

CLASSIFIED

AGREEMENT BETWEEN
COLORADO CLASSIFIED
EMPLOYEES ASSOCIATION AND
ADAMS COUNTY SCHOOL DISTRICT 14

EFFECTIVE
JULY 1, 2024 THROUGH JUNE 30, 2029

Lynn Rogers

Colorado Classified School Employees Association
Chief Negotiator

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Chief Negotiator



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PREAMBLE

This Agreement is made and entered into by and between the Adams County School District 14 in the County of Adams and State of Colorado and the Colorado Classified School Employees Association, the 30th day of June 2023 and is effective July 1, 2024 through June 30, 2029.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

ARTICLE 1 – DEFINITIONS

- 1-1 “Association” as used in this Agreement shall mean the Colorado Classified School Employees’ Association, CCSEA.
- 1-2 “Board”, as used in this agreement, shall mean the Board of Education of Adams County School District 14 of Adams County in the State of Colorado.
- 1-3 Unit employees as used in this Agreement shall refer to all classified employees with the exception of those employees represented under the Support and Tech, Administration, on-call classified substitutes, or Certified Agreement.
- 1-3-1 Nothing herein shall require the Board to fill any unit position represented by the Association.
- 1-3-2 The Association shall be notified of any employee position (title and department) added to the unit and placed on a salary schedule. The Association shall be notified of any unit vacancy that is not to be filled.
- 1-4 “School District”, as this Agreement, shall mean the Adams County School District 14 of Adams County in the State of Colorado.
- 1-5 “Superintendent”, as used in this Agreement, shall mean the chief administrative officer of Adams County School District 14.
- 1-6 A “full-time classified employee” is one who works a forty-hour week.
- 1-7 A “part-time classified employee” is one who works less than eight hours but four or more hours per day on a regular basis.
- 1-8 A “limited, part-time classified employee” is one who works less than four hours per day in a regular position.
- 1-9 A “fluctuating classified employee” is one who works regularly but whose hours in assignment may vary from day to day.
- 1-10 “Exempt personnel” shall mean those employees whose functional responsibilities or confidential knowledge of the employer’s affairs make membership or participation in the affairs of the Association incompatible or inconsistent with job duties. Specifically excluded from membership are the following:

Accounting Clerks, Accountant, Administrative Assistant II/Clerk II (Nutrition Services, Service Center), Administrative Assistant III (Curriculum, Student Services, Federal Programs), Clerk II (Student Information), Receptionist/Human Resources Clerk I, Human Resources Specialists, Computer Technicians, Help Desk/Trainer Coordinator, Lead Computer Technician, Application Analyst, Senior Programmer, Assistants to Executive Directors, and Instructional Technician.

- 1-11 “Seniority” shall be determined as of the first date of the employee’s most recent continuous period of employment.
- 1-12 “Continuous years of service” shall mean the period of time from the date of hire that an employee is employed without any break in District employment. Continuous years of service shall not be deemed to be interrupted by temporary illness or by absences for purposes of child-rearing. A leave of absence approved by the Board of Education or military leave pursuant to Title 38 of the United States Code, Sections 2021-2026, and by the Colorado Revised Statutes, 1973, Section 28- 3-604 et seq., shall not be considered to be an interruption of the continuous years of service. Still, such leaves of absence shall not be included in computing years of service.
- 1-13 A temporary classified employee is one who works in a position that is posted as temporary for a specified amount of time, such as a grant-funded position for up to 5 years. (Temporary employees are exempt of Article 23).
- 1-14 A probationary classified employee is one who is initially hired to fill a regular position for a trial period of six working months.

ARTICLE 2 – GENERAL

- 2-1 This Agreement shall be governed and construed according to the Constitution and Laws of the State of Colorado and the United States Constitution.
- 2-2 This constitutes the entire Agreement between Adams County School District 14 and the Colorado Classified School Employees' Association. This Agreement terminates and supersedes all past practices, agreements, policies, procedures, traditions, and rules or regulations concerning the matters covered herein.
- 2-3 The Board and the Association will continue to seek solutions to prevent school violence and bullying and to share those solutions with each other.

ARTICLE 3 – MANAGEMENT RIGHTS

- 3-1 The Board is elected by the qualified electors of the School District as the governing body of the School District and, as such, possesses all powers delegated to a Board of Education or to a School District by the Constitution and Laws of the State of Colorado, together with the duties imposed thereby.
- 3-2 The Board and Association recognize that the Board has certain legal powers and duties under the Constitution and Laws of the State of Colorado, which may not be delegated, limited, or abrogated by agreement with any party. Except as expressly provided in this Agreement, the determination and administration of school policy, the operation, and management of the schools, and the direction of employees are vested exclusively in the Board.

