

# DENVER PUBLIC SCHOOLS

900 GRANT STREET / DENVER, CO 80203



## PERSONNEL GUIDELINES FOR AREA SPECIALISTS AND CENTRAL COORDINATORS

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**NOTE:** *The information stated below does not prevent the district from making modifications to these guidelines. All information in these guidelines are subject to District policies and procedures and specified negotiated agreements with DCTA, as applicable.*

**JOB TITLES**

*These guidelines cover employees in the following job titles:*

<b>JOB TITLE</b>	<b>JOB CODE</b>
<i>Central Curriculum Coordinator</i>	<i>6286</i>
<i>Central Assessment/Testing Coordinator</i>	<i>6288</i>
<i>Central ELA Compliance Coordinator</i>	<i>6289</i>
<i>Area Specialist</i>	<i>8100</i>
<i>Area ELA Compliance Specialist</i>	<i>8114</i>
<i>Central School Counseling Coordinator</i>	<i>8150</i>

*Employees are full-time or part-time, non-affiliated employees of the District, subject to Board policies, except those designated for specific employee groups, and the following guidelines.*

**LICENSURE**

*A Colorado teacher or administrator license is not a prerequisite for any of the jobs listed above. However, possession of a valid, current license may be preferred due to the nature of the work.*

**WORK YEAR:**

*Employees in these job titles are normally assigned to a work year of 235 days. Refer to the district's website at [http://www.dpsk12.org/calendars/pdf/emp\\_0304yr.pdf](http://www.dpsk12.org/calendars/pdf/emp_0304yr.pdf) for details. The work year covers the period from July 1 - June 30.*

*Note: Work years of fewer days may be approved by the district, with comparable changes in the guidelines described herein.*

## **DISTRICT BENEFITS CONTRIBUTION**

*The district insured benefits contribution will be set each year. Details will be provided in the annual notice of appointment letter. Future benefits contribution increases are dependent on the district's ability to pay and negotiated benefits contribution increases of other employee groups, as determined by the District.*

*Note: The district insured benefits contribution will continue during July and August for employees who transfer back to a teacher position.*

## **VACATION:**

*Per current district guidelines, 160 hours of vacation per year, or 13.33 hours per month, accrue. Employees may retain up to twice their annual vacation allowance (320 hours) during any 12 month period. Any vacation hours over this allocation must be used by January 14 of each year or be forfeited. Employees are encouraged to use their vacation days in the year in which they are earned.*

### ***Return to a teacher position***

*If an employee transfers back to a teacher position, unused, earned vacation days will be paid out in the final paycheck for the specified position.*

## **SICK LEAVE:**

*Twelve days of sick leave are granted on September 1, effective September 1-August 31.*

*All unused sick days accrue from year to year.*

## **SICK LEAVE BANK:**

*A sick leave bank is being established that will include Area Specialists and Central Coordinators. Details on the guidelines for joining the sick leave bank will be provided as soon as they are finalized.*

## **PERSONAL LEAVE:**

*Four (4) days of personal leave are granted on September 1, to be used between September 1 and August 31.*

*All unused personal days are converted to sick leave at the end of the calendar year.*

**EARLY RETIREMENT STIPEND:**

*Per district guidelines, an early retirement notification stipend will be granted to each specialist or coordinator, following the guidelines established for teachers.*

**PERFORMANCE EVALUATION:**

*A standard performance evaluation form has been developed to evaluate work performance of Area Specialists and Central Coordinators. Evaluations will be completed and a written copy given to the specialist/coordinator annually.*

**SALARY SCHEDULE AND SALARY PLACEMENT GUIDELINES**

***Salary Schedule:***

*Refer to the district's HR website under Salary for current salary schedule*

**SALARY PLACEMENT GUIDELINES FOR CURRENT DISTRICT TEACHERS:**

*The following guidelines are used for current District teachers who transfer to these positions. And for specialists who transfer back to a teacher position.*

***Salary Placement Guidelines:***

*Current District employees who are selected for one of these positions will be placed within the respective salary range, taking into consideration the following factors:*

- *Length of calendar year;*
- *Current salary;*
- *Nature of the work;*

***Suggested Procedure:***

1. *Current salary step plus applicable longevity increments to determine new base salary. Note- See below regarding Salary Advancement guidelines.*
2. *Add 15% to convert to 235 day calendar if currently working 181 days \**
3. *Place at next highest step on new salary schedule*

*\*Note: This percentage is dependent on the current work year of the employee and will be adjusted accordingly.*

