Salary

A. Salary Range

Mental Health employees will be compensated based on educational level and years of experience and placed accordingly on the salary schedule contained in teacher Policy 4141.

B. Salary Placement

1. A two-year master's degree in either social work or psychology is required within the definition of M.A. throughout the salary schedule.

2. Effective July 1, 2007, the Human Resources Department will recognize verified previous mental health experience and the mental health employee will advance one (1) vertical step on the salary schedule for each year of recognized service, up to a maximum of five steps as specified in (B)(4) below, provided the mental health experience meets one or both of the following conditions (a or b):

   a) If the experience occurred (is) in a public school the following applies:

      i) The experience must have occurred while the mental health employee held a valid teaching certificate/license issued by that state, and

      ii) The experience must have been while under contract and the mental health employee was paid on the official salary schedule for certificated/licensed personnel of the District, and

      iii) The mental health employee must have:

         a. Worked at least a fifty percent (50%) contract, and
         b. Worked four (4) or more hours per day for ninety (90) days or more, or
         c. Worked fifty percent (50%) or more, of the hours (360 hours or more) required of a full time alternative schedule.

      Paid leave will be considered as time worked for the provisions of this policy. Unpaid leave will not count towards meeting the time requirements outlined above.

   b) If the experience is in non-public schools and/or a clinical setting, the following applies:

      iv) The qualifying professional work experience (private, public, educational, or clinical) must have occurred after the date that the employee was conferred with the minimum degree required by the Cherry Creek School District for employment as a social worker or psychologist as specified in (B)(1) above.
a. Either the experience was in a clinical setting for a period of six (6) months or more of full time mental health experience during a twelve (12) month period, or

b. the experience was in a school setting and meets the requirements of provision (B)(2)(a) above.

c. Vertical Step Movement on the salary schedule will not be granted for internships and/or teaching at the college or university level.

3. In the 2012 – 2013 school year, all Mental Health employees in the District who were paid in school year 2011 – 2012 according to provisions of the Experience Credit Schedule will be placed on the salary schedule step commensurate with their recognized outside experience and their in-district experience. The combination of salary step and experience credit recognition never exceeds the maximum compensation of the degree column.

4. Pursuant to previously described criteria affecting recognition of prior mental health experience in the applicable provisions above, effective July 1, 2002, for Mental Health employees in their first year of employment with the District (either initial employment or after severance of at least ninety (90) days in the previous contract year), initial salary schedule placement will recognize verified prior experience up to five (5) years, i.e., placement up to step six (6) on the salary schedule in the appropriate educational column.

5. Undergraduate courses qualify for horizontal advancement but only if they are taken and approved after the individual has been contracted by the District.

6. Returning Former Mental Health Employees

If a Mental Health employee resigns from the District and is re-employed within four (4) years, the Mental Health employee will be given full credit for in-District experience and full credit for out-of-district experience up to the limits of this policy (B)(2) above and commensurate with the Mental Health employee’s educational attainment.

Experience excluded from credit is: Volunteer work, internships, graduate and/or post-doctoral assistantships, and any training positions.

7. Horizontal Movement on the Salary Schedule

If a higher level of training is achieved, mental health employees must complete, sign, and submit a Professional Growth/Horizontal Advancement Completion Form to their principals for submission to the Office of Human Resources. The day the forms and documentation are received in the Office of Human Resources will be the effective date for change following approval by the Board. (Cross reference - Policy 4880, Professional Growth). A change in the horizontal status of a mental health employee shall be subject to correction only until June 30 of the school year in which the credits were submitted. (Cross reference - Policy 4880, Professional Growth).
8. **Annual Salary**

The annual salary will be computed by adding the daily per diem salary approved for each of the contract days on which the Mental Health employee is scheduled to work.

C. **Short Term Employees**

1. A Mental Health employee who works eighty-nine (89) days or less will receive the appropriate per diem salary for his/her education experience.

2. Employees on short-term contracts will not have sick or general leave, nor will they be eligible for other leaves of absence.