ARTICLE 4 – PEACEFUL SETTLEMENT OF DIFFERENCES

- 4-1 The Association and the Board agree that differences between the parties shall be settled by peaceful means as provided in this Agreement. The Association, in the consideration of the terms and conditions of the Agreement, shall not engage in, instigate, or condone any strike, work stoppage, or any concerted refusal to perform normal work duties on the part of any employee covered by this Agreement.

ARTICLE 5 – NON-DISCRIMINATION

- 5-1 The Board and the Association agree not to illegally discriminate against any employee subject to this Agreement.

ARTICLE 6 – RECOGNITION

- 6-1 Recognition of the Association as the exclusive bargaining representative of classified employees as defined in Article 1-3 shall continue in full force and effect to and including June 30, 2029. Notice to terminate exclusive recognition of the Association by the Board must be submitted, in writing, to the Association no later than August 1, 2028.

In the event the Board does not terminate exclusive recognition of the Association, an employee organization other than the Association may file a petition with the Board requesting de-certification of the Association as the exclusive agent for the negotiating unit. Such petition shall contain the signatures of at least thirty (30) percent of the employees within the negotiating unit and shall allege that the Association is no longer the choice of the majority of employees of the negotiating unit.

Such petition must be filed with the Board not earlier than August 15, and not later than August 25, of the year in which this Agreement terminates. Such petition shall be on a standard form prepared by the Board and made available to all employees who request copies thereof. Such petition shall not be circulated to the negotiating unit.

If a valid petition is received, the Board, within five (5) days of the end of the period in which said petition may be submitted, shall cause Notice of a Recognition Election to be posted at each school and at the central administrative office of the District. Such notice shall contain the date, time, and place or places of the election; the names of all organizations entitled to a place on the ballot; and the eligibility requirements for voting in the election.

At a date no more than fifteen (15) days nor less than ten (10) days following the posting of such notice, the Board shall conduct the Recognition Election under such rules and procedures as it may adopt to govern its conduct. The results of the Recognition Election shall become effective July 1, of the year following the election. The cost of such an election shall be borne by the petitioning employee organization.

ARTICLE 7 – NEGOTIATIONS

7-1 After approval and execution of this Agreement and upon request by the Association to the Board or by the Board to the Association after March 1st, the District and the Association will make every effort to begin negotiations as soon as possible after February 15th of each year of this Agreement, the representatives of the School District and the Association may negotiate as provided in Article 7-2 and Article 8-1; provided, however, that such negotiations shall terminate not later than June 1 of each year in which negotiations are requested unless extended by mutual consent.

7-2 Negotiating Procedure

7-2-1 Requests for negotiations between the Board and the Association may be opened on such matters concerning employees' salaries, wages, hours, and conditions of employment as the parties may mutually agree to negotiate.

7-2-2 For purposes of Article 7, a "day" shall mean a day in which the central administrative offices are open.

7-2-3 The Board and the Association agree to utilize the interest-based negotiating concept.

7-3 Meetings

7-3-1 The first negotiations meeting shall be held no later than March 1st, the District and the Association will make every effort to begin negotiations as soon as possible after February 15th of each year in which negotiations are requested. At this meeting, the Association shall present its interests on all matters which it shall desire to negotiate with the Board and explain the rationale supporting its interests. The District will present its interest and rationale to the Association at either the first or second meeting.

7-3-2 Meetings mutually agreed upon will be conducted at times and places mutually agreeable to the representatives of each party.

7-3-3 Relevant data and supporting information may be presented.

7-3-4 During the period of the negotiation process, all public statements or releases shall be made jointly and by mutual agreement.

7-3-5 Consultants may be used if deemed advisable by either party.

7-3-6 The total number of persons on a negotiating team will not exceed eight (8).

