



**2023-2024**  
**Executive Professional**  
**Meet and Confer**  
**Handbook**

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**Colorado Springs School District 11**  
**2023 - 2024**  
**Executive Professional**  
**Meet and Confer Handbook**

**GENERAL STATEMENT OF UNDERSTANDING**

This Handbook is a cooperative effort between the District and Executive Professional employees. The Executive Professional Meet and Confer Handbook (The “Handbook”) is intended to provide Executive Professional employees with general guidelines only. The Handbook is not a contract of employment. Historically, the Board has annually “met and conferred” with CSASE representatives over identified subjects covered by the Executive Professional Handbook.

The Human Resources Department and CSASE shall maintain an editable electronic version of the Executive Professional Handbook and Human Resources will maintain the original document. Further, the District supports the CSASE Board by authorizing two (2) days of planning in preparation for meet and confer.

The District is the primary employer of Executive Professionals and the Executive Professional employees owe certain responsibilities and obligations to the District.

The Board is the governing body of the District and possesses certain powers and duties under the Constitution and the laws of the State of Colorado, which may not be delegated, limited, or abrogated by policies and procedures. The Board has the sole and exclusive right to exercise all functions of management within the scope of the law.

The Board and Superintendent retain the power to modify the provisions of the Handbook after discussion with the meet and confer team. Pursuant to Board Policy, GBDA, Referral to Employee Handbooks/Agreements, the Executive Professional Meet and Confer Handbook shall take precedence over any conflicting terms between existing policy and the Handbook.

Except as provided by the Teacher Employment, Compensation and Dismissal Act (to the extent it applies), Executive Professionals are “at-will employees,” as that term is defined under Colorado law, and accordingly, their employment can be terminated by the District, in its discretion, at any time, with or without advance notice, and with or without cause. Executive Professionals also are free to resign from employment at any time and for any reason.

**DISCLAIMER**

**THE EXECUTIVE PROFESSIONAL HANDBOOK (The “Handbook”) IS NOT INTENDED TO CREATE, AND SHOULD NOT BE INTERPRED AS CREATING AN EXPRESS IMPLIED CONTRACT, INCLUDING A CONTRACT OF EMPLOYMENT. THE HANDBOOK IS ALSO NOT INTENDED TO CREATE, AND SHOULD NOT BE INTERPRETED AS CREATING PROPERTY RIGHTS, PRIVACY RIGHTS, RIGHTS TO DUE PROCESS, OR OTHER CONTRACTUAL OR CONSTITUTIONAL RIGHTS.**

## **EMPLOYMENT-AT-WILL**

Except for employees who are subject to the Colorado Teacher Compensation and Dismissal Act (“TECDA”) and in accordance with applicable law, all Executive Professional employees of the district are at-will employees. This means that either the employees or the district may terminate employment at any time, with or without advance notice, and with or without cause. No exception to this at-will employment provision will be effective unless it is expressly set forth in specific terms in an agreement in writing between the district and the employee and signed by both employee and the president of the Board of Education (“The Board”) following approval by the Board.

## **NON-DISCRIMINATION IN EMPLOYMENT**

School District 11 is committed to a policy of nondiscrimination in relation to disability, need for special education services (whether actual or perceived), race, creed, color, sex, marital status, sexual orientation, transgender status, gender identity, gender expression, national origin, religion, ancestry, age, genetic information, or protected activity in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any harassment/discrimination of students and/or staff, based on the aforementioned protected areas, will not be tolerated and must be brought to the immediate attention of the school principal, D11 administrator/supervisor or D11 nondiscrimination compliance/grievance coordinator.

NONDISCRIMINATION COMPLIANCE COORDINATOR, the Office of Equal Opportunity Programs and Ombudservices, has been designated to coordinate compliance with: Equal Pay Act of 1963, Civil Rights Act of 1964, as Amended, Age Discrimination in Employment Act of 1967, Title IX – Education Amendments Act of 1972, Section 504 of Rehabilitation Act of 1973, Pregnancy Discrimination Act of 1978, and Americans with Disabilities Act of 1990. For additional information, please contact the District 11 Office of Equal Opportunity Programs & Ombudservices at 1115 North El Paso Street, Colorado Springs, CO 80903-2599, Phone: 719-520-2288, FAX: 719-520-2442

The following Board policies address nondiscrimination in District 11: [AC](#), [AC-R](#), [GBA](#), [GBAA](#), [JBB](#), [JBB-R](#)

## **ARTICLE 1. EXECUTIVE PROFESSIONAL SALARIES**

The Board recognizes that attractive compensation plans, which include adequate salary and employee benefits, are necessary to attract and retain well-qualified employees to deliver quality educational services. The results of any Executive Professional Market Survey will be provided to the Executive Professional Salary committee and the CSASE board, who may then share it with the Meet and Confer members.

All Executive Professional employees are considered exempt employees as defined by the Federal Fair Labor Standard Act (FLSA). Exempt employees are not entitled to overtime pay. The work day for administrative, supervisory, and exempt level personnel is at least eight (8) hours, and the hours of work and schedule may vary to fulfill the requirements of the position.

All Executive Professional employees will be divided into two groups for salary consideration: those who work a Budget Calendar and those who work a School Calendar.

- A. All salaries will be figured using the “Executive Professional Salary Schedule Chart” as posted on the District 11 Human Resources website. Salaries are paid on the 1<sup>st</sup> business day of each month. If the 1<sup>st</sup> of the month falls on a weekend or holiday, the employees’ paycheck will be available the next business day. An employee will have the paycheck deposited into a financial institution of his/her choice or through the District’s financial institution by way of a pre-paid debit card.
- B. The Budget Calendar Employees (“Budget Calendar Employees”) work 226 days. These exclude the allowed District holidays and the twenty-two vacation days as described in a later Article of this document. This makes a total of 260 days.
- Twelve-month employees (260 day) employees shall be granted at least thirteen (13) holidays, as designated by the Board, with pay per school year. School-year employees shall not be paid for holidays.
  - The School Calendar Employees (“School Calendar Employees”) work 226 days except as noted in section “C” below. Based on the school calendar, they work the school calendar days plus fifteen (15) office days. In addition, they work additional days on a flexible schedule as determined by their direct supervisor to make a total of 226 workdays.
  - Both groups, except as noted in “C” below, have a work year from July 1 to June 30 each year.
- C. Some Executive Professional employees work less than 226 days as noted below:
- Elementary Principals--210
  - All Assistant Principals--207
  - Student Personnel Coordinators--197
  - Instructional Supervisors--207
  - Others as determined by Personnel Action--varies
  - All those in this category have a work year from August 1 to July 31 each year. These employees work the school calendar and in addition, they work the required number of flexible days to make their designated total as determined by their direct supervisor.
- D. In the event of special programs and projects that require substantial hours above and beyond the normal work schedule, the employee and the supervisor may adjust the work schedule to accommodate the program or project in order to keep the hours worked by the employee within an acceptable level. Employees or supervisors may contact the Executive Director of Human Resources to help facilitate this change.
- E. The current employee salary ranges have been determined based in part on the 2014-2015 market analysis and were previously agreed upon by the Executive Professional group and the District administration. Said ranges are subject to a Superintendent recommendation and Board approval regarding increase in salary ranges.
- F. In the 2014-2015 school year, Executive Professionals were placed on a newly created thirteen (13) step compensation system. Beginning with the 2021-2022 school year, the step system will increase to fourteen (14) steps. The District will add six (6) more steps to the salary schedule for a total of twenty (20) to begin fiscal year 2022-2023.
- G. Any newly employed Executive Professional will be placed on the twenty (20) step system. Each step represents two years of experience, based upon equivalent experience.
- The maximum amount of years of experience granted is 9-10 years of experience, which is equivalent to step five (5).

