

# **Adams County School District 14**

4720 East 69th Avenue  
Commerce City, Colorado 80022

## **Support and Technical Services Handbook**



**Handbook effective July 1, 2006 through June 30, 2009**  
**Revised July 1, 2008 through June 30, 2009**

**TABLE OF CONTENTS**

Support and Technical Services Handbook..... 1  
Adams County School District 14..... 3  
ARTICLE 1 - WAGES..... 3  
ARTICLE 2 - LONGEVITY ..... 3  
ARTICLE 3 - EMPLOYEE BENEFITS..... 4  
ARTICLE 4 - INSURANCE FOR EMPLOYEES ON EXTENDED LEAVES OF  
ABSENCE ..... 4  
ARTICLE 5 - MILEAGE ..... 4  
ARTICLE 6 - VACATION..... 5  
ARTICLE 7 - HOLIDAYS..... 5  
ARTICLE 8 - WORK WEEK AND OVERTIME ..... 6  
ARTICLE 9 - LEAVE BANK/LEAVES OF ABSENCE ..... 6  
ARTICLE 10 - PAYMENT OF UNUSED ACCRUED LEAVE ..... 8  
ARTICLE 11 - EXTENDED PERSONAL LEAVE ..... 8  
ARTICLE 12 – FAMILY AND MEDICAL LEAVE ..... 9  
ARTICLE 13 - SHORT-TERM PARENTAL DISABILITY LEAVE ..... 9  
ARTICLE 14 - SHORT-TERM PARENTAL LEAVE..... 10  
ARTICLE 15 - CIVIC DUTY LEAVE ..... 10  
ARTICLE 16 - BEREAVEMENT LEAVE ..... 11  
ARTICLE 17 - OTHER LEAVES ..... 11  
ARTICLE 18 - INSURANCE FOR RETIREES ..... 11  
ARTICLE 19 - EARLY RETIREMENT INCENTIVE BENEFIT ..... 11  
ARTICLE 20 - RETIRED EMPLOYEE OPTION ..... 12  
ARTICLE 21 - DEGREE INCENTIVE PLAN ..... 13  
ARTICLE 22 - CERTIFICATION ..... 14  
ARTICLE 23 – INCENTIVE PAY ..... 14

**Adams County School District 14  
Support and Technical Services Agreement**

The Board recognizes that certain employees are not represented by current employee representation groups due to their work responsibilities.

These employees (hereinafter referred to as employee(s)) are typically individuals who work closely with executive management or supervisory personnel and access data which is intricately involved in the labor relation's arena, negotiations, or the preparation of financial information used in negotiations.

The Board shall provide a salary schedule, benefits, and a statement on working conditions addressing the employment of these individuals. The Superintendent will review the regulations yearly with the Support and Technical employees, making change recommendations to the Board.

The Superintendent shall determine, upon approval of the Board, which positions will be covered by this policy. The representative(s) of this group will be notified of any proposed changes to any position covered in this agreement.

**ARTICLE 1 - WAGES**

- 1-1 New employees will be placed on Step 1 unless it is determined and agreed to by the board that advanced placement, is appropriate due to prior experience, recruitment difficulties, or special skill and knowledge needs of the District.
- 1-2 Regular step increments for each year of experience will be granted to each twelve-month employee hired prior to January 1, herein designated on July 1, and to each nine-, ten-, and eleven-month employee hired prior to March 1, herein designated on September 1.
- 1-3 The 2008-2009 salary schedules shall reflect a 2.5% increase and an increment effective July 1, 2008. Wages will be re-opened for adjustment considerations for the year 2009-2010.

**ARTICLE 2 - LONGEVITY**

- 2-1 A longevity payment of One thousand dollars (\$1000.00) per year shall be made to each employee who has completed ten (10) continuous years of service based on the employee's date of hire anniversary date.
- 2-2 An additional longevity payment of One thousand dollars (\$1000. 00) per year shall be made to each employee who has completed thirteen (13) continuous years of service based on the employee's date of hire anniversary date.

