% and then figure the additional days as a percentage of the regular contract.

Regular contract days	=	182 days	=	100%
8 additional days	=	8/182 days or	=	+ 4%
Total percentage				104%

Example 4

If a teacher's regular contract is for 182 days; however, the teacher's short-term contract is for 150 days, due to a late hire date or similar situation, report the teacher as 0.82 FTE. To arrive at the percentage, which is less than the regular contract days, begin with the regular contract (182 days) as 100% and then figure fewer days (182 days minus 150 days) as a percentage of the regular contract.

Regular contract days	=	182 days	=	100%
32 fewer days	=	32/182 days or	=	- 18%
Total percentage				82%

Example 5

In calculating FTE, only one person per position is to be included. For example, if a teacher resigns and is immediately replaced, count only the replacement. The guiding principle is to use the FTE of the employee who is present on the day of the October payroll being submitted and coded to the appropriate classroom teacher job class.

Example 6

A teacher is paid a total of \$75,000 (\$25,000 from the 11000-Fund and \$50,000 from the 24101-Fund). The FTE should be computed as follows:

\$50,000/\$75,000	=	67% 24101-Fund	or	.67 FTE
\$25,000/\$75,000	=	33% 11000-Fund	or	.33 FTE

Do not include 0.67 FTE from 24101-Fund in TCI calculation.

IV. Experience Requirements

Placement on the salary schedule for years of experience must be determined by the school district or charter school local board policies. School district and charter school personnel must enter FTEs on the TCI matrix in accordance with the experience recognized and paid for on the school district's or charter school's board approved salary schedule.

Not all years of experience attained by the individual may be applicable if the school district's or charter school's board policies only recognize a portion of the experience for salary purposes.

- A. Reported experience must be related to instruction and must be in accordance with local or governing board policy and verified by use of an out-of-district/charter school's verification of experience form (see example A), or a verifiable, signed, and dated experience year letter, or a signed district or charter teacher contract. In-district VOEs prepared by internal district/charter staff or the teacher are not verification of in-district experience. Use of other district's and charter's verification forms is not considered verification by the current district or charter.
 - 1. If permitted by local or governing board policy, verified employment for other classroom instruction (including higher education) may be counted as experience for teacher cost purposes in their licensed instructional area.
 - 2. Military service should be counted only when verified as instructionally related.
- B. The maximum number of out-of-district years of experience must be recognized in the approved local board policies for placement on the salary schedule. For example, if the district recognizes 10 years of out-of-district experience and has a teacher with 16 years of out-of-district experience, only a maximum of 10 years of out-of-district experience will be allowed for TCI purposes. School district superintendents and charter school representatives must notify the Public Education Department by October 1 of the year prior to reporting if additional out-of-district years of experience will be recognized for salary purposes.
- C. All foreign/international verification of teaching experience must be reported in the district's or charter's verification forms or the same reporting format to be considered by the hiring district or charter (See Example A).

All foreign/international job verification forms and letters must be accompanied by English translations and evaluated by a certified third party to ensure the verification forms are translated correctly.

- D. Teacher contracts must be signed by the Superintendent or the Charter Representative and teacher.
- E. Verification of Instructionally-Related Military Experience: Upon discharge from military service, individuals are provided with paperwork that includes a description of the duties to which they were assigned. If this official paperwork is insufficient to allow school district or charter school personnel and PED auditors to determine whether or not the duties were instructionally related, further proof will be required of the employee before credit for such experience may be given. The employee is responsible for securing additional acceptable verification. Such additional verification may consist of official documents issued by the military or of written confirmation that includes a description of the instructionally-related duties performed and the signature of the employee's former commanding officer or authorized designee.
- F. Instructionally-Related Experience: To qualify as instructionally-related experience, the employee must either be in a position in which the primary job responsibility is the supervision and/or provision of formal instruction or in a position as a licensed or certified professional in a clinical or parallel setting.

