

BOULDER VALLEY PUBLIC SCHOOLS

DISTRICT LEADERSHIP TEAM

PROFESSIONAL TECHNICAL

**TERMS AND CONDITIONS  
OF EMPLOYMENT HANDBOOK**

July 1, 2011

## General Notice

This handbook represents a summary of some of the more important school district policies regarding terms and conditions of employment for administrators and professional technical employees. This handbook is not all-inclusive.

The school district retains the sole right in its business judgment to modify, suspend, interpret or cancel in whole or in part at any time and with or without notice, any of the published or unpublished personnel policies or practices.

Only the Board of Education, upon the recommendation of the Superintendent of Schools, has the authority to enter into any agreement of employment with an individual.

## II. COMPENSATION AND WORK YEAR

### A. PAY PERIODS

All school district employees are paid once a month on the final working day of the month. Paychecks are deposited directly in a bank account as directed by the employee to the Payroll Department.

### B. SALARY RANGES AND CLASSIFICATION

See Appendix A

### \*C. SALARY ADJUSTMENTS

Annual salary increases are authorized for administrators and professional technical employees, as determined by the Superintendent of Schools.

An additional 1.67% salary schedule equivalent will be added for the central administrators and professional technical employees who were employed with BVSD as central administrators and professional technical employees who were employed as of April 1 prior to the contract year.

The District shall maintain a Section 125 Medical Flexible Spending Account between January 1, 2010 and December 31, 2011. Open enrollment will be held November 1-30, 2010 and November 1-30, 2011. Employees who are active on November 30, 2010 (and then again on November 30, 2011) and complete an enrollment form by November 30, 2010 (and again by November 30, 2011) will receive a dollar for dollar matching contribution up to a maximum of \$120 from the District on the January 2011 and January 2012 payroll.

### D. SALARY RANGE ADVANCEMENT FOR BUILDING ADMINISTRATORS

1. It is agreed that each individual will advance one step each year on the salary schedule (to a maximum of step 17) in his/her respective position provided that he/she performs satisfactorily and has worked in the position at least 90 days.
2. Building Administrators are made up of the following positions: Elementary Principal, Middle/K-8 Principal, High School Principal, Elementary Assistant Principal, Middle/K-8 Assistant Principal, and High School Assistant Principal. Principals are granted one step for each year of full-time Principal experience. Principals are granted 1 step for every two years of full-time Assistant Principal experience. Assistant Principals are granted one step for each year of full-time Assistant Principal or Principal experience.

E. The contract year for professional technical employees is July 1-June 30. Unless otherwise determined by the Superintendent of Schools, each professional technical employee works a twelve (12) month contract with paid vacation and holidays.

\*F. CONTRACT DAYS BEYOND REGULAR WORK YEAR

In the event a building administrator must work additional days beyond his/her regular work year (210, 220 or 230 days) for special or unique circumstances, the individual will be compensated at his/her base salary per diem rate of pay. To initiate the process for additional compensation, the building principal should submit a written request to the Superintendent and receive prior approval for such days. Up to three (3) at the elementary and middle level and up to six (6) non-school days in the contract year can be used for weekend supervision for a student event in ½ day increments providing proper documentation is provided and approved by the Superintendent or designee.

\*G. PROCEDURE FOR SALARY CHANGES AND RECLASSIFICATION REQUESTS

Requests for salary changes and reclassification requests will be in accordance with established procedures through the Human Resources Office and approved by the Superintendent.

H. ADMINISTRATORS' COMPENSATION PLAN\*

Members of the administrative team shall receive all applicable rights and benefits enjoyed by other members of the district's professional staff.

\*Board Policy GCB

### III. BENEFITS

A. HEALTH INSURANCE

The school district provides health insurance coverage for each administrator/professional technical employee who works 20 hours or more per week. The District will pay at least the employee premium for eligible employees for at least one Health and Dental plan approved by the Board of Education. For 2010-2011, the minimum monthly contribution is \$430 per employee per month to the health fund for health coverage.

Employees will be offered an Employee Assistance Program as a component of the overall cost of the health benefit package.

## B. DENTAL INSURANCE

The school district provides dental insurance coverage for each administrator/professional technical employee who works 20 hours or more per week. The District will pay the employee premium to a maximum of \$36 per month. The benefits and coverage are outlined in the booklet entitled "Dental Benefit Program." The booklet is available in Human Resources.

Employees will be offered an Employee Assistance Program as a component of the overall cost of the health benefit packet.

## C. PUBLIC EMPLOYEES' RETIREMENT ASSOCIATION (PERA)

The retirement plan for school district employees is established by State of Colorado statute. A copy of PERA Rules and Regulations can be obtained from the Human Resources Division of PERA, 1360 Logan Street, Denver, Colorado 80203.

## D. LIFE INSURANCE

The school district provides a \$20,000 term of life insurance policy as part of the health insurance plan for each administrator/professional technical employee. An administrator/professional technical employee may purchase additional term life insurance through payroll deductions. Human Resources has information available about this benefit.

## E. TAX-DEFERRED ANNUITIES (TDA)

In accordance with permissive legislation by the U.S. Congress, the school district provides payroll diversion for administrators who wish to set aside regular amounts of annuities. Annuities may be purchased only through district approved companies. See Appendix B. Specific TDA information is available from the Payroll Department.

## F. WORKERS' COMPENSATION

The school district provides workers' compensation coverage against temporary loss of salary when an employee sustains an injury arising out of, or in the cause of, the actual performance of his/her job. Injury leave may be granted to protect an employee against temporary loss of salary when he/she sustains an injury arising out of, or in the course of, the actual performance of his/her job. Such injuries may entitle an employee 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; report to a duly qualified

physician and have a verification of injury made to the district; and file an application for Workers' Compensation benefits within two working days in Human Resources.

