

**RESOLUTION 2022 – 55
COLORADO SPRINGS SCHOOL DISTRICT 11
MEET AND CONFER FOR
EDUCATION SUPPORT PROFESSIONALS**

Whereas, a Meet and Confer process has been conducted and concluded between Colorado Springs School District 11 (the “District”) and the Education Support Professionals (the “ESP”) employees that has resulted in the endorsement of the language of this Meet and Confer Resolution; and

Whereas, having duly considered the resources available to the District, the wage and benefit modifications described herein are intended to address the needs of the District to maintain a quality work force, while simultaneously making prudent fiscal policy;

Now Therefore, the Board of Education of the District (the “Board”) hereby adopts the changes set forth below.

The following is a general description of the changes to the wage, benefit and other employment provisions set forth in the Education Support Professionals’ (ESP) Handbook applicable to ESP employees of the District. The changes described herein will be effective for the period beginning July 1, 2022 and ending June 30, 2023 (the “Term”). Unless the Board expressly modifies the changes described herein, these changes shall continue in effect, from month to month, after the end of the Term. Except as otherwise expressly provided herein, or to the extent otherwise inconsistent with the provisions of this Resolution, all compensation and other employment provisions set forth in the Education Support Professionals’ Handbook and resulting Meet and Confer resolutions related thereto in effect on June 30, 2022, will continue.

1. COMPENSATION

- Effective for the 2022-2023 fiscal year, Education Support Professional employees will receive one step movement on the step system. This is approximately a two percent (2%) increase. Employees maxed on step 25 of the salary schedule will not receive an additional step.
- Effective for the 2022-2023 fiscal year, the District will provide non-recurring two percent (2%) payment for Education Support Professional employees maxed on step 25.
- Education Support Professional employees will receive an across-the-board salary increase (recurring) of one and one-half percent (1.5%) effective for the 2022-2023 school year.
- Effective for the 2022-2023 fiscal year, the District will revise the salary schedule to start no lower than \$13.25 per hour, in anticipation of minimum wage increase in 2023, and this revision resulted in various pay increases to all positions within the ESP salary

schedule. Human Resources was able to address some market study concerns with the new salary schedule.

- Education Support Professional employees will receive a four percent (4%) one-time, non-recurring compensation payment. The payment will be split and will occur in the fall and spring semesters during the 2022-2023 school year and is intended to be PERA includable compensation.
- The District will continue to contribute the employer share of the insurance premium at seventy-five percent (75%) for the employee only coverage.
- The District will continue to contribute the employer share of the insurance premium at seventy percent (70%) for the employee + spouse coverage, employee + children coverage, and family coverage.
- The District will cover recurring insurance premiums of one and two-tenth percent (1.2%).
- The District will continue to contribute the employer share of PERA to include PERA employer contribution increase of one-half percent (0.5%).

2. HANDBOOK CHANGES

The following is a summary of all proposed changes to the ESP Handbook. By this Resolution, the Board adopts the changes as noted in the attached pages.

ARTICLE 1. RECOGNITION

No changes

ARTICLE 2. EMPLOYMENT DEFINITIONS

No changes

ARTICLE 3. WORKING CONDITIONS AND SCHEDULES

No changes

ARTICLE 4. PAY ADMINISTRATION

4.3.5 OUT OF CLASS PAY

1. ESP ~~are eligible to~~ shall receive additional compensation in cases of vacancies or leave of absences when acting in a higher-level Education Support Professional position for more than ~~five (5)~~ three (3) workdays consecutively. Compensation will be their hourly rate of pay, and in addition the employee will receive an additional ten percent (10%) of their current rate of pay for each hour worked in the higher-level position or minimum of the pay range for the position covered, whichever is higher. ESP shall receive additional compensation in cases of vacancies or leave of absences when

covering a position that is equal to or less than their primary job title for more than three (3) workdays consecutively. Compensation will be their hourly rate of pay plus an additional seven percent (7%) of their current rate of pay for each hour worked. The Department of Human Resources shall be responsible for determining the rate of pay upon receipt of written notification from the Supervisor.

