

# BOULDER VALLEY PUBLIC SCHOOLS

Administrators & Professional Technical Employees (APT) Group

## **TERMS AND CONDITIONS OF EMPLOYMENT HANDBOOK**

July 1, 2022

## General Notice

This handbook represents a summary of some of the more important District policies regarding terms and conditions of employment for administrators and professional technical employees (APT). This handbook is not all-inclusive, nor is it a negotiated agreement.

The District retains the sole right in its business judgment to modify, suspend, interpret or cancel in whole or in part at any time and with or without notice, any of the published or unpublished personnel policies or practices.

Only the Board of Education, upon the recommendation of the Superintendent of Schools, has the authority to enter into any agreement of employment with an individual.

The APT group agrees to use the APT Committee for the Meet and Confer Process as the primary purpose to meet common understanding of the current working conditions in BVSD. The Meet and Confer Process can work in many different ways. The primary purpose is coming together to talk matters over, compare views, consult and deliberate. It is a mechanism for collaboration to promote good faith discussions on matters brought forward. It is also designed to have constructive dialogue specifically on challenging issues.

### Purpose of APT Committee

- Represent the voice of the constituents of the APT group and be a vehicle for those staff members to bring up topics and be heard;
- Facilitate communication between constituents, Human Resources, Superintendent, and Board of Education;
- Review and propose changes to the APT Terms and Conditions Handbook and total compensation package, if needed, to remain competitive to hire and retain the best.

Terms of APT committee represent staff from:

- K-8 Administrator
- High School Assistant Principal
- Elementary and Secondary Administrator
- Professional Technical
- Central Admin (operational)
- Central Admin (instructional)

The intent of the representation of the committee is to keep the group balanced between building level, central admin and professional technical staff.

After a minimum of three years a representative member will communicate with their constituents to offer their seat. If another person expresses interest, the existing representative will leave the committee. If more than one person expresses interest in the role, the committee will proceed with a selection.

The committee wants to choose representative samples of various ranges and different levels of seniority within the group, as well as a variety of departments (staff that have worked within different roles and/or units at the District). Members chosen will be representing APT as a whole, not their individual departments.

In order to maintain stability and history on the committee, no more than two APT members will exit the group in one school year. The optimal number of representatives from each group is four building administrators, four prof/tech, and two central administrators.

## TABLE OF CONTENTS

### **I. COMPENSATION AND WORK YEAR**

A.	Pay Periods	6
B.	Salary Ranges and Classification	6
C.	Salary Adjustments	6
D.	Longevity Program	6
E.	Contract Year	7
F.	Contract Days Beyond Work Year	7
G.	Procedure for Salary Changes & Reclassification Requests	7
H.	Administrator's Compensation Plan	7

### **II. BENEFITS**

A.	Health & Dental Insurance	7
B.	Public Employees' Retirement Association (PERA)	8
C.	Life Insurance	8
D.	Optional Savings Plans	9
E.	Workers' Compensation	9
F.	Long Term Disability	9
G.	Vision and Dependent Health and Dental Coverage	9
H.	Liability Insurance	9
I.	Cell Phone Stipend	9
J.	Mileage	9
K.	Travel Guidelines – Expense Reimbursement	9
L.	Payment for Unused Sick and Personal Leave	10
M.	Payment for Unused Vacation	11
N.	Tuition Reimbursement	11

### **III. LEAVES, HOLIDAYS AND ABSENCES**

A.	Vacation	12
B.	Holidays	12
C.	Bereavement Leave	12
D.	Sick Leave	13
E.	Personal Leave	14
F.	Time Off to Vote	14
G.	Jury Duty	15
H.	Religious Holiday Leave	15
I.	Court Appearances	15
J.	Extended Personal Leave Without Pay	15
K.	Leave for Professional Study	16

L. Extended Leave for Professional Improvement	17
M. Short Term Professional Leave	18
N. Consulting	18
O. Military Leave	19
<b>IV. Assignments and Transfers</b>	<b>19</b>
<b>V. Due Process Consideration</b>	<b>19</b>
<b>VI. MISCELLANEOUS</b>	
A. Resignation	20
B. Retirement	20
C. Personnel Records	21
D. Building Administrator Professional Development Funds	21
<b>Guidelines for Managers in Establishing Work from Home Arrangements</b>	<b>23</b>
BVSD Work-From-Home Application	24

I. COMPENSATION AND WORK YEAR

A. PAY PERIODS

All employees are paid once a month on the final working day of the month. Paychecks are deposited directly in a bank account as directed by the employee to the Payroll Department.