H. Promotions

- The new salary rate shall be equal to or greater than the minimum rate for the new pay grade and shall not exceed the maximum rate for the new pay grade.
- When an employee promotes to a higher position, the new salary will be based on the employee's new pay grade. Each promotion will be reviewed on a case by case basis. If an employee's current rate of pay is higher than the designated step placement they will be placed on the next closest step to their current rate of pay, but not lower than the current rate of pay. The new salary rate will not be less than a three (3) percent increase. Other factors may be considered when setting salaries as determined by the Department of Human Resources.

I. Salary Increase

For the 2015-2016, the 2016-2017, 2017-2018, 2018-2019, 2019-2020, 2020-2021, 2021-2022, and 2022-2023 school years, salaries for all Executive Professional employees shall be adjusted based upon the compensation step system as identified in section F. The District paid a one (1%) one-time, non-recurring payment for all executive professional employees on the system as of June 30, 2017 and as of June 30, 2018; each to be paid out during 1<sup>st</sup> semester 2017 and 1<sup>st</sup> semester 2018, respectively. The District will pay a one-time, non-recurring payment of four percent (4%) for all executive professional employees in the fall of the 2021-2022 school year. Effective for the 2023-2024 school year, the District will pay a non-recurring, split payment totaling six percent (6%) and will occur in the fall and spring semesters and is intended to be PERA includable compensation.

- Effective for the 2021-2022 school year, once an employee reaches the maximum step placement of the salary schedule, and is no longer eligible for step movement, an employee may be eligible for a 2% one-time, non-recurring payment pending budgetary funding availability and Board of Education approval of an across the board step increase for Executive Professionals.

J. Salary/Benefit Corrections

- In situations where an employee is overpaid or underpaid by the District with respect to his/her salary or benefits, neither the employee nor the District may recover from the other the amount of overpayment or underpayment over a period greater than two years from the date the employee or the District notifies the other of the overpayment or underpayment. All compensation corrections will be done in accordance with Board regulation, Compensation Administration, DKA-R.

K. Salary Restructure Committee

- For SY – 2018-2019, the Executive Director of Human Resources shall continue with the committee ("Committee") to review the new salary structure implemented for the 2014-2015 fiscal year for Executive Professional employees. The Committee consists of at least one representative from the District's Human Resources Department/Personnel Support Services Division, at least one representative from the Technology Services Division, at least one representative from the Instruction, Curriculum and Student Services Division, at least one representative from the District's Business Services Division, and at least three (3) building level administrators (one per level). The Executive Director of Human Resources, as Chair of the Committee, will notify the CSASE President of Committee vacancies.

## **ARTICLE 2. WORKER'S COMPENSATION**

An employee is eligible for workers' compensation benefits from the district as a direct result of an injury arising out of, and in the course of, his/her employment per the Colorado Workers' Compensation Act.

Workers' Compensation benefits are statutorily defined and regulated. Specifically, by the Colorado Workers' Compensation Act and the Colorado Division of Workers' Compensation, Rules of Procedure. All compensable, work-related injuries or illnesses will be adjusted according to this legislation and rules. However, the District will go beyond the statute and allow injured employees with a compensable, workers' compensation claim to use Sick Leave or ~~Teacher Leave~~, where available, for the statute-mandated, three-day waiting period referenced in the Colorado Workers' Compensation Act. No leaves, other than that noted above, including ~~Sick Leave Bank and/or~~ Donated Hardship Leave, are applicable for the effects of a compensable, work-related injury. For additional information, please contact the District 11 Risk Related Activities department.

An employee shall continue to have District 11 insurance(s) while the employee is under temporary total or partial disability. The employee shall be responsible for his/her share of the monthly premium(s) if applicable.

## **ARTICLE 3. EMPLOYEE INSURANCE BENEFITS**

The provisions of this Article 3 may be superseded by changes in the District's insurance policies and plans. Employees should contact the District's employee benefits office for up-to-date information on the terms of the District's insurance policies and plans.

Effective July 1, 2015, and in compliance with Health Care Reform, all District 11 employees must work an average of 30 hours per week or more to be eligible for benefits, as defined in 3.A Health, 3.B Dental and Vision, 3.C Basic Life Insurance.

### **A. Health Insurance**

- The District shall offer eligible employees at least one health insurance plan. Beginning with the July 1, 2023 paycheck, the District shall pay at seventy-five percent (75%) of the Medical Buy-Up Plan premium for Employee Only coverage and seventy percent (70%) for all other premium tiers of the plan (employee + spouse, employee + child(ren) and family) and the District shall pay eighty-five percent (85%) of the Medical Base Plan premium for Employee Only coverage and seventy percent (70%) for all other premium tiers of the plan (employee + spouse, employee + child(ren) and family). Employees are not required to carry health insurance through the District. Part-time (those who work less than 30 hours per week) Executive Professional employees do not receive benefits. Retirees who satisfy the eligibility requirements of 30 hours or more per week or qualify for one of the District's 140 day slots may be eligible for the 75%/25% or 85%/15% premium share for employee only premium based on health plan chosen and seventy percent (70%) for all other premium tiers of the plan (employee + spouse, employee + child(ren), and family). Employees will not be required to carry health insurance through the District.
- The benefit coverage effective date for new hires is the first day of the month following the date of hire provided the enrollment form is received within 31 days of hire. Employees who do not turn in their completed enrollment form within 31 days of hire will be required to wait until the next open enrollment period to elect coverage unless they have a qualifying

event (e.g. loss of coverage) that would permit enrollment in the plan prior to the annual open enrollment period.

B. Dental and Vision

- The District shall offer dental, and vision for its full-time benefits eligible employees through either self-insurance or through private carrier(s). The District shall pay seventy-five percent (75%) of the District designated carrier(s) premium for the employee only. Employees are not required to carry this insurance through the District.

C. Basic Life Insurance

- The District shall provide basic life insurance coverage for its full-time benefit eligible employees. The District will assure that the life insurance will be two (2) times the employee's contracted annual salary amount with a minimum amount of \$50,000. Each employee will be required to participate in the coverage. Premium payments will be funded by the District paying one hundred percent (100%) for the employee only. The additional basic life insurance for the spouse and dependents will be the total responsibility of the employee.

D. Voluntary Life Insurance

- The District shall provide voluntary life insurance for its full-time benefit eligible employees and dependents. Participation is voluntary and except as provided herein, the premium for such coverage shall be borne one hundred percent (100%) by the employee.

E. Short Term Disability Insurance

- The District shall provide short term disability coverage for its full-time benefit eligible employees. Participation is voluntary and except as provided herein, the premium for such coverage shall be borne one hundred percent (100%) by the employee. Short term disability benefits will begin once the employee has exhausted all paid leave (use of vacation time is optional) or 15 calendar days from the last day worked, whichever is greater.

F. Long Term Disability Insurance

- The District shall provide long-term disability coverage for its full-time benefit eligible employees. Participation is voluntary and except as provided herein, the premium, for such coverage shall be borne one hundred percent (100%) by the employee. Long term disability benefits will begin once the employee has exhausted all paid leave (use of vacation time is optional) or 90 calendar days from the last day worked, whichever is greater.

G. IRS Section 125 Plan

- The District is enrolled in an Internal Revenue Service, Section 125 (cafeteria plan) program that allows employees to pay for insurance premiums, medical expenses and dependent care expenses on a pre-tax basis. There are two (2) components to the 125 Flex Plan.

1. Premium Payments

- All employees enrolled in the medical, dental and/or vision plans will have their portion of the insurance premiums automatically deducted pre-tax from the pay checks. Employees who do not desire to participate in the insurance premium pre-tax portion of the cafeteria plan may elect to withdraw from the cafeteria plan by filing the appropriate form with the District's Benefits Department during the "Open Enrollment" each year.



