

Frequently Asked Questions

Check out these Frequently Asked Questions and their answers. Lots more additional information can be found in [Your ProComp Handbook](#).

Contents

- Top Performing Schools and High Growth Schools Incentive..... 2
- Exceeds Expectations..... 2
- Student Growth Objectives (SGOs)..... 3
- Market Incentives 3
- Professional Development Units (PDUs)..... 4
- Tuition and Student Loan Reimbursement..... 5
- Advanced Degrees, Licenses & Certificates 5
- Comprehensive Professional Evaluation..... 6
- Dispute Resolution..... 6
- Pay Information 7
- Pension..... 7

Top Performing Schools and High Growth Schools Incentive

I am a new hire and joined ProComp this year. Why am I not eligible for the Top Performing Schools and High Growth School incentives awarded to my school for last year's performance?

A. The Top Performing Schools and High Growth Schools incentives are paid in arrears, or after they are earned. ProComp participants qualify for these bonuses by being actively assigned to a Top Performing School or High Growth School for at least 89 teaching days during the prior school year. You must be in ProComp during the year your school qualifies for the incentive.

I am on leave without pay, but last year my school was designated as a Top Performing School. Can I receive the incentive?

A. Teachers in ProComp who are on unpaid leave do not receive pay, including ProComp incentives. If you return to the payroll before May 31, you will receive this incentive.

I was in ProComp and working full time last year when my school was designated a Top Performing School, but this year I am half-time. Will I get the full incentive?

A. Yes. The incentive is based on your status from last year.

I was in ProComp last year and my school was designated a Top Performing School. I am at a different school this year. Will I still receive the incentive?

A. Yes. The incentive is based on performance for the last school year. You were at a Top Performing School at that time, so you earned the incentive.

[Back to top>>>](#)

Exceeds Expectations

How is the Exceeds Expectations incentive determined?

A. The Exceeds Expectations incentive recognizes ProComp teachers whose students' growth exceed the expected norms on the state assessment test. Because the incentive is based on growth from the previous year, in areas tested, it is available only if you teach math, reading or writing to fourth through tenth grade students.

To receive the Exceeds Expectations incentive under ProComp, a teacher must see at least 50 percent of an eligible class attain the 55th percentile or higher for statewide student growth using Colorado's Student Growth Indicator. You must:

- Be a current teacher or active with benefits
- In ProComp
- Work at least 89 instructional days at the school
- Teach language arts (reading/writing) or math to fourth through tenth grade students, *and*
- Teach at least 10 eligible students

Students are eligible if they have:

- Two consecutive CSAP/TCAP scores for a subject area
- Current year CSAP/TCAP scores in writing, reading, and/or math
- Been enrolled for 85 percent of the course length
- Attended 85 percent of their individual enrollments

[Back to top>>>](#)

Student Growth Objectives (SGOs)

How much will I earn if I meet both objectives?

A: Meeting two objectives results in a one percent of index salary increase. Meeting only one objective results in a one percent of index lump-sum bonus.

Will meeting only one objective affect my evaluation results?

A: The pay decision related to SGOs is separate from the professional evaluation pay decision.

[Back to top>>>](#)

Market Incentives

Can a teacher qualify for more than one market incentive, such as a Hard to Staff Assignment in a High Needs School?

A: Yes, as long as the teacher or student service professional (SSP) has fulfilled all the requirements for a Hard to Staff Assignment. For example, a secondary school math teacher assigned to an ELA-S classroom would receive both incentives, as long as he or she is designated as an ELA-S teacher, has passed the Spanish Proficiency Test, and is qualified as a secondary school math teacher. The same ELA-S math teacher could receive an additional incentive if he or she works at a High Needs School.

How long will a High Needs School remain on the list?

A: The Transition Team resets the list of High Needs Schools annually, based on data that becomes available in the fall. Approximately 50 percent of our schools are identified as High Needs Schools, based on the percent of students enrolled receiving a free or reduced price lunch. Alternative schools and certain programs are also included on the list by policy.

How long will a Hard to Staff Assignment remain on the list?

A: The Transition Team resets the list of Hard to Staff Assignments annually, based on national, regional and DPS data that becomes available in the fall. The swing in availability of employees to staff various positions is affected each year by graduations and migration of employees around the United States.

What happens to teachers in a High Needs School or Hard to Staff Assignment if there is a Reduction in Building (RiB) action and they need to move because of cuts (not their choice)?

A: When you are moved or transferred out of a High Needs School or Hard to Staff Assignment, you will continue to receive the incentive through the next year if you volunteer for the same type of school or assignment for the following year and you submit your commitment letter online at <https://secure2.dpsk12.org/hts/>.

My school was closed last year. It was a High Needs School and I was teaching seventh grade math. While I applied to another High Needs School, teaching middle school math, I was assigned to a non-High Needs School teaching science. Am I still eligible for the High Needs School incentive?

A. Yes. You are eligible for the incentive, since you lost your teaching assignment through no fault of your own. You will continue to receive the incentive through the next year if you volunteer for the same type of school or assignment for the following year and you submit your commitment letter online at <https://secure2.dpsk12.org/hts/>.

