Compensation and Related Benefits

This policy applies to those administrators who are designated as members of the Administrative Council (AdCo) by their individual job descriptions.

The Meet and Confer Committee of the Cherry Creek Administrators Association (CCAA) may enter into discussion with the Superintendent or his designated representative on behalf of the administrative staff utilizing Policy 4191 and the accompanying salary schedules and benefit package. These discussions will be held during the fall/spring with the intent of implementing any changes to policy, if possible, effective July 1 of the succeeding year. The Committee speaks for all administrators eligible for membership in CCAA.

1.0 Administrative Salary Range

1.1 Minimum and Maximum Base Salary Range for Administrators

Effective: July 1, 2009

<table>
<thead>
<tr>
<th>Code</th>
<th>Days</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
</table>
| AD-1 | Elementary Assistant Principals
215 | $65,000      | $84,000       |
| AD-2 | Assistant Directors
|               | $72,000      | $87,000       |
| AD-3 | Middle School Assistant Principals
230 | $74,000      | $94,000       |
| AD-4 | Assistant and Associate High School Principals
230 | $78,000      | $97,000       |
| AD-5 | Elementary Principals *
215 | $83,000      | $100,000     |
* Year Round Elementary Principals will receive an additional $7,500 stipend and work a 225-day calendar

AD-6 Asst. Dir. – Elementary Special Ed.
Asst. Dir. – of Secondary Special Ed.
Director of Accounting
Director of Assessment & Evaluation
Director of Athletics & Activities

Director of Facility Support
Director of Gifted & Talented
Director of Human Resources
Director of Information Systems
Dir. of Instr. Technology & Media
## Administrative Personnel

**Policy:** 4191

<table>
<thead>
<tr>
<th>Code</th>
<th>Days</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Director of Budget</td>
<td>Dir. of Plan. &amp; Interagency Relations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Director of Special Education</td>
<td>Director of Safety &amp; Security</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Director of Student Nutrition</td>
<td>Director of Student Support Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Risk Manager</td>
<td>Director of Student Transportation</td>
<td></td>
</tr>
<tr>
<td>230</td>
<td>$85,000</td>
<td>$104,000</td>
<td></td>
</tr>
</tbody>
</table>

**AD-7 Middle School Principals**

| 230   | $86,000 | $105,000 | |

**AD-8 Executive Directors and High School Principals**

| 230   | $96,000 | $125,000 | |

### 1.2 Administrative Salary and Performance Pay

Individuals subject to the terms and conditions of this policy will receive an initial base salary commensurate with his or her education, background, specific skills, and position responsibilities. The performance evaluation shall form the basis for base salary increases defined as performance pay for administrators.

The evaluator shall recommend to the Superintendent or designee those individuals who are eligible for salary increases based on the evaluation process as outlined herein.

**Administrative Salary Increase**

There will be no salary increase for the SY 2011 – 2012.

**Market Adjustment of Administrator Pay**

The Superintendent or his or her designee is directed by the Board of Education to periodically conduct a market-analysis survey of administrative salaries to ensure the Cherry Creek School District remains a leader in the Denver metropolitan area in market compensation for those individuals subject to the provisions of this policy. Salary adjustments may be made based upon market survey findings, position accountabilities, and any other applicable factors.
Performance Pay for Significantly Exceeding Standards

All administrators may receive a one-time 3% payment of the administrator's base salary. The performance pay will be based upon an evaluation rating which documents performance significantly exceeding District performance standards.

Administrators who lead their schools to significant achievement gains on the CSAP and ACT tests, or expand the organizational capacity and achievement in schools with highly impacted populations, may receive a one-time exemplary pay of 5% of the administrator’s base pay, based upon recommendation of the supervisor and the approval from the District Leadership Team.

This benefit is suspended for SY 2011 – 2012.

1.3 Placement on Range

The Superintendent will place each administrator within the salary range interpreting the following criteria:

a) Responsibility stated in the job description
b) Performance
c) Workload
d) Length of work year
e) Experience (Athletic Directors, Activities, Assistant to Principal, Assistant Principal)
f) Professional preparation
g) Contribution to district goals

1.4 Change of Status - Administrators Holding Administrative Positions

When a higher level of training is achieved, administrative personnel will receive a change of status to be effective for the remainder of the contract year. The change is implemented the day transcripts are received in the Office of Human Resources.