## 2. Medical and Dependent Care Expense (Flexible Spending Account)

- Benefit eligible employees who desire to set aside money for medical and/or dependent care expenses on a pre-tax basis may do so during the “Open Enrollment” period each year. Employees must re-enroll in this portion of the 125 Flex Plan each year.
- All benefit eligible employees will receive a written notification prior to the annual open enrollment period informing them of their options including their option to withdraw from the premium portion of the Plan. They will be reminded that if they are considering retirement in the next three (3) years that their compensation for PERA will be improved if they, in fact, withdraw as it will increase their compensation for PERA. This program is explained in greater detail by Employee Benefits.

## **ARTICLE 4. PERSONAL PROPERTY DAMAGE REIMBURSEMENT**

### Personal Property Damage Reimbursement due to Vandalism and/or Theft

The District may *reimburse* an employee for damages to his/her personal property resulting from vandalism or theft while on District property and during the course and scope of his/her employment, and when the loss has been proven to be a district-related loss after an investigation. In addition, the District may reimburse the employee for damage to his/her personal property that occurred off District property in the event the employee substantiates, to the District’s satisfaction, that the employee was acting within the course and scope of his/her employment. *Reimbursement* will be limited to a maximum \$1000 per incident and \$1500 per year and shall be for those actual damages not covered by insurance or otherwise reimbursed or recouped.

To be eligible for reimbursement, the employee must meet **all** the following criteria:

- Employee has taken reasonable precautions to protect his or her personal property
- A Colorado Springs Police report has been filed in a timely manner
- Immediate notification to employee’s supervisor
- Notification to Risk Management within 5 business days
- Completed District “Property Damage to Employee Property” claim form forwarded to Risk Management with all required documentation
- Submitted evidence of actual damages incurred as well as documentation of the original purchase cost and/or ownership where applicable

Damage to windshield or keyed vehicles will only be reimbursed if it is the result of proven vandalism on District premises as stated in paragraph one of this Article.

## **ARTICLE 5. PERSONAL LIABILITY PROTECTION**

The District carries liability insurance for its employees, under both its self-insured general liability program, and its errors and omissions professional liability policy.

The District’s errors and omissions professional liability generally covers claims asserted against employees for a wrongful act or arising out of an act or omission allegedly committed by an employee, when the employee was performing his/her duties within the course and scope of his/her employment with the District.

Employees may not be eligible for either coverage if a determination is made that the employee’s conduct was willful and wanton, if the employee settles or compromises a claim without the District’s

consent, or as otherwise provided by law. Employees will be subject to other limitations provided in the District's policies and/or as otherwise provided by law. Employees having questions or who believe a claim should or may be filed under one of the District's policies should report to Risk Management.

#### **ARTICLE 6. ADMINISTRATIVE CALENDAR**

Executive Professional employees will be divided into two groups for calendar purposes. The Budget Calendar Employees will include those who receive vacation. The School Calendar Employees will include those who work 226 days or less and do not receive vacation, but, instead, have a comparable number of days off based on the school calendar.

- A. All schools and administrative offices will be open at least ten (10) workdays before the first day that teachers report to work.
- B. All schools and administrative offices will remain open at least five (5) workdays after the last day that teachers report to work.
- C. Building administrators shall be required to keep an individual record of days worked beyond the school calendar that shall be made available to the Executive Directors of K-12 Schools upon request. Flex days can be defined as:
  - One day is defined as 8 hours.
  - Hours (minimum of 2) worked on noncontract days/hours (breaks, holidays, and/or weekend).
  - A noncontract day/hours.
  - Executive Professional meetings will be counted as a full flex day if the meeting occurs before the Administrators contract begins.
  - Flex days may be worked off site.
- D. Supervisors have the ability to adjust schedules as needed, as long as the department has adequate coverage for the district's normal working hours.

#### **ARTICLE 7. VACATION FOR BUDGET CALENDAR EMPLOYEES**

- A. The full complement of vacation days/hours will be posted for use on the first day of the new work year in which an Executive Professional employee attains Budget Calendar status. Upon separation from the District, days/hours used for vacation beyond those earned up to the separation date shall be reimbursed to the District by the Executive Professional employee. For this purpose, vacation days are earned at 14.67 hours per month or 1.83 days per month. For Budget Calendar Employees who do not begin employment on July 1, vacation days will be prorated.
- B. Vacation may be taken at time approved by the employee's supervisor in half (1/2) hour increments. It is understood that only extreme emergency situations will prevent the granting of an employee's vacation request.
- C. Employees are not allowed to carry more than 60 hours of vacation time from year to year. Notification for this should be submitted to your immediate supervisor. Vacation hours in excess of that described above will be forfeited as of June 30 of each year. The Superintendent may consider an exception for emergencies on a case-by-case basis for vacation hours in excess of 60 hours. Effective for the 2020-2021 and 2021-2022 school years only, an employee is

eligible to carry an additional 20 hours of vacation, for a total of 80 hours, due to the impact from COVID-19.

- D. Upon termination of employment, Executive Professional employees shall be paid at full per diem for unused and accrued vacation. For standard resignations, terminations, or change in status (from eligible to not eligible for vacation) the calculation to determine payout of vacation time is based upon 260 days.
- E. The calculation to determine payout of vacation for retirement is based upon 226 days.

## **ARTICLE 8. PROFESSIONAL DEVELOPMENT FUND**

All Executive Professional employees shall be allocated \$1500 annually toward a Professional Development Fund (PDF). Effective July 1, 2018, the employee may not have an accumulation of more than \$4500 in this fund as of June 30 of each budget year. Executive Professional Employees in his/her final year of employment with the District before retirement or transition may only use his/her PDF account for conferences, training, licensure or similar professional development activities. Technology devices and other similar assets are specifically prohibited as a PDF account expenditure in the final year of employment with the District. Executive Professional employees on transition will have his/her PDF account closed as of June 30<sup>th</sup> of the year prior to transition and will not receive a new allowance for the transition. This fund is to be used for job-related expenses incurred for professional growth activities. These expenses may be tied to an employee's professional growth plan by mutual consent of the employee and the supervisor. Proof of expenditures must be submitted. Unused funds will be forfeited if not expended by the last day of employment.

Amounts paid or reimbursed from the Professional Development Fund will be treated as taxable income subject to withholding, unless the tax requirements of an "accountable reimbursement plan" are met with respect to such reimbursements. The requirements of an accountable expense reimbursement plan include:

- A demonstration by the employee that the expenses are reasonably related to the employee's job and,
- The expense would be deductible by the employee as an employee business expense for tax purposes and,
- Information regarding the time, place and business purpose of the expense is provided to the District.

The purchase of any professional development equipment (*i.e.*, home computers and peripheral equipment) does not meet the above requirements for avoiding treatment as taxable income, hence, any reimbursement or payment thereof will be subject to income tax withholding and inclusion in the employee's W-2 as taxable income.

Although the total amount of \$1500 is credited to the employee's PDF account on July 1, the employee earns the amount on a monthly basis. For example, an employee who terminates in December will have earned 6/12, \$750, of the annual allotment. A new employee who starts work in August will receive 11/12, \$1375, of the annual allotment. In the event an employee terminates or takes a leave of absence and their PDF balance is in a negative position, the amount overpaid will be deducted from the employee's final paycheck or they will receive a billing from the Accounts Payable Department if the final paycheck has already been issued.

The employee, who starts work by the 15<sup>th</sup> of the month, will be considered eligible for PDF beginning that month. The employee that starts work on the 16<sup>th</sup> of the month or later, will qualify for PDF funds beginning the following month.

