

## II. COMPENSATION AND WORK YEAR

### A. SALARY ADJUSTMENTS

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

~~The salary schedules for Building Administration, Central Administration, and Professional/ Technical employees will be increased by 2.7% for the 2008-09 contract year.~~ For the 2009-2010 contract year, all employees represented by the Meet and Confer Terms and Conditions Handbook which includes District Leadership Team and Professional Technical employees will receive a 1% salary stipend distributed in twelve (12) payments with the regular payroll. In addition, steps will be provided to all represented employees as per the appropriate pay schedule.

For 2009-10, the parties understand that the Colorado Legislature has required the district to create a Fiscal Emergency Restricted Reserve that may be available to the district upon approval of the Legislature in late January, 2010. If all or a portion of these reserve funds become available to the District, the parties agree to reopen negotiations to discuss additional compensation Meet and Confer employees based on the percentage share of the reserve funds after all required transfers are allocated to Charter schools and the Colorado Preschool Project.. The negotiations for compensation will be initiated and concluded within 30 work days from the release of any Fiscal Emergency Restricted Reserve funds.

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

The District shall maintain a Section 125 Medical Flexible Spending Account between January 1, 2009 and December 31, 2010. Open enrollment will be held November 1-30, 2008 and November 1-30, 2009. Employees are active on November 30, 2008 (and then again on November 30, 2009) and complete an enrollment form by November 30, 2008 (and again by November 30, 2009) will receive a dollar for dollar matching contribution up to a maximum of \$120 from the District on the January 2009 and January 2010 payroll.

### 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 ~~2008-09~~2009-2010, the minimum monthly contribution is \$430 per employee per month to the health fund for health coverage. ~~The District shall pay the employee premium at the rate of HMO coverage. The benefits and coverage are outlined in the booklet entitled "Fringe Benefit Program." The booklet is available in Human Resources.~~

#### 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."

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

## IV. LEAVES, HOLIDAYS, AND ABSENCES

### 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 there from), serious illness or death in one's immediate family, for essential treatments, or examination 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:

~~183~~ 187 to 200 contract day employee – ~~7~~ 10 days per year

201 to 220 contract day employee - ~~8~~ 11 days per year

221 to ~~243~~ 230 contract day employee - ~~9~~ 12 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 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 very 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 an 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 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 employees (<=230 work days)** administrators/professional technical employees shall **accrue be authorized two five** days of personal leave with pay during each school year. **Year round employees (>230 work days) shall accrue two days of personal time. It is intended that personal leave shall not be used for seeking other employment or recreational purposes.**

Personal leave may be granted just prior to 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 by the Assistant Superintendent of Human Resources.

**In the event an unforeseen emergency occurs requiring the administrator to use a personal leave day, or an administrator is willing to use personal leave because professional leave is not available for an activity that will result in professional growth, the administrator may, upon approval of the Executive Director of Human Resources, use personal leave without loss of pay.**

**If personal leave is used for adoption, one additional personal leave day shall be granted by the Executive Director of Human Resources.**

**An administrator/professional technical employee may accumulate one day of unused personal leave so that in any given one year a maximum of three days of personal leave may be utilized.**

**Personal Leave will accrue without limit. Upon separation, any other** 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 Executive Director **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.

**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.