Instructionally-related experience includes, but is not limited to, experience as a classroom teacher in a public or private school or postsecondary institution; experience as a superintendent, director of instruction, director of testing, director of special education, or principal in a public or private school; experience as a president, dean, or department head in a postsecondary institution; experience as a formal trainer in government, business, or industry; and experience in a verifiable instructional capacity in the military.

V. Licensure Requirements

For reporting purposes, a teacher must be licensed to be placed on the matrix in the calculation of the school district's or charter school's TCI for that year. Licensure levels reported must be in accordance with PED's Licensure Bureau and verified by either a copy of a signed license certificate indicating staff is licensed for the year in question or a copy of the PED licensure portal screenshot. National Board Certifications from the National Board of Professional Teaching Standard is not proof of licensure.

Staff that is unlicensed cannot be placed on the TCI matrix and should not be given classroom teaching responsibilities.

VI. Relationship of the approved school district's or charter school's salary schedule to the TCI matrix in statute:

Neither Section 22-8-24 NMSA 1978, nor Section 22-8-49 NMSA 1978 require that a district salary schedule correspond exactly to the statutory training and experience or teacher cost index matrices. School districts and charter schools are free to deviate from the matrix so long as they are not in violation of any other statutory confines, such as the requirement to maintain a minimum teacher salary. However, to be placed on the TCI matrix, salaries of staff must conform to the approved salary schedule; therefore, school districts and charter schools should be aware of the following:

For the purposes of the TCI matrix, although a school district's or charter school's salary schedule may compensate experience through groupings of years that differ from those specified by the TCI matrix, it must reflect by means of an actual salary increase the divisions on the TCI matrix in order for an individual to be placed in the higher cell for purposes of calculating the school district's or charter school's TCI index. For example, if the salary schedule for a school district or charter school indicates that there is no salary increase granted for movement from five years' experience to six years' experience, any individual with six years' experience must be placed back in the same cell as those with five years' experience for purposes of calculating the TCI for a school district or charter school. There must be at least a one dollar increment in every cell on the salary schedule in order to move on the TCI matrix.

When a school district or charter school freezes their salary schedule, the school district or charter school may not use the additional years of experience excluded from salary increments for the purposes of calculating the school district's or charter school's TCI. This provision also applies to a school district or charter school engaged in collective bargaining (1) that have not entered into an agreement by the time the TCI must be computed, (2) that are using the prior year's salary schedule, and (3) that have not allowed individuals to advance in terms of experience.

If local or governing board policy permits experience of less than one school year but more than half of a school year the experience may be rounded to one year so long as the experience was gained in one position in one span of time. For example, a series of unconnected experiences may not be combined. A school district or charter school that so rounds such experience must recognize the full year for salary increment purposes if it uses the full year for experience purposes.

Instructional Staff Folder Formatting

The intent of this section is to present an effective organization of personnel files. The information that follows should help you accomplish two objectives:

- Organize the school district's or charter school's filing and record keeping management system, and
- Streamline the review process so that outside sources, such as the PED auditors, oversight agencies, and the instructors themselves can gather needed information that is reliable, complete, and easily accessible.

Instructional staff folders must be stored and maintained fully and completely electronically or in hardcopy, not a combination of both. Instructional staff folders whether electronic or paper hardcopies, must conform to the format below and should be centrally located in one place i.e. on the school district's or charter school's hardware, or in a secure location such as the Human Resource Office.

I. Instructor File Organization

A. Table of Contents

Each folder should include a table of contents page that lists the exact contents of the information on file. Such a page would help in the review process when only certain documents are required.

B. Verifiable Instructor Experience

This should include information pertaining to:

1. Names of places of employment (include website links if available)
2. Position(s) held
3. Other names and alias used by instructor
4. Dates of employment (starting date to ending date), and
5. Number of hours/days worked for each year of employment.

The information should be verifiable and signed by the previous employer. A school district or charter school verification form will have to be developed by the school district or charter school for this purpose. (See example A).