7-4 Adopting Agreements

- 7-4-1 When the representatives of the Board and the Association reach a consensus on a specific article, the article will be typed for the next negotiating meeting at which the chief negotiator of each party will initial and Date such tentative agreement pending a final consensus on all tentative agreements.
- 7-4-2 Tentative agreements reached as a result of such negotiations will be reduced to writing and presented by the Association to its membership for ratification within thirty (30) days after a tentative agreement has been reached. The Association shall advise the Board, in writing, of the acceptance or non-acceptance of said tentative agreement within ten (10) days of the ratification vote by the Association membership. The absence of such written reply within the allotted time shall constitute ratification. Following ratification by the Association, the agreement shall be placed on the agenda for the next Board meeting for its tentative approval, pending final adoption and approval of the School District budget for the ensuing fiscal year. After the adoption of such a budget and after the agreement is ratified by the Board, the final agreement will be signed by the Board and the Association.
- 7-4-3 If budget hearings result in the Board disapproving any or all of the economic provisions of the tentative agreement, the parties shall reopen negotiations on such economic provisions of the agreement, as they mutually deem appropriate. Such negotiations shall be resumed not later than May 10 and shall be completed no later than June 10. These dates may be modified by mutual consent.

7-5 Impasse

- 7-5-1 If an agreement is not reached on all items by May 15, either party may declare in writing that an impasse exists and call for mediation. The written declaration of impasse shall contain a statement concerning the proposals the party or parties understand to remain unresolved.
- 7-5-2 If the parties are unable to agree upon a mediator, the parties shall jointly request the American Arbitration Association to submit to each party identical lists of the names of five (5) persons skilled in mediating public school issues.
- 7-5-3 Each party shall have ten (10) days from the date such list is received to cross off any name to which it objects, number the remaining names in order of preference, and mail the list to the American Arbitration Association. If a party does not mail the list within the time specified, all names shall be deemed approved by that party.

- 7-5-4 From among the persons who have been approved on both lists, and in accordance with the designated order of mutual preferences, The American Arbitration Association shall appoint a mediator.
- 7-5-5 If the parties fail to agree upon any of the persons named or if those named decline or are unable to act, or if for any other reason an appointment cannot be made from such list of names, the American Arbitration Association shall appoint a mediator from its other members without submitting additional lists.

7-6 Conducting Mediation

- 7-6-1 The format, dates, and times of meetings shall be arranged by the mediator and such meetings shall be conducted in closed sessions. The mediator shall meet with the representatives of the Board and the Association, either separately or together. To the extent that tentative agreements are reached as a result of such mediation, the procedures provided in Article 7-4 shall apply. If mediation fails in whole or in part, the mediator shall not, without the consent of both parties, make findings of fact or recommend terms of the settlement.
- 7-6-2 If an agreement cannot be reached through the deliberation with a mediator, the obligations of both parties to negotiate under the terms of this Agreement shall have been completed.
- 7-6-3 The costs for the services of the mediator, including per diem expenses, if any, and actual and necessary travel expenses shall be shared equally by the Board and the Association.

ARTICLE 8 – DURATION

- 8-1 This agreement shall be in full force and effect from July 1, 2024, through June 30, 2029, provided, however, that during the period established for negotiations in 2025, each party shall have the right to reopen this Agreement to submit proposals concerning Articles 21 and 22 and any two (2) Articles current and/or new, and any other mutually agreed upon Articles.

ARTICLE 9 – GRIEVANCE PROCEDURE

- 9-1 “Grievance”, as used in the Agreement, shall mean a written complaint by an employee of the bargaining unit alleging a violation, misinterpretation, or inequitable application of any provision of this Agreement or District discipline policy.
- 9-2 A unit employee may be represented at any level of the grievance procedure by a person or persons of his/her own choosing, except that he/she may not be represented by a representative or officer of any organization other than the Colorado Classified School Employees’ Association (CCSEA).
- 9-3 No grievance shall be recognized by the Board or the Association unless it shall have been presented at Step 2 within thirty (30) working days after the grievant knew or should have known, of the act or condition upon which the grievance is based and if not so presented, the grievance will be considered as waived with the exception of a grievance for the termination of a classified member which shall follow an alternate process, bypassing Step 2 and proceeding directly to Step 3 (9-6-3-2). Grievances for termination of employment shall be submitted in writing within ten (10) working days from the date of termination to be considered valid (9-6-3-2).
- 9-4 Notwithstanding the steps of the grievance procedure described above, a unit employee may discuss any problem at any time with any supervisor or administrator in the School District.
- 9-5 There shall be no harassment, intimidation, or additional duties imposed on a grievant or his/her representative by reason of such person has filed a grievance nor shall there be any harassment or intimidation of any administrator by reason of such person having submitted a grievance decision.
- 9-6 Individual or group grievances of unit employees of the School District shall be resolved as follows:
- 9-6-1 Step 1 – Informal
Prior to the filing of a written grievance, an employee (or employees) shall, with the exception of discipline, first discuss the grievance with his/her immediate supervisor with the objective of resolving the issue informally. The aggrieved person may request an Association representative to accompany him/her in which case the administrator or supervisor may be accompanied by a representative.
- 9-6-2 Step 2 – Written
The grievance shall be presented in writing on forms provided by the District, first to the person having direct administrative/supervisory responsibility for the work of the employee involved in the grievance. The administrator/supervisor shall not be a unit employee. The written grievance shall indicate the specific Articles of the Agreement which have been allegedly violated and the complaint of conditions that led to the