B. SALARY RANGES AND CLASSIFICATION

[APT Salary Schedule 2022-2023](#)

C. SALARY ADJUSTMENTS

Annual salary increases are authorized for APT employees, as determined by the Superintendent and approved by the Board of Education.

For 2022-2023 a 3.5% Cost of Living Adjustment and a two percent (2%) experience factor will be added to APT employees who were employed with BVSD as APT employees as of April 1 prior to the contract year.

Employees who are at the top of the salary range for their position will no longer receive a yearly experience factor increment but will receive applicable COLA and longevity based on eligibility requirements.

D. LONGEVITY PROGRAM

The APT Longevity Program (ALP) was created for APT employees who have reached the maximum of their position’s salary range. The ALP is intended to recognize continuous years of service to the District. Approved leaves will not interrupt the calculation of continuous years of service.

Upon reaching their salary range maximum APT employees will be eligible to receive a monthly longevity stipend based on District years of service. If an employee was eligible to receive both the ALP and an experience factor, the total cannot exceed 2%.

<b>Years of Service</b>	<b>Longevity Percentage</b>
15 - 19 years	0.5%
20 - 24 years	1.0%
25 - 29 years	1.5%
30+	2.0%

Eligible employees will begin receiving their longevity monthly stipend in the month following their anniversary date.

E. The contract year for APT employees is July 1-June 30.

F. CONTRACT DAYS BEYOND REGULAR WORK YEAR

1. In the event a building administrator must work additional days beyond his/her regular work year (215, 220 or 230 days) for special or unique circumstances, the individual will be compensated at his/her base salary per diem rate of pay. To initiate the process for additional compensation, the building principal should submit a written request to the Superintendent and receive prior approval for such days.
2. Up to three (3) non-school days at the elementary and middle level and up to six (6) non-school days at the high school level in the contract year can be used as flex days for weekend supervision for a student event in ½ day increments as long as proper documentation is provided and approved by the Superintendent or designee.

G. PROCEDURE FOR SALARY CHANGES AND RECLASSIFICATION REQUESTS

Requests for salary changes and reclassification requests will be in accordance with established procedures through the Human Resources Office and approved by the Superintendent.

H. ADMINISTRATORS' COMPENSATION PLAN\*

Members of the administrative team shall receive all applicable rights and benefits enjoyed by other members of the District's professional staff.

[Board Policy GCB](#)

## II. BENEFITS

A. HEALTH & DENTAL INSURANCE

The District will pay the full employee premium for employees working .5 FTE or more per week in a benefits eligible position lasting 60 days or more, for Medical, Dental and Life Insurance plan recommended by the Benefits Committee and approved by the Board of Education.

From July 1, 2022 through June 30, 2023, the District shall pay 100% of the employee-only premium for eligible employees for plans provided by the District's group medical and dental insurance carriers that are recommended by the Benefits Committee and approved by the Board of Education. Applicable dependent premiums shall be paid through the payroll deduction process.

From July 1, 2023 through June 30, 2024, the District shall pay 100% of the employee-only premium for the lowest cost plan provided by the District's group medical insurance carrier(s) for eligible employees. Employees who elect a higher cost plan shall pay \$25 per month (12 month premium rate). Applicable employee and dependent premiums shall be paid through the payroll deduction process.

The District paid premium will be increased by up to the Denver-Aurora-Lakewood CPI used for determining inflation under Article X, Section 20 of the Colorado Constitution, or an amount determined in conjunction with employee contributions, benefit structure changes and/or total compensation increases.

The District shall pay 100% of the employee-only premium for the plan provided by the District's group dental insurance carrier for eligible employees. Applicable dependent premiums shall be paid by the employee through the payroll deduction process.