In the event of an on-the-job injury to the employee, which is deemed compensable under the Workers' Compensation Act, the employee will continue to receive compensation that the employee otherwise would have normally earned for up to three (3) days. Such absence will not be charged to sick leave. In those cases where the insurance carrier assumes liability, the injured employee may, beginning with the fourth day of absence due to such injury, receive his/her full salary from the school district less the amount of any workers' compensation pay received for a period of time not to exceed thirty (30) working days. In such case the absence would not be charged to the employee's sick leave.

After the end of the described thirty (30) work days, the employee has two options:

1. He/She may use accumulated sick leave and be paid his/her full salary less amount of Workers' Compensation pay. In such cases the absence is charged against the employee's accumulated sick on a prorated basis.
2. He/She may accept only Workers' Compensation pay in which case sick leave will not be charged.

In cases where the insurance carrier fails to assume any liability, all absences may be charged under the regular sick leave provision.

\*Teachers\* Negotiated Agreement

#### G. LONG-TERM DISABILITY

The school district provides long-term disability insurance coverage for each administrator/professional technical employee who works 20 hours or more per week. The benefits and coverage are described in the document entitled "Group Long Term Disability Policy." The document is available in Human Resources.

#### H. DEPENDENT HEALTH AND DENTAL COVERAGE

Dependent health and dental coverage may be purchased by the administrator/professional technical employee through payroll deduction at the appropriate monthly rates. The current rates are available in Human Resources.

I. LIABILITY INSURANCE

The school district provides liability insurance covering administrator/professional technical employees acting within the scope of their employment.

J. MILEAGE

Each administrator/professional technical employee is required to have automobile transportation available at work and shall be reimbursed the IRS Standard Mileage Rate for business use of his/her own automobile.

K. TRAVEL GUIDELINES – EXPENSE REIMBURSEMENT

The school district will reimburse each administrator/professional technical employee in accordance with the current Administrative Bulletin. See Appendix C.

\*L. PAYMENT FOR UNUSED SICK LEAVE

An administrator/professional technical employee who resigns, retires or is reduced in force will receive payment for unused sick leave days as follows:

<u>Years of Full Time Service</u>	<u>Percentage of BA Base Salary Per Diem</u>
5-7	20% (building administrators only)
8 – 10	30%
11 – 13	40%
14 – 16	50%
17 – 19	60%
20 – 23	70%
24 and above	75%

In the event of death of an employee, payment of accumulated sick leave shall be made to the employee's estate. Such payment shall be at the employee's current per diem rate of pay.

M. PAYMENT FOR UNUSED VACATION\*

Upon termination, central office administrators/professional technical employees shall be paid a lump sum at his/her current daily rate for accumulated days of vacation, not to exceed a total of forty (40) days.

\*Board Policy GCBE

## N. TUITION REIMBURSEMENT

Any administrator/professional technical employee who has completed one year of satisfactory service and who has been notified of reemployment for the succeeding year and who is not on leave of absence may apply for reimbursement of tuition incurred in study for credit at an approved institution (North Central or equivalent) of higher learning if such course is applicable to his/her administrative fields or related fields and is satisfactorily completed. Such reimbursement will be granted for a maximum of twelve semester hours (or equivalent) per year (July – June). Tuition reimbursement shall not exceed the tuition rate for the corresponding term at the University of Colorado at Boulder.

In order to receive reimbursement, employees must submit proper documentation of successful course completion and payment to Human Resources Division within 90 days of completion of the course. Requests must be submitted no later than June 30<sup>th</sup> of each year.

In the event the total approved requests are within the budgeted dollar limitation, all approved requests will be paid in full. In the event the total of approved requests exceeds the budgeted dollar limitation, payments will be prorated.

An individual administrator/professional technical employee will not be granted more than \$4000 in any one five-year period.

Administrator/professional technical employees on leave of absence shall not be eligible for tuition reimbursement.

## O. CAREER LONGEVITY STIPENDS

Administrators receiving the career longevity stipend in the 2001-02 work year will continue to receive the stipend as defined below. No administrator is eligible to begin receiving the stipend as of July 1, 2002.

## \*P. SERVICE EXPERIENCE FACTOR (SEF)

For the 2010-2011 contract year and beyond, all eligible central administrators who received the Service Experience Factor in 2009-2010 will have that amount added to their base salary. Superintendent Cabinet members are not eligible. The SEF program will end at the end of the 2009-2010 contract year.

#### IV. LEAVES, HOLIDAYS, AND ABSENCES

##### A. VACATION

Regular full-time administrators/professional technical employees who are employed to work a twelve-month work year shall receive 20 days of paid vacation each year.

Vacation days accumulated but not used at the conclusion of the contract year may carry over to the following year. The total accumulation may not exceed 40 days without the written authorization of the Superintendent.

\*Board Policy GCBE

##### B. HOLIDAYS

Regular full-time administrators/professional technical employees who are employed to work a twelve-month work year shall be granted the following holidays with pay: New Year's Day, Martin Luther King Jr.'s Day, President's Day, Memorial Day, Independence Day, Columbus Day or Veteran's Day, Labor Day, Thanksgiving Day and the Friday following, and two days at Christmas. The school year calendar shall establish the specific days on which the holidays are observed.

##### C. BEREAVEMENT LEAVE\*

When death occurs in an employee's immediate family, he/she shall be granted three (3) working days off with pay for the time lost from work. The definition of "immediate family" as used here shall be interpreted to include husband, wife, son, son-in-law, daughter, daughter-in-law, father, father-in-law, mother, mother-in-law, sister, sister-in-law, brother, brother-in-law, grandparents or grandchildren of employee or any relative living in the immediate household of the employee. Any additional days will be charged to accumulated sick leave.