Regular employees working less than full time will receive prorated funds according to their FTE, (Example: .81 = \$1215, .6 = \$900, .5 = \$750).

In the event that a request is denied by accounts payable, the requestor's supervisor can appeal the decision. Upon denial the employee will be notified of their right to appeal the decision. The appeal will be decided by a committee comprised of the following:

- The Accounts Payable supervisor or his/her designee
- The Director of Finance or his/her designee
- The Requestors Supervisor or his/her designee
- A member of the Instruction Division
- The IT representative of the CSASE board or his/her designee

The decision of the Appeals Committee will be final.

## **ARTICLE 9. RECLASSIFICATION**

### **A. Job Reclassification Committee**

- The Job Reclassification Committee for the Executive Professional employee group shall consist of seven members. Membership will include: one (1) Executive Professional chosen from the Division of Technology Services; one (1) Executive Professional chosen from the Division of Achievement, Learning, and Leadership; three (3) Executive Professionals chosen from school-based positions; and one (1) individuals from the Division of Business Services; and (1) member of the CSASE Board. The Director of Compensation, as chair of this committee, will notify and collaborate with the CSASE President on any vacancies needing filled on the committee. The Director of Compensation, as chair of this committee, will notify and collaborate with the CSASE President of any vacancies needing filled on the committee. The CSASE President will recommend to the Senior Executive Director of Human Resources the names of individuals to serve on the Job Reclassification Committee. These names are subject to approval of the Superintendent.
- The Director of Compensation, as chair of the Committee, will provide training for the Committee members as to their responsibilities and duties. **The Committee chair will ensure there is not a conflict of interest with Committee members and the position being evaluated.** If there is a conflict of interest between a Committee member or the Committee chair and the person holding the position being reclassified, the Committee member or Committee chair will be excused during Committee discussion of the reclassification. The Committee Chair is a non-voting member of this committee.
- The Committee will meet two (2) times per year (October and February) to discharge its official duties and the Committee chair will schedule and inform Committee members of the meeting day, time and location to ensure that at least five members of the Committee can attend the meeting. A Job Reclassification Committee meeting may be scheduled in emergency circumstances only and as approved by the Senior Executive Director of Human Resources. If the Committee meeting is cancelled, the Committee chair will inform the members as soon as practical. Substitutes are not allowed to fill in for Committee members. In the event five members cannot attend, the meeting will be rescheduled within two

weeks. Information regarding the position and justification for the reclassification will be provided to the Committee members at the beginning of each meeting and after the confidentiality agreement has been completed by each committee member. The justification for the request shall include the information submitted by the employee's supervisor, and criteria to determine a job classification to include job duties, number of employees supervised, and changes to the job function as part of review and consideration in reclassification.

- The Committee's responsibility shall be limited to considering and making recommendations regarding routine employee reclassification requests that have been initiated by individual employees through their supervisors, and with approval from their division head. When the duties of an Executive Professional job have changed significantly, the supervisor may have the job reviewed to see if it should be placed in a different pay grade. To reclassify an Executive Professional position, the supervisor needs to send the Director of Compensation the old job description, the new job description, and a memo indicating the significant changes to the job. The Director of Compensation will schedule a meeting of the Executive Professional Job Evaluation committee to review the new job description and make a recommendation regarding its grade on the salary schedule. The Committee's charge does not include consideration of reclassification issues that lie within the authority of the Board of Education including, but not limited to, such issues as major as administrative restructuring projects, restructuring of positions negotiated directly with the Board, restructuring of positions pursuant to independent management studies, and emergency classifications requiring expedient action.
- The Committee's recommendations shall be forwarded to the Senior Executive Director of Human Resources for comment, then to the Chief of Personnel Support Services for comment, and finally to the Superintendent. The Superintendent has the authority to decide whether, and if so when, a recommended reclassification action will proceed to the Board of Education.

**B. Reclassification Timeline**

- Compensation changes created by reclassification requests/adjustments may be made if properly approved by the Committee. The final salary grade and placement decision will be made by the Director of Compensation with the approval by the Senior Executive Director of Human Resources. Compensation changes will be effective the month following the reclassification is approved by the Board of Education.
- An official written response will be made to the employee and supervisor within ninety (90) days following the submission of all paperwork by the Executive Professional employee to their supervisor. This response will identify the next course of action, including the date that the action will be recommended to the Board of Education, if applicable.

**C. Job Descriptions**

- Executive Professional job descriptions will be reviewed and updated in accordance with Board Policy GCAB, Administrative Staff Positions.

**ARTICLE 10. DISTRICT EMPLOYEE BENEFITS INSURANCE COMMITTEE**

The District shall establish a District Employee Benefits Insurance Committee of thirteen (13) members, which shall be comprised in a manner to reflect the views and interests of all groups of employees. The

committee is currently structured as follows as appointed by the group presidents and the superintendent: six (6) teachers, two (2) Exec Pros, four (4) ESP representatives and one (1) retiree representative. The District Employee Benefits Insurance Committee shall review existing benefit insurance coverages and shall consider how to contain escalating costs as specified in an annual charge from the Board. The chairman of the District Employee Benefits Insurance Committee shall serve ex-officio and be appointed by the Superintendent or designee. The Superintendent or designee will transmit reports and any other recommendations to the Board of Directors for consideration. The recommendations of the District Employee Benefits Insurance Committee are advisory only.

#### **ARTICLE 11. DISTRICT COMMITTEE REPRESENTATION**

Unless mutually agreed otherwise, District committees, task forces, or other groups will strive to consist of Executive Professional employees (both in building and not in building) at least equal to the representation of any other employee group involved to prevent voting dominance of any individual employee group. In the latter case, the amount of representation will strive to be mutually agreed upon by the Superintendent and the CSASE President and is subject to Board policy BG and BDF, as applicable. The responsibility of designating appropriate Executive Professional representation will be shared between the chair of the committee and the CSASE President. Membership of committees are subject to Superintendent approval and/or Board of Education policies, as applicable. Committee representatives are able to share committee notes, minutes, and other information discussed during committee meetings, provided that confidential and protected information (e.g. personnel, etc.) is not shared. A list of all District committees is available on the District 11 Superintendent's website.

#### **ARTICLE 12. SICK LEAVE REIMBURSEMENT**

Under the Sick Leave Reimbursement Plan: The proportional amount would be based on the individual retiree's percent of the total amount of the maximum possible sick leave paid out to all retirees. The maximum possible amount paid to each retiree is computed by multiplying the number of days of unused sick leave by 75% of their current per diem rate. The retiree's proportional percent would then be applied to the total amount of funds budgeted and/or available for sick leave reimbursement. In the event that the aggregate payout of sick leave for the Executive Professional employee group exceeds the budget for post-retirement benefits, the District will grant each retiring Executive Professional sick leave reimbursement at 75% of per-diem with the understanding that the excess cost of sick leave reimbursement will be deducted from the subsequent year's post-employment benefit budget.

##### **A. Under the Sick Leave Reimbursement Plan**

- To be considered eligible for sick leave reimbursement "eligible employees" shall mean an employee who has completed five (5) years of full-time, continuous (without a break in service) service in the Executive Professional employee group by June 30 of the year of the application for sick leave retirement reimbursement is submitted.
- Half-time employees (that is, employees who worked half of a contract year or less, in any configuration) will accrue seniority for this purpose by counting each year of completed continuous half-time service as .5 (that is, one-half of a year of service) for purposes of computing seniority and determining ranking on the seniority list. Employees who complete more than half of a contract year will be considered full-time, unless otherwise designated, and will receive 1.0 seniority credit for that year.
- If the District initiates the change (e.g., an employee's position is eliminated and the employee separates from the District or is placed in a position outside the Executive

Professional group), the change will not be considered a break in service if the employee returns to the Executive Professional group within 24 months from the employee's last day of employment in the Executive Professional employee group. Years outside the Executive Professional group will not count toward the 5-year eligibility.

