

# **2024-2025 Classified Employee Handbook**



**Mapleton  
Public Schools**

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**(Revised 06/14/2024)**

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**CLASSIFIED EMPLOYEE HANDBOOK  
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The Board of Education of Mapleton Public Schools, Adams County School District No. 1, recognizes that providing a quality education for its students is the paramount aim of the school district and that the work, contribution, and morale of high-quality classified employees is crucial to achieving that aim.

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This handbook contains some of the policies and procedures that concern the classified employee's working relationship with the District. It is important to read this handbook and be familiar with the policies and procedures as they apply to you. The handbook is not all-inclusive but is intended to provide employees with a summary of guidelines and expectations. This edition supersedes and replaces all previously issued editions and any inconsistent verbal or written policy statements issued prior to this handbook.

The Board of Education, by law, has the final responsibility for establishing all policies in the District. The handbook does not constitute a contract between the employer and any employee and may be changed at any time by the District at its sole discretion after consulting and receiving input or recommendations from employee representatives. Except as may be required by state law, employment with Mapleton Public Schools is at will. Employees have the right to end their work relationship with the district, with or without advance notice, for any reason. The district has the same right.

While the Board of Education does not recognize any organization as a bargaining unit for classified employees, the Board will provide for dues payment through payroll deduction for employees who are members of the Colorado Classified School employees Association (CCSEA). Further, the District recognizes the importance of collaboration with classified employees and will seek input each year regarding changes to this handbook and to compensation (see Meet and Confer Process, below).

The Board of Education has certain powers, discretions, and duties that under the Constitution and laws of the State of Colorado may not be delegated, limited, or abrogated with ANY party. Accordingly, any provision of the handbook found contrary to law shall automatically be deleted from the handbook as of the effective date of the decision determining the invalidity of such provision, but such deletion shall not affect any of the other provisions unless they are changed by the Board. District Policy shall govern questions concerning the representation of the classified employees.

**Meet and Confer Process**

The purpose of meeting and conferring is for classified employees provide input and recommendations with respect to wages, hours, and other terms and conditions of employment. Participants will include classified employee representatives and the superintendent's designee. Meet and confer sessions shall occur at times mutually agreed upon by participants. The District shall consult with and receive input and/or recommendations from employee representatives prior

to making any changes in the handbook. Study committees shall be established as necessary to study and develop recommendations for Board consideration.

**Board/Superintendent Policies and Procedures**

Officially adopted Board/Superintendent Policies and Procedures shall control and supersede where any conflict exists regarding practice, custom, writing, or intentions. Any matters not covered by handbook provisions shall be expressly controlled by official adopted Board/Superintendent Policy and/or Procedures.

The District shall make the handbook available to each eligible classified employee.

## **Chapter 1 Glossary**

**District** -the Mapleton Public Schools, District No. 1, in the County of Adams, State of Colorado.

**Board** - the Board of Education of the Mapleton Public Schools.

**Superintendent** - the Superintendent of the Mapleton Public Schools or his/her designee.

**Association** - refers to the employee association which is recognized by the District as the representative of employees for purposes of meeting and conferring with the District regarding wages, hours, and other terms of employment.

**Confidential Employee** - shall mean any individual who has access to confidential labor relations information, or whose functional responsibilities or knowledge of the employer's affairs makes participation in the affairs of an employee organization incompatible or inconsistent with his or her official duties of employment. Confidential employees will be covered by the terms and provisions of this handbook except that such employees may not, as a condition of continued employment by the district, hold any office in an employee association of the Meet and Confer process. Specifically excluded from membership and Meet and Confer are supervisory employees, temporary employees, substitutes, and those positions. such as listed below. It is understood that others may be added as the need arises.

- Superintendent's Office Staff
- Human Resources Staff
- Payroll Staff
- Finance Staff
- Communications Staff

**Days** - calendar days unless otherwise specified.

**Working Days** – the term working days shall mean the days on which work is done, for an agreed or stipulated number of hours in return for a salary or wage

**Anniversary Date** - The first day you report to work is your official start date and your corresponding anniversary date. This anniversary date is the start of each employee's own "fiscal year" for purposes of calculating eligible non-paid and paid benefits such as vacation, sick, and other leave policies in the Classified Employee Handbook.

## **Chapter 2 Equal Opportunity Employment**

### **Nondiscrimination / Equal Employment Opportunity/Unlawful Harassment**

The Board of Education for Mapleton Public Schools is dedicated to the principles of equal employment opportunity and recognizes that it is both culturally and educationally bound to have persons of diverse backgrounds on the District's staff.

The Board is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the District are subject to all Federal and State laws and Constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with State and/or Federal Law.

Harassment based on a person's disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, or need for special education services is a form of discrimination prohibited by State and Federal Law. Preventing and remedying such harassment in schools is essential to ensure a non-discriminatory, safe environment in which students can learn, employees can work, and members of the public can access and receive the benefits of District facilities and programs. All such harassment, by District employees, students, and third parties is strictly prohibited.

All District employees and students share the responsibility to ensure that harassment does not occur at any District school, on any District property, at any District or school-sanctioned activity or event, or off school property when such conduct has a nexus to the school, or any District curricular or non-curricular activity or event.

Any employee, applicant for employment, or member of the public who believes they have been a target of unlawful discrimination or harassment, or who witnessed such unlawful discrimination or harassment, must file a complaint with either an immediate supervisor or the District's compliance officer.

All District employees who witness unlawful discrimination or harassment must take prompt and effective action to stop it, as prescribed by the District.

The District will take appropriate action to promptly and impartially investigate allegations of unlawful discrimination and harassment, to end unlawful behavior, to prevent the recurrence of such behavior, and to prevent retaliation against the individual(s) who files the complaint and/or any person who participates in the investigation. When appropriate, the District will take interim measures during the investigation to protect against further unlawful discrimination, harassment, or retaliation.

### **Chapter 3 Duration of Employment**

The Association and its representatives shall have the use of school facilities at reasonable times for Association business meetings at no cost. However, no Association business shall be conducted during the workday.

The Board of Education operates and manages its affair in all respects in accordance with its authority, discretions, responsibilities, and powers as set forth under the Constitution and laws of the State of Colorado. The management of the District shall determine the direction of the workforce, including but not limited to, the right to hire; the right to discipline or discharge; the right to decide job qualifications for hiring; the right to layoff for lack of work or funds or other reasons; the right to establish or eliminate positions; the right to make rules and regulations governing conduct and safety; the right to determine the mission of the District, and the methods or means by which it is achieved; the right to determine schedules of work; right to subcontract work together with the right to determine the methods, processes ,and manner of performing work; all of which are vested exclusively in the Board.

The Board, in exercising these functions, shall not discriminate against employees because of their membership in the Association.

A classified employee shall be employed for such time as the District considers his/her services to be necessary. Duration of employment is unspecified and rests solely with the discretion of the District.

As an “at-will” employee, either the classified employee or the District may terminate the employment relationship at any time. In case of termination by the District, the employee shall be entitled to a hearing with the Superintendent’s Designee, if requested by the employee within five working days of notification of termination.

While it is the intention of the District to work collaboratively with employees regarding the provisions of this handbook, this handbook does not constitute a contract between the District and an employee, and its terms and conditions may be changed at any time and for any reason by the District.

#### **Employee Classifications**

Employees of the District are classified as either exempt or nonexempt under federal and state wage and hour laws and are further classified for administrative purposes, such as the administration of certain benefits. The following classifications are used throughout this Handbook.

#### **Exempt Employees**

An Exempt employee is one whose job is not subject to the guidelines in the Fair Labor Standards Act and is therefore not eligible for overtime. These Mapleton jobs are listed in a separate salary schedule and have established annual salaries as opposed to hourly rates of pay. The provisions of this handbook will generally apply to exempt employees except where guidelines related to time at work and overtime are concerned.