- 2-3 An additional longevity payment of One thousand (\$1000.00) per year shall be made to each employee who has completed sixteen (16) continuous years of service based on the employee's date of hire anniversary date.
- 2-3 An additional longevity payment of One thousand (\$1000.00) per year shall be made to each employee who has completed nineteen (19) continuous years of service based on the employee's date of hire anniversary date.
- 2-4 Payments of longevity shall be added to regular monthly payroll checks starting with the paycheck received during the month the employee qualifies based on the employee's date of hire anniversary date.

**ARTICLE 3 - EMPLOYEE BENEFITS**

3-1 The District will contribute monthly Five Hundred ten dollars and 19 cents (\$ 510.19) for each full-time, covered employee for the 2008-09 contract year. This contribution will be pro-rated for part-time employees based on hours worked. The funds are to be distributed at the discretion of the employee toward self and/or family coverage with any remaining funds placed in a District-approved tax sheltered annuity. The District approved plans are:

- |                                     |                          |
|-------------------------------------|--------------------------|
| 1. Health/Hospitalization Insurance | 4. Group Life Insurance* |
| 2. Dental Insurance*                | 5. Disability Insurance* |
| 3. Vision Care Insurance*           | 6. Tax Shelter Annuity   |

\*mandatory participation

**ARTICLE 4 - INSURANCE FOR EMPLOYEES ON EXTENDED LEAVES OF ABSENCE**

4-1 An employee on any extended leave of absence may continue health, vision, and dental coverage at the employee's own expense through COBRA and life insurance coverage at the employee's own expense through the District's group life insurance programs.

**ARTICLE 5 - MILEAGE**

5-1 Employees using their own vehicles for approved District business shall be reimbursed at the prevailing District mileage rate.

**ARTICLE 6 - VACATION**

6-1 Twelve-month employees shall earn paid vacation as follows:

1 year	80 hours	10 days
2 years	80 hours	10 days
3 years	88 hours	11 days
4 years	96 hours	12 days
5 years	104 hours	13 days
6 years	112 hours	14 days
7 years	120 hours	15 days
8 years	128 hours	16 days
9 years	136 hours	17 days
10 years	144 hours	18 days
11 years	152 hours	19 days
12 + years	160 hours	20 days

6-2 For vacation purposes, a month shall be calculated as twenty (20) working days. The majority portion of a calendar month worked, eleven (11) days, shall carry vacation credit for a full month.

6-3 Effective January 1, 2003, no more than thirty (30) days vacation may be accrued by an employee at any one time. Employees should submit requests for vacation to their immediate supervisor ninety (90) calendar days prior to the requested date(s) for vacation. The District shall consider requests based on seniority on a first-come basis. The District shall respond to written requests within thirty (30) days of the request. All summer vacation schedules shall be arranged for all employees and reviewed with the immediate administrative supervisor prior to April 1.

6-4 Vacations shall be scheduled at the convenience of the District and as nearly as possible at the convenience of the employee.

6-5 All twelve-month Support and Technical employees who resign or whose employment is terminated shall receive the paid vacation to which they are entitled as soon as possible.

**ARTICLE 7 - HOLIDAYS**

7-1 Employees shall be entitled to all holidays officially adopted on the school calendar. In no case shall the entitled holidays be less than eight paid days in each calendar year.