The District will provide life and accidental death and dismemberment coverage for eligible employees at no cost to the employee.

The District will provide an Employee Assistance Program for eligible employees at no cost to the employee.

The District will maintain a Section 125 Medical Flexible Spending Account (FSA) between January 1 and December 31 of each contract year. Open enrollment will be held in the preceding November each year. Employees who are active on November 30 and complete open enrollment by November 30 will receive a dollar for dollar matching contribution up to a maximum of \$120 from the District. A dependent care flexible spending account (DCA) is also available to employees.

**B. PUBLIC EMPLOYEES' RETIREMENT ASSOCIATION (PERA)**

The retirement plan for District employees is established by the State of Colorado statute. Information on PERA and associated benefits can be found on the Colorado PERA website.

[Colorado PERA Website](#)

**C. LIFE INSURANCE**

The District provides a \$20,000 term of-life insurance policy as part of the benefits package for each eligible APT.



D. OPTIONAL SAVINGS PLANS

The District offers 401(k) and 403(b) defined-contribution plans, and 457(b) deferred compensation plans. Both Roth and traditional pre-tax options are available. All employees, regardless of status, are eligible to enroll. No employer match is offered.

E. WORKERS' COMPENSATION

Workers' Compensation as established by the State of Colorado shall be provided to APT employees by the District.

F. LONG-TERM DISABILITY

The District provides long-term disability insurance coverage for each eligible APT employee.

G. VISION AND DEPENDENT HEALTH AND DENTAL COVERAGE

Vision coverage and dependent health and dental coverage may be purchased by eligible employees through payroll deduction.

H. LIABILITY INSURANCE

The District provides liability insurance covering APT employees acting within the scope of their employment.

I. CELL PHONE STIPEND

A monthly District funded cell phone stipend of \$100 will be authorized in conjunction with the Assistant Superintendent of Human Resources to all central and building administrators.

J. MILEAGE

Each APT employee shall be reimbursed the IRS Standard Mileage Rate for business use of his/her own automobile.

K. TRAVEL GUIDELINES – EXPENSE REIMBURSEMENT

The District will reimburse each APT employee for applicable and/or appropriate travel expenses in accordance with the district's travel guidelines.

L. **PAYMENT FOR UNUSED SICK AND PERSONAL LEAVE**

Upon separation of employment (including death), earned but unused sick and personal leave will be paid at a percentage of the current range minimum, based on the following chart. In the event of the death of an employee during years 0-4, the payout will be 15% of the current range minimum.

<b># of Years</b>	<b>Sick/Personal Leave Payout %</b>
1	0%
2	0%
3	0%
4	0%
5	15%
6	17%
7	19%
8	21%
9	23%
10	25%
11	27%
12	29%
13	31%
14	33%
15	35%
16	37%
17	39%
18	41%
19	43%
20	45%
21	47%
22	49%
23	51%
24	53%
25	55%
26	57%
27	59%
28	61%
29	63%
30	65%
31	67%
32	69%
33	71%
34	73%
35	75%

For those employees hired prior to July 1, 2014, payment for earned but unused sick and personal leave will be the greater of either the minimum range percentage (shown above) or a percentage of BVEA Bachelor of Arts per diem based on the following table:

Years of Full-Time Service	Percentage of BA Base Salary Per Diem
5 – 7	20% (building administrators only)
8 – 10	30%
11 – 13	40%
14 – 16	50%
17 – 19	60%
20 – 23	70%
24 and above	75%

M. PAYMENT FOR UNUSED VACATION

Upon separation of employment (including death, or transfer to a position without vacation benefits), APT employees shall be paid a lump sum at their current daily rate for earned but unused days of vacation, not to exceed a total of forty (40) days.

[Board Policy GCBE](#)

N. TUITION REIMBURSEMENT

Any APT employee who has completed one year of satisfactory service and who has been notified of reemployment for the succeeding year and who is not on leave of absence may apply for reimbursement of tuition incurred in study for credit at an approved institution of higher learning if such course is applicable to their administrative fields or related fields and is satisfactorily completed. Such reimbursement will be granted for a maximum of twelve semester hours (or equivalent) per year (July – June). Tuition reimbursement shall not exceed the tuition rate for the corresponding term at the University of Colorado at Boulder.