**Nonexempt Employees**

Nonexempt employees are employees whose job positions do not meet FLSA or applicable state exemption tests, and who are not exempt from minimum wage and/or overtime pay requirements. Nonexempt employees shall be paid time and one-half of their regular rate of pay for any work in excess of: (1) forty hours per workweek.

**Full-Time Employees**

Full-time employees are those who are normally scheduled to work a schedule of **40** hours per week.

**Part-Time Employees**

Part-time employees are those who are normally scheduled to work fewer than **40** hours per week. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis.

**Temporary/Substitute/On-Call Employees**

Temporary employees are those who are employed for short-term assignments. Temporary employees are generally hired to temporarily supplement the workforce or assist in the completion of a specific project. These temporary employment assignments are of limited duration. Temporary employees are not eligible for employee benefits, except as required by applicable law, and may be classified as exempt or nonexempt on the basis of job duties and compensation.

## **Chapter 4 Dues Deduction**

Whenever an employee individually and voluntarily authorizes the Board to deduct from the employee's salary an amount to cover dues for the specified employees' Association, the Board shall honor such request and shall transmit the amount so authorized to the treasurer of the Association.

Every employee who desires to authorize such deduction shall file with the Payroll Department, a signed and dated Authorization Form. The form shall authorize the District to deduct Association membership dues as certified by the Association from the employee's monthly earnings, and to remit to the Treasurer of the Association such monies. Such form shall include a waiver of all rights and claims against the Board, the District, the officers, and the agents thereof, for monies deducted and remitted in accordance with said authorization. The agreement shall also state that such deductions and remittances shall continue from year to year as authorized unless the employee notifies the Payroll Department in writing, on the appropriate form one month in advance, that the employee desires to discontinue or change such authorization.

Prior to honoring any such dues deduction request, the Association shall file with the Board of Education an agreement signed by the appropriate officers of the Association which shall save the Board harmless from any action growing out of these deductions and commenced by an employee against the Board or the District. The agreement shall also state that it assumes full responsibility for the disposition of the funds so deducted once they have been turned over to the treasurer of the Association, and in the event of any litigation against the Board or the District, its agents, or employees, in their official capacity or individually, arising out of this dues deduction process, the Association shall co-defend, indemnify, and hold harmless the members of the Board, the District, its agents or employees, individually or in their official capacity, from any monetary award or any costs arising out of such litigation, including but not limited to attorneys' fees.

The Association shall notify the Board, in writing, of the current rate of membership dues. The board and association members shall be notified of any change in the rate of membership dues at least thirty days prior to the effective date of such change.

If a member of the Association is absent due to sickness, leave of absence, or for another reason had no earnings due him/her for the month, no deductions shall be made for that employee for that month.

## **Chapter 5 Grievance Procedure**

**Definition** - A grievance is a claim by an employee that an express provision of the handbook has been improperly interpreted or applied. An employee who has completed six months of employment, and who is damaged by an alleged misinterpretation or misapplication of an expressed term of this handbook, may process a grievance in strict conformity with the procedure and provisions set forth herein. However, any employee may seek redress or readjustment of grievances or complaints by a discussion with appropriate District officials without the necessity of consulting with the Association or involving Association representatives in such discussion. Wherever the word "days" is used in this section and is not otherwise specified, that word shall mean calendar days.

Any grievance not initiated or advanced to the next step by the aggrieved employee within the specified time limits shall be deemed abandoned by the employee. Failure at any level of this procedure to communicate the decision in writing to the employee within the specified time limits shall permit the employee to proceed to the next level of this procedure as if a written decision had been rendered upon the last day allowed.

No reprisals shall be taken against any participant in any grievance procedure because of such participation.

### **Level I**

The written grievance must be received by the employee's immediate supervisor within 10 calendar days of the alleged violation or misapplication. The supervisor shall meet with the employee and render a decision in writing within 10 calendar days after receipt of the written grievance.

### **Level II**

If the employee is not satisfied with the Level I decision, he or she may file a written appeal with the Superintendent's Designee. This appeal must be received by the Superintendent's Designee within seven calendar days after the employee receives the Level I decision of the supervisor. The Superintendent's Designee shall meet with the employee and render a written decision within 14 calendar days after receipt of a written appeal from Level I.

### **Level III**

If the employee is not satisfied with the Level II decision, he or she may file a written appeal to the Superintendent. This appeal must be received by the Superintendent within 7 calendar days after the employee receives the Level II written decision. The Superintendent, or the Superintendent's designee, shall meet with the employee and render a written decision within 14 calendar days after receipt of a written appeal from Level II. The Superintendent/designee's decision shall be final and binding.

## **Chapter 6 Working Conditions**

### **Work Year**

The work year for 12-month employees shall consist of 260 days.

The work year for 10-month employees is a range of 200 - 220 days.

The work year for 9-month employees is a range of 172 - 200 days.

### **Work Week**

The term work week shall mean that period of time beginning at 12:01 a.m. Sunday and continuing through 12 midnight the following Saturday.

### **Work Day**

Employees working five or more hours per day are entitled to a lunch period of thirty consecutive minutes, duty-free. The lunch period is not considered part of the scheduled workday. An employee will be permitted to leave school property during his/her assigned lunch period provided the immediate supervisor is notified prior to leaving.

Employees working eight hours per day, exclusive of a thirty-minute duty-free lunch period, shall have one 15-minute rest break during the first four hours of work, and one 15-minute rest break during the second four-hour period. An employee who works at least four but less than eight hours a day shall be entitled to only one 15-minute rest break during the work shift in addition to any lunch period. Lunch periods or breaks may not be used to reduce the workday by eliminating one or more of these periods.

### **Overtime**

In order to minimize the need for overtime, supervisors have the authority to adjust the work schedules of an employee in order to meet the needs of the District.

All overtime must be approved in advance by the employee's supervisor. An employee who works in excess of forty hours during a work week shall be paid for such excess hours, computed in half-hour increments, in accordance with the regulations of the Fair Labor Standards Act. Overtime pay shall be compensated at the rate of one and one-half times the regular hourly rate. Overtime pay shall be added to the employee's regular paycheck.

The supervisor shall notify the employee of overtime work performed and shall offer the option of awarding compensatory time in the amount of one and one-half times the amount of time worked in lieu of overtime pay. Employees may accrue no more than ten (10) compensatory days at any time, and days must be scheduled and approved by the supervisor prior to being taken.

An employee who works overtime and submitted advance written overtime requests shall be notified by the supervisor within five days of the status of his/her request.

Holidays shall be credited as time worked for an eligible employee.

A non-exempt employee who is called into work during an off-duty time, upon commencing work, or who reports for scheduled duty and is released, shall receive at least two and one-half hours

of pay beginning as of the time the employee leaves his/her place of residence to respond to the call.

Employees shall be paid time and one-half of the regular rate of pay for any work in excess of: (1) forty hours per workweek; (2) twelve hours per workday, or (3) twelve consecutive hours without regard to the starting and ending time of the workday (excluding duty-free meal periods), whichever calculation results in the greater payment of wages.

### **Pay Periods**

An employee shall receive pay via direct deposit on the 15th and the last day of each month with 24 pay periods in each year. Direct deposit statements during the school year shall be distributed to an employee by the supervisors or directors. During the summer months when the employee is not working or the supervisor/director is on vacation, direct deposit statements shall be mailed to the employee's home address.

If a payday falls on a Saturday, Sunday, or a holiday, distribution of pay shall occur on the last scheduled business day prior to the normal pay date.