## **ARTICLE 8 - WORK WEEK AND OVERTIME**

- 8-1 The regular full-time workweek will consist of forty (40) hours per week. Employees scheduled to work less than forty (40) hours per week are designated part-time. The term "week" shall mean that period of time beginning at 12:01 a.m. on Sunday and continuing through 12:00 midnight the following Saturday.
- 8-2 Overtime at the rate of time and one-half shall be earned by any non-exempt employee working over forty (40) hours during the workweek. Compensatory time accrues at a rate equal to time and one-half for time worked, if an employee has worked over forty (40) hours during the workweek.
- 8-3 All overtime shall have the prior approval of the employee's supervisor.
- 8-4 For the purpose of computing overtime and compensatory time, holidays shall be credited as time worked.
- 8-5 Compensatory time off may be given in lieu of overtime compensation at a rate of not less than one and one-half hours for each hour of overtime worked in accordance with state and federal law. An employee shall be permitted to use accrued compensatory time within a reasonable period after it is requested if to do so would not unduly disrupt the operations of the School District. Employees shall be notified in advance of working overtime if compensatory time off is to be utilized in lieu of overtime compensation.

## **ARTICLE 9 - LEAVE BANK/LEAVES OF ABSENCE**

- 9-1 Leave Bank
- 9-1-1 Support and Tech employees will share a leave bank, herein referred to as the "Bank", with Administrators. Membership will be established on a voluntary basis to provide short-term coverage to Support and Tech employees, Administrators or Division Level Executives in the event of illness, disability, or injury to the Support and Tech employee, Administrator or Division Level Executive or the serious health condition of his or her parent, spouse, or child. Upon employment or initial entry in the Bank, Support and Tech employees may donate sixteen (16) hours of temporary leave to the bank. Only contributing Support and Tech employees, Administrators and Division Level Executives shall be allowed to use the bank.
- 9-1-2 The first eleven (11) days [eighty-eight hours] of leave used each fiscal year by Support and Tech employees; Administrators or Division Level Executives will not be covered by the bank, but must be covered by their own temporary or accrued leave with pay or absence without pay.

Support and Tech employees, Administrators and Division Level Executives will not be able to withdraw days from the bank until their own temporary and accrued leave is depleted. Benefits of the bank shall be restricted to documented illness; however, the Superintendent may make exceptions to this provision. If the contributed Board and Administrative/Support and Tech hours do not total 816, Support and Tech employees, Administrators and Division Level Executives may contribute additional leave to equal 816. If all leave is used prior to January 1, Support and Tech employees, Administrators and Division Level Executives may contribute additional leave for the remainder of the preceding year.

9-1-3 Application for benefits of the bank must be made in writing to the Division of Human Resources. The application must be accompanied by a doctor's statement specifically describing the disabling nature of the illness, the date and extent of treatment, and the date of release for return to work. Use beyond thirty (30) days per employee, must have the approval of the Superintendent. Absence for reason of illness or injury to an employee or his/her immediate family (spouse and/or child living in employee's household) shall be governed by the following provision: (See Article 13 Family and Medical Leave)

## **9-2 Leaves of Absence**

Full-time and part-time employees shall be eligible to accumulate temporary leave benefits.

At the end of the 2007-2008 school year, any unused sick or personal leave shall be added to the employee's accrued leave hours. Within the implementation of this new annual leave concept those employees who were employed prior to the 2008-2009 school year, and had accrued sick or personal leave, will retain those accrued hours.

9-2-1 Temporary leave shall accrue to eligible employees as follows:

- Twelve (12) month employees who work forty (40) hours per week shall earn 112 hours (14 days) of temporary leave.
- Employees who work less than a twelve (12) month work schedule or are part-time will be eligible for pro-rated temporary leave.
- Temporary leave accrues only on regular hours worked. Temporary leave does not accrue for hours worked such as, but not limited to, overtime and extra duty.
- Temporary leave shall accrue from year to year without a maximum accrual limitation.