- B. Under the Sick Leave Reimbursement Plan
- A non-binding letter of intent of such retirement shall be received in the Division of Human Resources by 5:00 p.m. the first working Friday following the winter break.
  - As identified in the "Executive Professional Retirement Incentive Program Notice," an employee may not revoke the application and election to retire after the seven (7) day binding revocation deadline has expired.
- C. Under the Sick Leave Reimbursement Plan
- For purposes of computing any accrued vacation or unused sick leave, the per diem wage rate of a Budget Calendar Employee shall be determined by taking the annual base salary and dividing by 226. For employees working 226 days or less, any per diem payment will be based on the annual salary divided by the number of days they are contracted to work.
- D. Under the Sick Leave Reimbursement Plan
- In the event that an Executive Professional is terminated by the District (for other than deliberately illegal acts) after the cutoff date for submission of his/her Letter of Intent, that employee may appeal to the Superintendent or his/her designee for a waiver of the eligibility criteria. Additionally, Executive Professional employees meeting the eligibility requirements for participation in the sick leave reimbursement plan described in this Article and Article 14, Separation/Retirement, of this Handbook, who retire for bona fide medical reasons prior to the first business day of the new fiscal year shall be eligible hereunder regardless of the notice provisions of this Article and Article 14, Separation/Retirement.
- E. Under the Sick Leave Reimbursement Plan
- At the end of each fiscal year, money accrued for sick leave reimbursement, which is not expended on retiring employees shall be distributed to Executive Professional employees as either a one-time payment or a one-time increase in the Professional Development Fund (PDF). An amount equal to or greater than \$75,000 will be paid out as one-time compensation. Amounts that are less than \$75,000 will be added to the Professional Development Fund. Distribution of the payment or the increase to the PDF fund is eligible for active employees only as of June 30 and excludes retirees. Payments will be made as soon as administratively possible.
- F. Under the Sick Leave Reimbursement Plan
- The district will hold-harmless the Executive Professional sick leave budget for the financial impact of sick leave liability related to leave accrued by an Executive/Professional employee while not employed in the Executive Professional employee group. An example of this includes a teacher who becomes a principal and has years of sick leave accrued as a teacher.
- G. Under the Sick Leave Reimbursement Plan
- Sick leave reimbursement will be paid in two equal payments occurring on or about September 1 and February 1 of the next fiscal year, as agreed upon, and in accordance with the Internal Revenue Service.
- H. Under the Sick Leave Reimbursement Plan

- Any Executive Professional employee who is re-hired by the District after retiring and received a reimbursement as part of the Sick Leave Reimbursement Plan, is not eligible again for sick leave reimbursement under the provisions of this Article.

### **ARTICLE 13. SEPARATION/RETIREMENT**

- A. Less than twelve-month employees (retirement for Executive Professional employees at the end of an employment year):
- The last day worked shall be defined as the last designated duty day, which shall be equated with PERA’s definition as the last actual physical day on the job. It shall be determined by the number of work days in each Executive Professional employee’s job classification.
  - All pay, excluding retirement compensation, shall be paid on the next regular pay cycle.
    - A. For District 11 separation and retirement purposes, the last day of duty shall be June 30, unless the retiring employee and the District mutually agree, in writing, to another date. Workers’ compensation, liability and property insurances will be maintained through 4:30 p.m. on June 30 or the agreed upon date. All other employee benefit insurance coverages will be provided through the end of July or the agreed upon date.
    - B. Health insurance benefits provided under COBRA take effect on the benefit termination date following any transition year.
- B. Twelve month employees (separation at any time and retirement for employees during an employment year):
- The last day worked shall be defined as the last designated duty day, which shall be equated with PERA’s definition as the last actual physical day on the job.
  - The Executive Professional employee will receive all pay, accruals and other compensation on the next regular pay cycle.
  - Health insurance benefits provided under COBRA take effect on the benefit termination date following any transition year.
- C. Retiring employees who work a “transition year” may receive any health insurance benefits provided in connection with the transition year employment. Otherwise, health insurance benefits provided under COBRA will apply after all District employment is terminated. A retiring employee who participated in the Retirement Incentive Program and is approved by the Board and as one of the seven (7) most senior Executive Professional employees with five (5) years of continuous service as an Executive Professional only is eligible for twenty-four (24) months of the seventy-five (75%) District contribution towards the same individual or family medical insurance elections (but not vision and dental) in existence at the time of retirement. The 24-month period shall begin July 1 following the period for which such contribution otherwise would have ended. The employee may waive their right to this benefit.
- D. Employees who retire at the end of the fiscal year and return to employment with the district the following school year, and did not submit paperwork to work a transition year, will be treated as though they were a transition employee for purposes of salary and benefits. Such



employees will have their salary reduced by a percent set by the district but not more than the employer percentage of PERA. In addition, transition employees will not have vacation time but will receive limited sick leave as a result of the Colorado Healthy Families and Workplace Act. Any time off from work may not be made up. Sick hours accrued after retirement will not be paid out. Based on the employee's FTE status, they will continue to be eligible for any health insurance benefits which other transition employees are eligible to receive.

- E. Any Executive Professional employee who officially retires from the District must submit a binding letter of retirement to the Human Resources Department.
- F. RETIREMENT DEADLINES
  1. Third Tuesday of October - Non-Binding Letter of Intent to Retire Due to Human Resources
  2. November 1 – Exec Pros notified of top seven (7).
  3. Week prior to Thanksgiving Break – Retirement documents provided to Exec Pros
  4. Tuesday prior to Martin Luther King Jr. holiday – Completed retirement documents submitted to Human Resources
  5. Tuesday after Martin Luther King Jr. holiday – Final day to rescind application for retirement.
  6. Second Wednesday of February – All retirement applications and requests for transition are submitted to the Board of Education for approval.
  7. March 1 – All applicants are notified of the Board of Education decision.
  8. March 8 – If a transition is denied, a retiree applicant may withdraw without penalty.
- G. As identified in the “Executive Professional Transition Year Program Notice,” an employee may not revoke the application and election to retire after the seven (7) day binding revocation deadline has expired.
- H. Employees who have retired from the District will be rehired at the same step as at the time of retirement if they return to the same paygrade as at time of retirement. If the retired employee returns to a higher paygrade, the compensation will be at a rate similar to their compensation at the time of retirement, minus the transition rate if it is the year following retirement. The retired employee is ineligible for future step increases and will only receive an increase in pay when a base rate change effects all cells of the Executive Professional Salary Schedule.
- I. Returning Executive Professionals who have previously resigned or separated from the district will be rehired at the same step as at the time of resignation/separation plus any new experience gained in the same job provided step increases were awarded by the Board of Education during the years in question.

**ARTICLE 14. EXTRA ACTIVITY STIPENDS**

- A. Extra Activities/Projects
  - The Superintendent shall have the authority to grant a stipend, not to exceed \$4,000 per employee, per area of contribution, per year and not to exceed an aggregate amount of \$60,000\_in any one fiscal year. This shall be granted for significant extra activities and/or District-wide projects requiring a significant amount of weekend or evening work. The stipend is non-recurring and will be reviewed on an annual basis depending upon the circumstances.