In order to receive reimbursement, employees must submit official transcripts of successful course completion and payment to Human Resources Division within 90 days of completion of the course. Requests must be submitted no later than June 30<sup>th</sup> of each year.

In the event the total approved requests are within the budgeted dollar limitation, all approved requests will be paid in full. In the event the total of approved requests exceeds the budgeted dollar limitation, payments will be prorated.

An individual APT employee will not be granted more than \$4000 in any one five-year period.

APT employees on leave of absence shall not be eligible for tuition reimbursement.

### III. LEAVES, HOLIDAYS, AND ABSENCES

Immediate Family: interpreted to include husband, wife, son, son-in-law, daughter, daughter-in-law, father, father-in-law, mother, mother-in-law, sister, sister-in-law, brother, brother-in-law, grandparents, grandparents-in-law, step-parents, step-children, step-siblings, step-grandparents or grandchildren of employee, domestic partner or any relative living in the immediate household of the employee.

#### A. VACATION

Regular full-time APT employees who are employed to work a twelve-month work year shall receive 20 days of paid vacation each year.

Vacation days earned but not used at the conclusion of the contract year may carry over to the following year. The total accumulation may not exceed 40 days without the written authorization of the Superintendent.

[Board Policy GCBE](#)

#### B. HOLIDAYS

Regular full-time APT employees who are employed to work a twelve-month work year shall be granted the following holidays with pay: New Year's Day, Martin Luther King Jr.'s Day, Presidents' Day, Memorial Day, Independence Day, Veteran's Day, Labor Day, Thanksgiving Day and the Friday following, and two days at Christmas.

The school year calendar shall establish the specific days on which the holidays are observed.

#### C. BEREAVEMENT LEAVE

When death occurs in an employee's immediate family, they shall be granted three (3) working days off with pay.

In the event an employee needs to travel out-of-state an additional two (2) days of bereavement will be granted upon approval from Human Resources.

Should additional days be needed an employee may use accumulated sick leave, vacation leave, or personal leave, or take days off without pay. If the situation requires an employee to be absent for an extended period, the employee may apply for a personal leave of absence.

In unique circumstances, an employee may appeal to the Assistant Superintendent of Human Resources for a variance of this provision. Decisions of the Assistant Superintendent of Human Resources shall be final and binding and not grievable.

D. SICK LEAVE

Subject to the provisions hereinafter set forth, leave with pay will be granted all regular employees who are not able to render service due to illness, quarantine, temporary disability (including pregnancy, childbirth or recovery therefrom), or serious illness or death in one's immediate family, for essential treatments, or examinations for diagnostic purposes, when such treatment or examination cannot reasonably be made other than during the employee's work day.

Sick leave for personnel who average four or more working hours per day will accrue on the following basis:

187 to 200 contract day employee	-	7 days per year
201 to 220 contract day employee	-	8 days per year
221 to 230 contract day employee	-	9 days per year
Year-round employees (>230 days)	-	12 days per year

Sick leave will accrue without limit. Sick leave will accrue on a proportional basis for part-time employees working less than a full day and/or a full year.

An employee on leave, without pay, will retain sick leave accumulated but will not accrue further sick leave until they return to work at which time his/her sick leave will begin accruing on the first day of the current month and accrue at the regular rate.

Provided sick leave is available, an employee who adopts a child less than five (5) years of age, will be granted the use of his/her sick leave to a maximum of thirty (30) days. Such leave shall be allowed at the time of adoption for one parent only in the event both parents are employees of the District.

An employee may be required to provide a statement of physical condition from a qualified physician and to present such report of the illness to the appropriate supervisor following absence of more than five cumulative days or in cases where there is reason to question the validity of such illness. The employee may also be required to have a written report from a qualified physician showing that they are physically capable of doing the work required of their position when the

employee returns from sick leave. Cost of such required physical examination or statements shall be borne by the District.

Sick leave may be taken in hourly increments for each hour or fraction of an hour of absence.