\*Teachers' Negotiated Agreement

##### D. SICK LEAVE

Subject to the provisions hereinafter set forth, leave with pay will be granted all permanent employees who are not able to render service due to illness, quarantine, temporary disability, (including pregnancy, childbirth or recovery therefrom), serious illness or death in one's immediate family, for essential treatments, or examinations for diagnostic purposes, when such treatment or examination cannot reasonably be made other than during the employee's work day.

Sick leave for personnel who average four or more working hours per day will accrue on the following basis:

187 to 200 contract day employee	-	7 days per year
201 to 220 contract day employee	-	8 days per year
221 to 230 contract day employee	-	9 days per year
Year round employees (>230 days)	-	12 days per year

Sick leave will accrue without limit. Sick leave will accrue on a proportional basis for part-time employees working less than a full day and/or a full year.

Anyone on leave, without pay, will retain sick leave accumulated but will not accrue further sick leave until he/she returns to work at which time his/her sick leave will begin accruing on the first day of the current month and accrue at the regular rate.

Provided sick leave is available, an employee who adopts a child less than five (5) years of age, will be granted the use of his/her sick leave to a maximum of thirty (30) days. Such leave shall be allowed at the time of adoption for one parent in the event both parents are employees of the District.

An employee may be required to provide a statement of physical condition from a qualified physician and to present such report of the illness to the appropriate supervisor following absence of more than five cumulative days or in cases where there is reason to question the validity of such illness. The employee may also be required to have a written report from a qualified physician showing that he/she is physically capable of doing the work required of his/her position when the employee returns from sick leave. Cost of such required physical examination or statements shall be borne by the district.

Sick leave may be taken in hourly increments for each hour or fraction of an hour of absence

An employee who does not serve his/her complete contract year will have the number of sick days deducted that corresponds to the pro-rata share of working days missed by the employee, except in cases of retirement, death or other such circumstances beyond the control of the employee. If an employee does not have enough sick leave accumulated, salary for the number of days not covered will be deducted from his/her final paycheck. This provision does not apply to those on leave granted by the district.

A covered employee who is absent due to serious illness in his/her immediate family, may have such absence charged to his/her accumulated sick leave.

“Immediate family” as used here shall be interpreted to include husband, wife, domestic partner, son, son-in-law, daughter, daughter-in-law, father, father-in-

law, mother, mother-in-law, sister, sister-in-law, brother, brother-in-law, grandparents or grandchildren of the employee or any relative living in the immediate household of the employee. Exceptions to this interpretation will be made by the immediate supervisor and the Assistant Superintendent of Human Resources only in unusual cases.

After the accumulated sick leave has been used the employee will receive no pay for additional working days if absent because of illness, quarantine, disability, or bereavement. Deduction shall be made from his/her salary in the amount equal to his/her annual salary divided by the number of actual working days in the employee's year.

In cases where hardship occurs due to the expiration of sick leave benefits, the employee may appeal to the Assistant Superintendent of Human Resources for consideration of additional sick leave. Such request for additional sick leave shall not be unreasonably withheld.

**ADDITIONAL SICK LEAVE:** If due to the employee's illness or disability, the employee is absent continuously for more than ten (10) consecutive working days after his/her accumulated sick leave has been used, additional sick leave will be granted beginning with the eleventh consecutive working day of absence. Full pay will be made from the eleventh working day until and including the sixtieth (60<sup>th</sup>) calendar day of absence.

A maximum of 31 additional sick leave days will be granted to an administrator/professional technical employee within any one contract year.

#### E. PERSONAL LEAVE

Upon notification to immediate supervisor, less than 12 month ( $\leq 230$  work days) administrators/professional technical employees shall accrue five days of personal leave with pay during each school year. Year round employees ( $> 230$  work days) shall accrue two days of personal time.

Personal leave may be granted just prior or just subsequent to any holiday or vacation period or during the first or last week of school for special or unique circumstances subject to the prior approval of the Assistant Superintendent of Human Resources.

Personal leave will accrue without limit. Upon separation, unused personal leave days will be treated the same cumulative as unused sick leave days.

Other absences: If other absences required for good and sufficient reasons are requested, the Assistant Superintendent of Human Resources may grant such leave with a deduction(s) at the appropriate daily rate. Such requests must receive approval prior to the absence.

#### F. TIME OFF TO VOTE\*

Employees who are qualified to vote will be given time off, without loss of pay, for the purpose of voting. Arrangements for such absences must be made in advance with the employee's immediate supervisor.

\*Teachers' Negotiated Agreement

#### G. JURY DUTY\*

Employees who are ordered to serve on jury duty will be granted time off with pay for court appearances. Employees whose pay is continued by the district during jury duty shall reimburse the district in amount of reimbursement provided by the Court.

\*Teachers' Negotiated Agreement

#### H. RELIGIOUS HOLIDAY LEAVE

Administrators/professional technical employees who desire to observe religious holidays which occur on regularly scheduled work days may apply for such leave under any of the following provisions:

1. Use of current unused personal leave with pay up to a maximum of two (2) days.
2. Use of up to three (3) days of religious leave with pay, provided such days are made up by arrangement with the immediate supervisor and are used for regular job-related activities.
3. Use of up to three (3) days of religious leave without pay.

Applications for such leave must be made in advance and must specify which of the above provisions is being utilized.

#### I. COURT APPEARANCES

Employees who are subpoenaed to appear in court on a matter that involves the employee's capacity as a district employee shall be granted time off with pay for court appearances.

Employees who are subpoenaed to appear in court as witnesses shall be granted time off with pay upon presentation of court notice for such appearance(s). If such appearance(s) result(s) in payment of a fee by the court, such fee shall be paid to the district up to the amount of the employee's daily rate of pay from the district.

Time off for court appearances on personal legal matters may be charged to personal leave up to a maximum of two days.