- 9-2-2 Temporary leave may be used for the illness / disability of the Support / Technical employee, dental work of the Support / Technical employee, adoption, illness or death in the immediate family or household, religious holidays, employee's business, or other personal reasons. Staff shall notify the designated supervisor of the absence in accordance with school / departmental guidelines. Whenever possible, application for approval shall be requested at least twenty-four (24) hours prior to the time requested for leave. Approval is at the discretion of the supervisor.
- 9-2-3 When an employee plans leave in excess of three (3) consecutive days, the employee will give prior notification to the supervisor as soon as possible with a minimum of 48 hours notice for non-emergencies.
- 9-2-4 While on temporary leave of absence, an employee shall maintain, but not add to, any temporary leave credit accrued prior to such leave.
- 9-2-5 If the temporary leave is due to illness, verification by the employee's treating medical doctor or a District appointed medical doctor may be required.
- 9-2-6 Employees who are temporarily absent from work or unable to perform their duties as a result of personal injury/illness incurred in the scope and course of their employment may be entitled to benefits under the Workers' Compensation Act. In order to receive these benefits, injured employees are required to report the injury without delay to their immediate supervisor and follow appropriate District procedures.

#### **ARTICLE 10 - PAYMENT OF UNUSED ACCRUED LEAVE**

- 10-1 Upon separation, the District will pay a separating, full-time employee thirty dollars (\$30.00) for each day of accrued leave. To be eligible for such payment, an employee must have served at least fifteen (15) years of continuous full-time service in the District and be separating from an active, full-time assignment.

#### **ARTICLE 11 - EXTENDED PERSONAL LEAVE**

- 11-1 Leaves of absence without pay, not to exceed one year, for attending to family or personal responsibilities may be granted to employees. Temporary leave will not accrue during such a leave; however, any earned and accrued leave shall be reinstated to the employee upon return to the District. Any employee returning from such leave will be assigned to a position for which qualified at the salary established for that position, provided a position exists at the time of requested return.

## **ARTICLE 12 – FAMILY AND MEDICAL LEAVE**

- 12-1 Upon appropriate application, up to twelve (12) weeks of unpaid leave under the Family and Medical Leave Act of 1993 (FMLA) shall be available to eligible employees. This time off is unpaid, unless the employee is eligible for paid leave, such as vacation, temporary, and accrued leave or disability, which must be used concurrently with FMLA leave. An employee must exhaust any paid time off entitlements prior to going on unpaid leave while on FMLA.
- 12-2 To be eligible for FMLA benefits, an employee must have been employed with the District for at least twelve (12) months and have worked for at least One Thousand, Two Hundred, Fifty (1,250) hours during the twelve (12) month period immediately preceding the start of the FMLA leave.
- 12-3 Family and medical leave shall be granted for any of the following reasons:
- 12-3-1 To care for the employee's child after birth, or placement for adoption or foster care;
  - 12-3-2 To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
  - 12-3-3 For a serious health condition that makes the employee unable to perform his/her job duties.
- 12-4 The employee shall provide advance written notice and medical certification of the reason for requesting FMLA leave. This notification shall be provided thirty (30) calendar days in advance when such leave is foreseeable.
- 12-5 Prior to utilizing unpaid leave, the employee shall exhaust accumulated paid leave.
- 12-6 For the duration of the FMLA leave, the District shall continue to maintain the employee's present health insurance coverage under the District group health insurance plan. Upon return from FMLA leave, the employee shall be returned to his/her original or equivalent position with equivalent pay, benefits, and other employment benefits. The use of FMLA leave shall not result in the loss of any employment benefit that accrued prior to the start of the employee's Leave.

## **ARTICLE 13 - SHORT-TERM PARENTAL DISABILITY LEAVE**

- 13-1 Any person shall be eligible to use accumulated leave for disability caused by pregnancy or childbirth or recovery there from. Leave will be paid only during the time in which a physician certifies the employee to be physically disabled and

only to the extent of the temporary or accrued leave the employee has accumulated. In such cases, the District may require the person to periodically submit to the District's Human Resources Office a physician's statement setting forth the nature of the illness or incapacity and the projected date of possible return.

- 13-2 Use of the person's accrued leave shall cease as of the date on which a physician certifies that the person is physically capable of returning to an assignment.
- 13-3 Following completion of a parental disability leave, the person shall be placed in a position in the same manner as those persons returning from accrued leave.