If an APT employee does not serve the complete contract year, sick leave accrued will be adjusted for time actually worked. The employee's final paycheck will be reduced for any leave time used in excess of the adjusted balance, at their daily rate.

After the accumulated sick leave has been used the employee will receive no pay for additional working days if absent because of illness, quarantine, disability, or bereavement. Deduction shall be made from his/her salary in the amount equal to their annual salary divided by the number of actual working days in the employee's year.

In cases where hardship occurs due to the expiration of sick leave benefits, the employee may appeal to the Assistant Superintendent of Human Resources for consideration of additional sick leave. Such request for additional sick leave shall not be unreasonably withheld.

**ADDITIONAL SICK LEAVE:** If due to the employee's illness or disability, the employee is absent continuously for more than ten (10) consecutive working days after their accumulated sick leave has been used, additional sick leave will be granted beginning with the eleventh consecutive working day of absence. Full pay will be made from the eleventh working day until and including the sixtieth (60<sup>th</sup>) calendar day of absence.

A maximum of 31 additional sick leave days will be granted to an APT employee within any one contract year.

#### E. PERSONAL LEAVE

APT employees working less than 12 months ( $\leq 230$  work days) shall accrue five days of personal leave with pay during each contract year. Year-round employees ( $> 230$  work days) shall accrue two days of personal time.

Personal leave must be approved in advance. Although an employee is not required to state the exact reason for such leave, personal leave is provided to handle such personal matters that cannot be handled at a time other than working hours. Personal leave will accrue without limit.

Other absences: If other absences required for good and sufficient reasons are requested, the Assistant Superintendent of Human Resources may grant such

leave with a deduction(s) at the appropriate daily rate. Such requests must receive approval prior to the absence.

F. TIME OFF TO VOTE

Employees who are qualified to vote will be given time off, without loss of pay, for the purpose of voting. Arrangements for such absences must be made in advance with the employee's immediate supervisor.

G. JURY DUTY

Employees who are ordered to serve on jury duty will be granted time off with pay for court appearances.

H. RELIGIOUS HOLIDAY LEAVE

APT employees who desire to observe religious holidays which occur on regularly scheduled work days may apply for such leave under any of the following provisions:

1. Use of current unused personal leave with pay
2. Use of up to three (3) days of religious leave with pay, provided such days are made up by arrangement with the immediate supervisor and regular job-related activities.
3. Use of up to three (3) days of religious leave without pay.

Applications for such leave must be made in advance and must specify which of the above provisions is being utilized.

I. COURT APPEARANCES

Employees who are subpoenaed to appear in court on a matter that involves the employee's capacity as a District employee shall be granted time off with pay for court appearances.

Employees who are subpoenaed to appear in court as witnesses shall be granted time off with pay upon presentation of court notice for such appearance(s).

Time off for court appearances on personal legal matters may be charged to personal leave.

J. EXTENDED PERSONAL LEAVE WITHOUT PAY

Extended absences for personal reasons, not to exceed one year in length, may be granted without pay to APT employees by the Assistant Superintendent of Human Resources. An extension of such leave may be granted at the discretion of the Board of Education. In no event will a single leave exceed two years in length.

K. LEAVE FOR PROFESSIONAL STUDY

Upon the recommendation of the Superintendent, the Board of Education will consider the application of any full-time APT employee for a leave of absence without payment of regular salary for one quarter, one semester or one year for the purpose of professional study. Such employee must have a minimum of five years of satisfactory and uninterrupted service in the Boulder Valley Schools. Only in exceptional instances will extensions of such leaves be granted and in no event will a single leave exceed two years in length.

For the purpose of this provision, neither military leave nor sick leave shall be interpreted as having interrupted service. Previous leave for travel or professional study or for the improvement of health, leave for exchange teaching, or miscellaneous personal leaves of extended length constitute interruption of service.