Nonexempt employees must take a full 30-minute lunch period. Notify your supervisor immediately, if your lunch is shorter than 30 minutes or if your lunch is interrupted by work.

Nonexempt employees are expected to submit accurate and complete time records reflecting all hours worked. Employees should contact their supervisors with any questions about how their pay is calculated. Employees must promptly notify their supervisors of any mistakes in their time records or pay.

### **Emergency School Closings**

When the Superintendent or his/her designee determines that an emergency school closure is necessary, an employee exempted from working shall receive his/her regular daily rate of pay. An employee who reports for emergency duties shall be released as soon as possible after assigned work is completed.

Emergency team members, employees within the maintenance/custodial departments and the lead custodian of each building, shall report to work as early as possible on emergency closure days.

Employees who are required to report for emergency duties must work hours beyond their regularly scheduled workweek to receive compensatory time at the rate of time and one-half. The compensatory time shall be taken in such a manner as to least disrupt the regular work schedules and must be taken within the same pay period in which the extra hours were accrued.

### **Physical Examinations for Other Employees**

Bus Drivers – The Colorado Department of Transportation requires that every bus driver furnish an annual physical examination report to the District. The examination shall be performed by a physician designated by the District at no cost to the driver.

Others - after initial employment, an individual employee may be required by the Board to undergo medical and/or psychological examination by doctors designated by the District. The district shall bear the cost of the examination.

### **Personnel Records**

A classified employee may review material made a part of his/her District personnel record in accordance with the provisions of the law. Within one day of a request, the employee shall be permitted to examine his/her personnel files except for letters of reference or of a confidential nature. An employee shall be permitted to reproduce any material in their files. Personnel records may not be removed from the Human Resources department.

### **Protection of Personal Property**

The District shall provide an employee with a designated safe place in the building where personal belongings may be stored by lock and key. If personal property is stored in the designated safe place and is damaged, destroyed, or stolen in the course of the work shift, the Board shall make reimbursement up to \$500.00 for such personal property or effects. Proof of the nature and amount of loss must be satisfactory to the District.

### **Criminal Offenses**

Any employee charged with a crime involving violence or a crime against a child shall report such charge to their supervisor within 24 hours so that a determination may be made as to whether the charge interferes with the employee's employment or job assignment.

Any employee convicted of a felony or misdemeanor criminal offense, other than a misdemeanor traffic offense, shall report the conviction to their supervisor within 24 hours. This includes any plea of nolo contendere or entry of an agreement for a deferred or suspended conviction.

Any personnel action associated with criminal offenses or convictions will be taken in consultation with the Superintendent's Designee.

### **Use of the Internet and Electronic Communications**

Mapleton Public Schools supports the use of the internet and electronic communications by staff to improve teaching and learning through interpersonal communication, access to information, research, training, and collaboration as described in Board Policy GBEE. All Mapleton employees (except substitute/on-call employees) are responsible for the information contained in District communications sent via e-mail. All electronic communication systems owned by the District are intended for the purpose of conducting official District business. District electronic communication systems are not intended for personal use, and employees must have no expectation of privacy when using District systems. Staff members shall take responsibility for their own use of District computers and computer systems to ensure compliance with Board Policy GBEE, including refraining from accessing, creating, or transmitting material or information that:

- contains pornographic, obscene, or other sexually oriented materials,
- harasses, threatens, demeans, or promotes violence or hatred against a person or group,
- is for personal financial gain, advertising, or campaigning purposes.

District employees shall be subject to disciplinary action for any violation of Policy GBEE.

### **Data Disposal Policy**

During the course of your employment, the District will collect certain information that is classified as “personal identifying information,” or PII, under applicable laws. The District may keep these records in paper and/or electronic format.

When such documentation is no longer needed, pursuant to records retention requirements and best practices, the District will either (a) destroy the records or (b) arrange for their destruction, e.g. by shredding, erasing, or otherwise modifying the personal identifying information in such a manner as to render it unreadable or indecipherable through any means.

### **Communication Systems**

The District’s computer network, access to the Internet, Wi-Fi, email, and, voice mail systems are business tools intended for employees to use in performing their job duties. Therefore, all documents and files are the property of the District. All information regarding access to the District’s computer resources, such as user identifications, modem phone numbers, access codes, and passwords are confidential District information and may not be disclosed to Non-District personnel.

All computer files, documents, and software created or stored on the District’s computer systems are subject to review and inspection at any time. This includes web-based email employees may access through District systems, whether password-protected or not. Employees should not assume that any such information is confidential, including e-mail either sent or received.

Computer equipment should not be removed from the District premises without written approval from a department head. Upon separation of employment, all communication tools should be returned to the District.

### **Personal Use of the Internet and Email**

Some employees need to access information through the Internet and/or district email in order to do their job. The use of the Internet is for business purposes during the time employees are working. Personal use of the Internet should not be during business time, but rather before or after work or during breaks, or lunch period. Regardless, the District prohibits the display, transmittal, or downloading of material that in violation of District guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time. Personal email should be brief and sent or received as seldom as possible. No one may solicit, promote, or advertise any outside organization, product, or service through the use of email or anywhere else on District premises during work time.

### **Telephones/Cell Phones/Mobile Devices**

Employee work hours are valuable and should be used for business. Excessive personal phone calls can significantly disrupt business operations. Employees should use their break or lunch period for personal phone calls.

For safety reasons, employees are prohibited from using cell phones and mobile devices to make calls while driving. Employees are prohibited from using a cell phone or other device to text while operating a motor vehicle.

### **Smoking and Tobacco Use Banned Throughout Building**

Employees and visitors are not permitted to smoke within the District facilities. This ban includes all forms of tobacco and the use of electronic smoking devices (for example, e-cigarettes, e-cigars, e-hookahs, vape pens, etc.).

### **Job-Related Problems**

Employees who disagree or are dissatisfied with a District practice should promptly discuss the matter with their immediate supervisor, where appropriate. Normally, this discussion should be held within three to five days of the incident, or in a timely manner. Discussions held in a timely manner will enhance our ability to resolve concerns while it's fresh in everyone's minds. The majority of misunderstandings can be resolved at this level.



## **Chapter 7 Performance Evaluation**

### **Purposes of Employee Performance Evaluation**

The goal of the Classified Employee Performance Evaluation system is to ensure the highest quality of support services for the District's students, staff, and community. Specifically, this system is designed to:

- Promote and improve communications between the employee and supervisor.
- Provide insight and feedback regarding an employee's performance, including areas of strength, opportunities for growth, and needs for improvement.
- Provide recognition for outstanding performance.
- Ensure that consistent procedures and uniform performance standards are used for the evaluation of all employees who hold the same position.
- Explain the rights and responsibilities of the employee and employer in the evaluation process.
- Provide information to assist in personnel decisions, including promotions, transfers, and terminations.

### **Designation of Evaluators**

Evaluations of an employee's performance shall be completed by the immediate supervisor as indicated in classified position descriptions. Input may be secured from other administrators/supervisors as needed to complete the evaluation. At the beginning of the school year, supervisors shall discuss with the employee the evaluation criterion and process.

### **Schedule of Evaluations**

New employees and employees new to their positions shall be evaluated within their first 90 working days, or before the end of the school year, whichever occurs first.

All employees shall be evaluated a minimum of one time annually during each fiscal year.

An employee whose performance is not meeting expectations may be placed on a growth plan and/or evaluated more frequently as indicated in the evaluation procedures. Additional evaluations may also be completed at the discretion of the supervisor.

Annual evaluations shall be reviewed by the evaluator with the individual employee. The employee may attach written comments to the evaluation form within 10 business days of the annual evaluation meeting. He/She shall also receive a copy of the signed evaluation. The employee's signature on the evaluation forms shall indicate he/she read the evaluation but does not necessarily indicate agreement with the contents.