J. EXTENDED PERSONAL LEAVE WITHOUT PAY

Extended absences for personal reasons, not to exceed one year in length, may be granted without pay to administrators/professional technical employees. An extension of such leave may be granted at the discretion of the Board of Education. In no event will a single leave exceed two years in length.

K. LEAVE FOR PROFESSIONAL STUDY\*

Upon the recommendation of the Superintendent, the Board of Education will consider the application of any full-time administrator for a leave of absence without payment of regular salary for one quarter, one semester or one year for the purpose of professional study. Such employee must have a minimum of five years of satisfactory and uninterrupted service in the Boulder Valley Schools. Only in exceptional instances will extensions of such leaves be granted and in no event will a single leave exceed two years in length.

For the purpose of this provision, neither military leave nor sick leave shall be interpreted as having interrupted service. Previous leave for travel or professional study or for the improvement of health, leave for exchange teaching, or miscellaneous personal leaves of extended length constitute interruption of service.

LEAVE FOR PROFESSIONAL STUDY: APPLICATION: The application for a leave for professional study shall be filed in the office of the Assistant Superintendent of Human Resources not later than April 15 or November 1 preceding the term it is desired that the leave become effective. The application will be immediately referred to the appropriate district administrator for consideration and processing. The application should include a description of the program which the applicant plans to pursue during the absence, as well as a statement of the employee's commitment to return to active service with Boulder Valley schools for at least one year. Failure to return for at least one year from a leave shall obligate the employee to refund any monies received under this section unless mitigating circumstances are accepted by the Board of Education as a reason for waiving this obligation. In determining his/her recommendation to the Board of Education, the Superintendent of Schools will consider: a) the extent of the applicant's professional study, growth and contributions during his/her term of service with Boulder Valley Schools, b) the extent to which study will contribute to the cultural and technical qualifications of the employee for his/her work in the Boulder Valley Schools and c) the length of uninterrupted service in Boulder Valley Schools.

LEAVE FOR PROFESSIONAL STUDY: SCHOLARSHIP: An eligible employee placed on a leave of absence for professional study may apply to the Board of Education for a scholarship of \$750 for one academic quarter, \$1000 for an academic semester, of \$2000 for a full academic year. Those persons who receive a scholarship shall execute a scholarship agreement with the Board of Education which shall include the following terms:

1. As a condition of receiving the scholarship the administrator must satisfactorily complete all academic work or research projects in his/her program of study.
2. The administrator shall provide the Superintendent of Schools a transcript of grades upon receipt of the same, and will provide any additional reports or information as may be reasonably required by the Superintendent.
3. The administrator shall agree to return to the district following the leave of absence and to enter upon and perform the services of a teacher or administrator for a period of at least one year. Should the administrator fail to do this, all sums paid shall immediately become due and payable from the administrator to the school district. If the administrator is unable to complete the required year of service because of illness or disability not due to his/her own negligence, the administrator will have an additional period of time following recovery from such illness or disability to complete the year of service required.
4. Scholarship recipients shall be reimbursed at the beginning of each term of study at the institution at which they are duly enrolled.
5. Salary increments or reductions and tenure rights will accrue to the employee while he/she is on leave for professional study.

\*Teachers' Negotiated Agreement

#### L. EXTENDED LEAVE FOR PROFESSIONAL IMPROVEMENT\*

Any member of the administrator team, after serving five years with the district in an administrative capacity, shall be eligible to apply – subject to the recommendations of the Superintendent and the approval of the Board of Education – for up to one year leave of absence for professional study at one-half pay for that year or portion of the year for which the leave has been approved.

Applicants for such leave will be considered, first, on the basis of benefit of the leave to the district; and second, on the basis of the employee's past contribution to the district. The application for a leave for professional study shall be filed in the office of the immediate director no later than March 1 or October 1 preceding

the term that is desired that the leave become effective. Decisions shall be made no later than April 1 or November 1 preceding the term desired.

Prior to receiving the monthly pro-rated salary payments while on leave, the member shall execute and file with the Board a declaration of intent to return to the district in a similar position and to duly and faithfully perform satisfactory service for a period of no less than one year up on completion of the leave and study. A promissory note for the amount of pay to be received while on leave shall be executed and filed with the Board as collateral and security for the Board against nonperformance of intention. This note will be due in full upon the first day of assigned duty if the member does not return to work for the district.

\*Board Policy GCBD-2

#### M. SHORT TERM PROFESSIONAL LEAVE\*

Each member of the administrator team will have an appropriate allocation of funds annually available for expenses to attend in-service conferences and meetings. In addition, funds will be available to send administrators to significant national meetings on a regular basis. Approved short-term leaves for professional purposes shall be considered part of the administrator's regular assignment.

\*Board Policy GCBD-2

#### N. CONSULTING

The Board considers teaching and/or administrative duties in the district full-time employment. However, if an experienced staff member is in good health, a limited amount of college teaching or educational work with other agencies may be a rewarding experience in professional growth. Staff members who plan for such work may expect cooperation on the part of the Board.

Any other type of outside work by staff members shall be the concern of, and warrant the attention of, the Board only as it may directly prevent the member from properly performing his/her assigned functions during duty hours or be prejudicial to his/her effectiveness in his/her professional position.

For example, employees shall not at any time engage in any employment that would interfere with their effectiveness in performing their regular assigned duties; would compromise or embarrass the school system; would adversely affect their employment status or professional standing; or would in any way conflict with assigned duties. Employees shall not engage in any other employment or in any private business during the hours necessary to fulfill appropriate assigned duties.

Administrative team members may be authorized to make consulting or speaking engagements of a professional nature outside the district provided such commitments do not adversely affect the performance of their district assignments. Team members may accept honoraria in connection with these authorize out-of-district activities.

