

# ***CM Teacher's Work Agreement***

San Mateo County Branch  
Certificate of Merit Policy

The Certificate of Merit® program is run on a primarily volunteer basis, and cannot be operated if CM Teachers do not assist in a team-effort. Members may apply for exceptions, such as for physical disability, injury, medical issues, severe financial hardship, with appropriate evidence provided by the applicant, and to be decided on a case-by-case basis at the sole discretion of the CM Chair and Branch Board.

Please find and read carefully the CM Policies and Procedures in the CM link under "Resoures" on the Teacher's Home Page. This Agreement outlines your minimum responsibilities as a teacher entering students in the CM program.

**Important:** Before you register your students for CM, make sure that you will be available to work on **both days** of the CM week-end.

I understand that by entering students in the Certificate of Merit Program I have the following responsibilities:

1. Enroll my students in CM at [new.mtac.org](http://new.mtac.org) following the instructions on the website. ***SAVE your New Password!!***
2. Inform parents of the Parent Payment Period, between **November 1-10**.
3. By **November 12<sup>th</sup>** mail the following to the CM Branch Chair:
  - **A printout of my Student List.**
  - **The Teachers' Work Agreement, signed.**
  - **Strings & Voice send \$25 accompanist fee per student.**

**Mail your forms and Accompanist fees** to the CM branch chair, Benny Yu  
153 El Camino Real  
San Carlos, Ca. 94070

4. I must reserve the entire week-end for CM. I may need to give up my teaching time, my paid job, etc. in order to fulfill my responsibilities according to the Teachers' Work Schedule.
5. I must follow Policy 13.2 "Line of Communication". If I cannot solve a problem with my Student/Parent, I will direct any concerns and criticisms only to the Branch CM Chair.
6. I will NOT give out to my students or their parents the name, address, email or phone number of the Chairperson, CM Council or State Board Members.

**Your registration will not be considered complete until this agreement is received signed.**

7. **Work requirements are as follows:**  
CM Piano/Strings/Voice/Wind Instruments:

**1-4 students = 1 shift\***

**5-9 students = 2 shifts**

**10-14 students = 3 shifts**

## 15-19+ students = 4 shifts

*\*1 (one) shift is the equivalent of 5 hours: 8 AM- 1 PM & 1 PM - 6 PM.*

Teachers are expected to **fulfill their entire shifts**. Arriving late or/and leaving early, without the CM Chair or CM Instrument Coordinator's consent, will result in penalty fees.

### Teachers Over 80 Exempt

The San Mateo County branch will release/excuse from working at the CM evaluations any teachers over 80 years of age.

### CM Teacher Non-Working Fee

The CM teacher will personally conduct the required work and may not send a substitute. Exceptions will be reviewed by the CM chair and "Teachers Work Scheduling" chair. After receiving the work schedule in January, the teachers unable to work their assigned shifts, will be required to pay a fee of \$40.00 per hour and must inform the scheduling person **before January 31st**.

Piano: Jieun Yee at [eclarepf@yahoo.com](mailto:eclarepf@yahoo.com) Strings: Marjorie Lin at [mapurrfect@aol.com](mailto:mapurrfect@aol.com) Voice: Gina Vandellos at [ginavandellos@hotmail.com](mailto:ginavandellos@hotmail.com)

### Paid Substitute Worker

The branch will pay \$30.00 per hour to the substitute teacher working on the CM evaluation day. As soon as they have been informed of their work schedule and no later than January 31st, the teachers available to do additional paid work, may inform the CM chair with clear instructions concerning the day and times which they are able to sub. These paid hours will **not replace** the hours the CM teacher needs to fulfill the work requirements for their own registered students.

Please keep a copy of this agreement for your records. Mail a **signed copy along with a check for Accompanist fees and Students List**, no later than **November 12th**. Thank you for your time and attention to all details.

I \_\_\_\_\_ (Print Name) understand the above  
Certificate of Merit Teacher's Work Agreement

Confirm email address \_\_\_\_\_

CM Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_