## **Chapter 8 Vacancies and Transfers**

### **Vacancies and Transfers**

When a declared vacancy occurs, or a new position is created that the District intends to fill, the District will electronically post a notice of such vacancy/position for at least five working days stating the qualifications desired/required. Said notice shall note the date of posting and closing date of posting. The date of the posting shall be counted as a posted day for the purpose of this Article. A District employee desiring to transfer or promote to this position shall submit a letter of interest (hard copy or email) to the Superintendent's Designee. All District applicants that meet the minimum requirements of the position, posted on the vacancy announcement, shall be interviewed by the appropriate administrator(s) and/or supervisor(s).

An appointment will be made by the District on the basis of the best-qualified person from all applicants. Consideration will be given to evaluations, education, job experience, length of service, and other relevant job qualifications. Placement on the salary schedule is not related to the District's length of service. Where qualifications are substantially equal, a current District employee shall have preference over outside applicants. A current District employee who applied for transfer will be advised of the disposition of his/her request.

### **Temporary Vacancies**

When an employee is temporarily assigned the duties of a higher position for a period in excess of six working days, the employee shall be compensated at the rate of pay for the higher classification or position from the seventh day of the appointment to such position. In determining the appropriate rate of compensation, the temporary placement or advancement shall be treated consistent with the provisions of this handbook. These provisions do not apply to appointments of administrative supervisory positions.

## **Chapter 9 Administrative Transfer and Reclassification**

When an employment situation requires a change in the staffing of a current employee, as identified by the Superintendent's Designee and the appropriate director, a vacancy need not be declared, and an administrative transfer may be completed. Administrative transfers shall be appropriate in the following situations:

- A personality conflict either between an affected employee and another employee, or the affected employee and the supervisor where such conflict has a material and adverse effect on the District's operations or presents an adverse situation for employees.
- Inability on the part of an employee to perform required work.
- A change in District operations and/or programming which modifies and changes the job responsibilities of an affected employee.
- A lateral move to a position of the same title and classification where a vacancy exists, and when such move causes a vacancy in a position of the same title and classification.
- All administrative transfers shall be made after consultation with the affected employee. An employee so transferred shall have the opportunity to place explanatory documents in his/her personnel file pertaining to the administrative transfer.

Administrative transfer provisions shall apply in all cases of school closures or mergers.

A Director, with the advance approval of the Superintendent's Designee, may identify a temporary need for the assignment of one or more employees to a position other than one which they normally occupy. When such a circumstance is identified to the satisfaction of the Superintendent's Designee, that temporary vacancy shall not be deemed a vacancy within the meaning of the above. Temporary vacancies are intended to include shortage or absence of staff due to illness, injury, vacation, other scheduled or unscheduled temporary staff shortages, or emergency situations.

### **Reclassification/Transfer with Salary Change**

When a current employee is selected to fill a posted vacancy or a new position, and the position is in a higher classification than the employee's present position, placement on the new classification schedule shall be determined by evaluating the experience and education that is directly related to the new position. Should an employee be selected to fill a posted vacancy or new position, and the position is to a lower classification, he/she shall retain the same salary as currently earning provided that salary is within the range of the position to which he/she has transferred. In no event shall the employee be paid in excess of the maximum rate of pay for the classification or position to which he/she is demoted via reclassification of position.

Should a current employee's move involve changing from a ten-month to a twelve-month position or from a twelve-month to a ten-month position, location on the new schedule shall be determined in the same manner but based on the hourly rate.

An employee will be paid a rate of compensation that is within the salary range at the level at which that position is placed on the salary schedule. In no event shall the provisions of this handbook be construed to require an employee to accept a rate of compensation that is below the minimum rate on the compensation schedule, nor shall these provisions be construed to allow an employee a rate of compensation above the maximum rate identified for that classification or position.

When a position is reclassified to a lower salary level, employees affected should be so notified within a reasonable time.

When an instructional paraprofessional provides documentation of earning a bachelor's degree, s/he will move to the higher pay range effective the next pay period. When an instructional paraprofessional provides documentation of receiving a Colorado educator's license, s/he will move to the higher pay range effective next school year.

Salary change adjustments prior to June 30, 2010, are not eligible for the reclassification/transfer with salary change provision effective July 1, 2010.

## **Chapter 10 Discipline, Dismissal, Resignation**

### **Discipline and Discharge**

The District may discipline an employee when appropriate reasons exist, and it shall apply where appropriate the concept of progressive discipline. Steps which may be utilized in the procedure include:

**Oral Warnings** - indicating the infraction, if the same infraction is repeated may result in a written warning.

**Written Warnings** - stating specific infraction and indicating timeliness for improvement; warning that if the infraction is repeated the discipline shall be suspension with or without pay.

**Administrative Leave** - The employee is directed to be away from work, with or without pay, to spend the time deciding whether he/she will be willing to return to work with a firm commitment to abide by District policy and expectations, and the supervisor, in conjunction with the Superintendent or Designee, will determine employee's eligibility to continue employment in the District, given a final written warning.

**Dismissal, or in some cases demotion.** - When, in the judgment of the supervisor, there are extenuating circumstances; discipline can begin at any level, including dismissal. Additionally, one or more steps of the procedure may be repeated or skipped as circumstances warrant. Discipline shall be subject to the grievance procedure of this handbook. In case of dismissal the employee shall be entitled to a hearing, with the Superintendent's Designee, if requested, within 5 working days of notification of dismissal.

The following are **examples** of reasons or causes which disrupt harmonious employment working relations, negatively affect individual productiveness, and/or hinder the functional operations of the District, department, or a specific position, and as such are grounds for discipline. Reasons for disciplinary action include but are not limited to the following:

- A. Incompetency or inefficiency in the performance of assigned duties.
- B. Insubordination, refusal to do assigned work or to follow instructions, unless such instruction is injurious to employees or the general public's health and welfare.
- C. Theft or intentional destruction of District property.
- D. Carelessness or negligence in the performance of duty.
- E. Taking or using District property without proper authorization or negligence in the care of or use of District property when authorized.
- F. Possession or drinking of alcoholic beverages on the job or reporting to work while intoxicated.

- G. Possession of, addiction to, or use of narcotics or habit-forming drugs without prescriptions.
- H. Personal conduct which reflects unfavorably on the District or tends to injure public service.
- I. Engaging in political or union activity during working hours of employment.
- J. Conviction of a crime involving moral turpitude or a felony.
- K. Arrest for a sex offense.
- L. Repeated and inexcusable absences or tardiness in reporting to assigned position.
- M. Repeated instances of absence for ordinarily excusable reasons after sick leave benefits have been exhausted.
- N. Abuse of employee privileges including, but not limited to, sick leave.
- O. Fraud in securing employment, including but not limited to, falsification of data on application forms, employment records, timesheets, or other information required by the District.
- P. Violation or refusal to obey safety rules or regulations of the Board of Education or any appropriate state or local government agency.
- Q. Offering anything of value or offering any service in exchange for special treatment in connection with the job or employment or accepting something of value or any service in exchange for granting special treatment to a fellow employee or to the public.
- R. Willful violation of any rule or regulation of the Board of Education.
- S. Abandonment of a position or absence without notification.
- T. Advocacy of the overthrow of federal, state, or local government by force, violence, or unlawful means.

### **Dismissal**

The District shall provide the employee with two weeks' notice of anticipated dismissal unless the dismissal is for violation of District policies or handbook procedures, or conviction of a felony. The District may pay an employee the equivalent of two weeks' pay in lieu of a two-week notice.