\*Board Policy GCQA/GCQAA

#### O. MILITARY LEAVE\*

**Military Service:** Any administrator/professional technical employee who is unable to perform the terms of an employment contract because of entry into military service as defined by the Selective Service Act of 1967, should notify the Human Resources Division, in writing, immediately upon receiving orders to report for military duty. Copies of such orders shall be submitted to the Human Resource Division. An administrator/professional technical employee who applies for reinstatement within the time periods provided by law will be reinstated.

**Military Training Leave:** Administrators/professional technical employees belonging to the Guard or Reserve Units will be allowed to take up to fifteen (15) calendar days per year of time off from the regular duties for such military training. A leave not to exceed fifteen (15) calendar days per year shall be without loss of pay provided that the administrator/professional technical employee on such military leave shall turn over to the district payment received for such services.

\*Teachers' Negotiated Agreement

#### V. ASSIGNMENTS AND TRANSFERS\*

Administrators/professional technical employees may request transfers. They may apply for positions declared vacant, and shall be required to follow the procedures established for filling such vacancies.

When it serves the best interests of the district, the Superintendent of Schools may approve requests for transfer or initiate transfer or reassignment notwithstanding established procedures for filling vacancies. Such transfers and reassignments shall be restricted to lateral transfers, but may be made at any level of responsibility, provided that the Superintendent of schools has discussed the matter in advance with the individuals involved and with the Board of Education.

\*Board Policy GCI

## VI. DUE PROCESS CONSIDERATIONS

- A. All formal appraisal statements shall be in writing and the regular documentation of conferences, conversations and observations shall be encouraged. The administrator/professional technical employee being evaluated shall have the opportunity to review the appraisal statement with the appraiser and both shall sign the dated appraisal statement.
- B. When administrative/professional technical performance is unacceptable, the appraiser shall (1) specifically identify areas needing improvement, (2) offer specific suggestions for improvement and (3) give adequate time for the administrator/professional technical employee to show improvement.
- C. If, in spite of good faith efforts by the administrator/professional technical employee, the performance remains unsatisfactory, the appraisee shall be given appropriate notice that dismissal or transfer is likely. All procedures shall be followed and all deadlines met in accordance with policies of the Board of Education.
- D. At the request of the administrator, the Superintendent or Deputy Superintendent will review an unfavorable appraisal.

## V. MISCELLANEOUS

### A. RESIGNATION\*

In accordance with state statutes, a licensed administrator may cancel a contract prior to the beginning of an academic year by giving written notice on or before July 1; during an academic year by giving at least 30 days' written notice; or at any time by mutual agreement with the Board of Education.

A non-licensed administrator/professional technical employee is required to give two weeks' notice to the administration. Failure to comply with this requirement may result in forfeiture of termination benefits.

\*Board Policy GCPB and GDPB

### B. RETIREMENT\*

Employment decisions of the Board of Education are based on assessment of an individual employee's ability to perform competently in the position assigned. Therefore, no employee shall be forced to retire solely because he/she has reached a particular age.

Employees are encouraged to make their own retirement decisions and must give at least thirty (30) calendar days prior to written notice of the effective date of the retirement.

Teachers and administrator/professional technical employees who have retired may sometimes be recalled to temporary active duty at the discretion of the Board of Education and in compliance with applicable Public Employee's Retirement Association regulations. Such employment shall be for a specified length of time (set forth in writing) not to exceed one year and may be renewable thereafter as determined by the Board of Education.

All regular employees in the Boulder Valley School District participate in the Public Employees' Retirement Association of Colorado under the provisions set by the Colorado statutes.

The Human Resources Division shall assist employees in the proper preparation of retirement applications and supporting data as required by the Public Employees' Retirement Association.

\*Board Policies GCPC and GDPC

#### C. PERSONNEL RECORDS

Each administrator/professional technical employee's official school district personnel file is kept in the Human Resources Division.

#### D. BOULDER VALLEY CREDIT UNION

The Boulder Valley Credit Union, located at 5505 Arapahoe, Boulder is available to all school district employees.

#### E. BUILDING ADMINISTRATOR PROFESSIONAL DEVELOPMENT FUNDS

**PURPOSE:** Every year each building administrator (principal or assistant principal) is allocated an amount to spend on professional development. These funds are to be used for the individual administrator's personal and professional growth. Please contact your level supervisor with questions regarding utilizing these funds.

#### **PROCEDURE:**

- The funds are allocated in each building's School Resource Allocation budget in the In-service Travel account of the Principal's Office.
- Funds are allocated per administrator FTE, and remain with the building.
- Expenditure of the Building Administrator funds is a building based decision.

The funds are typically used for the following types of expenditures:

- Individual dues or membership in a professional organization. Examples include AASA, CASE, NASSP, SAESP, ASCD, PDK, National Middle School Association, and other professional development organizations.
- The purchase of professional journals, books and software for personal and school use.
- The hiring of professional consultants to provide growth experiences for self, staff and parents.
- Individual and/or group professional workshops, conferences, etc. Staff development funds are not to be used for tuition reimbursement. Requests for tuition reimbursement should be filed with the Human Resources Department.

#### BUILDING ADMINISTRATOR PROFESSIONAL DEVELOPMENT FUNDS CARRYOVER

**PURPOSE:** Every year each building administrator (principal or assistant principal) receives an amount to spend on professional development. Any unspent funds remain part of the School Resource Allocation and will be carried forward as part of that process.

#### **PROCEDURE:**

- All funds roll forward indefinitely, but will not be separated out from the total SRA Carryover amount.
- Unspent funds remain with the building and do not follow the administrator.
- Expenditure of the Building Administrator funds is a building based decision.

