

## SECTION 300 – PERSONNEL

### STAFFCOMPENSATION

### POLICY303

#### ARTICLE1 SALARIES

- A. Salary schedules for teachers shall be adopted in conjunction with or prior to the adoption of the budget for the following fiscal year.
1. The schedule shall treat all endorsement areas and teaching levels the same. There shall be no differentiation based upon endorsements or teaching assignments.
  2. The schedule shall show annual salaries based upon 185 contract days, except that new teachers shall be contracted for 189 days. Additional contracted days are to be paid at a per diem rate.
  3. The schedule shall provide for salary placement and increases for each year's experience.
    - a. A full year's credit shall be given for teaching in a continuous assignment for 90 or more days or for more than one semester.
    - b. Part-time experience shall be credited as such; a teacher working half-time shall move one-half step each year; a teacher working one-third time shall move one-third step each year. Experience of more than half-time shall be credited as full-time.
    - c. Six years of teaching experience outside of the District shall be allowed to attract qualified teachers. A teacher with six years of experience starts at Step 7 at the appropriate educational level. Substitute teaching on a day-to-day basis or substitute teaching with a substitute authorization (not a license) shall not be considered as teaching experience for placement on the salary schedule.
  4. The schedule shall compensate increased educational levels.
    - a. Initial placement on the schedule shall be based on the teacher's highest degree plus credit hours for college credit earned after completion of the highest degree.
    - b. Salary credit after employment as a licensed teacher is awarded as follows:
      - i. Graduate credit shall be based upon receipt of transcripts.
      - ii. Graduate level workshops and seminars, not taken for University or College credit, may be counted based upon documented clock hours. One credit shall equal a minimum of 15 clock hours. Hours may be documented by a certificate of completion or letter from the instructor indicating that the workshop or seminar is at the graduate level and showing the number of clock hours.
      - iii. Undergraduate college credit may be used for advancement on the schedule only with prior approval from the Principal and only when the course work is completed to improve performance in the teacher's current assignment or endorsement area or to apply toward a new licensing endorsement.

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#### References:

C.R.S. 22-63-401 Salary Schedule  
C.R.S. 22-63-402 Disbursements; Forfeiture of Claim to Compensation (no license)  
C.R.S. 22-63-403 Payment of Salaries  
29 U.S.C. 201 et seq. Fair Labor Standards Act  
Adopted: 8/8/01; Revised: 3/3/04, 10/6/04, 5/18/05, 4/3/06, 10/15/07, 03/03/08, 05/18/09

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- iv. A travel experience of 15 or more clock hours, excluding travel time to and from the destination, which enhances a teacher's subject knowledge or subject skills (e.g. foreign language) related to subjects he/she is assigned to teach may be counted for one credit. To receive the credit, the teacher must (1) submit a request for approval to his/her Principal in advance of the travel experience and (2) submit to the Educational Services Director a written summary of the experience (including hours) and a description of the way(s) the experience has broadened the teacher's subject knowledge or skills. The travel experience must occur after the teacher is employed by the District and after initial placement on the salary schedule. The travel experience may not be an activity for which the teacher has received pay from the District. A maximum of three credits for travel experience may be counted for each educational level change (e.g. BA to BA20) on the salary schedule.
  - v. Membership on a School Advisory Council, District Accountability Committee, District Curriculum Evaluation and Revision Committee, District Technology Committee or other District educational improvement or safety enhancement committee that meets regularly for a full-school year may be counted for one credit. Membership on a District or school improvement committee for at least one semester but less than a full school year may be counted for .5 credits. The teacher may not have received extra duty pay for the assignment if credit is to be counted toward advancement on the salary schedule. To receive credit, the teacher must submit documentation of committee membership to the Educational Services Director. Committees for which this provision applies must be approved by the Superintendent in advance of the initial meeting.
  - vi. Participation as a mentor, for a full-school year, in the District's teacher induction program may be counted for salary credit: 1 credit for mentoring a first year teacher and .5 credits for mentoring a second or third year teacher. A maximum of 2 credits may be earned for mentoring of multiple inductees during the same time period. To receive credit, the teacher must submit documentation of mentoring activities to the Educational Services Director.
  - vii. All credit for advancement on the salary schedule must be completed and the District notified by the end of the first week of September of each school year.
- B. A classified salary schedule shall be approved by the Board of Education and included with the adopted budget. The schedule shall be based upon hourly wages with a base wage and maximum wage established for each employment category. Temporary, substitute and training wages shall also be shown on the schedule.
1. The Superintendent shall determine initial placement on the schedule based on the new employee's experience, skills, and education level. Initial Placement shall not exceed 8% of the base. The Superintendent, based upon completion of a certification, license, or degree, may make individual employee percentage increases.