As an "at-will" employee, the District may terminate the employment relationship at any time. In case of dismissal by the District, the employee shall be entitled to a hearing with the Superintendent's Designee, if requested by the employee within 5 working days of notification of dismissal.

### **Resignation**

As an "at-will" employee, the employee may terminate the employment relationship at any time. An employee shall give the Department of Human Resources at least two weeks' notice exclusive of vacation and sick time of his/her resignation from employment with the District. Exceptions may be granted upon application to and approval by the Superintendent's Designee.

## **Chapter 11 Reduction in Force**

### **Reduction in Force**

In the event of a staff reduction (see Rights of Parties section), seniority, interchangeability of skills, job performance, and ability to do the work within a classification, shall be the factors to be considered for job retention. In the exceptional case where two or more employees are considered equal in all aspects reflected above, years of District service shall then be considered.

An employee who is to be reduced shall be notified in writing at least two weeks prior to the effective date of reduction.

Reduced employees will be added to the District's recall list and will remain on said list for twelve months.

### **Re-Employment by Recall**

Open positions within the District shall be posted on the online job posting site. All interested employees on the recall list that meet the minimum requirements of the position and have expressed interest to Mapleton Public Schools human resources department in an open, posted position within the designated timeframe shall be interviewed by the appropriate administrator and/or supervisor. Seniority, interchangeability of skills, past job performance, ability to do the work within a classification, and years of service within the classification shall all be considered by the administrator/supervisor.

If no suitable candidate is found the administrator can then interview all other interested candidates.

If the employee selected for the vacancy is employed elsewhere and desires to return to the District, the employee will have two weeks to return in order to provide notice to other employers.

## **Chapter 12 Time-Off Benefits**

### **Absences and Reporting**

It is the sole responsibility of the employee who is going to be absent to notify his/her immediate supervisor. An absence must be reported no less than one hour prior to the beginning of the work shift, except in the case of an emergency. Calls, after the workday begins, should occur only in emergency situations. An employee shall indicate to the supervisor the reason for the absence (illness, personal business, etc.) Absence forms must be completed upon return to duty.

### **Sick Leave**

Absence by reason of illness, injury, or business of the employee or members of an employee's immediate household or family shall be governed by the following provisions. Sick leave shall be granted by the District to all employees as listed:

All full-time employees – 1 day of leave for each month worked.

Hourly employees – 1-hour leave for every 20 hours.

Unused sick leave may be accumulated for up to 150 days. Sick leave may not be used for recreational purposes. When an employee uses sick leave for an extended period of illness, or whenever there is a factual basis to support that the provisions of this chapter are being abused, the supervisor may require a medical statement or other relevant documentation.

Classified employees who work less than 190 days per year may use up to three (3) days of sick leave per year (September 1 – August 31) for personal leave; employees who work 190 days per year or more may use up to four (4) days of sick leave for personal/business day. Allowed justification for personal/business day is as follows: business and/or related situations that cannot be conducted outside of the employee's workday. Such leave shall not be granted on the last day before or the first day after a holiday or period of vacation or intermission, except, in the case of unforeseen circumstances, which must be approved by the Superintendent's Designee.

These benefits shall be pro-rated for a part-time employee based on hours worked per day. No compensation shall be made for unused sick leave unless an employee qualifies for compensation under separation from the District.

Employees new to the District will be advanced up to three days of cumulative leave for use during their first 90 days of employment when their absences are necessitated by an eligible reason, as described above.

An employee who has completed at least seven years of service in the District shall be compensated for unused sick leave to a maximum of 90 days upon permanent separation by voluntary resignation, retirement, or disability. Also, employees who have more than 90 days of sick leave accumulated may "sell back" up to 5 of their accumulated days, annually in June. Any and all payments for sick days shall be made at 60% of the employee's regular daily rate of pay.



## **Sick Leave Bank**

Mapleton Public Schools will maintain a Sick Leave Bank for the use of classified employees.

### Operational Guidelines

1. Effective for classified employees hired after June 30, 2023: All new classified employees will automatically become members of the sick bank on July 1 following their date of hire. At that time, one sick day will automatically be donated to the bank unless the employee has filed an opt-out request with Human Resources. (For example, an employee hired at the start of the 2023-2024 school year would donate a day and become a sick bank member on July 1, 2024.) New employees who do NOT have a day available to donate will NOT automatically be enrolled but will need to initiate their enrollment during a subsequent open enrollment window.
2. Employees who are not current sick bank members will have the opportunity to enroll each year during the open enrollment window. New members will be assessed one (1) sick day. Any member may opt out during open enrollment of any year.
3. If sick bank days are sufficiently depleted, the sick bank board will require one (1) additional day to be donated to the classified sick bank by each member.
4. Only employees who contribute days will be eligible to use Sick Bank Leave. Benefits of the bank shall be restricted solely to a physical or mental condition or illness of members that renders the member unable to work, as verified by a doctor only. For new members, sick bank leave may not be used for pre-existing conditions. Pregnancy, by itself, is not considered an illness or condition eligible for the Sick Bank Leave. Leave due to complications of pregnancy and/or after delivery (including C-Sections), or recovery from delivery will be considered per Operational Guidelines. Cases of job-connected absences are not eligible for Sick Bank use. The only days eligible for Sick Bank coverage will be those scheduled days that count toward contracted days.
5. Previously approved unpaid Board leave cannot be converted to paid leave through the Sick Bank.
6. An employee's eligibility to use Sick Bank days only occurs following the employee's exhaustion of all other available leave time. Sick bank leave days must be used consecutively for each illness, each school year. The first fifteen (15) consecutive days of leave for each illness will not be covered by the Bank but must be covered by the employee's own accumulated leave or leave without pay. The Sick Leave Bank Board may make exceptions.
7. All applications for benefits of the Sick Bank must be made in writing on the appropriate application. The forms are available from Mapleton's Human Resources Department. Applications for benefits will be sent directly to the HR Benefits Specialist who will forward the application to the Sick Leave Bank Board. All applications must be accompanied by a doctor's statement specifying the nature of the illness, the days and extensiveness of medical service to the employee, and the date of the patient's release for employee to return to work duties. Application is necessary for each illness. At the discretion of the Sick Leave Bank Board, an additional doctor's statement obtained from a doctor chosen from a list of doctors supplied by the Sick Leave Bank Board may be required. Doctor notes must specify that the employee is unable to work due to condition/illness. Applications accompanied by notes that "recommend" or "suggest" that the employee not work shall not be considered for application to the sick bank. FMLA forms will not be accepted in lieu of doctor statements.

8. A maximum of 30 days each school year/illness may be drawn by any one member. These days may be granted in increments smaller than 30 days at the discretion of the Sick Leave Bank Board.
  - a. New (or re-joining) members of the classified employee sick bank will be eligible for sick bank usage 180 days following their first contribution to the bank. THIS PROVISION DOES NOT APPLY TO NEW EMPLOYEES AUTOMATICALLY ENROLLED ON JULY 1 FOLLOWING THEIR DATE OF HIRE.
  - b. During the first year an employee belongs to the Sick Bank, they shall be eligible for a total of 10 days from the Sick Bank.
  - c. Following the first consecutive year of membership, an employee shall be eligible for 30 days from the sick bank.
7. The Sick Leave Bank Board is composed of five (5) people, two of whom are classified employees, and one of whom is an administrator in Human Resources. The other two members will be appointed by agreement of the three members defined above. Administration of the Sick Bank is the responsibility of the Sick Bank Board. Should a dispute arise or should the number of days requested exceed the number of days remaining in the Sick Bank, a final disposition will be rendered by the Sick Bank Board and may not be grieved. A simple majority of the Sick Bank is necessary for decisions regarding the use of the Sick Bank. Appointment for the Sick Leave Bank Board will be made by June 30 for the succeeding school year.
8. Failure to comply with any of the established guidelines will result in termination of membership in the Sick Bank.
9. If an application or accompanying doctor's note is not submitted as soon as practicable within 30 days of medical need, the Sick Bank Board is not obligated to consider the application. Applications or notes submitted more than 30 days following onset will not be considered.