#### **ARTICLE 14 - SHORT-TERM PARENTAL LEAVE**

- 14-1 Short-term leave for the purpose of child care upon the birth or adoption of a child may be granted for a period of thirty (30) days. Short-term parental leave shall not be extended (see Article 13 Family and Medical Leave).
- 14-2 Application for short-term parental leave must be made thirty (30) days prior to the requested effective date. Such application shall state the expected effective date, date of return, and request for assignment on return from leave.
- 14-3 In the event both parents are employed by the District, only one shall be permitted to request such leave (except as permitted under FMLA).
- 14-4 Any person returning from such short-term parental leave will be assigned to a position for which qualified. When a person has indicated in writing at the time of application for such leave that it is his/her desire to return to his/her previously assigned position, the person will be returned to that position.
- 14-5 Short-term parental leave shall only be granted without pay.
- 14-6 No short-term parental leave shall exceed the current contract year.

#### **ARTICLE 15 - CIVIC DUTY LEAVE**

- 15-1 Employees, involuntarily summoned for jury duty, subpoenaed to appear as witnesses in court or at an administrative hearing in connection with a matter in which they are not interested, or required by the District to appear in court or at an administrative hearing in connection with their duties as employees of the District, will be granted civic duty leave with pay for such time as their presence

is ordered. Any witness or jury duty fees, not including mileage, paid to the employee shall be promptly remitted to the District.

#### **ARTICLE 16 - BEREAVEMENT LEAVE**

- 16-1 Employees shall be granted leave of absence with full pay up to forty (40) hours due to the death of any person living in their immediate household or who is one of the following members of the employee's family or that of the employee's spouse: parents, grandparents, grandchildren, brothers, sisters, children, aunts, uncles.
- 16-2 Twenty-four (24) of these bereavement hours shall not be charged to any other available leave; however, any additional leave up to the maximum forty (40) hours, if used, will be charged to the employee's accrued sick leave. Proof of death shall be furnished if requested.

#### **ARTICLE 17 - OTHER LEAVES**

- 17-1 All other leaves of absence shall be determined based on the individual's circumstances and situation.

#### **ARTICLE 18 - INSURANCE FOR RETIREES**

- 18-1 Any employee who retires from the School District shall be permitted to purchase health, vision, dental, and life insurance coverage at their own expense.

#### **ARTICLE 19 - EARLY RETIREMENT INCENTIVE BENEFIT**

- 19-1 Subject to the provisions of this Article 19-1, an employee who elects to retire in accordance with the following provisions shall be paid an early retirement incentive benefit by the District.
- 19-2 An employee shall be eligible to be paid an early retirement incentive benefit only if such employee's retirement request has been submitted to the District by December 31 of the prior school year in which the retirement is to occur, if such employee has at least twenty (20) continuous years of service with the District, each of the last three (3) years of which must average thirty (30) hours of regularly scheduled time per week (this time excludes overtime or temporary assignments), if the retirement request is submitted to the District no later than five (5) years after the employee qualifies for any PERA retirement benefits and if such employee retires within said five (5) years. It is understood and agreed that no employee shall have less than a five (5) year period within which to request an early retirement benefit. The continuous years of service required for the early retirement incentive benefit shall not be deemed to be interrupted by temporary illness or by absences for purposes of child rearing. A leave of absence approved by the Board of Education or a military leave pursuant to Title 38 of the United States Code, Sections 2021-2026, and by the Colorado Revised

Statutes, 1973, Section 28-3-601 et seq., shall not be considered to be an interruption of the continuous employment required for the early retirement incentive benefit, but the time of such leaves of absence shall not be included in computing the required twenty (20) years of service.