- B. Superintendent Reorganization/Transfer
- Effective July 1, 2012, the Superintendent shall have the authority to grant a stipend, not to exceed \$5,000 per employee, for the assignment of additional job responsibilities related to a department restructure, reorganization or a transfer to another school or department. The stipend is non-recurring and will be reviewed on an annual basis depending upon the circumstances. This stipend is intended to compensate the employee for additional work responsibilities in the new position. The aggregate amount awarded each year by the Superintendent is not to exceed \$50,000.
- C. Extended School Year Activities under Title I
- Effective July 1, 2013, the Superintendent shall have the authority to grant a stipend, not to exceed \$4000, to a principal in a Title I school, or to that principal's qualified designee, for planning and executing an extended year program (also known as Title I Summer School, Title I Jump Start, and/or Priority Improvement/Turnaround [PITA] Summer School) outside of the teacher calendar year. The stipend is paid from Title I set-aside funds, is non-recurring and will be reviewed on an annual basis depending upon the circumstances. The stipend is intended to compensate principals (or designees) for additional work responsibilities resulting from Title I sanctions.
- D. Extended Summer Enrichment/Summer School (Outside Article 14, A. limits)
- The Superintendent shall have the authority to grant a stipend, not to exceed \$4000, to a principal, or to that principal's qualified designee, for planning and executing a summer school program, Summer Bridge Program or a summer enrichment program outside of the Executive Professional calendar year. In the event that the program is a full-day program covering a minimum of 4 weeks, then that principal or principal's qualified designee shall be entitled to a total stipend of not to exceed \$8,000. These stipend amounts are for exempt level employees covered by this handbook who work less than 226- day contract days. In the event that the principal/principal's designee work 226-day contracts, then that employee shall be entitled for a stipend not to exceed \$3,000 for a half day program and \$6,000 for a full-day program. This conversion is intended to adjust for the matter that 226-day employees are already paid year-round. In the event that the same person fulfills both roles of the Principal/Designee and the Coordinator, that individual shall be eligible for an additional \$1,000 for the stipend amount for a full-day program and half that amount for a half-day program.
  - Effective for FY 20/21 and beyond, the Superintendent/designee shall have the authority to approve Exec/Pro stipends for the District Summer Bridge Coordinator for up to \$4,000, to be funded from ESSER II federal grant dollars
- E. Principal Performance Pay
- Effective July 1, 2023, the Superintendent shall have the authority to award school leadership performance pay to Principals and their Supervisors, up to a maximum of \$10,000per year, based on a rubric to include the state accountability system and other possible criteria. Funding for these payments shall come from District budgeted funds in the general fund.
- F. Principals as Mentors
- Effective July 1, 2023 the Superintendent shall have the authority to grant a stipend, not to exceed \$10,000, to a principal for providing mentoring to other principals selected bythe Area Superintendents.

## ARTICLE 15. GRIEVANCE GUIDELINES

### A. Scope

- These grievance guidelines are intended to provide a mechanism by which the Executive Professional employees may express grievances they have in connection with their employment with the District. Matters that may be raised through these guidelines must be unequivocally linked to the language of the Executive Professional Handbook. Specifically, the grievance must allege that one or more provisions of the Handbook has not been applied to the Executive Professional employee or has been applied to him/her incorrectly. These guidelines are not intended to supersede any procedures adopted by the Board of Education for handling reports of harassment or discrimination, pursuant to Board Policy, AC, Nondiscrimination/Equal Opportunity. Concerns outside the scope of this document may be raised informally by the employee with the District or through members of the CSASE Board who may informally discuss with District administration.
- For purposes of the grievance guidelines, the term “Exec Pro Grievance Team” may include the following: CSASE President and/or Vice President or his/her designee.
- These grievance guidelines are not intended to create and should not be interpreted as creating any contract of employment, property rights, privacy rights, due process rights or other contractual or constitutional rights, or other rights in any employee of the District, and in accordance with applicable law.
- These guidelines are only available for use by current Executive Professional employees of the District. They may not be invoked by an individual who is no longer an employee of the District.
- In their discretion, all parties may mutually agree to modify the timelines or other procedures set forth in this Article. All employees, including those expressing a grievance, are expected to cooperate with any review or investigation conducted by the District.
- The existence of a pending grievance does not preclude the District from taking disciplinary action against any employee involved in the grievance process (including the Executive Professional employee initiating the grievance), unless the disciplinary action is of a retaliatory nature.

### B. Basic Assumptions

- Appropriate written documentation shall accompany all grievances. Such documentation shall include, but is not limited to, a letter from the Executive Professional employee containing the following information:
  1. A specific reference to the Article of the Handbook, which the Executive Professional employee believes has not been applied to him/her or has not been applied to him/her correctly.
  2. A statement as to why the Executive Professional employee believes that the identified Article of the Handbook has not been applied to him/her or has been applied to him/her incorrectly.

3. A statement as to how the Executive Professional employee believes the grievance should be resolved.
4. Such documentation shall also include, but is not limited to, a copy of any written decision issued in connection with the grievance and a statement of the reasons the Executive Professional employee is not satisfied with that decision.
5. A grievance may be withdrawn at any level.
6. If the grievance affects more than one employee in one department, the processing of such grievance may commence at Level II.

C. Procedures

- Informal Resolution. An Executive Professional employee with a grievance should first discuss the grievance with his/her immediate supervisor. The employee with the grievance may ask to have another Executive Professional employee representative present during such discussion.
  - Level I: If the Executive Professional employee is not satisfied with the outcome of the informal resolution process, he/she may request a Level I review within 30 business days of the informal resolution process. The Executive Professional employee initiates a Level I review by submitting a letter to his/her immediate supervisor containing the information specified in paragraph (b)(1) of this Article. A copy of the letter must also be provided to the Senior Executive Director of Human Resources and the Exec Pro Grievance Team. Upon receipt of the letter, the immediate supervisor will investigate the grievance and to meet with the Executive Professional employee within 10 business days, and to issue a written decision within 5 business days thereafter.
  - Level II: If the Executive Professional employee is not satisfied with the decision rendered after the Level I review, the Executive Professional employee may request a Level II review not more than 10 calendar days after the Level I decision is rendered. The Executive Professional employee initiates a Level II review by submitting the documents specified in paragraph (b)(1) of this Article to the Chief of Personnel Support Services or designee. The Chief of Personnel Support Services or designee, the appropriate director and/or division head, and the Exec Pro Grievance Team will investigate the grievance and meet with the Executive Professional employee within 10 business days, and issue a written decision within 5 business days thereafter.
  - Level III: If the Executive Professional employee is not satisfied with the decision rendered after the Level II review, the employee may request a Level III review not more than 5 business days after the Level II decision was rendered. The Executive Professional employee initiates a Level III review by submitting the documentation specified in paragraph (b)(1) of this Article to the Superintendent or designee. The Executive Professional employee may request a Level III review by the Superintendent or designee OR may request a peer appeal with the Exec Pro Grievance Team unless a conflict of interest arises, in which an alternate CSASE Board member is to be designated. A member of the Exec Pro Grievance Team may elect to abstain from participating in the decision.
1. Superintendent or Designee. If the Executive Professional employee requests a Level III review by the Superintendent or designee, the Superintendent or designee will seek to

investigate the grievance and to meet with the Executive Professional employee within 10 business days of the request. The Superintendent or designee will seek to render a written decision within 5 business days thereafter.