### **Bereavement Leave**

The Board will grant all employees up to three (3) days of bereavement leave for a death that occurs within the State of Colorado and five (5) days when the death occurs outside of the State of Colorado. The bereavement leave is applicable for each death where the employee is directly affected by a significant human loss. In exceptional cases where an extension of bereavement leave is necessary, additional days will be deducted from the employee's established accumulated sick leave.

Bereavement leave will be non-accumulating and must be taken immediately following a death or at the time of the memorial service. Misuse of leave will result in loss of cumulative leave days, and/or pay at the employee's per diem rate.

Within 30 days upon return from bereavement leave, the employee will complete a form documenting the use of the bereavement leave.

The use of bereavement leave is subject to review by the employee's supervisor and the Superintendent's Designee. If the employee's supervisor and the Superintendent's Designee determine that the use of bereavement leave was used inappropriately, the days used will be charged to the employee's cumulative leave days.

### **Parental Leave**

Parental leave may be granted for the purpose of prenatal care, childbirth, or childcare. Leave for childcare must commence within 60 calendar days of birth. This leave may be granted to either parent. If both parents are employed by the District, they must select which one shall take the leave.

Parental leave may be combined with cumulative leave during that period in which an employee is physically disabled and only to the extent of cumulative days accrued. Extended leave shall be without pay.

An application for parental leave must be made in writing to the Superintendent's Designee at least 30 days prior to the beginning date of the requested leave. The application must indicate the possible duration of the leave and if the leave shall be limited to the actual period of disability.

As with any other disability, the District may ask for supporting medical documentation at the time of the request and prior to returning to work.

At least 30 days prior to the conclusion of the parental leave, the employee shall notify the District in writing as to their intent to return. Upon return, the employee shall be assured of either a former position or a similar position for which he/she is qualified.

An employee on parental leave may continue the District health insurance, life insurance, dental insurance, and disability insurance coverage at his/her own expense unless under provisions of the Family Medical Leave Act. Such leave shall not be considered an interruption of service, but longevity shall not be accrued during the period of leave.

### **Family and Medical Leave (FMLA Leave)**

The District provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or childbirth.
- To care for the employee's child after birth or placement for adoption or foster care.
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition.
- Serious health condition that makes the employee unable to perform the employee's job.

### **Eligibility Requirements**

Employees are eligible if they have worked for this District for at least 12 months, for 1,250 hours over the previous 12 months, and if they work at a work site with at least 50 employees within 75 miles. **(If applicable, employers may include the statement: "Special hours of service eligibility requirements apply to airline flight crew employees.")**

### **Benefits and Protections**

During FMLA leave, the District maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave.

### **Use of Leave**

The maximum time allowed for FMLA leave is either 12 weeks in the 12-month period as defined by the Company, or 26 weeks as explained above.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with the District's agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

### **Substitution of Paid Leave for Unpaid Leave**

The District requires employees to use accrued paid leave while taking FMLA leave. Paid leave used at the same time as FMLA leave must be taken in compliance with the Company's normal paid leave policies. If an employee's leave of absence does not constitute paid leave as defined in the Company's paid leave policies, the employee cannot use accrued paid leave but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted.

### **Definition of Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### **Military Family Leave Entitlements**

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active-duty status in the Armed Forces, National Guard, or Reserves may use their FMLA entitlement to address certain qualifying exigencies.

### **Employee Responsibilities**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the District's normal call-in procedures.

Employees must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave. The District may require second and third medical opinions at the District's expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with the District's attendance guideline.

Employees on leave must contact the Human Resources Manager at least two days before their first day of return.

### **Fitness-For-Duty Certification**

Prior to returning to work, an employee who was on FMLA for their own serious health condition that made them unable to perform the essential functions of their position may be required to obtain and present a certificate from their healthcare provider that they are able to return to work and perform the essential functions of their position. A release may be required for an employee on intermittent or a reduced leave schedule if reasonable safety concerns exist regarding the employee's ability to perform his or her duties, based on the serious health condition for which the employee took such leave.

### **The District's Responsibilities**

The District will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District will provide a reason for the ineligibility.

The District will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District will notify the employee.

### **Unlawful Acts**

FMLA makes it unlawful for the District to:

Interfere with, restrain, or deny the exercise of any right provided under FMLA.  
Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

### **Enforcement**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the Company.

### **Military Leave**

Military leave shall be granted in accordance with applicable state and federal laws.

### **Jury Duty Leave**

All classified employees are eligible for jury duty leave. An employee called for jury duty during the day shift shall be granted leave. The employee shall receive his/her regular pay based on the hours the employee is normally scheduled to work. An employee must first pay the District any jury duty fees, excluding mileage and parking reimbursement which he/she receives. Mileage compensation, as well as jury duty or witness fees earned during holidays or vacation time, shall be retained by the employee. An employee who reports to the court for jury duty but is excused for the day or within reasonable time shall return to District assignment.

An employee who is subpoenaed to appear in court on behalf of the District shall receive time off with pay upon submittal to the District any fees received for court appearance. This provision does not apply in any instance outside of District involvement unless it arises out of his/her performance of regular District duties and responsibilities.

### **Unpaid Leave**

Leaves of absence without pay may be considered in extraordinary circumstances and recommended to the Board, as necessary. Unpaid leave may not be used for recreational purposes. A classified employee may request an unpaid leave by submitting a written request to the Superintendent's Designee in Human Resources.

### **Domestic Abuse Leave**

The District provides leave to employees who are the victims of domestic violence or abuse, stalking, sexual assault, or a crime found by the court to include an act of domestic violence. To be eligible for this leave, an employee must be employed for at least 12 months preceding the leave. Upon reasonable advance notice (except in cases of imminent danger to the health or safety of an employee), an employee may take up to three working days of leave in any 12-month period. The 12-month period will be measured forward from the date the first domestic violence leave begins.

Leave is unpaid although employees may use PTO, sick leave, or vacation time. Employees must use the leave to:

- Seek a civil protection order to prevent domestic abuse
- Obtain medical care or mental health counseling for himself or herself or for his or her children to address physical or psychological injuries resulting from domestic abuse, stalking, sexual assault, or other crimes involving domestic violence
- Make his or her home secure or seek new housing to escape the perpetrator
- Seek legal assistance and prepare for and attend court-related proceedings arising from acts of domestic violence

Employees must contact Human Resources to request leave. The District requires appropriate documentation to approve this leave. Appropriate documentation may include police reports, court orders, confirmation of court appearances, or documentation from medical and other professionals.

### **Holidays**

A full-time, 12-month employee shall be entitled to Board approved holidays adopted annually in the calendar. They normally consist of the following however are subject to change. The floating holiday will be determined at the beginning of each school year.

Labor Day	1 day
Thanksgiving	2 days
Christmas	2 days
New Year's Eve/Day	2 days
Martin Luther King Day	1 day
President's Day	1 day
Memorial Day	1 day
Independence Day	1 day
Juneteenth	1 day
Board Approved Floating Holiday	1 day

If a holiday falls on a Saturday, the previous day shall be considered a holiday. If a holiday falls on a Sunday, the following day shall be considered a holiday.