LEAVE FOR PROFESSIONAL STUDY: APPLICATION: The application for a leave for professional study shall be filed in the office of the Assistant Superintendent of Human Resources not later than April 15 or November 1 preceding the term it is desired that the leave become effective. The application will be immediately referred to the appropriate District administrator for consideration and processing. The application should include a description of the program which the applicant plans to pursue during the absence, as well as a statement of the employee's commitment to return to active service with Boulder Valley schools for at least one year. Failure to return for at least one year from a leave shall obligate the employee to refund any monies received under this section unless mitigating circumstances are accepted by the Board of Education as a reason for waiving this obligation. In determining their recommendation to the Board of Education, the Superintendent will consider:

- A. the extent of the applicant's professional study, growth and contributions during his/her term of service with Boulder Valley Schools
- B. the extent to which study will contribute to the cultural and technical qualifications of the employee for his/her work in the Boulder Valley Schools and
- C. the length of uninterrupted service in Boulder Valley Schools.



LEAVE FOR PROFESSIONAL STUDY: SCHOLARSHIP: An eligible employee placed on a leave of absence for professional study may apply to the Board of Education for a scholarship of \$750 for one academic quarter, \$1000 for an academic semester, of \$2000 for a full academic year. Those persons who receive a scholarship shall execute a scholarship agreement with the Board of Education which shall include the following terms:

1. As a condition of receiving the scholarship the administrator must satisfactorily complete all academic work or research projects in their program of study.
2. The administrator shall provide the Superintendent a transcript of grades upon receipt of the same, and will provide any additional reports or information as may be reasonably required by the Superintendent.
3. The administrator shall agree to return to the District following the leave of absence and to enter upon and perform the services of a teacher or administrator for a period of at least one year. Should the administrator fail to do this, all sums paid shall immediately become due and payable from the administrator to the school District. If the administrator is unable to complete the required year of service because of illness or disability not due to his/her own negligence, the administrator will have an additional period of time following recovery from such illness or disability to complete the year of service required.
4. Scholarship recipients shall be reimbursed at the beginning of each term of study at the institution at which they are duly enrolled.
5. Salary increments or reductions and tenure rights will accrue to the employee while he/she is on leave for professional study.

L. EXTENDED LEAVE FOR PROFESSIONAL IMPROVEMENT

Any member of the administrator team, after serving five years with the District in an administrative capacity, shall be eligible to apply – subject to the recommendations of the Superintendent and the approval of the Board of Education – for up to one year leave of absence for professional study at one-half pay for that year or portion of the year for which the leave has been approved.

Applicants for such leave will be considered, first, on the basis of benefit of the leave to the District; and second, on the basis of the employee's past contribution to the District. The application for a leave for professional study shall be filed in the office of the immediate director no later than March 1 or October 1 preceding the term that is desired that the leave become effective. Decisions shall be made no later than April 1 or November 1 preceding the term desired.

Prior to receiving the monthly prorated salary payments while on leave, the member shall execute and file with the Board of Education a declaration of intent to return to the District in a similar position and to duly and faithfully perform satisfactory service for a period of no less than one year upon completion of the leave and study. A promissory note for the amount of pay to be received while on leave shall be executed and filed with the Board of Education as collateral and security for the Board of Education against nonperformance of intention. This note will be due in full upon the first day of assigned duty if the member does not return to work for the District.

[Board Policy GCBD-2](#)

M. SHORT TERM PROFESSIONAL LEAVE

Each building administrator will have an appropriate allocation of funds annually available for expenses to attend in-service conferences and meetings. In addition, funds will be available to send administrators to significant national meetings on a regular basis. Approved short-term leaves for professional purposes shall be considered part of the administrator's regular assignment.

[Board Policy GCBD-2](#)

N. CONSULTING

The Board of Education considers teaching and/or administrative duties in the District full-time employment. However, if an experienced staff member is in good health, a limited amount of college teaching or educational work with other agencies may be a rewarding experience in professional growth. Staff members who plan for such work may expect cooperation on the part of the Board of Education.

Any other type of outside work by staff members shall be the concern of, and warrant the attention of, the Board of Education only as it may directly prevent the member from properly performing their assigned functions during duty hours or be prejudicial to his/her effectiveness in their professional position. For example, employees shall not at any time engage in any employment that would interfere with their effectiveness in performing their regular assigned duties; would compromise or embarrass the school system; would adversely affect their employment status or professional standing; or would in any way conflict with assigned duties. Employees shall not engage in any other employment or in any private business during the hours necessary to fulfill appropriate assigned duties.

