

Supplementary Pay**I. Supplementary Pay**

On certification by the Principal of the person's qualifications and assignments, and with the approval of the Assistant Superintendent of Human Resources, supplementary pay for extra duties and responsibilities may be allowed in accordance with the schedule approved by the Board provided:

- A. Such duties and responsibilities for a full-time teacher are in addition to the teaching assignment for which normal preparation and performance are expected. Supplementary pay will apply only to those situations which clearly demand an additional amount of student contact time and responsibility outside the regular teaching assignment.
- B. Individuals requesting a new supplemental pay assignment must complete, in detail, the appropriate application form. At the secondary schools, this form is submitted to the building level Activity or Athletic Coordinator for action. At the elementary school, the form is submitted directly to the building Principal for action. The teacher always has the opportunity to discuss any program concern with other appropriate administrators. The building-approved request is then sent to the Activities/Athletics Advisory Committee (AAA Committee) through the appropriate District office for final action.
- C. That if any portion of a teacher's supplemental duties coincides with the teaching assignment, a performance agreement between that teacher and the Principal(s) involved will be developed to clearly specify duties, time commitments, evaluation standards and obligations to the regular teaching assignment.
- D. Initial placement on this schedule may not exceed the fourth (4th) step.
- E. Experience under one supplemental pay position does not automatically transfer to another reassignment, but such experience may be evaluated for awarding reasonable and appropriate increment credit.
- F. Those activities sanctioned or not sanctioned by the Colorado High School Activities Association (CHSAA) may be assumed and directed by qualified personnel who do not have a full teaching assignment. Efforts to hire certified and qualified personnel within the District must prevail. The District, after exhausting all attempts to secure a qualified district staff member, may seek an exemption from this guideline for a period not to exceed one year at a time. This provision is consistent with CHSAA Bylaws and the Colorado Department of Education.
- G. Due to the time requirements involved in both the teaching assignments and supervision of supplemental activity, a person may hold a maximum of four (4) assignments during one school year of which not more than three (3) may be from category #1 through #6.

1. Exceptions to the limitation above, regarding the maximum number of assignments an individual may hold, may be appealed directly to the AAA Committee provided the building Principal or designee feels that it is necessary to meet the building's individual needs.
2. The building Principal or designee must submit the request for the waiver at least one (1) month before the start of the activity.
3. Applications for such exceptions must be approved through the AAA Committee in advance at their regularly scheduled meetings.

II. Supplementary Pay Ratio Schedule

The supplementary allowance for approved extra duties and responsibilities is established by multiplying the approved factor for a particular category by the established supplemental pay base. This amount becomes Step 1 and is equal to the ratio base of 1.00 for this particular category. Steps 2 through 10 are established as ratios of Step 1 by the following ratio schedule:

Step 2 – 1.05	Step 5 – 1.20	Step 8 – 1.35
Step 3 – 1.08	Step 6 – 1.25	Step 9 – 1.40
Step 4 – 1.15	Step 7 – 1.30	Step 10 – 1.45

III. Activities/Athletics Advisory Committee

- A. An Activities/Athletics Advisory Committee has been established in the District, the purpose of which is:
 1. To review newly proposed (building approved) job descriptions. Those job descriptions receiving the Committee's recommended approval will be forwarded to the Board of Education for action.
 2. To consider for acceptance proposed new job descriptions for existing job titles after the proposed activity has been in operation a minimum of one semester (supplemental pay will not be retroactive).
 3. To submit to the Board of Education for appropriate action any job title the committee approves with a category assignment and to recommend any change in classification of existing job titles with their category assignments.
 4. To examine the supplemental pay categories, pay factors and wording, and make appropriate recommendations.
- B. The AAA Committee will consist of five representatives appointed by the negotiating unit (three secondary, at least one of whom must be middle school and one high school, and two elementary) and four representatives appointed by the Superintendent. The Director or designee will be a nonvoting advisory member of the Committee.

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- C. The Director or designee will convene the AAA Committee by September 30th of each school year.
- D. For any new activity, a job description including length of activity, type of activity, number of students involved, hours per week outside the teaching day, performance tasks, and objectives must exist or be submitted by the individual being considered for supplemental pay. It must be received in the appropriate District office by October 15 to be considered for payment for the first semester or by February 15 for the second semester.
- E. Payments will be made in accordance with Administrative Procedure 4142.1. Payments will be made in equal monthly installments during the course of the activity with the final installment paid in the final month pending fulfillment of the entire activity as required by the performance contract. (For payment schedule refer to Administrative Procedure 4142.1.)
- F. Requests for payment of supplemental positions submitted from the building level to the Office of Human Resources must be received in the office by the first day of the month for payment to be received on the twentieth of any given month.

NOTE: Nothing in this section may be interpreted to mean that an activity must exist or be paid at the maximum sum indicated. Job titles may be added to existing categories when recommended by the AAA Committee and approved by the Board of Education.