A professional growth factor will be added to each administrator’s base salary. Compensation for the additional university/college credit or Colorado Department of Education recertification credit, or continuing educational units will be determined in the following manner:
Administrative Personnel Policy: 4191

Category 1 MA + 15 semester hours or CEU Units $ 800.00
Category 2 MA + 30 semester hours or CEU Units $1,100.00
Category 3 MA + 45 semester hours or CEU Units $1,400.00
Category 4 MA + 60 semester hours or CEU Units $1,800.00
Category 5 MA + 75 semester hours or CEU Units $2,300.00
Category 6 Doctorate $2,800.00

Administrators who do not hold a MA will receive the additional compensation upon completion of the approved number of hours. Fifteen college/university CEUs are the equivalent of fifteen semester hours of college/university work for compensation purposes. This provision does not apply to members of the District leadership team or the executive directors.

1.5 Length of Work Year

a) By mutual agreement between the Superintendent and the administrator, the number of workdays may be adjusted up or down.

b) When it becomes necessary for an administrator to be assigned additional responsibilities that are beyond the job description, options may be provided which will speak to additional days, temporary suspension of certain job description duties, professional and/or clerical assistance.

c) Salary adjustment based on such changes will remain within the salary range for the classification. The adjusted total yearly salary will be computed on the basis of the originally contracted per diem rate.

d) Examples for computing the work year:

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>365 days</td>
<td>365 days</td>
<td>365 days</td>
</tr>
<tr>
<td>261</td>
<td>261</td>
<td>261</td>
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<td>-11 holidays</td>
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<td>-11 holidays</td>
</tr>
<tr>
<td>215 workdays</td>
<td>225 workdays</td>
<td>230 workdays</td>
</tr>
</tbody>
</table>
2.0 Administrators' Absences and Leaves

2.1 Leave

Each administrator will be allotted fifteen days of leave for each contract year. Such leave shall be used only for the purposes of sick leave, family leave and personal business.

Days of leave will be accumulated to an unlimited number.

When on leave of absence, leave accrued will neither be lost nor accumulated. Upon return to duty, an administrator will begin with that total accumulated at the time when the leave commenced. In the case of extended or unbroken absence due to illness or injury causing absence of more than the allotted days recorded each year on the individual's attendance record, a written application may be sent to the Superintendent to request the leave days allotted for the succeeding year be granted during the emergency. If granted and for any reason not earned during the succeeding year, that amount credited would be refunded to the District based on the administrator's per diem rate.

2.2 Leaves of Absence

2.2.1 Health and Personal Leaves

Any administrator may be granted a leave of absence for definite periods of time for health or for certain personal reasons. All leaves of absence for any cause will be recommended by the Superintendent. Except in cases of hardship, all administrators are expected to make applications for leaves one month in advance of beginning leave. All requests for leaves will be made by letter to the Superintendent.

A certificate from a licensed and recognized physician will be required of any administrator making application for a leave on account of health.

2.2.2 Professional Growth Leaves

Administrators may apply for unpaid professional growth leave. The application for professional growth leave will be reviewed by the Superintendent and a recommendation submitted to the Board of Education.
Time spent on professional growth leave will be counted as active years in determining retirement eligibility and retirement benefits.

Upon return from the professional growth leave, administrators will be assigned to positions of the same or higher classifications than they formerly were assigned.

2.3 **Insurance Coverage on Leaves of Absence**

The administrator on an approved leave will be included in the approved District insurance plans provided for all District administrators unless the administrator requests otherwise.

3.0 **Insurance Benefits**

3.1 Eligible employees may participate in the benefit plans effective the first of the month following thirty (30) days of employment.

3.2 The flexible benefit plan adopted for employees in 1993 continues in effect. All administrators hired after July 1, 1993, will receive a District benefit contribution of $394.00 monthly. Administrators hired prior to July 1, 1993, will receive the benefit contribution of $620.04.

Effective July 1, 2006, administrative personnel newly hired shall be required to participate in the District-approved medical insurance plan unless they can demonstrate coverage through a spouse’s group plan, Tri-Care, or Medicare.

Effective July 1, 2007, all administrative personnel shall be required to participate in the District-approved medical insurance plan unless they can demonstrate coverage through a spouse’s group plan, Tri-Care, or Medicare.

3.3 Administrators will be provided term life insurance in an amount equal to three times their annual base salary at the beginning of each contract year as defined in Section 1.1 to a maximum of $750,000.

3.4 The District will provide, at no cost to the employee, a District-approved long term disability insurance for administrators working a fifty (50) percent or greater contract.
3.5 The District will provide liability insurance coverage of at least $500,000 for each District administrator.

