Compensation and Related Benefits

A. Placement on Salary Range

Initial placement on the salary range or grade of a new hire or a transferee will be at the recommendation of the employee's supervisor and the approval of the Office of Human Resources. Normally, the initial placement may not exceed the salary range midpoint, but a recommendation to exceed the midpoint may be made with the approval of the Office of Human Resources.

B. Position Classification

1. New Positions

New positions will be established upon approval by the appropriate District Leadership Team member. The classification and job description of the new position will be based upon an analysis of information provided by supervisors, existing District positions and appropriate market comparisons.

2. Established Positions

Classification of established positions will take place periodically, as initiated by the Office of Human Resources. The classification study will determine the validity of the current classification of positions and any adjustments that need to be made in those classifications.

3. Reclassification

Reclassification will determine the validity of the current classification of positions and any adjustments that need to be made in those classifications.

(a) The employee and the supervisor will make an annual review of the position description at the time of the annual performance evaluation.

(b) At any time, if there have been significant changes in the accountabilities of the position, the supervisor should recommend to the Office of Human Resources that the position be evaluated for possible reclassification.

4. Salary Adjustments for Reclassification

The Job Evaluation Committee will evaluate the job and determine if a reclassification is warranted. If a higher classification is determined, the position will be reclassified to a higher grade. If a lower classification is determined, the position will be reclassified to a lower grade.

An incumbent in a job that is reclassified to a higher grade may be placed higher on the salary range. In most cases, the amount of the increase will equal 5% increase per pay grade of the incumbent’s current salary. An increase of more or less than 5% may be made with the supervisor’s recommendation and the approval of the Office of Human Resources.
An incumbent in a job that is reclassified to a lower grade may be placed lower on the salary range. In most cases, the amount of the decrease will equal 5% per pay grade of the incumbent’s current salary. A decrease of more or less than 5% may be made with the supervisor’s recommendation and the approval of the Office of Human Resources.

Reclassification of encumbered positions do not require posting of the position. If the reclassification causes a salary adjustment for the incumbent, the adjustment will be made with the next pay period.

C. Calendar

Assignment calendars based upon assigned work days will be completed by the immediate supervisor and the employee with a copy retained by the supervisor. Effective July 1, 1999, the service anniversary date for all employees will be July 1.

D. Probation and Evaluation

New employees to the District will be placed on a probationary period of 60 (sixty) working days and will be evaluated at the end of this period.

E. Transfer and Reassignment

1. Voluntary Transfer

   (a) Provisions in this section refer to transfers within the Staff Support employee group.

   (b) A transferee will be evaluated at the end of the first three months at the new position.

   (c) A lateral transferee or a transferee to a position on a higher pay grade may be placed higher on the salary range because of the transfer. In most cases, the amount of the increase will equal 5% increase per pay grade of the incumbent’s current salary. An increase of more or less than 5% may be made with the supervisor’s recommendation and the approval of the Office of Human Resources.

   (d) A transferee to a position on a lower pay grade may be placed lower on the salary range because of the transfer. In most cases, the amount of the decrease will equal 5% per pay grade of the incumbent’s current salary.

      A decrease of more or less than 5% may be made with the supervisor’s recommendation and the approval of the Office of Human Resources.

   (e) In no case will placement on the salary range be less than the minimum or more than the maximum of the pay grade.
2. **Involuntary Transfer**

   (a) Provisions in this section refer to transfers within the Staff Support employee group.

   (b) A transferee will be evaluated after 60 (sixty) working days at the new position.

   (c) A lateral transferee or a transferee to a position on a higher pay grade may be placed higher on the salary range because of the transfer. In most cases, the amount of the increase will equal 5% increase per pay grade of the incumbent’s current salary. An increase of more or less than 5% may be made with the supervisor’s recommendation and the approval of the Office of Human Resources.

   (d) A transferee to a position on a lower pay grade may be placed lower on the salary range because of the transfer. In most cases, the amount of the decrease will equal 5% per pay grade of the incumbent’s current salary. A decrease of more or less than 5% may be made with the supervisor’s recommendation and the approval of the Office of Human Resources.

   A transferee to a position on a lower pay grade who is currently paid over the maximum of the new job will maintain the old salary for six months at which time the new pay grade maximum will become the employee’s new salary.

   (e) In no case, except in 2(c), will placement on the salary range be more than the maximum of the pay grade. In no case will placement on the salary range be less than the minimum of the pay grade.

F. **Insurance Benefits**

1. **Eligibility**

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

2. **Flexible Benefit Plan**

   The District will contribute $296.90 per month for the District-approved insurance program for staff support employees working a 60% or greater assignment. Employees working 50% - 59% assignment will receive one-half of the District insurance contribution. No District contribution is made for employees working less than a 50% assignment.

3. **Premium Deposit Account**

   (a) The District agrees to maintain a Premium Deposit Account (PDA) in order to provide 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:

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

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

(c) PDA Funding Sources

Beginning with the 2001 school year, all money received from the insurance carrier’s performance guarantee payments and any additional money received from the insurance carrier in the form of a rebate or refund will be placed into the PDA.

4. Life Insurance

The District will provide, at no cost to the employee, a District-approved group term life insurance plan of $25,000 for staff support employees working a 50% or greater assignment and who have been covered under the life insurance plan for thirty-six (36) consecutive months or less.

The District will provide, at no cost to the employee, a District-approved group term life insurance plan of $60,000 for staff support employees working a 60% or greater assignment and who have been covered under the life insurance plan for thirty-seven (37) consecutive months or more.