2. Executive Professional Grievance Team

- The Exec Pro Grievance Team will seek to investigate the grievance and to meet with the Executive Professional employee within 15 business days of receiving a request for a Level III review, provided that Level I and Level II procedures have been followed.
- Within 7 business days of the conclusion of the investigation and meeting, the Exec Pro Grievance Team will seek to present the decision to the Executive Professional employee. The decision will contain a written analysis of the grievance, along with the specific Article of the Handbook at which supports a finding in favor of or against the Executive Professional employee bringing the grievance.
- The Exec Pro Grievance Team may elect to abstain from participating in the decision, without having to express a reason for doing so.
- When considering a grievance, the Exec Pro Grievance Team will arrive at a decision based upon majority vote. If the vote of the Exec Pro Grievance Team is tied, the Executive Director may require the past president to determine the majority vote.
- If the Exec Pro Grievance Team finds in favor of the employee (subject to the conditions of this Article), the written analysis will be forwarded to the Chief of Personnel Support Services or designee. The analysis will contain a recommendation by the Exec Pro Grievance Team for resolution of the grievance presented by the Executive Professional employee.
- Within 7 business days of receiving the written analysis from the Exec Pro Grievance Team, the Chief of Personnel Support Services or designee will seek to provide to the Executive Professional employee and the Exec Pro Grievance Team a written response to the analysis submitted. The written response will state the decision reached by the Chief of Personnel Support Services or designee.
- If a resolution has not been reached after presentation of the recommendation of the Exec Pro Grievance Team as identified in step (b)(iii), the Exec Pro Grievance Team and the Chief of Personnel Support Services may meet to seek resolution of the situation in a less formal arena. Such considerations shall not be precedent setting and may be issues for consideration in the next Meet and Confer session.

D. Miscellaneous

- The Executive Professional employee's failure to file a grievance within the stipulated time period or failure to appeal the grievance to the next level within the stipulated time period will constitute a waiver of the grievance.
- If any individual designated to render a decision pursuant to these guidelines has a conflict of interest, that individual must abstain from participating in the decision-making process. A decision maker is deemed to have conflict of interest if he/she is the supervisor of the

Executive Professional employee who initiates the grievance or has been directly involved in the circumstances giving rise to the grievance.

- To the extent permitted by law and to the extent such information is not privileged, the District may make available to the Executive Professional employee, upon such employee's request, reasonable information in its possession or control that is relevant to the issues raised by the grievance.
- The District will seek to maintain confidentiality in processing and if necessary, investigating any grievance made, so far as maintaining confidentiality is not inconsistent with processing or investigating the grievance, eliminating or remedying any misconduct found to have occurred or otherwise resolving the grievance, and/or preventing future misconduct or other circumstances that gave rise to the grievance. The District will notify those individuals it determines have a need to know about the grievance or whose involvement is necessary for processing, investigating, or otherwise addressing the grievance. The District may also notify law enforcement personnel as it determines appropriate in the circumstances.
- If a grievance made under these guidelines is mistaken or inaccurate, but was made in good faith, the Executive Professional employee responsible for making the grievance will not be subject to any disciplinary action or retaliation for having made the grievance.

#### **ARTICLE 16. COMPLAINTS REGARDING AN EXECUTIVE PROFESSIONAL**

When a complaint regarding an Executive Professional (including but not limited to a report of bullying through the District bullying button) is received at the administration building, the communication should be directed to the immediate supervisor of the Executive Professional. The immediate supervisor should contact the Executive Professional and review the concerns, which have been expressed. The supervisor may request the Executive Professional to do follow-up or request that a different action be taken if policy so dictates. No record is kept regarding the number of complaints received about an Executive Professional.

When a person makes a complaint against an Executive Professional, the supervisor, depending upon the nature of the complaint, shall promptly attempt to resolve the complaint informally. If the complaint cannot be resolved informally, as determined by the supervisor, the complainant may be asked to put the complaint in writing or otherwise affirm in the Executive Professional's presence his/her complaint. An unfounded complaint may not be used as evidence in any disciplinary proceedings or as evidence for an unsatisfactory performance rating.

If the complaint is non-criminal in nature and made in writing, the following guidelines should be followed:

- The Executive Professional should be promptly notified of the nature of the complaint, given a copy of the complaint if it is writing, and notified of the identity of the complainant.
- After notifying the Executive Professional, the supervisor should arrange a meeting within seven (7) work days with the complainant, the Executive Professional, him/herself, and if the Executive Professional requests, the presidents of CSPA or CSASE. The failure of a complainant to appear at such a meeting shall not keep the meeting from proceeding nor shall it preclude the further proceeding of the complaint if confirming evidence or facts have been obtained by the immediate supervisor.

- If the complaint is supported by fact and if any record of the complaint or its formal or informal resolution is placed in the Executive Professional's files, the Executive Professional employee should immediately be provided with a copy of such record and may file a written response within seven (7) work days. If there is no evidence of similar conduct within a twelve (12) month period, the Executive Professional employee may request that the record of such complaint, its resolution and/or the Executive Professional's response be removed from their personnel file. If there is no evidence of similar conduct within a twenty-four (24) month period, the record for such complaint, its resolution and/or the Executive Professional's response may not thereafter be used as evidence of the Executive Professional's conduct in any disciplinary proceedings or evaluation process.

Nothing in the procedure shall be construed to prevent the Superintendent from conducting such investigations of Executive Professional performance or conduct as is deemed advisable.

An employee complaint that does not meet the definition of a grievance as defined in Article 15.A, or is not a written complaint, may be referred to a District 11 administrator/supervisor, Human Resources, or the District 11 nondiscrimination compliance/grievance coordinator.

These guidelines are not intended to create and should not be interpreted as creating any contract of employment, property rights, privacy rights, due process rights, or other contractual or constitutional rights or other rights in any employee of the District.

#### **ARTICLE 17. DISCIPLINARY ACTION AND/OR TERMINATION**

The District reserves the right to discipline or terminate an employee for any reason the District deems appropriate, including, but not limited to, violation of District work rules, procedures, policies, unsatisfactory work performance or other misconduct. Nevertheless, it is the goal of the District to provide corrective counseling in a constructive manner and to administer disciplinary action that is reasonable and appropriate under the circumstances. Informal corrective counseling (documented and undocumented) is not a disciplinary action.

Disciplinary action includes (but is not necessarily limited to)

- Oral warning (typically documented)
- Written warning
- Written reprimand
- Suspension without pay
- Termination

In some cases, the District may elect to progress through these actions in sequence, but "progressive discipline" is never required. The District may repeat one or more steps, skip one or more steps, or terminate for a first offense if the District determines that such action is warranted under the circumstances. Nothing in Article 17 alters any employee's at-will employment status.

This Article is not intended to create, and should not be interpreted as creating an express or implied contract, including a contract of employment or property right, privacy right, right to due process, or other contractual or constitutional right. This Article does not create an obligation to provide an Executive Professional subject to discipline or termination with a formal or informal hearing or with any form of due process.

## ARTICLE 18. LEAVE PROVISIONS

### A. Sick Leave and Personal Leave

- Sick Leave: Applies to both School Calendar Employees and Budget Calendar Employees as defined in Article 1. School Calendar 185-204 day employees will receive 11 days; School Calendar 205-225 day employees will receive 12 days; and both School Calendar 226 day employees and Budget Year employees will receive 14 days. Sick leave may be taken in half hour increments.
- Personal Leave: Applies to both School Calendar Employees and Budget Calendar Employees as defined in Article 1. Executive Professionals may use up to a maximum of eleven (11) days from their annual accrual of sick leave as personal leave in a fiscal year. Personal leave may be taken in half-hour increments. A newly hired employee that is eligible for sick leave and begins work after the beginning of the work year will be provided with the pro rata share of his/her sick leave allotment based upon the number of remaining days in that work year.
- Vacation Leave: Vacation days are addressed in full under Article 7. Vacation leave may be taken in half hour increments.