2. ~~Effective December 1, 1998, food service employees are eligible to receive additional compensation when acting in a higher level position beginning the first day in the acting position when it is done for an entire shift. This is not included in circumstances that require for partial coverage for the day on an hourly basis and the pay is granted when the entire shift is covered. The higher level of pay would be equal to the acting employee's current hourly rate plus the difference between the minimum hourly rate of the different job grades. (e.g. A Kitchen Assistant acting as an Elementary Kitchen Manager would make the additional difference in the rates of pay per hour).~~

Effective July 1, 2022, food service employees shall receive additional compensation in cases of vacancies or leave of absences when acting for the entire shift in a higher-level position for more than one (1) workday consecutively. This is not included in circumstances that require for partial coverage for the day on an hourly basis and the pay is granted when the entire shift is covered. Compensation will be their hourly rate of pay, and in addition the employee will receive an additional ten percent (10%) of their current rate of pay for each hour worked in the higher-level position or minimum of the pay range for the position covered, whichever is higher. Food service employees shall receive additional compensation in cases of vacancies or leave of absences when covering a position that is equal to or less than their primary job title for more than three (3) workdays consecutively and when coverage is done for an entire shift. Compensation will be their hourly rate of pay plus an additional seven percent (7%) of their current rate of pay for each hour worked. The Department of Human Resources shall be responsible for determining the rate of pay upon receipt of written notification from the Supervisor.

3. ESP who provide coverage when a certified substitute is not available will follow the guidelines as referenced in Article 4.3.3 Emergency Substitute.
4. ESP ~~may be eligible to~~ shall receive additional compensation in cases of vacancies or leave of absences when acting in a higher-level Executive Professional position for more than ~~five (5)~~ three (3) workdays with prior approval by the Superintendent. In the event that there is an extended leave by the Executive Professional, the Superintendent/designee will work with the appropriate division head and Supervising Administrator to create a department coverage plan and compensation for the ESP for the term of the leave and will communicate with the ESP Council President or designee.

4.10.4 SECURITY INCENTIVES

Security employees are eligible each semester to receive incentive pay.

Incentive pay can be achieved by meeting specific department goals. Employees will receive their earned incentive pay twice per fiscal year. Incentives earned in the first (1st) semester will be paid in ~~January~~ February and incentives earned in the second (2nd) semester will be paid in ~~July~~ June.

Schedule of incentives per semester:

No more than six (6) half days or three (3) full days of sick leave or personal leave = \$100.00

Patrol Officers who drive a district vehicle and maintain a safe driving record = \$100.00
Security Officers who are approved and maintain an annual Gun Safety Certificate = \$50.00.

4.11 FURLOUGH

Notwithstanding the above or any articles that are contrary to this subsection, effective beginning with Fiscal year 2020-2021 (July 1, 2020 to December 31, 2020), all regularly employed ESP employees will receive a reduction of a compensable day equivalent to one (1) day. The furlough day will be without pay and the employee will not complete any type of work on this day. The financial impact of the furlough day is to be spread evenly over 12 paychecks, or as applicable for employees that are paid on a different pay cycle.

An ESP employee that begins employment after 7/1/20, such employee will be subject to a payroll reduction of a compensable day equivalent to one (1) day, however, the payroll deduction will be distributed over the remaining pay periods appropriately.

For Food Services employees only (excluding 260 day employees), shall not have a furlough day deduction since they are only paid for actual days worked. However, the school calendar year will be shortened which will automatically reduce their number of days worked by the one (1) furlough day.