D. **Vertical Movement on the Salary Schedule**

1. Upon the Mental Health employee’s completion of each successful year of service in the District, the District will grant one (1) step of vertical movement on the salary schedule. Vertical increases are not automatic, but are awarded on the basis of successful experience only for each school year as interpreted, evaluated, and administered by the Office of the Superintendent.

2. A Mental health employee will advance on the salary schedule one (1) vertical step provided the Mental Health employee meets the following conditions:
   a) Worked at least a fifty percent (50%) contract, and
   b) Worked four (4) or more hours per day for ninety (90) days or more, or
   c) Worked fifty percent (50%) or more, of the hours (360 hours or more) required of a full time alternative schedule.

3. Paid leave, sick leave or general leave, will be considered as time worked for the provisions of this policy. Unpaid leave will not count towards meeting the time requirements outlined above.

4. Vertical movement on the salary schedule is contingent upon the Mental Health employee earning at least six (6) semester hours or equivalent every five (5) years.

   (Cross reference - Policy 4880, Professional Growth)

E. **Project Pay**

1. The purpose of project pay is to encourage and reward work done by a mental health employee that is outside of regular hours and job descriptions and meets the specifically identified district needs as represented by the Executive Director of Student Achievement Services, or designee.

   a. Project topics will be generated by the district with input from the Mental Health Team. The Executive Director of Student Achievement Services, or designee, will provide a list of projects from which any Mental Health Team member may choose and apply.
b. If more than one team member applies to do the same project, the Executive Director of Student Achievement Services, or designee, will determine to whom the project is awarded, based on the quality of the plans submitted by the applicants.

c. Since there may be fewer projects than requests, there is no guarantee that each team member applying will receive a project. However, team members may apply for and receive more than one project.

d. Reimbursement will vary depending on the scope and estimated time involved in the project. A dollar amount and starting and completion dates will be determined by the executive director of student achievement, or designee, before listing the project. Final approval of the completed project will be determined by the Executive Director of Student Achievement Services, or designee.

e. Groups as well as individuals may apply for a project. The dollar amount of reimbursement for the project will not change, regardless of the number of people involved in the project.

f. The Executive Director of Student Achievement Services, or designee, will select a committee to assist with the process of generating projects, monitoring the applications, and approving the final product. The committee will be composed of representatives from the District, student achievement services, and the Mental Health Team.

F. Compensation for Mental Health Employees at Maximum

1. Student Achievement Incentive Plan (SAIP)

   a) The intended goal of the SAIP program is to increase student achievement within the District. The implementation of the SAIP plan will directly impact student achievement and will be beyond the scope of a regular assignment. SAIP activities may occur anytime during the mental health employee’s workday when the mental health employee is not involved in regular contract compensated work.

   b) The SAIP plan should include one or more of the following:
   - Involve students directly, or
   - provide training of staff members, or
   - focus programs on annual District and/ or Building or individual student achievement goals.

   c) A mental health employee or group of employees may apply for the student achievement incentive program and receive compensation the contractual year after the mental health employee(s) attainment of the maximum step in column BA+30 or greater.

   d) Plans may be designed at the building level in conjunction with the principal, and be made available for mental health employee’s to utilize as their plan in supporting District and/or building student achievement goals. This section in no way should limit the type of plan a mental health employee and a principal (or
designee) may reach agreement upon. Mental health employees are encouraged to develop and implement creative and innovative plans to meet the goals in (1) (B) above.

e) Compensation will be based on the educational level of the mental health employee as listed on the SAIP Payment Schedule below.

f) For a complete set of procedural guidelines refer to Administrative Procedure 4870.1

g) The District and the Association shall jointly agree upon the forms, which implement Student Achievement Incentive Plan (SAIP).