5. Long-Term Disability Insurance

The District will provide, at no cost to the employee, a District-approved long term disability insurance for staff support employees working a 60% or greater assignment.

G. Leave

Effective January 1, 1998, based upon assignment, each full-time employee shall earn 120 hours of leave annually and may accumulate these to an unlimited number. (This number shall include previously accumulated sick leave.) Leave will be prorated for employees working less than full time.

Leave may be used for illness of the employee/the employee’s family, or personal business. At no time will leave be used for recreational or vacation purposes.

The employee shall notify their supervisor prior to taking leave. Except in the case of illness or emergency, the employee shall notify their supervisor as much in advance as possible, but not less than 24 hours prior to taking leave.
H. Compensation Upon Separation

Upon separation for resignation or retirement and after ten years of continuous service in benefitted classified employee groups, accumulated leave/sick leave will be compensated at one-half of the employee’s rate of pay at the time of separation.

1. Eligibility Criteria

A classified employee becomes eligible when the following criteria have been met or when otherwise approved by the Board of Education:

(a) Has been employed by the District in a position eligible for leave pay-off and for the number of years required by employee group policy to be eligible for leave payment.

(b) Has submitted a written resignation from employment in the District to the Board of Education. This resignation shall be effective prior to receiving cash and/or benefits under the policy.

(c) Has completed an Accumulated Leave Compensation application and has submitted it to the Board of Education.

2. Each classified employee shall have the option to choose to receive payment for accumulated leave in annual payments over a period of not more than three (3) years. In no case shall payments for accumulated leave in excess of $25,000 be made in less than two (2) years.


Upon the death of the retiree receiving the accumulated leave compensation, the unpaid portion of the allotment shall be due and payable to the retiree’s designated beneficiary using the same schedule as agreed to by the retiree.

I. Leaves of Absence

A leave of absence may be granted for a specific period of time for injury, ill health or other reasons, as approved by the Office of Human Resources. In compliance with the Family Medical Leave Act, medical documentation must be submitted.

1. Short Term Leave

A short-term leave may be granted up to a maximum of twelve calendar weeks (in compliance with the Family Medical Leave Act) for injury, ill health or other reasons. During the approved short-term leave:

(a) Employees will return to their current position when they return to work.

(b) Employees will be eligible for approved salary changes upon their return to work.

(c) Accruals of leave will be granted upon the employee’s return to work.
(d) For employees on leave due to injury or ill health, the district contribution for health benefits will continue. For other approved short-term leaves, the employee may continue health coverage at their own expense.

A short-term leave, for up to twelve calendar weeks, may be granted with the proper submission of written documentation by the employee and approval by the Office of Human Resources. A written request for extension of short-term leave (within the 12 week period) should be presented to the Office of Human Resources 30 calendar days in advance of the leave expiration, if possible. If no request for extension is submitted, or if notice to return is not made by the employee prior to the end of the short-term leave period, the employee will be expected to return to work at the end of the leave period. The short-term leave may not exceed twelve weeks.

2. **Long Term Leave**

A long-term leave may be granted by the Office of Human Resources for more than twelve weeks, not to exceed 24 months, for injury, ill health, or other reasons as approved by the Office of Human Resources:

(a) No accruals of leave will be granted after the initial twelve-week period.

(b) Employees will be eligible for approved salary changes upon their return to work.

(c) If the employee has been approved for long-term disability, then the District contribution for health benefits will continue for two years from the date of leave.

(d) If the employee is not approved for long-term disability, but is on an approved leave of absence, the employee may continue their health coverage at their own expense for a maximum of two years from the date of leave.

(e) Upon expiration of the approved long-term leave, employees will be considered for placement in the following order:

1) In the position they vacated, only if vacant; or

2) in a comparable position with salary adjusted accordingly, if available; or

3) in another position with salary adjusted accordingly, for which the employee is qualified.

If an appropriate position is not available, or if the employee does not accept a position offered by the District, then the employee will be separated from the District.

J. **Travel Related to District Business**

Employees will be allotted travel reimbursement at the approved District rate per mile based upon actual miles traveled.
K. Overtime

Non-exempt employees are eligible for overtime at time and one-half in excess of 40 hours in any work week or compensatory time at time and one-half. For overtime purposes, the 40-hour work week will include approved District holidays that occur during the work week and time taken as leave. Compensatory time may be taken at any time with the approval of their supervisor. Eligible employees may accrue up to 240 hours of compensatory time in accordance with the Fair Labor Standards Act.

L. Salary Special Provisions

Food Service Staff Support

For the purposes of salary adjustments only, food service staff support personnel will be treated separately from other staff support. Adjustments in their salaries will be consistent with adjustments made for all food service employees rather than the adjustments for the

Some Food Services personnel may be designated as essential personnel by the Director of Food Nutrition Services and may be required to report to work during snow days.

M. Salary Summary

1. Effective July 1, 2017, employee salaries will increase 3.3% and the salary range will increase 3.3%.

2. Employees may not earn more than the maximum of their pay grade.

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July 1, 2017

CHERRY CREEK SCHOOLS STAFF SUPPORT RANGES

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N. **Longevity Pay**

Effective July 1, 2002, the following longevity pay will be granted to eligible employees as additional salary, to be paid in a lump sum in July of each year. This will not be included in base pay. For purposes of this policy, years of service must be continuous.

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For the purpose of this policy, to receive a year of service credit, an employee must work 120 days or more during each fiscal year.

Revised: May 25, 2017
Adopted: June 12, 2017
Effective: July 1, 2017