Only experience applicable to the policies of the school district or charter school and allowable on the salary schedule will be shown here and listed in chronological sequence. All other experience will be placed in the miscellaneous section of the folder.

In-district/charter and out-of-district/charter experience forms should be in chronological order for ease of review, comparison, and verification (See example B).

C. Verifiable Instructor Licensure

This should include identifiable information pertaining to:

1. Licensure Number
2. Effective Dates of Certification (starting date to ending date)
3. Licensure Type, code, and level (level 1, 2 or 3)

This section of the folder should include all licensure documents that pertain to the qualifications of the instructor which is a copy of the current signed license certificate or the PED licensure portal screenshot, indicating staff is licensed for the year in question. In addition, if the instructor is under a waiver agreement, that agreement must be filed within this section.

D. Administrative Training Records

This section of the folder should include all pertinent administrative training records.

E. Evaluation Records

This section of the folder should include those evaluations required in accordance with Chapter 22, Article 10A – School Personnel Act, NMSA 1978.

F. Miscellaneous Information

This section of the folder could include any other important information which does not fit the other topics above.

G. Personal and Confidential Records

This section will include information which outside personnel should not access. This section includes but is not limited to health records and other information.

This section of the folder should include all pertinent health records and health information as required by the school district or charter school and must also include the results of the TB test.

**EXAMPLE A
VERIFICATION OF EXPERIENCE**

(To be reproduced on Official District or Charter letterhead)

Date: _____

This is to certify that _____ has applied for
(First Name) (Middle Initial) (Last Name)
 employment in the (School District/Charter School). Please complete the form for the years of teaching experience earned in your school district or Institution.

Last Four of SSN: _____

Any other name(s) Used: _____

Was employed by: _____

City of: _____ State of/Country of: _____

***Required Fields**

*Start of School Year MONTH-DAY-YEAR	*End of School Year MONTH-DAY-YEAR	*POSITION(S) HELD <i>Substitute & Paraprofessional experience NOT allowable as teaching experience</i>	*NUMBER OF DAYS WORKED	*NUMBER OF HOURS PER DAY	*FULL-TIME PART-TIME

Please list each school year as a separate line item for Example: 08-10-2022 to 06-02-2013, K-8 Elementary Teacher, 180 days 8 Hours per Day, Full Time

Authorized Signature, Title & Official Stamp **(Official stamp or seal is required for verification from foreign/international schools or institutions)**. I attest, under penalty of perjury, that to the best of my knowledge, this employee was authorized and worked as an educator within the school district and the above verification is genuine and relates to the individual.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

TITLE OF AUTHORIZED REPRESENTATIVE

EMAIL ADDRESS

NAME OF DISTRICT OR INSTITUTION

CITY AND STATE OF/OR COUNTRY OF

DATE SIGNED

OFFICIAL SEAL

EXAMPLE B
School District-Charter School
202X-202X

Certified (Licensed) Instructor Contract

Document: 183 DAY INSTRUCTOR CONTRACT

Issued By: District/Charter School on 7/20/202X

LAST NAME, FIRST NAME MI

AUTHORITY: This contract is issued pursuant to Sections 22-5-14, 22-2-1, 22-10A-21, New Mexico Statutes and applicable regulations to the New Mexico Public Education Department.

REQUIREMENTS: The Superintendent/Head Administrator of the District/Charter School, City Name, New Mexico, herein called "superintendent", and the Certified Employee, herein called "employee" agree:

- A. The superintendent employs the employee for the **school year 202X-202X** beginning **August XX, 202X** and ending **May XX, 202X** as specified by the school district calendar for the 202X-202X school year, subject to adjustment for required makeup days.
- B. The employee shall present himself or herself for duty at such times and places as designated by the superintendent or his authorized personnel.
- C. In accordance with the board's approved salary schedule, for use during the school year 202X-202X, the employee's salary based upon the following factors: years of allowable experience and licensure level is stated below, less required or authorized deductions. All the above are subject to verification and, in the event of any error or incorrect computation, appropriate adjustment of this contract will be made after consultation with the employee. The contract salary for the school year 202X-202X shall be paid the employee in 24 installments. The first installment shall be due and payable August 14, 202X. The contract salary for the school year 202X-202X is based upon a school year of 176 teaching days plus **7 non-teaching days for a total of 183 working days** and subject to the approved budget. The employee shall be entitled to sick/personal leave with pay according to Board Policy. Unused sick/personal leave may be accumulated to a total of not more than 100 working days. For each day's absence from duty not included in sick/personal leave or otherwise compensated for, deductions shall be made in accordance with the rules and regulations of the board. The superintendent may, but shall not be required to, increase prospectively, but not retroactively, the salary for any school year governed by the terms of this contract if additional General Fund revenues are made available to the school district for that school year as a result of unit value increases. Any increase is subject to budgetary approval by the New Mexico Public Education Department.

NOTE: WORK LOCATION IS NOT GUARANTEED AND MAY BE CHANGED AT THE DISCRETION OF THE SUPERINTENDENT.

Job Title:	TEACHER	SSN: XXX-XX-1111	Check Location:	JUNIOR HIGH SCHOOL
			Hire Date:	08/07/200X

Position Information				
Position:	TEACHER	Start Date: 08/10/202X	End Date: 05/28/202X	Amount: \$63,323.00
	FTE: 1.0000		Daily Hours: 7.00	
	Days: 183		Type: 202X-202X CERTIFIED CONTRACT	
	Salary Sch: SCHEDULE 01 LEVEL III -11 Years			

Account Budget Code	Percent
11000.1000.51100.3000.057123.1411.000.00000	0%
11000.1000.51100.4020.057123.1411.000.00000	12.00%

Notwithstanding the above, the board shall further have the authority, for any school year governed by the terms of this contract and for which a salary increase is mandated if the school district meets conditions as specified by the legislature of New Mexico, to implement salary adjustments during the school year in accordance with a salary schedule adopted by the board in accordance with the legislative guidelines for that year. Any adjustment is subject to budgetary approval by the department.

D. This contract and the parties hereto are and shall continue to be subject to applicable laws of the State of New Mexico and the rules and regulations of the New Mexico Public Education Department and local board of education as they may exist. This contract may be canceled by the superintendent for cause, including unsatisfactory work performance, incompetence, insubordination, physical or mental inability to perform the required duties or for any other good and just cause, provided, that any such cancellation may be effected only in accordance with the New Mexico statutes and any applicable rules and regulations of the department and local board of education.

E. This contract may also be canceled by the superintendent for cause not personal to the employee when a reduction in personnel is required as a result of decreased enrollment or a decrease or revision of educational programs or insufficient legislative appropriation or authorization being made by the state and/or federal government for the performance of this contract, in accordance with the New Mexico statutes and any applicable rules and regulations of the department and local board of education, provided there is no other position for which the instructor is qualified, consistent with the academic necessities of the district.

F. The employee shall give the superintendent thirty (30) calendar days written notice of intention to resign. Failure to give such thirty (30) calendar day notice shall entitle the superintendent, in his/her discretion, to file a written complaint with the department requesting suspension or revocation of the instructor's license.

G. The employee shall furnish the superintendent the following: (a) a valid licensure for the position to be held; (b) an official transcript showing the education record and training of the employee; (c) suitable evidence of date of birth; (d) such health certificates as may be required by law; and (e) any other documents as may be required by law. Failure to furnish any of the foregoing items at the required time may result in cancellation of this contract in accordance with the New Mexico statutes and any applicable rules and regulations of the department and local board of education.

The employee shall accept or reject the contract of offer of employment within ten (10) working days from receipt of such offer employment.

Employee Signature	Date	Superintendent Signature	Date
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Teacher Electronic Contract Acceptance (Time/Date) Stamped:

Accepted Signed On: X/XX/202X 7:52:40 AM