### **Vacation**

Full-time, 12-month employees are entitled to paid vacation time according to the following schedule:

#### **Years of Service**

(As a 260-day Employee)

#### **Annual Allotment**

1-4	10 days/year	-	.4167 day/pay period
5-9	15 days/year	-	.6250 day/pay period
10-15	18 days/year	-	.75 day/pay period
16+	20 days/year	-	.8334 day/pay period

Part-time, 12-month employees are entitled to paid vacation at a pro-rated amount, according to hours worked.

A full-time, 12-month employee who is eligible for paid vacations shall schedule them with his/her immediate supervisor. In general, vacation time may be taken as soon as it is accrued, even for new employees. Vacations may be scheduled at any time during the year; however, consideration shall be given to the time that would be most appropriate for the employee to be absent. An employee may be required to split vacation time. If a paid holiday occurs within the vacation period, the holiday shall not be considered part of the vacation time. Any deviation must be approved by the Superintendent's designee.

Supervisors shall be responsible for scheduling vacations for the employee to ensure continuous and efficient operations.

At an employee's request, only earned vacation time may be scheduled for an absence due to illness or accident by making arrangements in writing with the appropriate supervisor.

The District shall not pay for unused accrued vacation time except upon termination of employment.

An employee who resigns or whose employment is terminated shall receive full compensation for earned unused vacation time for which he/she is entitled at the time of severance to the nearest one-half day. Vacation pay shall be computed at the employee's base rate and shall not include any differential pay such as overtime, extra work, or shift differential.

A new employee begins to earn vacation time as of the hire date. Classified employees who transfer from a school-year position to a 12-month position begin to earn vacation time on the date of transfer. All 260-day employees may take vacation days as accrued.

At any given time, an employee may only accumulate the number of vacation days equal to that employee's annual allotment plus five days. The employee may be required to use vacation days that exceed their annual allotment. Vacation accrual stops once an employee reaches their annual allotment plus five days.

In rare circumstances, when an employee has accrued their maximum vacation allotment but is required by their supervisor to work, their accrual will not be suspended. When this occurs, Talent Management must be notified.



## Chapter 13 Other Benefits

### Health Insurance

For the 2023-2024 school year, the District will contribute a specific dollar amount toward the Kaiser Health insurance plan chosen by each participating employee, according to the following table:

	District Contribution	Cost to Employee
<b>DHMO</b>		
Employee	\$558	\$112.30
Employee & Spouse	\$900	\$509.91
Employee & Child(ren)	\$886	\$457.15
Employee & Family	\$1210	\$757.26
<b>Traditional HMO</b>		
Employee	\$558	\$207.41
Employee & Spouse	\$900	\$710.43
Employee & Child(ren)	\$886	\$644.83
Employee & Family	\$1210	\$1034.88

Using the following schedule, an employee, at the time of his/her retirement, may choose to continue to participate in a District health plan at his/her own expense:

- 2019 – 2022 retirees may participate for 3 years, including their transition year if applicable.
- 2023 retirees may participate for 2 years, including their transition year if applicable.
- 2024 retirees may participate for 1 year, which may be their transition year.
- Retirees will no longer participate in District health plans following the 2024-2025 school year.

Additional limitations on retiree participation in District offered health insurance plans:

- All currently participating retirees may participate for a maximum of three years, which included their transition year if applicable. All retirees beyond three years on a District health plan will be removed following the 2018-2019 school year.
- As of January 1, 2019, retirees who are eligible for Medicare health benefits will no longer be eligible for participation in District health plans.
- All participation of retirees in District offered health plans will end if/when a significant expenditure from the District or its employees is required in order to continue to allow such participation.

### Dental Insurance

The District shall pay the employee-only premium for group dental coverage for each full-time classified employee to a maximum of \$27.00 per month or \$34.00 toward the cost of family dental insurance. A part-time employee working at least 20 hours per week is eligible for a pro-rata premium.

**Other Provisions**

For Transportation: The District will cover health and dental insurance premiums for Permanent Route Bus Driver employees working 20 hours per week or more, commensurate with a 40-hour-per-week employee.

All classified employees are eligible to purchase District family medical, dental, and vision insurance coverage at their expense.

**Employee Assistance Program**

Employee Assistance Program (EAP) is a confidential, individual assistance and support service designed to help employees cope with personal problems that adversely affect their lives, behavior, and/or performance. The District will provide an Employee Assistance Program for all full-time Classified Employees working 4 hours or more.

**Life Insurance**

Effective from the date of employment, classified employees who work at least 20 hours per week shall be eligible for coverage by group life insurance in an amount equal to \$1,500.00 for each \$1,000.00 of annual base salary to a maximum coverage of \$150,000.00. The amount of coverage is automatically adjusted to reflect changes in base salary.

**Liability Insurance**

The Mapleton Public Schools District provides liability coverage for an employee who is acting "in the course and scope of his or her employment" with the District.

This liability coverage includes legal representation if a lawsuit is filed against an employee. Coverage is up to \$2,000,000 for each employee for general liability, professional liability, and legally required Worker's Compensation insurance.

**Long-Term Disability Insurance**

A classified employee who works a minimum of 25 hours per week shall be eligible for long-term disability insurance coverage. If the insured employee becomes totally disabled (unable to perform each and every duty of his regular position) for 30 calendar days, upon approval by the insurance provider, this insurance shall pay 60% of his/her monthly income to a maximum of \$2,500.00 per month until age 65 if the employee was disabled before the age of 60. If the employee is 60 years old or older the above maximum periods payable vary based upon the age of the insured when total disability begins. No benefits are payable beyond the age of 70 years. The District shall pay for this coverage.

**Unemployment Insurance**

Unemployment coverage is available to an employee in accordance with applicable state laws.

### **Workers Compensation**

Workers' Compensation coverage is available to a District employee in accordance with applicable state laws. Workers' Compensation may run concurrently with FMLA if the employee is FMLA eligible

### **Accidents**

An employee is required to report all work-related accidents to the immediate supervisor and to the Superintendent's Designee within 24 hours on District forms.

The employee is also required to report all work-related illnesses immediately upon diagnosis. Failure to do so may jeopardize the employee's eligibility for workers' compensation benefits. If the injury or disability is determined non-compensable, any payments made by the District to the employee shall be charged against the employee's accumulated sick leave.

### **Public Employees Retirement Association**

A District employee shall participate in the Public Employees Retirement Association (PERA) in which both the employee and the District make monthly contributions.

### **Transitional Retirement Option Eligibility:**

1. Currently employed by the district performing a service each workday or be in pay status using temporary leave.
2. Complete a full contract year for the number of days as specified in the current job classification for a minimum of four (4) hours each day.
3. Any classified employee who is discharged will not have the transitional retirement option.
4. An employee can participate only once in the transitional retirement option.
5. Any employee who is eligible for the Public Employee's Retirement Association (PERA) retirement income will be eligible for one year of the Transitional Retirement Option from the Mapleton School District.

### **Transitional Retirement Conditions:**

1. The employee will elect to take PERA retirement but will work for Mapleton School District as an employee for the contract year immediately following the date of retirement.
2. During the transitional year the employee will be placed on the salary schedule commensurate with placement had the employee not elected retirement.
3. Every effort will be made to return the employee to his/her current position.
4. Participation in the Transitional Retirement Option is for salary-only payment (excluding benefits).
5. Participants will be eligible for ten (10) sick leave days.
6. The Board of Education retains exclusive and explicit rights to revise or eliminate the Transitional Retirement Option.
7. Retirees who return to work are required to make contributions at the same rate as all members working for that employer. Such contributions are nonrefundable and would not accrue a benefit nor be deposited into the PERA member account.

**Mileage Reimbursement**

A classified employee required to travel in his/her work assignment shall be reimbursed by the District at the current rate as established by the Board of Education. Reimbursement shall be made quarterly.