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2. The Board, based upon the Superintendent's recommendation, shall establish annual wage percentage increases for current staff.
3. Wages of staff whose rates exceed the maximum rates set by the Board for a specific year shall not have their salaries reduced, but the salary shall not increase.

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4. Wages for those in more than one position shall be pro-rated based upon time allocations.
  5. Classified employees, except Directors and Head Custodians, are subject to the minimum wage and overtime requirements of federal law (Non-exempt employees). An effort shall be made whenever possible not to schedule non-exempt employees for more than 40 hours of work per week. The appropriate Principal or Director or the Superintendent must approve any overtime work prior to performance of the work. A determination as to whether overtime shall be compensated by pay or time shall also be made prior to the performance of the work. These non-exempt employees shall be paid overtime at the rate of one and one-half times the regular rate of pay for hours worked in excess of 40 in any work week. Alternative, in lieu of overtime compensation non-exempt employees may receive compensatory time off at a rate not less than one and one-half hours for each hour of employment for which overtime compensation is required. Compensatory time shall be taken with a reasonable period of time following the overtime work, but must be taken when it does not unduly disrupt the operations of the school or District.
- C. The Superintendent shall determine salaries for administrators and specialist positions within the parameters established by the Board of Education.
  - D. Extra-duty salary schedules shall be approved by the Board of Education. Such schedules shall provide for assignments that are beyond the individual's primary assignment and extend beyond the employee's normal job responsibilities. Pay for coaches, sponsors, department chairs, team leaders, and events staff is included.
  - E. Each employee shall be paid according to his/her placement on the adopted salary schedule pertaining to his/her job classification. In the absence of a schedule, the employee will be paid as specified by an individual employment agreement/contract.
  - F. Employees are to be paid monthly with annual salaries divided into twelve (12) payments. A classified employee terminating employment shall be paid the balance of wages due on the scheduled payroll date of the month in which the resignation is effective. Licensed employees resigning prior to completion of their contracted work days shall be paid the balance of their salaries due on the scheduled payroll date of the month in which the resignation is effective. Licensed employees completing their contracted work year, but terminating employment, shall continue to be paid for the remainder of the scheduled twelve months unless a written request is submitted to the Director of Accounting for a lump sum payment.
  - G. Employees may experience a hardship or emergency situation which leads to a request for a "pay advance" or payment of earned wages or salary prior to the next scheduled payroll date. An advance payment may be made limited to the amount the employee has earned and subject to approval of the Superintendent and Treasurer of the Board of Education.
  - H. Deductions from salary shall include federal withholding tax, state withholding tax, Public Employee Retirement Association employee contribution, Medicare and other deductions permitted by the Board and requested by the employee.

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#### ARTICLE2 BENEFITS

- A. The District shall provide health and dental insurance coverage for all employees working thirty or more hours per week for administrators, and for bus drivers with a route assignment of a minimum of 27.5 hours per week except that individuals starting employment after the end of the first semester of school shall not receive insurance benefits until the following contract year. Employees receiving health and dental coverage who are excluded from coverage by the terms of this policy provision shall retain their coverage. Employees receiving health and dental insurance benefits shall be provided the option of purchasing coverage for their spouses and children at their expense, except that such coverage shall be a paid benefit for administrators. Benefits shall terminate with payment of the balance of wages or salary due following termination of employment.
- B. The District shall provide a life insurance benefit for each employee eligible for health insurance. The Board of Education shall approve the amount of life insurance coverage. Employees may purchase life insurance for their spouses and children as permitted by the insurance company.
- C. The District shall provide a cafeteria plan in keeping with federal law. Employees may select and pay for the following with pretax dollars: medical, dental, disability, group term life insurance premiums, child-care/dependent care expenses, and medical expenses not reimbursed.

#### ARTICLE 3 EXPENSEREIMBURSEMENTS

- A. Expense reimbursements shall only be made for conferences and meetings approved in advance by the appropriate school or District administrator. Out of state trips must be approved by the Superintendent.
- B. Approved mileage expenses for staff assigned to more than one school and mileage expenses for approved conferences and meetings shall be reimbursed at a per mile rate established by the Board of Education. The employee shall be responsible for listing mileage and submitting the reimbursement request to the Director of Accounting. No mileage reimbursements will be issued for requests covering mileage from a prior fiscal year.
- C. The actual cost incurred for meals while an employee is attending an approved conference or meeting shall be reimbursed within limits established by the Board of Education. Lodging for conferences will be paid directly to the hotel whenever possible. Employees shall be reimbursed when payment must be made after arrival at the hotel with prior approval of the Superintendent.
- D. The District shall pay registration fees for approved conferences and meetings. The employee shall pay fees for relicensing or salary schedule credit.

#### ARTICLE4 FREEADMISSIONS

- A. District employees shall be admitted free of charge to school sponsored activities except for

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events at which the Colorado High School Activities Association requires fees of all attendees.

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