Memorandum of Understanding  
Leave Benefit

Representatives from the Administrative Meet and Confer and the District agree to meet no later than September 30, 2008 to review how the current sick and personal leave benefits are structured and explore the concept of an annual leave benefit as a replacement of the current program. The payout of such leave will also be studied. Recommendations will be made no later than January 2009 to the Meet and Confer team.

Memorandum of Understanding  
Funds for Extended Work Time for Office Staff

It is agreed upon by the District and the Building Administrative Meet and Confer team that \$22,500 will be budgeted district wide to provide funds for the elementary school principals to have additional paid work time for office professionals prior or after their normal contract days. The purpose of this time is to assist the principal in the normal office functions necessary to run the schools.

**BOULDER VALLEY SCHOOL DISTRICT NUMBER RE 2**  
**Office of the Superintendent**  
**Boulder, Colorado**

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**July 1, 2009**

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**ADMINISTRATIVE BULLETIN**

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EMPLOYEE EXPENSE REIMBURSEMENTS

**CELL PHONES**

Members of the Superintendent's Cabinet are required to maintain cell phone service. Cabinet members will receive a monthly stipend of \$100. This stipend is subject to federal and state income tax and will be paid to the Cabinet member as part of their monthly compensation. Cabinet members may appeal for an increased stipend by presenting documentation of annual business related cell phone expenditures **in excess** of the stipend provided.

Members of the District Leadership team, excluding Cabinet members, who are required to maintain cell phone service by their supervisor, will receive a monthly stipend of ~~\$50~~ **\$100**. This stipend is subject to federal and state income tax and will be paid to the District Leadership Team member as a part of their monthly compensation. District Leadership Team members may appeal for an increased stipend by presenting documentation of annual business related cell phone expenditures **in excess** of the stipend provided.

All employees required to carry *District* issued cell phones will reimburse the district for any personal use of the phone.

**MILEAGE REIMBURSEMENT**

Employees required to use their personal vehicles on official school business, either within or outside of the district, will be reimbursed for such use based upon the current Internal Revenue Service approved mileage rate. A Request for Mileage Reimbursement form shall be completed by the employee and approved by the employee's supervisor. The completed form should be submitted to the Accounts Payable Department for payment.

Transportation between an employee's home and their principal work location (i.e. their school or the Education Center) is considered commuting and is not a reimbursable business expense. If an employee begins or ends their day at a District site other than their principal work location, any miles driven **in excess** of their regular commute shall be fully reimbursed. Travel outside of the District to and from the employee's principal work location, another District site or the employee's home will be fully reimbursed.

**TRAVEL GUIDELINES**

Employees authorized to travel on behalf of the Boulder Valley School District will be reimbursed for reasonable expenses incurred. Reasonable in-town expenses incurred by employees to perform their necessary job functions while away from their work site will also be reimbursed.

BEFORE THE TRIP:

For out of town trips, an Application for Attendance at a Professional Meeting form (Section I) must be completed and approved by the employee's supervisor prior to travel. If several employees will be attending the same meeting or conference, a Pay Direct form may be used to pay professional meeting registration costs directly to the conference or meeting vendor.

## DURING THE TRIP:

Receipts and sufficient documentation to verify actual expenses must be collected during attendance at the event and shall be attached to the application. There will be no reimbursement for non-business related expenses or personal entertainment. Receipts for meal expenses are not required.

## AFTER THE TRIP:

The completed Attendance at a Professional Meeting form (Section III) must be signed by the employee's supervisor and submitted to the Accounts Payable Department, with all receipts attached, within two weeks of the conclusion of travel.

For in-town meeting expenses, Mileage Reimbursement Request forms should be submitted for personal car mileage reimbursement. Petty cash should be used to reimburse personal meal expenses under \$200 from in-town meetings. If meal expenses total more than \$200, a Pay Direct Form should be used.

The following guidelines will serve to determine reasonable maximum amounts of expenditures. All employees are expected to keep expenses below the maximum guidelines whenever possible.

## MAXIMUM ALLOWABLE EXPENSES

### MEALS

The amount allowed per day for meals, including associated taxes and tips, is based on the maximum federal per diem rates in force for the specific travel destination. For a list of the federally approved rates by city, click on the following link: [www.gsa.gov](http://www.gsa.gov). If neither the city nor county is listed, the location is considered a standard CONUS (continental United States) destination and the standard approved rate will be used.

Receipts for meal expenses are not required. However, reimbursement may not be claimed for meals furnished at no cost to the employee and should be deducted from the per diem rate.

### LODGING

The actual cost of reasonable accommodations, given the nature of the travel and the location, will be reimbursed. All lodging expenses must be documented with an original detailed receipt.

### TRANSPORTATION

#### Air Travel:

Employees should purchase low cost airline tickets. All air travel expenses must be documented with an original receipt.

#### Personal Car:

Trips to and from the airport, transportation necessary to attend meetings, parking, toll charges and car storage expenses will be reimbursed. Mileage will be reimbursed at the authorized district mileage rate. Receipts are required for parking and car storage expenses.

#### Car Rental:

Car rentals are allowable only when justified as being more economical than other available means of transportation. Rental cars may not be larger than intermediate in size; compact car rentals are preferred, and required when traveling alone. An original receipt must document all car rentals.

Please note that rental cars are *not* covered by the District's auto insurance policy, regardless of the method of payment. Employees renting vehicles should purchase insurance from the rental agency. In the event that an employee has a personal policy that covers rental vehicles, they may choose to use this policy instead of purchasing insurance from the rental agency, but please be

aware that in the case of an accident, this method could impact the employee's insurance premiums. All insurance costs associated with a rental car will be reimbursed by the District.

Bus and Taxi Fare:

If airport shuttles are not available, reasonable bus and taxi fare will be reimbursed. Bus and taxi expenditures over \$10 must be documented with a receipt.