IV. Teachers' Supplementary Pay Schedule and Categories for Assigned Extra Duties and Responsibilities

<u>Category</u>	<u>Job Title</u>	<u>Maximum Factor</u>
1	High School Head Coach: Football, Basketball, Wrestling Each High School Athletic Trainer: (Fall, Winter, Spring)	.15
2	High School Marching Band Director	.14
3	A. High School Head Coach: Track, Baseball, Swimming, Gymnastics, Volleyball, Soccer, Field Hockey, Lacrosse, Softball, Cross Country, Tennis	.12
	B. High School Newspaper Advisor	.12
	C. High School Yearbook Advisor	.12
	D. High School Advisors: Pom Pom, Cheerleader, Drill Team	.12

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<u>Category</u>	<u>Job Title</u>	<u>Maximum Factor</u>
	E. High School Student Government Advisor	.12
	F. Outdoor Adventure Director	.12
4	A. High School Head Coach: Golf	.10
	B. Each High School Assistant Coach: Football, Basketball, Wrestling	.10
	C. Assistant Athletic Trainer (Fall, Winter, Spring)	.10
	D. High School Choral Director: (Maximum of three factors)	.10
	E. High School Debate/Forensics Advisor: (Maximum of two seasons)	.10
	F. High School Drama Director: (Minimum - one major production each semester - Maximum two seasons)	.10
	G. High School Musical Director	.10
	H. High School Theater Manager	.10
	I. Assistant High School Marching Band Director	.10
	J. High School Peer Leadership Coordinator, i.e., All Stars	.10
	K. High School Band Director	.10
	L. High School Orchestra Director	.10
5	A. Middle School Band Director Middle School Orchestra Director	.09
	B. Each High School Assistant Coach: Track, Baseball, Swimming, Gymnastics, Soccer, Lacrosse, Volleyball, Field Hockey, Softball, Assistant Cheerleading, Pom Pom, And Drill Team, Tennis, Cross Country	.09

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<u>Category</u>	<u>Job Title</u>	<u>Maximum Factor</u>
	C. Middle School Drama Director (maximum of two seasons - major production each semester)	.09
	D. Middle School Choral Director (maximum of two positions)	.09
	E. High School Dance Show Director (Two Performances)	.09
	F. Middle School Yearbook/Photography and/or assistant (if one person does by him/herself .09; if two people share .06 and .03)	.09
	G. Assistant High School Band Director	.09
6	A. Each High School Assistant Coach: Golf	.08
	B. High School Coach: Weight Training	.08
	C. High School Color Guard Advisor	.08
	D. High School/Middle School Intramural Director	.08
	E. High School Percussion Instructor	.08
	F. Middle School Head Coach: Track, Basketball, Wrestling, Volleyball	.08
7	A. High School Drama Technical Director (Maximum three seasons)	.065
	B. Outdoor Adventure Sponsor (Maximum of three seasons- Limit of six sponsors per season)	.065
8	A. High School, Middle School, and Elementary: Intramurals (Refer to Guideline)	.05
	B. Each Middle School Assistant Coach: All Sports	.05

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<u>Category</u>	<u>Job Title</u>	<u>Maximum Factor</u>
	C. High School and Middle School Service Club Advisor Limit to two positions per season. HS/MS One position for elementary	.05
	D. High School Pep Band Director (Maximum of 2 Seasons)	.05
	E. Middle School Student Government Advisor	.05
	F. High School Jazz Band Director	.05
	G. High School Peer Leadership Sponsor i.e., All Stars (Maximum of Six)	.05
	H. High School/Middle School Assistant Drama Director (Maximum two seasons)	.05
	I. High School Assistant Debate/Forensics (Limit of two seasons)	.05
	J. Elementary Choral Director (Maximum of Two Choirs - Two Factors)	.05
	K. Middle School Newspaper Advisor	.05
9	A. High School Class Advisor: (Senior Class, Junior Class - Limit of two advisors for each class)	.035
	B. Winter High School Concession	.035
	C. High School /Middle School National Honor Society	.035
	D. Elementary Instrumental Music Director	.035
	E. High School/Middle School/Elementary School Literary Publication Advisor	.035
	F. High School Assistant Musical Director (Maximum three factors)	.035

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<u>Category</u>	<u>Job Title</u>	<u>Maximum Factor</u>
10	G. High School/Middle School Destination Imagination Coach (Limit of .105 per school - equivalent of three factors)	.035
	H. Elementary Destination Imagination Coach (Limit of .140 per school - equivalent of four factors)	.035
	A. Fall High School Concession	.025
	B. High School/Middle School/Elementary School Interest Club Advisor	.025
	C. High School/Middle School/Elementary School Academic Activity Advisor	.025
	D. High School/Middle School/Elementary Destination Imagination Building Coordinator (After building has a need for 3 DM Coaches)	.025
	E. High School Class Advisor: (Sophomore Class, Freshman Class Limit of Two Advisors for Each Class)	.025

V. Assigned Factor

The assigned factor up to the maximum listed in the pay ratio will be multiplied times \$21,327.

VI. Additional Provisions

1. The terms of this policy will continue in full force and effect unless changed through the negotiations process as set forth in Policy 4135.
2. If any provision of this policy is found contrary to law, then such provision will be deemed null and void, but all other provisions or applications thereof will continue in full force and effect.
3. Upon mutual agreement, this policy may be renegotiated in whole or in part at any time during the life of this policy.
4. Any additions, deletions, or revisions to this policy will be distributed to those affected, and be in effect after ratification by the Association membership and adoption by the Board.

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5. Neither the recognized Association nor the Board can refuse to renegotiate this policy at the next requested round of negotiations, following the timeline set forth in Policy 4135, if this policy is included in the request. If the issues are unresolved as a result of the negotiations using all relief provided in Policy 4135, the provisions will remain in effect (except as provided elsewhere in this section) through the remainder of the teachers' annual contract year.

6. In the event of a reduction of school funds, the Board must, by law, adopt a salary schedule commensurate with its ability to fund future budgets; therefore, in the event of any reduction, negotiations must be reactivated on economic matters related to teachers' salaries and fringe benefits, and any policy concerning economic items that has been adopted will have to be modified commensurate with the funds available.

Revised: May 26, 2015

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