- 19-3 The maximum salary on which the early retirement incentive benefit will be computed shall be the employee's twentieth (20<sup>th</sup>) year salary (benchmark). For purposes of this paragraph, salary shall include the employee's salary schedule placement for the twentieth (20<sup>th</sup>) year of service plus longevity. The amount of such payment shall be eighty percent (80%) of the salary for the employee's benchmark year. Employees with more than twenty (20) years of service in the District on the effective date of this article (July 1, 1992) will have their benchmark salary frozen at their regular contracted salary as the effective date.
- 19-4 Payment of the retirement incentive shall be made in three (3) equal yearly installments. An employee shall receive the yearly payment on the January regularly scheduled payroll date.
- 19-5 No employee who elects to take the Retired Employee Option under Article 21 will be eligible to receive this Early Retirement Incentive Payment.
- 19-6 The provisions of the Article 19-1 "Early Retirement Incentive Benefits" shall expire at the end of the 2016-2017 school year. By the end of the school year, a support and technical employee must meet the eligibility requirement set forth in Article 19 in order to qualify for the Early Retirement Incentive Benefit option in Article 19.

## **ARTICLE 20 - RETIRED EMPLOYEE OPTION**

- 20-1 Eligibility
  - 20-1-1 Currently employed full-time employees with twenty (20) continuous years of service.
  - 20-1-2 Completed a full contract year for the number of days specified in the current District calendar.
  - 20-1-3 Any employee who is discharged or is on probation will not receive the retirement incentives. Any employee choosing the Early Retirement Incentive Benefit is not eligible. Any employee having received benefits under the Early Retirement Enhancement Plan is not eligible.
  - 20-1-4 Any employee who is eligible for the Public Employees' Retirement Association (PERA) retirement income and who has notified the

District of the retirement will be eligible for the Retired Employee Option from the School District.

20-2 Conditions for Retired Employee Option

- 20-2-1 The employee shall elect to retire from the School District and receive PERA retirement benefits. For the next school year immediately following the date of retirement, the employee shall work full-time for the School District (subject to the limits of PERA).
- 20-2-2 During the Retired Employee Option year, the employee will be placed on the salary schedule commensurate with placement had the employee not elected retirement.
- 20-2-3 Participation in the Retired Employee Option is for the salary only and does not include coverage for health, dental, vision, life, or other insurances or count toward PERA service credit.
- 20-2-4 Participants will be eligible for seven (7) temporary leave days with no buy-back option or sick leave bonus.
- 20-2-5 Any employees on the Retired Employee Option plan are to be considered at-will employees.

Employees of Support and Technical Service Agreement receiving benefits under the Salary Enhancement Plan or who were approved for receipt of benefits under the Salary Enhancement Plan prior to July 1, 2000 shall continue to receive said benefits. Any employee who has received benefits under the Salary Enhancement Plan shall not be eligible to receive the benefits of the Retired Employee Option Plan.

**ARTICLE 21 - DEGREE INCENTIVE PLAN**

21-1 Any Associate's Degree, Bachelor's Degree, or Master's Degree earned over what is required by a position after initial employment shall be compensated according to the following schedule:

Associate's Degree	\$ 800
Bachelor's Degree	\$1,000
Master's Degree	\$1,500

21-2 The degree must be germane to the position held by the employee. Copies of the diploma and official transcripts must be presented within thirty (30) days after the semester completion in which the degree is granted. The educational institute must be a degree granting accredited college or university.

- 21-3 Recognition and payment for a degree will be effective on January 1 and will be disbursed on a monthly basis. If two degrees have been earned after initial hire and prior to January 1, 1991, only the highest degree will be honored.

## **ARTICLE 22 - CERTIFICATION**

- 22-1 Compensation of One thousand dollars (\$1,000) annually will be provided when certification requiring a rigorous effort in a professional field related to the employee's current job has been obtained. The certification must be above what is required for the job. This certification will have included taking classes, courses, rigorous examination, etc., that will improve skills/performance relating to an employee's position after initial employment.
- 22-2 Pre-approval must be granted by the Chief Human Resource Officer.
- 22-3 Recognition and payment for a certificate will be effective upon hire or on the next complete monthly pay period following the month submission of certification documents and approval by the Chief Human Resource Officer.