### B. Other Leave

- Bereavement Leave: An Executive Professional Employee shall be granted three (3) days bereavement leave with pay in the event of the death of an immediate family member. Paid bereavement leave days need not be taken concurrently. If an employee needs additional time for bereavement beyond that granted by this provision, the employee may use accumulated sick leave, personal leave, or vacation leave. Leave without pay may be used if the employee receives authorization from their supervisor. For purposes of Article 18.B, immediate family member is defined as a person who is related by blood, marriage, civil union or adoption, a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee when the employee was a minor, or a person for whom the employee is responsible for providing or arranging health or safety related care.
- Jury Duty: Each employee will be granted leave when called for jury duty. An employee will be excused for one day of jury duty upon presentation of the jury summons. If an employee needs more than one day of jury duty leave, he/she is required to present the juror service certificate upon return to work. The employee will turn over any payment received for such service to the Fiscal Services Department, and no deduction will be made from the employee's salary.
- Military: A maximum of fifteen (15) calendar days per year shall be granted without loss of pay to employees who participate in military service. Such leaves will not be cumulative.
- Legal: Each employee will be granted leave when subpoenaed as a witness to report on an event related to District business matters or an event witnessed as a citizen. This leave does not apply in cases (whether the employee is a party or a witness) involving a dispute with



the District. Leave for a personal matter for which an employee is subpoenaed as a witness will be under the personal leave policy.

- Family and Medical Leave Act: Employees should refer to the Board of Education Policy for the District's policy and regulation, GBGF and GBGF-R, governing leave under the Family and Medical Leave Act.

#### 1. Family Care Act

- To the extent an employee is eligible for FMLA leave and has utilized in the preceding 12-month period fewer than 12 weeks of leave under the FMLA, the employee may be eligible for leave under the Colorado Family Care Act (the "FCA") to care for a person who has a "serious health condition," if that person is the employee's registered domestic partner or his/her partner in a civil union, as defined by the FCA and other applicable Colorado law. For purposes of confirming an employee's relationship to a person described above, Human Resources may require reasonable documentation from the employee. Documentation may include, for example, written proof of registration of the domestic partnership or a copy of a civil union certificate. For purposes of confirming the serious health condition of an employee's registered domestic partner or partner in a civil union, Human Resources may require medical certification in the same manner as required by the District for leave under the FMLA. Examples:

1. An employee, who has utilized 12 weeks of FMLA leave in the preceding 12-month period, is not eligible for FCA leave.

2. An employee who has utilized six weeks of FMLA leave in the preceding 12-month period, is eligible for up to six weeks of FCA leave.

- Educational leave: Educational leave may be granted upon the request of the employee with verifiable educational enrollment and coursework documentation.

- Donated Sick Leave:

Effective July 1, 2019, an Executive Professional employee who intends to remain an active employee and has at least five (5) days of accumulated sick leave, at his/her written request, may donate up to a maximum of five (5) sick leave day(s) per school year to another eligible employee who suffers a critical illness/injury to the employee and has exhausted all sick leave, sick leave at half salary, and any applicable vacation leave. In addition, donations may be made to an employee when a member of the employee's immediate family suffers a critical illness/injury and the employee has exhausted all sick leave, sick leave at half salary, and applicable vacation leave. For purposes of Donated Sick Leave, immediate family is defined as spouse, child, parent or member of the immediate household where the employee lives.

1. Critical illness/injury definition: inpatient hospitalization for more than 3 days, life threatening illness/injury, cancer, chemotherapy/radiation, hip replacement, knee replacement, heart surgery, extreme mental health/psychological distress, terminal illness/injury, pregnancy related complications (typically defined as high risk or a physician's requirement that the employee is unable to work), stroke, paralysis.
2. Donated Sick Leave does not consider the following, but is not limited to: elective surgery (defined as surgery scheduled in advance and is preventative and not a

medical emergency), common cold, flu, medical statements with unknown/undiagnosed illnesses that only excuse absences, medical statement for elective cosmetic procedures, sprains, strains, doctor appointments, pain related absences, or pain management treatments.

3. Donated Sick Leave requests shall not be available to an individual who is receiving payments under worker's compensation or long term disability. Should an employee receive payments under worker's compensation or long term disability for days already covered by donated sick leave, he/she will be required to reimburse the District for any applicable amount owed that was received from the donated sick leave program.
  4. An Executive Professional employee who is on any type of extended leave may not donate leave until he/she returns to an active working status for at least thirty (30) working days.
  5. An employee may not be eligible to request days for Donated Sick Leave or donate any days until they have completed sixty work days and the employee must be in a budgeted FTE and benefits eligible position.
  6. An employee may request Donated Sick Leave from Human Resources. In order to request for Donated Sick Leave from other eligible employees, the employee must complete the Employee Leave of Absence Request form and identify in writing that they request for donated sick leave days. Adequate medical documentation from the employee's physician must be received by Human Resources prior to making the District wide request. The Human Resources Director determines whether the medical condition meets the definition for Donated Sick Leave and the Human Resources Office initiates that District wide request if approved.
  7. Donated days may not be used to extend an Executive Professional employee's period of employment.
  8. Unused donated sick leave shall be returned to the donor(s) in the event the maximum amount of time is donated or if the medical condition changes.
  9. An Executive Professional employee shall be eligible to receive up to sixty (60) days of donated leave for the employee's own personal critical illness or injury under this provision. An Executive Professional employee shall be eligible for a total donation of up to ninety (90) work days when the ill/injured party is a member of the employee's immediate family, but not a District employee, and suffers a critical illness/injury. Verification of illness/injury will be required at reasonable intervals. An employee is eligible for a maximum of five (5) days of donated sick leave when the request is due to the death of an immediate family member.
  10. An Executive Professional employee who has a verifiable retirement on file with Human Resources may donate a maximum of ten (10) days of sick leave.
- Sick Leave at Half Salary: When an employee needs to be absent due to personal illness, accident, death in the family, or family illness, the employee may receive up to twenty (20) days at half salary in any one school year. Such half days shall only be available after the employee has exhausted all accumulated sick leave and sick leave days to which the employee is eligible through the Sick Leave Bank. Additionally, upon exhaustion of paid/sick leave, an employee who gives birth (or has a spouse that gives birth) or adopts a child, may within the sixty (60) day period following such birth or adoption, apply for and be granted up to 20 days of additional half pay.

**ARTICLE 19. REHIRING BY DISTRICT**

An individual rehired by the District within 12 months will not be considered to have a break in service, but the length of time they were not in the employ of the District will not accrue towards seniority. (Seniority examples include: sick leave reimbursement program, windows movement, etc.)

**ARTICLE 20. REASSIGNMENT**

- A. All Executive Professionals are at-will employees, whose employment can be terminated by the District, in its discretion, at any time, with or without advance notice, and with or without cause, although certain exceptions may exist in the case of Executive Professionals subject to provisions of the Colorado Teacher Employment, Compensation and Dismissal Act or other applicable law. Executive Professionals also are free to resign from employment at any time and for any reason.
  
- B. In the event an Executive Professional is involuntarily removed from his/her position for reasons such as reduction in force or restructuring, and the Executive Professional has teacher certification, the individual, in accordance with applicable law, may have the option of moving into the teaching ranks and receive credit on the teacher’s salary schedule for the years of service as an Executive Professional. Upon reassignment, the individual will be compensated in accordance with the most-recently approved version of Board Policy GCKB.
  - If the individual holds a teacher’s license and accepts reassignment to a teaching position, the individual is no longer classified as an Executive Professional and the individual’s employment is subject to state statute and District policies and procedures applicable to teachers.

This Article is not intended to create, and should not be interpreted as creating an express or implied contract, including a contract of employment or any property right, privacy right, right to due process, or other contractual or constitutional right. This Article does not create an obligation to provide an Executive Professional subject to involuntary removal or reassignment with a formal or informal hearing or with any form of due process.

**ARTICLE 21. COMMUNICATION**

Communication is critical and will be ongoing especially between the Superintendent, Executive Cabinet representatives and Executive Professional representatives. Channels will always be open and available.

**ARTICLE 22. CSASE OPERATING BUDGET**

The Board of Education supports CSASE operations with a recurring budget of \$5,000 to be managed by the CSASE Board and overseen by the CSASE President and Treasurer.