**Longevity Stipend**

Beginning with the 2024-25 school year, classified employees who have completed 20 years of service in the district will receive an annual \$1,500 longevity bonus that will be added to their annual salary.

## **Chapter 14 Professional Growth**

**Required Training:** If the District determines that a particular course of education or training is necessary or required for the performance of duties and/or to increase the professional levels within the classified employee group, the District will pay the tuition or training expenses of the employee undergoing said training.

**Other Courses/Training Programs:** Other courses or training programs that are not necessarily required for an employee's current job but are substantially related to their District assignment may receive full or partial District monetary support for tuition, fees, books, and/or exams based on available funds and appropriate approvals.

These courses/programs require prior approval as follows: The employee must first request approval from his or her immediate supervisor. Once approved, the employee will submit their professional plan to the Mapleton Human Resources department for approval. The written professional plan will include a timeline of coursework, specific coursework planned, and institutional accreditation information. Employees must meet all applicable and pertinent requirements of the program. The requested course/training program may not impact the employee's work schedule.

**Repayment of Tuition Assistance:** Employees who receive monetary assistance for courses/training will sign an agreement to repay the District for funds expended should they: resign within twelve (12) months of receiving such funds, receive a grade of D or lower (or receive a Pass/Fail grade of Fail), or fail to receive the anticipated certification in any approved course of study.

**2024-2025 Mapleton Public Schools  
Position Classification Salary Schedule**

<b>Range</b>	<b>Job Title</b>	<b>Calendar</b>
C2-1	Bus Driver	181 Day
	Van Driver	181 Day
<b>Range</b>	<b>Job Title</b>	<b>Calendar</b>
C3-1	Transportation Paraprofessionals	181 Day
<b>Range</b>	<b>Job Title</b>	<b>Calendar</b>
CC-1	Nutrition Services Assistant	174 Day
CC-2	Catering Assistant	174 Day
CC-3	Nutrition Services Manager I - Includes positions at Achieve, Adventure, Explore, Global Primary, Meadow Community, Monterey Community, Valley View, and Welby Community	174 Day
	Non-CDL Driver	181 Days
CC-4	Nutrition Services Manager in Training	174 Day
CC-5	Nutrition Services Manager II - Includes positions at, Academy/Clayton, Trailside, and York International	174 Day
CC-6	Nutrition Services Manager III - Includes positions at Global Intermediate, Global Leadership, MEC-Prep, MESA, PoP	174 Day
<b>Range</b>	<b>Job Title</b>	<b>Calendar</b>
CD-1	Custodian	260 Day
<b>Range</b>	<b>Job Title</b>	<b>Calendar</b>
C10-1	Level II Instructional Paraprofessionals- Includes Special Education, Preschool, ECE, At Risk Youth, Social/Emotional	184 Day
C10-2	Certified Occupational Therapy Assistant (COTA)	184 Day
	Preschool Group Leader	190 Day
	Licensed Instructional Paraprofessionals	184 Day
C10-3	Lunch Duty Paraprofessionals	184 Day
C10-4	Center-Based Special Education Paraprofessional	184 Day
	Health Assistant	184 Day
	Office Clerk	184 Day
C10-5	Bachelor's Degree Paraprofessional	184 Day

<b>Range</b>	<b>Job Title</b>	<b>Calendar</b>
C4-1	Campus Supervisor	184 Day
	Registered Behavior Tech (RBT)	184 Day
<b>Range</b>	<b>Job Title</b>	<b>Calendar</b>
C6-1	School Secretary	215 Day
<b>Range</b>	<b>Job Title</b>	<b>Calendar</b>
C7-1	School Secretary (Placement prior to 2018)	220 Day
<b>Range</b>	<b>Job Title</b>	<b>Calendar</b>
C9-1	Warehouse Worker I	260 Day
C9-3	Warehouse Worker II	260 Day
C9-4	Payroll Clerk	260 Day
	Media/Records Clerk	260 Day
	Administration Front Desk/Enrollment Clerk	260 Day
C9-5	Assistant Lead Custodian - Includes Skyview Campus	260 Day
	Lead Custodian I	260 Day
	Maintenance I	260 Day
	Nutrition Service Warehouse Worker	260 Day
C9-7	Apprentice Mechanic, Plumbing, HVAC, Electrical	260 Day
	Buyer Technician	260 Day
	District Night Security Guard	260 Day
	Lead Custodian II - Includes Achieve, Academy, and Adventure	260 Day
	Maintenance II - Includes Grounds and Maintenance	260 Day
	Warehouse Foreman	260 Day
C9-8	Department Secretary	260 Day
	Facilities Coordinator	260 Day
	Lead Custodian III - Includes Skyview Campus Night, York International, and Global Campus	260 Day
	Medicaid Coordinator	260 Day
<b>Range</b>	<b>Job Title</b>	<b>Calendar</b>
CO-1	Lead Custodian IV – Includes Skyview Campus Day	260 Day

<b>Range</b>	<b>Job Title</b>	<b>Calendar</b>
CO-2	Accounting Specialist	260 Day
	Payroll Specialist	260 Day
	Mechanic	260 Day
	Executive Secretary	260 Day
	Site/Service Support Technician	260 Day
	Transportation Office Manager	260 Day
<b>Range</b>	<b>Job Title</b>	<b>Calendar</b>
CO-3	Athletic Trainer	184 Day
	Lead Bus Driver Trainer	260 Day
	SWAP Enhanced Service Specialist	220 Day
	Maintenance III- Includes Master Plumber, HVAC Technician, Alarms/HVAC Technician, Fabrication Specialist, Electrical Technician, & Master Mechanic (ASE Certified)	260 Day
CO-5	Threat Assessment Coordinator	260 Day
	Benefits Specialist	260 Day
	Fleet Manager	260 Day
	SWAP Coordinator	260 Day
CO-7	Bus Driver Trainer / Scheduler	260 Day



## 2024-2025 Mapleton Public Schools Classified Exempt Salary Schedule

<b>Range</b>	<b>Job Title</b>	<b>Calendar</b>
EO-3	Associate Application Analyst	260 Day
	Associate Systems Administrator	260 Day
	Associate Database Analyst	260 Day
	Associate Network Administrator	260 Day
<b>Range</b>	<b>Job Title</b>	<b>Calendar</b>
EO-5	Accountant - Includes Bond & Grant	260 Day
	Help Desk Manager	260 Day
	Grant Writer/Communication Specialist	260 Day
	Multi-Media Specialist	260 Day
	Nutrition Services Field Supervisor	260 Day
	Education Stability Coordinator	190 Day
	Transportation Manager	260 Day
<b>Range</b>	<b>Job Title</b>	<b>Calendar</b>
EO-6	Human Resources Manager	260 Day
	Network Administrator	260 Day
	Executive Assistant, Board & Superintendent	260 Day
	Assistant Payroll Manager	260 Day
	Budget Analyst/Lead Accountant	260 Day
	Marketing and Digital Strategy Manager	260 Day
	Systems Administrator	260 Day
<b>Range</b>	<b>Job Title</b>	<b>Calendar</b>
EO-7	Systems and Applications Analyst	260 Day
	Payroll Manager	260 Day
	Database Analyst	260 Day
	Sr. Applications Analyst	260 Day
	Sr. Systems Administrator	260 Day
	Sr. Network Administrator	260 Day
	Human Resources Manager	260 Day
	Purchasing/Asset Manager	260 Day
	M.A.C. Building Manager	260 Day

<b>Range</b>	<b>Job Title</b>	<b>Calendar</b>
EO-8	Board Certified Behavior Analyst (BCBA)	190 Day
	Sr. Database Analyst	260 Day
	Network Security Engineer	260 Day