## **ARTICLE 23 – INCENTIVE PAY**

During school year 2008-2009, employees may earn up to One hundred, fifty dollars (\$150.00) in performance incentives. Incentive Pay will be based on improvement of CSAP scores to include English and Spanish scores, and to exclude CSAP A and CSAP A eligible students' scores; scores for students enrolled after October 1 of the given school year; and scores for English Language Acquisition students (Limited EP and No EP) who have not had three (3) years of English instruction. Scores using the above criteria will be determined by the District's assessment office after the initial assessment results have been released by the Colorado Department of Education.

Incentive awards will be based on the cumulative target score for the District as a whole. Target scores will be calculated using the 2003-2004 CSAP scores as a baseline and on the annual improvement of scores required for the District to achieve the goal of eighty percent (80%) of the District's students receiving a proficient or advanced score on the CSAP by the school year ending in 2014. Target scores will be recalculated annually using the actual CSAP scores and the number of school years remaining before the end of the school year 2014.

Employees will receive Thirty-seven dollars and fifty cents (\$37.50) for building/district level improvement of twenty-five percent (25%) to 49.99 percent of the target score.

Employees will receive an additional Thirty-seven dollars and fifty cents (\$37.50) for building/district level improvement of 50 percent to 74.99 percent of the target score.

Employees will receive an additional Thirty-seven dollars and fifty cents (\$37.50) for building/district level improvement of 75 percent to 99.99 percent of the target score.

Employees will receive an additional Thirty-seven dollars and fifty cents (\$37.50) for building/district level improvement of 100 percent or more of the target score.

Support and Technical Service employees shall be eligible for the performance incentive based on the cumulative CSAP results for the entire District.

Performance incentive pay will be prorated for employees based on their full-time equivalent (FTE) status. To be eligible to receive the entire performance incentive pay, an employee must have been employed before January 1 of the school year. Anyone hired between January 1 and the last day of February shall be eligible to receive fifty percent (50%) of the incentive pay and if an employee was hired on March 1 or after, he/she shall not be eligible to receive incentive pay for that year. An employee separating from employment with the District on or before June, 2009 shall not be eligible for any performance incentive.

Payments for CSAP improvement shall be made to employees in one lump sum no later than the second pay period following the publication of the final CSAP scores by the Colorado Department of Education.

The Chief Human Resource Officer shall review any appeals regarding the payment of the performance incentives. The recommendation of the Chief Human Resource Officer shall be submitted to the Superintendent for final determination.