SAIP Payment Schedule*

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2. Special Professional Growth Plan (105 Plan)

The Special Professional Growth Plan is intended to provide mental health employees with a vehicle to continue to grow professionally and be compensated for that professional growth. It is not meant as maintenance of the status quo.

a) Eligibility

Mental health employees shall become eligible to participate in a Special Professional Growth Plan during the contractual year the mental health employee reached the maximum step on the teacher salary schedule in column MA+30 or greater.

b) Plan Components

i. The plan must cover more than the minimum for State re-licensure (six semester hours.)

ii. The plan can include professional growth in any or all of the six (6) areas listed in Policy 4880 section 5 “Activities for Horizontal Advancement.”

iii. For a complete set of procedural requirements refer to Administrative Procedure 4870.3 and 4870.4

c) Plan Approval Process

i. Beginning with school year 2010 - 2011 a Mental Health employee may only submit a Special Professional Growth Plan for approval on or before the following dates:
a. On or before September 1st or,
b. on or before February 1st.

ii. The agreement on the plan must be reached between the principal (or
designee) and the Mental Health employee, before a Mental Health
employee may begin work on the Special Professional Growth plan.

iii. Once agreement is reached between the mental health employee and the
principal (or designee) and Administrative Procedure 4870.3 has been
completed it must be submitted to the Office of Human Resources.

d) Compensation

i. Mental Health employees will be paid a new maximum salary and
receive an additional five percent (5%) (105% of the maximum step) in
column MA+30 or greater, as indicated on the Teacher’s salary schedule
upon satisfactory completion of the Special Professional Growth Plan.

ii. The Mental Health employee’s new maximum salary payment will
begin immediately after completion of the plan. The new maximum
salary of 105% will be based on the educational level of the Mental
Health employee and salary cell placement during the time payments are
made for the Special Professional Growth Plan.

iii. Payment for the completion of the Special Professional Growth Plan, at
the Mental Health employee’s new maximum salary (salary cell plus five
percent), shall be for three (3) years.

e) Submitting the completed plan

The principal (or designee) will review with the mental health employee the
submitted Special Professional Growth Plan documentation. After completing
the review, the principal (or designee) and the Mental Health employee will,
complete Administrative Procedure 4870.4 that recommends to the Office of
Human Resources that the Mental Health employee receives payment as
outlined above.

f) Re-application

i. In order to continue payments, a Mental Health employee must reapply
for the Special Professional Growth Plan upon completion of a plan.

ii. Upon the completion of a special professional growth plan, a Mental
Health employee may subsequently be paid and be working towards
completion of another Special Professional Growth Plan, so that once
begun, a 105% payment could be continuous.

g) The District and the Association shall jointly agree upon the forms, which
implement the Special Professional Growth Plan (105% Plan).
3. **Longevity Schedule**

A Mental Health employee becomes eligible after being employed by the District as a full-time Mental Health employee for eighteen (18) consecutive years. Beginning in the nineteenth (19th) consecutive year of service, the Mental Health employee shall receive longevity pay according to the schedule shown on the bottom of the salary schedule.

Any Mental Health employee who has completed the Experience and Longevity Plan or is currently receiving payments from the Experience and Longevity Plan will not be eligible for this longevity pay.

G. **Maximum Salary (MaxSal)**

1. Mental Health Employees whose base salary was the maximum salary shown on their respective columns of the salary schedule during the 2015 - 2016 school year shall receive a one-time only increase during the 2016 – 2017 school year equivalent to $1,092.00 The $1,092.00 will be paid in equal monthly amounts of $91.00.

2. Those Mental Health Employees receiving the Maximum Salary Increase shall receive additional compensation equal to two (2.0%) percent of their salary based on their placement on the salary schedule; this additional compensation will be paid in equal monthly amounts.

3. Effective January 1, 2005, Mental Health Employees who are on the twentieth step (or more) on the Cherry Creek Teachers Salary Schedule will receive an additional experience recognition payment of $174.00 per month ($2,088 annual total).

H. **Serving as Substitute Teacher**

1. A mental health employee who is directed to substitute for any class period will be compensated at one-fifth (1/5) of the curriculum rate of pay, see section (J) below, per regular-length class period at the secondary level (6-12) or equivalent at the elementary level.

2. If two (2) or more teachers/mental health employees cover a class(es) of a colleague for whom there is no substitute, then each teacher/mental health employee shall be paid in accordance with (1) above, divided by the number of teachers/mental health employees who covered that class period or periods even if such coverage is concurrent with a regularly scheduled class of the substituting teacher.

3. All mental health employees paid on the Salary Schedule regardless of assignment will be compensated for substituting according to the provisions of this section if they are reassigned from or in addition to the responsibilities of their regular assignment. This payment will be in addition to the teacher’s per diem.