3.6 Premium Deposit Account

a) The District agrees to maintain a Premium Deposit Account (PDA) in order to provide a reserve of funds to mitigate future insurance premium increases for all employees.

b) Expenditures
The District’s insurance committee must approve all expenditures from the PDA under the following conditions:

i. Expenditures from the PDA will only be used to increase the District Health Insurance Contribution.

ii. Expenditures from the PDA may not be in excess of actual or reasonably projected funds.

c) PDA Funding Sources

i. For purposes of this provision the term “benefits dollars” shall include all unspent or unused money allocated to the eligible employees.

ii. Beginning with the 2001 school year, all money received from the insurance carrier’s performance guarantee payments will be placed into the PDA.

iii. Beginning with the 2006-2007 school year, any benefits dollars unused or unspent shall be placed into the PDA.

d) Annual Reporting
The District will provide the Association with an accounting indicating the amount of money received from the PDA funding sources identified in (C)(2) above, any expenditure of the PDA funds and, the amount of any PDA funds carried over from year to year.
4.0 **Other Benefits**

The Superintendent or a designee will recognize requests submitted by each administrator for expenses related to professional growth and physical examinations. Payments for expenses incurred under 4.1 will not exceed per contract year.

### 4.1 Professional Growth

Professional growth required as a condition of employment may include, but is not limited to, tuition, workshop fees, textbooks, professional publications, memberships and subscriptions. The total amount may not exceed $1,000 per contract year.

### 4.2 Physical Examinations

Physical examinations are encouraged for all administrators within twelve months of their initial employment and no less than every three years thereafter. The medical examination must be performed by a qualified physician. Its cost will be reimbursed by the District for no more than $350 once every three years.

### 4.3 Professional Growth Scholarship

A scholarship fund in the amount of $65,000 will be available annually, by application, for those professional growth activities which may require large outlays of money for tuition or extended periods of time away from the job on an unpaid voluntary professional growth leave. The Superintendent will appoint a committee of administrators to review professional growth scholarship applications. The committee will develop criteria and timelines. In addition, the committee will make recommendations to the Superintendent for approval or disapproval of specific scholarship requests. Scholarships funds not used during a school year will be carried over to the next year and will be reviewed annually by the committee.

Staff development can be a joint effort between the District and CCAA to develop programs that can be used at the AdCo monthly meetings. Cost would be shared between the District and CCAA to work jointly to build other staff development classes that can be taken during the year for credit.

For this year, because there is a moratorium on travel outside of the state, administrators who are working on their doctorate program may apply for up to two grants to go towards their tuition.
4.4 Attendance at Professional Meetings

4.4.1 Administrators who hold national office or membership on a board of directors of administrative and educational organizations will have their expenses for participation provided by the District when the sponsoring organization does not meet such expenses.

4.4.2 To annually allow administrators an opportunity for professional improvement in education and to encourage attendance at professional meetings and visitations to exemplary programs, every effort will be made to budget so that each administrator will have the opportunity to attend professional meetings.

4.4.3 Plans for participation will be submitted to the Superintendent or his designee for approval.

4.5 Annuity

The District will purchase an annuity for each District administrator. The annual amount of the annuity will be 2.75 percent of each administrator’s annual base salary.

5.0 Separation Benefits

It is agreed that all administrators with ten consecutive years of service or more to the District will, upon separation from the Cherry Creek Schools, receive compensation according to one of the following options:

Option A: Compensation for up to one-half of the total days of accumulated leave at the per diem rate for that administrator as long as the payment will not exceed twenty (20) full days of pay.

Option B: Compensation for leave days in excess of 30 days will be at the rate of one-half per diem beyond the first 30 days.

The per diem rate will be figured on the same basis as PERA. It will be the right of the administrator, upon separation, to select the option which will be more advantageous.
6.0 Administrative Optional Experience and Longevity Plan (E & L)

This plan provides an optional compensation plan for administrators who have completed at least 20 years of employment in the Cherry Creek School District, the last five of which shall have been as a successful, practicing administrator. The five year eligibility requirement will not affect those who are currently participating in the program.

Beginning with the 2007-2008 school year, there are three (3) options for E & L payment:

1. $15,000 per year over four (4) years
2. $30,000 per year for over two (2) years
3. $60,000 in one year

If an administrator chooses $60,000 in one year or $30,000 over two years, he/she must have a minimum of ten (10) years experience as an administrator. If the administrator chooses $15,000 a year over four (4) years, he/she must have a minimum of five (5) years as an administrator.

Refer to Administrative Procedure 4191.1.

7.0 Attendance of Children of Cherry Creek School District Administrators in Cherry Creek School District Schools

It is agreed that the children of Cherry Creek School District administrators may attend schools in the Cherry Creek School District.


Revised: September 26, 2011
Adopted: November 14, 2011
Effective: July 1, 2011