Range #	Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
A	Clerk I	10.87	11.33	11.82	12.34	12.86	13.42	13.99	14.59	15.23
		1,884.13	1,963.87	2,048.80	2,138.93	2,229.07	2,326.13	2,424.93	2,528.93	2,639.87
		22,610	23,566	24,586	25,667	26,749	27,914	29,099	30,347	31,678
C	Administrative Assistant I/Clerk I	12.24	12.76	13.30	13.88	14.47	15.10	15.75	16.42	17.14
		2,121.60	2,211.73	2,305.33	2,405.87	2,508.13	2,617.33	2,730.00	2,846.13	2,970.93
		25,459	26,541	27,664	28,870	30,098	31,408	32,760	34,154	35,651
E	Administrative Assistant II/Clerk II	13.60	14.18	14.79	15.42	16.09	16.79	17.50	18.25	19.04
		2,357.33	2,457.87	2,563.60	2,672.80	2,788.93	2,910.27	3,033.33	3,163.33	3,300.27
		28,288	29,494	30,763	32,074	33,467	34,923	36,400	37,960	39,603
G	Acctg. Clerk I - Accounts Payable Clerk Receptionist/Human Resources Clerk	14.96	15.61	16.28	16.98	17.71	18.48	19.27	20.10	20.96
		2,593.07	2,705.73	2,821.87	2,943.20	3,069.73	3,203.20	3,340.13	3,484.00	3,633.07
		31,117	32,469	33,862	35,318	36,837	38,438	40,082	41,808	43,597
H	Human Resources Specialist I, Substitute Operator	15.65	16.32	17.02	17.75	18.52	19.31	20.15	21.00	21.91
		2,712.67	2,828.80	2,950.13	3,076.67	3,210.13	3,347.07	3,492.67	3,640.00	3,797.73
		32,552	33,946	35,402	36,920	38,522	40,165	41,912	43,680	45,573
J	Administrative Assistant III, Volunteer Coord Acctg. Clerk II, Payroll Specialist Human Resources Specialist II	17.01	17.74	18.51	19.30	20.13	20.99	21.90	22.83	23.82
		2,948.42	3,074.93	3,208.40	3,345.33	3,489.20	3,638.27	3,796.00	3,957.20	4,128.80
		35,381	36,899	38,501	40,144	41,870	43,659	45,552	47,486	49,546
K	Accounting Clerk III - Grant Acct. Spclst. Human Resources Specialist III, Benefits Asst to Executive Director Instructional Technician Does Technician Nutrition Specialist Building Engineer/Events Coordinator	17.69	18.46	19.25	20.08	20.94	21.84	22.77	23.76	24.78
		3,066.27	3,199.73	3,336.67	3,480.53	3,629.60	3,785.60	3,946.80	4,118.40	4,295.20
		36,795	38,397	40,040	41,766	43,555	45,427	47,362	49,421	51,542
N	Help Desk/Trainer Coordinator	19.75	20.60	21.48	22.41	23.38	24.38	25.43	26.52	27.66
		3,423.33	3,570.67	3,723.20	3,884.40	4,052.53	4,225.87	4,407.87	4,596.80	4,794.40
		41,080	42,848	44,678	46,613	48,630	50,710	52,894	55,162	57,533
S	Computer Technician, Accountant Grant Coordinator, Grounds Supervisor	23.19	24.18	25.22	26.30	27.44	28.61	29.84	31.12	32.47
		4,019.60	4,191.20	4,371.47	4,558.67	4,756.27	4,959.07	5,172.27	5,394.13	5,628.13

Range #	Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
	ILC Coordinator, Video Specialist Nutrition Services Coordinator Coordinator Help Desk, Pc Technician	48,235	50,294	52,458	54,704	57,075	59,509	62,067	64,730	67,538
T	Purchasing Agent Human Resources Specialist IV Lead Computer Technician	23.87 4,137.47 49,650	24.90 4,316.00 51,792	25.96 4,499.73 53,997	27.09 4,695.60 56,347	28.24 4,894.93 58,739	29.45 5,104.67 61,256	30.72 5,324.80 63,898	32.05 5,555.33 66,664	33.43 5,794.53 69,534
U	Application Analyst	24.56 4,257.07 51,085	25.61 4,439.07 53,269	26.72 4,631.47 55,578	27.86 4,829.07 57,949	29.05 5,035.33 60,424	30.30 5,252.00 63,024	31.62 5,480.80 65,770	32.97 5,714.80 68,578	34.39 5,960.93 71,531
X	Network Operations Supervisor	26.62 4,614.13 55,370	27.75 4,810.00 57,720	28.95 5,018.00 60,216	30.19 5,232.93 62,795	31.49 5,458.27 65,499	32.86 5,695.73 68,349	34.26 5,938.40 71,261	35.73 6,193.20 74,318	37.26 6,458.40 77,501
EE	Senior Programmer	31.42 5,446.13 65,354	32.77 5,680.13 68,162	34.17 5,922.80 71,074	35.64 6,177.60 74,131	37.17 6,442.80 77,314	38.77 6,720.13 80,642	40.44 7,009.60 84,115	42.18 7,311.20 87,734	44.00 7,626.67 91,520