

SECTION 300 – PERSONNEL

STAFF COMPENSATION

POLICY 303

ARTICLE 1 SALARIES

- A. Licensed administrative salaries shall be determined on an individual contract basis as agreed by the administrator and Board of Education.
- B. Teachers, including licensed related services and licensed support professionals shall be placed on the Teacher Salary Schedule adopted by the Board of Education.
- C. Classified administrative and support staff salaries shall be set in keeping with the classified salary schedule and annual cost of living and/or experience increases as adopted 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.
- 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.

ARTICLE 2 BENEFITS

- A. Employee benefits include the District's contribution to PERA and FICA; health, dental and life insurance for eligible employees (see Paragraph B); leave as outlined in Policy 304, and a wellness program.
- B. The District shall provide health and dental insurance coverage for all employees working thirty-five 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. Insurance coverage for eligible employees begins the first day of the month following the first month of employment.

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, 09/12/11

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- C. 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 may be included within the contract as a paid benefit for administrators. Benefits shall terminate with payment of the balance of wages or salary due following termination of employment.
- D. 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.
- E. The District shall provide a cafeteria plan in keeping with federal law. Employees may select and pay for the following with pre-tax dollars: medical, dental, disability, group term life insurance premiums, and child-care/dependent care expenses not reimbursed.

ARTICLE 3 EXPENSE REIMBURSEMENTS

- 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 Human Resources Manager. 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 re-licensing or salary schedule credit.

ARTICLE 4 FREE ADMISSIONS

- A. District employees shall be admitted free of charge to school sponsored activities except for events at which the Colorado High School Activities Association requires fees of all attendees.

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

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