ARTICLE 5. INSURANCE BENEFITS/SALARY REDUCTION

No changes

ARTICLE 6. EMPLOYEE EVALUATIONS

No changes

ARTICLE 7. DISCIPLINARY AND/OR CORRECTIVE ACTION

No changes

ARTICLE 8. SEPARATION

No changes

ARTICLE 9. STAFF REDUCTIONS

No changes

ARTICLE 10. POSTING AND ADVERTISING OF SUPPORT STAFF VACANCIES

No changes

ARTICLE 11. DISCRIMINATION, HARASSMENT AND BULLYING

No changes

ARTICLE 12. GRIEVANCE PROCEDURES

No changes

ARTICLE 13. SICK LEAVE

No changes

ARTICLE 14. OTHER LEAVES

14.2 PERSONAL WITHOUT PAY

When an employee has exhausted all leave balances as notified by HR/PeopleSoft, an employee may request leave without pay for short periods of absence not to exceed more than five (5) days per ~~calendar~~ **fiscal** year. A request for this leave shall be in writing and must have the approval of the employee's immediate ~~Supervisor~~ **supervising administrator**. The employee's failure to adhere to the required work schedule may result in further disciplinary action.

ARTICLE 15. TUITION REIMBURSEMENT

15.3 PLAN COMPONENTS

- The tuition reimbursement plan will provide assistance for eligible employees who pursue work related training programs and/or conferences, course work or professional growth programs that include certification and/or testing, and accredited trade and/or degree programs.
- The classes, training or degree programs must be either work-related or must be a part of a bona fide degree program at an accredited college or university. The tuition reimbursement will be subject to a fiscal year cap for each individual.

Reimbursement will be made after evidence is presented of successful completion of the class or training requirement. These and other definitions are explained below.

a. Program Eligibility

This program is available to part-time regular status ESP and full-time regular status ESP who have completed his/her initial 89 days of employment.

- It is not available to dependents of employees or to employees on an extended leave of absence from the District.
- It is available to employees on an extended leave of absence for educational reason (student teaching, bachelor's degree, etc.)

b. Work-Relatedness or Degree Pursuit

- Only those programs or classes which have been pre-approved by Professional Learning will be eligible for the reimbursement program.
- The classes must meet one of two criteria.
 - They must be work-related or be part of a degree program which is offered by an accredited college or university.
 - To be work-related, the class or program must have a direct relationship to the attainment or enhancement of skills specifically required for the employee position or be directly related to improving performance on the existing job.
- The employee will submit a request for the approval of the course under this plan prior to enrolling in the course. The determination of work-relatedness will be made by the respective department head, administrator or principal and the Director of Professional Learning or his/her designee.
- To be considered eligible under the requirement for pursuit of a degree program, the employee must submit an educational plan outlining the courses, which will be included in the degree program.
- This plan must be submitted prior to inclusion in the tuition reimbursement program and should be inclusive of all classes, which will be considered a part of the degree program.
- The cost of the SWEEP (Student Work Experience Evaluation Program) or other such programs which allow an employee to "test out" of a course requirement will be included in this policy, provided that a passing grade is achieved and prior approval has been granted.
- Only those programs which have been pre-approved will be eligible for the reimbursement program.

c. Reimbursement Process

Employees will be reimbursed 100% of the tuition rate after providing evidence of a 70% grade or above.

- One hundred percent reimbursement will also be provided for a "Pass" or certificate of completion in a non-graded class.
- The employee will pay for the class and submit a request for reimbursement upon completion. Reimbursement will be on a first come, first served basis, until funds have been expended.
- The only reimbursement will be for tuition. The program will not include books, travel costs, or other costs associated with the course or program. The reimbursed tuition will not exceed the state's standard rates for credit hours.
- The reimbursement will be subject to a fiscal year cap of ~~\$500.00~~ **\$700.00** of tuition for pre-approved courses, except that any employee enrolled in a college degree program will be eligible to be reimbursed up to ~~\$1300.00~~ **\$2000.00** per fiscal year.

ARTICLE 16. RETIREMENT

No changes

ARTICLE 17. GENERAL PROVISIONS

No changes

In witness whereof, we have hereunto set our hands and caused the official seal of said Colorado Springs School District 11 to be hereunto affixed this 25th day of May, 2022.

BOARD OF EDUCATION

Dr. Nicholas Gledich
Interim Superintendent of Schools

Dr. Parth Melpakam, President

Jason Jorgenson, Vice President

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Lauren Nelson, Treasurer

Darleen Daniels, Director

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Board of Education

Julie Ott, Director