4. Full-time teachers/mental health employees who substitute on a day for which they are not contracted, will be paid at the curriculum rate for the first ten (10) days of substituting. If substituting in a position for more than ten (10) days, teachers/mental
health employees will be paid at the short-term substituting rate from the first day of the assignment.

I. Additional Pay for Additional Responsibilities

Additional pay will be approved for additional responsibilities which exceed the normal job requirement and hours with pre-approval from the Executive Director of Student Achievement Services, or designee.

J. Curriculum Development

Compensation for curriculum development during the 2016 - 2017 school year will be $173.00 per day.

K. Team Leader

Based upon approved job descriptions, Mental Health team leaders will receive release time or R.F. (see Teacher Policy 4141 (2) (N)), or in a combination thereof, for these responsibilities. The selection of the team leader(s) will be made jointly with the Executive Director of Student Achievement Services, or designee, and the Mental Health team. The final decision will be that of the Executive Director of Student Achievement Services, or designee, who will make appropriate recommendations to the Board.

L. Environmental Education Overnight Supervision

Effective July 1989, Mental Health employees will be paid one hundred dollars ($100) per night to supervise students on fifth/sixth grade environmental education overnight trips which are part of the core curriculum.

M. Supplementary Pay

All of the provisions of teacher Policy 4142 and Administrative Procedure 4142.1 apply to Mental Health employees.

N. Mentor Pay

Effective with the 2006 - 2007 SY, a Mental Health employee appointed to serve as a mentor to a Mental Health employee new to the District will be paid five hundred dollars ($500.00) provided the Mental Health employee has completed the District course on mentoring. Mental Health employees who have not completed the District course on mentoring will be paid three hundred fifty dollars ($350.00). These payments will be made in June in a lump sum and will cover all additional responsibilities connected with the activity of a mentor.

O. Payment for National Board for Professional Teaching Standards Certification

Effective July 1, 2001, should the National Board of Professional Teaching Standards establish standards for Mental Health employees, any Mental Health employee who has achieved such certification will immediately receive this special professional growth
payment of five percent (5%) of their salary (salary cell plus experience credit) upon submitting appropriate documentation (certificate or letter from the National Board) to the principal and the Assistant Superintendent of Human Resources. These payments shall continue so long as the Mental Health employee holds National Board Certification.

In addition, those holding certification prior to and effective on July 1, 2016 will receive a one-time stipend of $1,000.00 during fall 2016. Mental Health Employees gaining this certification after July 1, 2016 will be paid this one-time stipend during the semester of the school year in which proof of certification is submitted to the Office of Human Resources. The stipend will not apply to any subsequent certification renewal(s).

P. Compensation for Additional Responsibilities

Effective July 1, 2007, each Mental Health employee shall receive an additional 0.50% of his or her salary based on placement on the salary schedule in recognition of additional responsibilities due to increased time, testing, etc. in meeting the educational needs of students.

1. All mental health employees employed as of July 1, 2015, will be paid from August through July in twelve (12) monthly installments. This cycle shall remain consistent for the mental health employee’s career in the District.

2. All mental health employees entering the District in their first year shall be offered the option to have their annual salary divided over thirteen (13) months provided they work at least fifteen (15) contract days in the month of their first payment. At the end of the mental health employee’s first year of employment, the mental health employee shall be paid from August through July.

With the exception of those mental health employees in their first year of employment in the District who choose the preceding option, all mental health employees will be paid the same annualized salary based on their Salary Schedule placement in twelve (12) monthly installments.

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### Mental Health Employees

**July 2016 through June 2017**

**Mental Health Salary Schedule**

**Level of Education Training**

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* A regular contract for mental health employees (non-probationary) will be 185 days. A regular contract for probationary mental health employees on Step 1 will be 188 days. A regular contract for probationary mental health employees on Step 2 will be 187 days. A regular contract for probationary mental health employees on Step 3 will be 186 days. Any mental health employee may, however, with Board approval, contract for more/less days than the regular contract.
### Longevity Schedule

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Revised: July 1, 2016  
Adopted: October 12, 2015  
Effective: July 1, 2016