

G-a-13 STAFF COMPENSATION

The Board of Education recognizes that attractive compensation plans - which include an adequate base salary, salary incentives and employee benefits – are necessary to attract and retain well-qualified individuals to deliver quality educational services.

All compensation plans will be reviewed by the Board of Education annually. These plans of compensation shall be displayed.

Administrator salaries shall be determined by the Superintendent of Schools and approved by the Board of Education through the regular budget approval process.

The Superintendent of Schools annually shall develop and the Board of Education annually shall adopt salary and wage schedules for its personnel.

The schedule adopted by the Board of Education shall remain in effect until changed or modified by the Board of Education in accordance with law. If the Board of Education declares a fiscal emergency during a budget year as allowed by the state, it may reduce salaries for all employees on a proportional basis.

Salary increments shall be conditioned upon evidence of the continued professional growth of the teacher. Within the framework of state statutes, employees who do not comply with the requirements of the Board of Education and state may not be granted salary increases or they may not be retained on the staff.

Placement of staff on the salary schedule shall be in accordance with requirements developed by the Superintendent of Schools and approved by the Board of Education.

The School District shall comply with statutory provisions regarding employment contract procedures and salary schedules.

The Superintendent of Schools, in collaboration with the district's Meet & Confer Joint Committee representatives, shall develop guidelines for the compensation of licensed staff for internal substitution.

Upon adoption by the Board of Education, salary schedules and insurance packages shall be displayed as exhibits in this section.

Licensed Salary Schedule information is presented as "Exhibits A-C".

The Classified Salary Schedule is presented as "Exhibit D".

Insurance benefits are presented as "Exhibit E".

LEGAL REFS.: C.R.S. 22-32-109 (1)(f)
C.R.S. 22-32-110 (5)

Weld County School District Re-3(J), Keenesburg, Colorado 80643

G-a-13

C.R.S. 22-44-115.5 (2)
C.R.S. 22-60-107
C.R.S. 22-63-401 through 403
C.R.S. 22-66-101 et seq.

CROSS REFS.: D-30 Fiscal Emergencies

Current practice codified: 1992
Adopted: Date of manual adoption
Revised: April 26, 2017

G-a-13 LICENSED STAFF SALARY SCHEDULE PLACEMENT GUIDELINES

A single salary schedule will apply to non-administrative licensed personnel (Exhibit A), with certain exceptions determined by the Superintendent of Schools.

The salary schedule serves as a guide which the Administration expects to follow in fixing salaries, but is not a contract between the Board of Education and the employees. The Board of Education reserves the right to make any additions, reductions or other changes which in its judgment may become necessary from time to time.

Credit for training must be approved (Exhibit B) and will be determined based on official documentation. Any teacher who earns sufficient credit hours to move from one classification to another will have his contract amended or a new contract issued to reflect the proper salary adjustment according to the salary schedule. This occurs only in September and March based on complete and accurate submission of the re-classification forms due to Central Office by September 5 and February 5 (Exhibit C).

Teachers are not to turn in transcripts to the district office until they have the sufficient number of hours to move over on the salary schedule. The teacher must fill out the Request for Salary Reclassification form (Exhibit C) to request a move and submit it along with official transcripts to the Superintendent of Schools by September 5 and February 5. The adjustment will become effective with the first pay period after approval.

Full credit on the salary schedule up to a maximum of ten (10) years will be allowed for each school year of comparable full-time experience in public school districts or equivalent private institutions outside Weld County School District Re-3(J) provided that the experience has been within the thirteen (13) years immediately preceding employment the District.

The Board of Education recognizes the importance of successfully recruiting teachers, classified staff and administrators with diverse skills, abilities and backgrounds. The Board of Education further recognizes the difficulty in the successful recruitment of candidates who possess skills or attributes that are of interest to or needed by the School District Accordingly, the Superintendent of Schools may recommend to the Board of Education that hiring incentives be offered to prospective new employees with the skills or attributes that are in high demand and short supply in the applicant pool. The Board of Education directs the Superintendent of Schools to establish hiring incentives and use them to enhance recruitment efforts.

Adopted: September 5, 2007

G-a-13 CLASSIFIED STAFF SALARY SCHEDULE PLACEMENT GUIDELINES

Wage schedules serves as a guide which the Administration expects to follow in fixing wages, but is not an employment agreement between the Board of Education and the employees. The Board of Education reserves the right to make any additions, reductions or other changes which in its judgment may become necessary from time to time.

Generally, full credit on the wage schedule up to a maximum of ten (10) years will be allowed for each full year of comparable full-time experience in public school districts or equivalent settings outside Weld County School District Re-3(J) provided that the like experience has been within the thirteen (13) years immediately preceding employment in this School District. Wage schedule credit will be determined by Administrative staff based upon likeness between major job duties at previous employment and the relevant job description of the District.

The Board of Education recognizes the importance of successfully recruiting teachers, classified staff and administrators with diverse skills, abilities and backgrounds. The Board of Education further recognizes the difficulty in the successful recruitment of candidates who possess skills or attributes that are of interest to or needed by the School District. Accordingly, the Superintendent of Schools may recommend to the Board of Education that hiring incentives be offered to prospective new employees with the skills or attributes that are in high demand and short supply in the applicant pool. The Board of Education directs the Superintendent of Schools to establish hiring incentives and use them to enhance recruitment efforts.

Adopted: September 5, 2007

G-a-13 COMPENSATION FOR INTERNAL SUBSTITUTION GUIDELINES

When a teacher is absent, Principals should always first attempt to fill positions requiring a full- or half-day substitute with a substitute teacher.

Principals may assign teachers, during their planning time, to “fill-in” for teachers who are on personal, sick, or business and emergency leave, or for teachers whose absence is necessitated by a school-related activity, and when it is not possible, feasible, or practical to provide a substitute teacher. The procedures and rate of pay for internal substitution shall be as follows:

1. When a substitute is not available, the Principal should first ask for volunteers. In cases when there are no volunteers, the Principal shall assign a teacher or licensed staff member to provide coverage. As a last resort the principal may break up the class and spread its students among similar classes.
2. To the extent feasible, all class coverages should be assigned on a rotating basis among those available after volunteers to fill such positions have been requested.
3. Professional pay for teachers who cover another teacher’s class during scheduled planning time shall be \$20.00 per hour. Compensation shall be calculated in increments of one tenth (1/10) of an hour.
4. Professional pay for a teacher who receives another teacher’s class of students in addition to her/his own shall be \$10.00 per hour, not to exceed \$60.00 per day.
5. Teachers covering another teacher’s class will be responsible for completing the internal coverage form (timecard) and submit to the Principal no later than the last day of the month in which the internal substitution occurred.

Adopted: April 26, 2017