Administrative team members may be authorized to make consulting or speaking engagements of a professional nature outside the District provided such

commitments do not adversely affect the performance of their district assignments. Team members may accept honoraria in connection with these authorize out-of-district activities.

[Board Policy GCQA/GCQAA](#)

O. MILITARY LEAVE

**Military Service:** Any APT employee who is unable to perform the terms of an employment contract because of entry into military service as defined by the Selective Service Act of 1967, should notify the Human Resources Division, in writing, immediately upon receiving orders to report for military duty. Copies of such orders shall be submitted to the Human Resource Division. An APT employee who applies for reinstatement within the time periods provided by law will be reinstated.

**Military Training Leave:** APT employees belonging to the Guard or Reserve Units will be allowed to take up to fifteen (15) calendar days per year of time off from the regular duties for such military training. A leave not to exceed fifteen (15) calendar days per year shall be without loss of pay provided that the APT employee on such military leave shall turn over to the District payment received for such services.

IV. ASSIGNMENTS AND TRANSFERS

APT employees may request transfers. They may apply for positions declared vacant, and shall be required to follow the procedures established for filling such vacancies.

When it serves the best interests of the District, the Superintendent may approve requests for transfer or initiate transfer or reassignment notwithstanding established procedures for filling vacancies. Such transfers and reassignments shall be restricted to lateral transfers, but may be made at any level of responsibility, provided that the Superintendent has discussed the matter in advance with the individuals involved and with the Board of Education.

[Board Policy GCJ](#)

V. DUE PROCESS CONSIDERATIONS

- A. All formal evaluations shall be in writing and the regular documentation of conferences, conversations and observations shall be encouraged. The APT employee being evaluated shall have the opportunity to review the evaluation with the evaluator and both shall sign the dated statement.

- B. When APT employee performance is unacceptable, the evaluator shall (1) specifically identify areas needing improvement, (2) offer specific suggestions for improvement and (3) give adequate time for the administrator/professional technical employee to show improvement.
- C. If, in spite of good faith efforts by the APT employee, the performance remains unsatisfactory, the employee shall be given appropriate notice that dismissal or transfer is likely. All procedures shall be followed and all deadlines met in accordance with policies of the Board of Education.
- D. At the request of the administrator, the Superintendent or Area Superintendent will review an unfavorable evaluation.

## VI. MISCELLANEOUS

### A. RESIGNATION

In accordance with state statutes, a licensed administrator may resign prior to the beginning of an academic year by giving written notice on or before July 1; during an academic year by giving at least 30 days' written notice; or at any time by mutual agreement with the Board of Education.

An APT employee is required to give two weeks' notice to the administration. Failure to comply with this requirement may result in forfeiture of termination benefits.

[Board Policy GCPB](#)

### B. RETIREMENT

Employment decisions of the Board of Education are based on assessment of an individual employee's ability to perform competently in the position assigned. Therefore, no employee shall be forced to retire solely because he/she has reached a particular age.

Employees are encouraged to make their own retirement decisions and must give at least thirty (30) calendar days prior to written notice of the effective date of the retirement.

APT employees who have retired may sometimes be recalled to temporary active duty at the discretion of the Board of Education and in compliance with applicable PERA regulations. Such employment shall be for a specified length of time (set forth in writing) not to exceed one year and may be renewable thereafter as determined by the Board of Education.

The Human Resources Division shall assist employees in the proper preparation of retirement applications and supporting data as required by PERA

[Board Policy GCPC](#)

[Board Policy GDPC](#)

C. PERSONNEL RECORDS

Each APT employee's official District personnel file is kept in the Human Resources Division.

D. BUILDING ADMINISTRATOR PROFESSIONAL DEVELOPMENT FUNDS

PURPOSE: Every year each building administrator (principal or assistant principal) is allocated an amount to spend on professional development. These funds are to be used for the individual administrator's personal and professional growth. Please contact your level supervisor with questions regarding utilizing these funds.

PROCEDURE:

- The funds are allocated in each building's School Resource Allocation budget in the In-service Travel account of the Principal's Office.
- Funds are allocated per administrator FTE, and remain with the building.
- Expenditure of the Building Administrator funds is a building based decision.