EXPENSES NOT AUTHORIZED FOR REIMBURSEMENT:

- Alcoholic beverages
- Side trips for personal reasons
- Expenses for other individuals such as the employee's spouse or family members
- Air travel accident insurance
- Personal items such as luggage, clothing, toiletries, flowers, gifts, etc.
- Entertainment expenses such as theater tickets, hotel movie rentals, etc.

TIME AWAY FROM WORK

Travel time granted will, in most cases, be based on air travel requirements. If an employee elects to drive rather than fly, the excess work time involved will be charged to personal vacation time as deemed appropriate, in advance, by the employee's supervisor.

TRAVEL ADVANCES

If identifiable costs of a trip, including registration fees, meal allowances, lodging and transportation expenses exceed \$50, an employee may request a cash advance on the Application for Attendance at a Professional Meeting form. This request should be made at least two weeks prior to the trip. If unusual circumstances exist, exceptions to this time frame will be considered on an individual basis.

The Finance and Accounting Services Department will issue one travel advance check to the employee in the amount authorized by the supervisor, but not to exceed the anticipated total cost of travel.

***TRAVEL EXPENSE REPORT REQUIREMENTS***

The completed actual expenses section of the Application for Attendance at a Professional Meeting form must be submitted to the Accounts Payable Department within two weeks after completion of a trip. Appropriate receipts and documentation should be attached. If an employee receives a cash advance for professional travel, any unused advance must be returned to the District within 30 days of the trip. If an unused advance is not returned in a timely manner, the District is authorized to deduct the full amount of the advance from the employee's next net pay. If the district owes the employee additional reimbursement, the Finance & Accounting Services Department will issue a check payable to the employee.

INTERNAL CONTROLS

The Finance and Accounting Services Department will monitor compliance with maximum allowable expenditure guidelines, verify authorizations and account codes, and reconcile advances to final actual expense receipts. In addition, the school district's auditors will perform annual examinations of travel expense reimbursements as a part of the fiscal year-end audit. At any time, the Superintendent may request reviews of district travel expenditure activities.

**Appendix A**

**2011-12 Salary Schedule Building Administrators**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>AP Elementary</b>	75,719	76,982	78,268	79,574	80,903	82,254	83,629	85,026	86,444
<b>AP Middle/K-8</b>	77,155	78,446	79,754	81,087	82,441	83,818	85,217	86,641	88,088
<b>AP Senior High</b>	78,596	79,909	81,244	82,600	83,979	85,381	86,807	88,256	89,731
<b>Principal Elementary</b>	85,706	87,136	88,589	90,069	91,574	93,104	94,658	96,239	97,846
<b>Principal Middle/K-8</b>	89,545	91,039	92,559	94,107	95,678	97,276	98,899	100,552	102,231
<b>Principal Senior High</b>	103,543	105,273	107,030	108,816	110,635	112,483	114,360	116,273	118,212

	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>AP Elementary</b>	87,889	89,357	90,848	92,366	93,909	95,478	97,071	98,693	100,340
<b>AP Middle/K-8</b>	89,560	91,055	92,576	94,122	95,692	97,290	98,915	100,569	102,246
<b>AP Senior High</b>	91,229	92,751	94,301	95,878	97,479	99,106	100,761	102,442	104,154
<b>Principal Elementary</b>	99,482	101,143	102,831	104,548	106,294	108,070	109,875	111,708	113,575
<b>Principal Middle/K-8</b>	103,940	105,674	107,438	109,233	111,058	112,911	114,798	116,714	118,663
<b>Principal Senior High</b>	120,186	122,194	124,236	126,309	128,420	130,565	132,744	134,960	137,215

**COLA 1.00%**

## 2011-12 Central Administrator &amp; Professional Technical Classifications\*

<b>GRADE 1</b> Salary Ranges for 2011-12:	
Assistant Supt., School Leadership (Secondary)	\$132,009 – 145,801
Assistant Supt., Operational Services	\$132,009 – 145,801
Assistant Supt., School Leadership (Elementary)(2)	\$123,040 – 135,895
Assistant Supt., Human Resources	\$123,040 – 135,895
Legal Counsel	\$123,040 – 135,895
Chief Financial Officer	\$121,388 – 134,069
Chief Information Officer	\$121,388 – 134,069

<b>GRADE 2</b> Salary Ranges for 2011-12:	
Chief, Planning & Assessment	\$108,787 – 120,156
Executive Director, Budget	\$108,787 – 120,156
Executive Director, Student Success	\$107,743 – 119,001

<b>GRADE 3</b> Salary Ranges for 2011-12:	
Director, Communications	\$96,747 – 106,856
Director, Interventions	\$96,698 – 106,918
Director, Benefits	\$94,645 – 104,533
Director, Curriculum for Fine Arts	\$94,645 – 104,533
Director, Curriculum for Mathematics	\$94,645 – 104,533
Director, Curriculum for Science	\$94,645 – 104,533
Director, Curriculum for Reading & Literacy	\$94,645 – 104,533
Director, Early Childhood Education	\$94,645 – 104,533
Director, Human Resources (3)	\$94,645 – 104,533
Director, Language, Culture & Equity Services	\$94,645 – 104,533
Director, Career Technical Education & Universal	\$94,645 – 104,533
Director, Finance & Accounting	\$88,163 – 97,373
Director, Community Schools	\$85,671 – 94,622
Director, IT Applications	\$85,622 – 94,568
Director, IT Service	\$85,622 – 94,568
Director, IT Operations	\$85,622 – 94,568
Director, Transportation	\$83,362 – 92,073
Assistant Director, Interventions (2)	\$86,162 – 95,163
Assistant Director, Family Engagement	\$86,162 – 95,163
Assistant Director, Language, Culture & Equity	\$86,162 – 95,163
Assistant Director, Career Technical Education	\$86,162 – 95,163