I am an ELA-S teacher in ProComp. Am I eligible for the ProComp Hard to Staff Assignment incentive?

A. Yes. If you are designated by your principal as an ELA-S or combined ELA-S/ELA-E classroom instructor and have passed the Spanish Language Proficiency (SLP) exam or the New Mexico 4 Skills Exam, you are eligible for the Hard to Staff Assignment incentive. See the [ELA website](#) for additional FAQs.

I would like to take the Spanish Language Proficiency (SLP) test. How do I get reimbursed for the fees?

A. Click on this link to find everything you need to know about registering for the exam and requesting reimbursement: [Spanish Language Proficiency \(SLP\) Exam](#).

[Back to top>>>](#)

Professional Development Units (PDUs)

Can I earn more than one PDU per year?

A: Yes. There is no limit on the number of PDUs you can complete in a year, but you may only receive an incentive payment for one PDU per year. If you complete more than one PDU, the PDUs that are not paid are banked, dated as of the day they are approved as completed. For teachers and SSPs with one to 14 years of service, the banked PDU becomes a salary increase, typically on Sept.1 of the following year. For those individuals with 15 or more years, the PDU incentive is paid out as a lump sum, typically on Sept. 1 of the following year. If the employee is less than full-time, the increase will be prorated. Banked PDUs do not expire unless you leave the district.

How can I learn more about earning a PDU incentive?

A: For the PDU online catalog, visit the DPS [Professional Development website](#).

I'm not in ProComp. Can I take PDU classes?

Yes you can. However, you will not be eligible to receive the PDU ProComp incentive.

[Back to top>>>](#)

Tuition and Student Loan Reimbursement

How do I receive a Tuition Reimbursement incentive payment?

A: Your course of study must be pre-approved by your principal. Transcript and receipts must be turned in to Payroll Services along with the [Tuition Reimbursement Request Form](#). Tuition reimbursements are available up to \$1,000 per year and \$4,000 per lifetime.

I had a student loan for \$10,000, which I have paid down to \$500. Can I get more than \$500 tuition reimbursement for my loan?

A. No. You may only be reimbursed for the maximum of the outstanding balance shown on your current loan statement or \$1,000, whichever is higher. If you have new tuition costs, you may apply for up to \$1,000 again next year and every year thereafter, until you use up your \$4,000 lifetime maximum reimbursement.

[Back to top>>>](#)

Advanced Degrees, Licenses & Certificates

I have an advanced license that expired. Will that affect my salary?

A: If you let your advanced certificate or license expire, your pay will decrease. The salary increase that's based on the advanced license will begin again only after you renew the certificate or license. Your pay will be restored the month after the advanced license renewal information is received in Payroll Services.

[Back to top>>>](#)

Comprehensive Professional Evaluation

I am a non-probationary teacher in ProComp, but I received only a \$376 annual raise? Shouldn't it have been \$1,127?

A: If you're in an Innovation School, you will be evaluated every year. Therefore, for each year you receive a satisfactory formal appraisal, you will earn a \$376 annual salary increase, provided you have less than 15 years of credited DPS service. \$376 per year would total \$1,128 for three years. A full-time, non-probationary teacher will receive three percent of the index increase every three years, in September, following a satisfactory formal appraisal the previous spring.

I am a half-time employee. Do I reach 14 years of service credit as quickly as a full-time employee?

A. Yes. A year of service for a half-time employee is counted the same as for a full time employee for purposes of ProComp calculations. Remember, you may also have DPS service credit awarded for serving in other districts.

[Back to top>>>](#)

Dispute Resolution

What if I do not agree with a decision on any incentive that affects my rate of pay under ProComp?

A: If you do not agree with a decision on any ProComp incentive, you should work with Payroll Services and ProComp administration to clarify whether a pay adjustment should have been granted. If you still have concerns, discuss them with your principal. If you still disagree with the decision, you can seek binding professional review by completing the "Hearing Request Form" found on the ProComp website, and submitting it to procomp_disputes@dpsk12.org. The District will log in requests and assign two review panelists to hear the dispute. The hearing process will be completed within 25 working days of receipt of the dispute document. The panelists will contact you and the appropriate administrator involved and issue a written decision.

Is there a timeline for disputing a pay decision?

A: In order to be timely, requests for a hearing must be made within 20 days of the date you knew or should have known of the concern (i.e., 20 days from receiving your pay stub).

[Back to top>>>](#)

Pay Information

How can I learn more about my current paycheck?

A: View your ProComp Pay History online at the Employee Self-Service Portal. Find it under Pay Information/Performance Pay History. You will be able to see how your salary is building and what incentives you were paid for to date.

[Back to top>>>](#)

Pension

What portion of my ProComp earnings are pension-eligible under the Denver Public Schools Retirement System (DPSRS)?

A: All payments under ProComp, except for Tuition and Student Loan Reimbursements, are pensionable under ProComp, as determined by the DPSRS Board of Directors.

[Back to top>>>](#)