The funds are typically used for the following types of expenditures:

- Individual dues or membership in a professional organization. Examples include AASA, CASE, NASSP, NAESP, SAESP, ASCD, PDK, National Middle School Association, and other professional development organizations.
- The purchase of professional journals, books and software for personal and school use.
- The hiring of professional consultants to provide growth experiences for self, staff and parents.
- Individual and/or group professional workshops, conferences, etc. Staff development funds are not to be used for tuition reimbursement. Requests for tuition reimbursement should be filed with the Human Resources Department.

BUILDING ADMINISTRATOR PROFESSIONAL DEVELOPMENT FUNDS  
CARRYOVER

PURPOSE: Every year each building administrator (principal or assistant principal) receives an amount to spend on professional development. Any

unspent funds remain part of the School Resource Allocation and will be carried forward as part of that process.

PROCEDURE:

- All funds roll forward indefinitely, but will not be separated out from the total SRA Carryover amount.
- Unspent funds remain with the building and do not follow the administrator.
- Expenditure of the Building Administrator funds is a building based decision.

## **Guidelines for Managers in Establishing Work from Home Arrangements**

The Boulder Valley School District (BVSD) recognizes that flexible work arrangements such as working from home can benefit BVSD and the employee. District Leadership realizes that work from home arrangements are a fact and already exist in some BVSD departments and divisions. Regarding work from home arrangements, it is the District's intent to simply document a list of guidelines that managers should consult when considering the establishment of such a work relationship either temporarily or permanently with an employee.

A work from home arrangement is a management tool, not an employee benefit or right. It does not change the terms and conditions of employment.

Managers are responsible for overseeing the individual work from home arrangements that they establish with their employees. Managers must ensure worker productivity is maintained or enhanced and that such requests within their department or division are considered fairly but on a case-by-case basis. Managers (not HR) will be accountable for any and all issues arising out of any work from home arrangement established in their groups. It is the intent of the District that a work from home arrangement only occur one day every other week.

Managers should consider the following before approving a work from home arrangement:

- It is best suited for an employee who is highly organized, strong in time management, requires minimal supervision, and is comfortable using home office technology, and who can maintain or even increase personal productivity levels under such an arrangement.
- It should not place an additional burden on co-workers, District resources, and/or others dependent on the employee's work.
- Supervisors should ensure that adequate onsite staffing remains to continue the office's normal operations.
- An employee working from home should have a place to work that is conducive to productivity.
- Employees working from home should utilize their BVSD provided laptop OR ensure adequate computing power, security, and anti-virus protection exists on their personal computer. High speed internet and VPN access may be required.
- Employees will not be reimbursed for any expenses related to working from home (e.g., office equipment or Internet connectivity).
- Employees who work from home should ensure that adequate childcare/dependent care arrangements are in place.
- Employees who work from home must safeguard confidential records in accordance with District document control and retention policies.
- Employees should be reachable during normal work hours and meet department expectations for call response times.
- Ongoing work from home arrangements should be documented in writing and reviewed periodically.

**BVSD Work-From-Home Application**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

School Year: \_\_\_\_\_

Describe the specific job duties that will be completed from home:

List the mutual benefits you expect will result from your Work-From-Home arrangement:

Define potential impacts on co-workers and your plan to address or mitigate:

- Are you a benefit eligible (.50 FTE or greater) employee?
- Is high speed internet and VPN access necessary to perform your job?
- If yes, do you have high speed internet and VPN access from your alternate work location?
- Is your Work-From-Home location conducive to productive work?
- Do you have adequate childcare/dependent care arrangements?

Schedule:  
What day(s) of the week will you work from home? \_\_\_\_\_

What hours will you work?  
Starting Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Phone number(s) you can be reached at while working from home: \_\_\_\_\_

How will your schedule and contact information be communicated to co-workers and contacts?

\_\_\_\_\_  
Applicant's Signature/Date

\_\_\_\_\_  
Supervisor's Signature/Date

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

\_\_\_\_\_  
Assistant Superintendent of Human Resources/Date