<b>GRADE 4</b> Salary Ranges for 2011-12:	
Director, Athletics & Activities	\$94,645 – 104,533
Director, Maintenance	\$85,864 – 94,835
Director, Operations & Environmental Services	\$85,864 – 94,835
Director, Nutritional Services	\$83,362 – 92,073
Coordinator, Health Services	\$83,355 – 92,065
Specialist, Grants	\$80,051 – 88,412
Director, Bond Contracts	\$77,444 – 85,535

<b>GRADE 5</b> Salary Ranges for 2011-12:	
Manager, Instructional Technology	\$82,649 – 91,284
Manager, IT Project Management	\$82,649 – 91,284
Administrator, Information System (2)	\$80,134 – 88,506
Assistant Director, Research & Assessments	\$80,051 – 88,412
Assistant Director, Student Enrollment	\$80,051 – 88,412

<b>GRADE 6</b> Salary Ranges for 2011-12:	
Analyst, Senior Application Developer (2)	\$70,143 – 77,472
Engineer, Network	\$74,067 – 81,806
Engineer, Senior Systems	\$74,039 – 81,774
Manager, Budget	\$69,291 – 76,531
Manager, Materials (Warehouse)	\$72,943 – 80,565
Manager, Payroll	\$72,943 – 80,565
Specialist, ADA/504 Special Education	\$75,248 – 83,109

\*Deputy Superintendent is not included in the grade structure; salaries are set annually.

<b>GRADE 7</b> Salary Ranges for 2011-12:	
Accountant, District/ CSP/ Title I/Sch. Leadership	\$58,914 – 65,636
Analyst, Budget (5)	\$58,914 – 65,636
Analyst, Database (2)	\$63,252 – 69,859
Coordinator, Facilities & Design	\$87,335 – 96,460
Coordinator, Sustainability	\$74,529 – 82,315
Manager, Bond Project/Planning Architect(5)	\$82,649 – 91,284
Manager, Bond Project	\$76,541 – 84,537
Manager, Communications	\$68,365 – 75,507
Manager, Custodial	\$60,875 – 67,234
Manager, Facility Use	\$58,914 – 65,636
Manager, Kindergarten Enrichment	\$58,914 – 65,636
Manager, Lifelong Learning	\$58,914 – 65,636
Manager, Procurement	\$72,944 – 80,565
Manager, School Age Care Programs	\$58,914 – 65,636
Specialist, Human Resources	\$60,875 – 67,234
Specialist, Payroll	\$58,914 – 65,636
Specialist, IT Project Management	\$60,875 – 67,234
Supervisor, Transportation (2)	\$68,322 – 75,459
Supervisor, Vehicle Maintenance	\$72,944 – 80,565
Technician, Landesk/Webmaster	\$69,492 – 76,793

<b>GRADE 8</b> Salary Ranges for 2011-12:	
Analyst, Applications Developer	\$53,257 – 58,820
Analyst, Data (4)	\$55,761 – 61,587
Accountant, Bond	\$52,397 – 57,817
Buyer, Purchasing	\$52,397 – 57,817
Coordinator, IT Service (6)	\$61,127 – 67,514
Coordinator, Teen Parenting Nursery	\$50,071 – 55,301
Secretary, School Board	\$57,354 – 63,348
Specialist, Communication & CSP Communication	\$53,670 – 59,277
Specialist, Bond Communication	\$60,720 – 67,066
Supervisor, Nutritional Services (5)	\$59,427 – 65,636
Supervisor, Maintenance (3)	\$77,532 – 85,633

<b>GRADE 9</b> Salary Ranges for 2011-12:	
Accountant, Literacy& Language Dept	\$50,965 – 56,289
Accountant, Junior District	\$50,965 – 56,289
Accountant, Operations Dept	\$48,413 – 53,471
Attendance Advocate (3)	\$49,734 – 54,930
Buyer, Bond	\$47,312 – 52,254
Coordinator, Transportation Compliance	\$44,354 – 48,990
Coordinator, School Transportation	\$49,959 – 55,177
Mentor, On-Line (3)	\$60,205 – 66,495
Paralegal	\$53,707 – 59,319
Specialist, Benefits	\$50,965 – 56,289
Specialist, Instructional Technology (2)	\$64,017 – 70,704
Specialist, IT Server	\$59,475 – 65,689
Specialist, Network	\$59,475 – 65,689
Specialist, ECE	\$51,978 – 57,406
Specialist, TAG	\$51,978 – 57,406
Specialist, Transportation Technology Support	\$56,508 – 62,413
Specialist, Workers' Compensation	\$50,965 – 56,289
Supervisor, Accounts Payable	\$50,965 – 56,289
Translator, District	\$55,403 – 61,191
Technician, Telecom	\$63,717 – 70,374

<b>GRADE 10</b> Salary Ranges for 2011-12:	
ADE Data/District Registrar	\$45,905 – 50,702
Assistant Manager, Kindergarten Enrichment	\$45,905 – 50,702
Assistant Manager, School Age Care Programs	\$45,905 – 50,702
IT Cataloger	\$42,525 – 46,967
Coordinator, SWAP	\$51,409 – 56,780
School Nurse Consultant (13)	\$50,883 – 56,198
Sous Chef (2)	\$40,400 – 44,621
Technician, Bench Repair	\$49,359 – 54,515

\*Deputy Superintendent is not included in the grade structure; salaries are set annually.

**Appendix A****December 1, 2011**

<i>Technician, CAD Operator</i>	<i>\$39,260 – 43,360</i>
<i>Technician, Support Center (3)</i>	<i>\$50,218 – 55,465</i>
<i>Trainer, Technology</i>	<i>\$54,268 – 59,940</i>

*\*Deputy Superintendent is not included in the grade structure; salaries are set annually.*