***Longevity Increments:***

*When a current teacher transfers to one of these positions, current longevity increments will be added to base salary to determine step placement in new range. Longevity increments will not be paid for any future years in addition to current salary. No new longevity increments will be granted if they remain in this position.*

***Salary Advancement Guidelines:***

*Current District teachers who are new transfers to a specialist position and who submit valid completed documentation by August 31 for advancement on the salary schedule will have this taken into account when the new specialist salary is determined.*

***Payment Schedule:***

*Upon transfer to one of these positions, the following payment schedule will be used:*

*June 30 Final payment based on teacher schedule will be made in a lump*

*sum.*  
**July 31**      *First paycheck in the new position. From July 31 through June 30, 12 equal paychecks will be paid*

*For retirement purposes, the full annual salary of the teacher is used to determine service credit, regardless of the payout on June 30.*

**Return to a Teacher Position:**

**Salary Placement Guidelines:**

*Upon return to a teacher position, the employee will be placed on the current teacher salary schedule as follows:*

- 1. Place on salary schedule at the step number they were when they transferred to the specialist position, based on current district guidelines and negotiated DCTA agreement. Adjust salary step according to the number of years in the specialist or coordinator position, based on current district guidelines and negotiated DCTA agreement.*
- 2. Grant salary advancement for additional academic hours or degrees earned since the teacher transferred to the specialist position, provided documentation is submitted to the HR department, based on current district guidelines and negotiated DCTA agreement.*
- 3. Calculate and pay earned longevity increment based on current district guidelines and negotiated DCTA agreement.*

**Payment Schedule:**

*Upon return to a teacher position, or other position that is fewer than 235 days, the employee is scheduled to receive a final payment for work performed on the last paycheck of their calendar year, or June 30. The first paycheck of the new calendar is normally paid on September 30. Because of the financial hardship this may cause, the district offers the following payment schedule for such situations:*

- June 30** Final paycheck based on 235 day position, including unused vacation. Unused vacation payout is not subject to pension.
- July 31** No paycheck and no pension contribution, unless the employee works during this month and is paid from district funds.
- August 31** No paycheck and no pension contribution, unless the employee works during this month and is paid from district funds.
- September** A partial paycheck will be paid during the first week in September to cover time worked during August. This check is subject to pension. Subsequent paychecks will be reduced by the amount paid on this September paycheck. This check is considered a “13<sup>th</sup> month” paycheck.
- September 30** From September 30 through August 31, equal paychecks will be paid.

**Longevity Increments:**

Upon return to a teacher position, longevity increments will be granted as follows:

1. Number of years in specialist/coordinator position will be added to longevity
2. New longevity calculation will be paid, according to current district guidelines and negotiated DCTA agreement

**Salary Advancement Guidelines:**

Upon return to a teacher position, salary advancement will be paid, according to current district guidelines and negotiated DCTA agreement.

**SALARY GUIDELINES FOR NEW DISTRICT EMPLOYEES:**

**Salary Placement Guidelines:**

Employees hired from outside the District for one of these positions will be placed within the respective salary range based on the following factors:

- Nature of the work
- Current salary
- Market comparison

***Suggested Procedure:***

- 1. Begin with current/previous salary in non-District position, which is related to the work of this position, with work year adjusted for comparability.*
- 2. Add 5% to this adjusted salary*
- 3. Place at next highest step on salary schedule*

**SALARY SCHEDULES**

*Refer to the district website or to the Department of Human Resources for current salary schedules. Salaries are adjusted for different work year lengths.*

**RETURN TO A TEACHER POSITION:**

***Return to Former Position or Transfer to Other District Positions:***

**District Teachers:**

*District teachers who transferred to a specialist or coordinator position will be eligible to return to a teaching position at the start of a school year provided they have maintained a current Colorado teacher license and hold a valid endorsement in the subject area. They will be required to follow applicable policies and guidelines for the Teacher Transfer process. Upon transfer, all policies and procedures that apply to teachers will be in effect.*

*In the event of a reduction in force, District teachers who transferred to a specialist or coordinator position will be given the same consideration as other District teachers with similar probationary status, according the DPS-DCTA reduction in force guidelines and the current negotiated agreement.*

**Non-District Teachers:**

*Specialists and coordinators hired from outside the District will be eligible to bid on teaching positions if they hold a current Colorado teacher license and a valid endorsement in the subject area. They will be subject to applicable policies and guidelines for teacher transfer per district guidelines and the current negotiated DCTA agreement.*