filing of such grievance, and the remedy requested. The administrator/supervisor shall render a written decision to the grievant within ten (10) working days.

9-6-3 Step 3 – Hearing

9-6-3-1 If the grievance is not resolved at Step 2, the grievant may file the grievance in writing with the Association. The grievance may be filed by the Association with the Superintendent within ten (10) working days after the grievant received the Step 2 written decision.

9-6-3-2 The Superintendent or his/her designee shall conduct a hearing within ten (10) working days of receipt of the grievance and shall render a written decision within ten (10) working days of the hearing.

9-6-4 Step 4 – Fact Finding

If the grievant is not satisfied with the disposition of his/her grievance at Step 3, the grievant may request within five (5) working days that the Association submit the grievance to fact-finding. If the Association deems the grievance meritorious, it may request fact-finding within ten (10) working days after receipt of the grievant's request.

9-6-4-1 The fact-finder shall be selected in the same manner as provided in the Negotiations Procedure for selecting a mediator.

9-6-4-2 The fact finder will have the authority to hold hearings and make procedural rules. The fact-finder will issue a report within a reasonable time after the date of the close of hearings or from the date, the final statements and evidence are submitted to the fact finder.

9-6-4-3 All hearings held by the fact-finder shall be in closed sessions, and no news releases shall be made concerning the progress of the hearing.

9-6-4-4 The fact finder's report shall be submitted in writing to the School District and the Association only and shall set forth the findings of fact, reasoning, conclusions, and recommendations on the issues submitted. The fact finder's recommendations shall be consistent with law and the terms of this Agreement. The fact finder's report shall be advisory only and binding on neither the School District nor the Association.

9-6-4-5 The fact-finder shall have no authority except to pass upon alleged violations of the expressed provisions of this Agreement and to determine disputes involving the application or interpretation of such

expressed provisions. The fact-finder shall construe this Agreement in a manner, which does not interfere with the exercise of the Board's rights and responsibilities except where they have been expressly limited by the terms of this Agreement.

- 9-6-4-6 The fact-finder shall have no power or authority to add to, subtract from, or modify any of the terms of this Agreement. The fact-finder shall not render any decision, which would require or permit any action in violation of Colorado law.
- 9-6-4-7 The Board shall take action on the fact finder's report at its next regularly scheduled meeting. No public statement may be made until after the Board has taken such action.
- 9-6-4-8 The costs for the services of the fact finder, including per diem rate, if any, plus actual and necessary travel and subsistence expenses shall be shared equally by the Board and the Association.
- 9-6-4-9 Either party may make an official stenographic record of the proceedings. Either party may provide an official transcript of the proceedings to the fact finder. The party requesting a stenographic record shall pay the costs thereof except that if the other party shall request a copy of the transcript, it shall share equally the entire cost of making the stenographic record and transcript(s).

ARTICLE 10 – ASSOCIATION RIGHTS

10-1 Dues Deduction

- 10-1-1 The Board agrees to deduct from employees' salaries an amount to cover dues for the Association as the employees individually and voluntarily authorize the Board to deduct and to transmit the amount so authorized to the Association each month with an accompanied signed form provided by the Association.
- 10-1-2 A member of the Association who separates his/her employment with the District during the school year, and who has authorized dues deduction through payroll deductions, will have the balance of dues deducted from his/her last paycheck if there is a sufficient amount to do so after deductions of legal priority have been made.
- 10-1-3 Any employee who has or who hereafter authorized the deduction of such dues will continue to have such dues deducted as long as the employee is employed by the District, except that an employee desiring to add or discontinue the deduction of such dues may do so by notifying the District Payroll Department and the Association in writing on forms provided by the Association between January 1st through January 15th of each year. A deduction shall be made for each payroll period in equal installments. If for any reason, an employee's earnings for a month are not sufficient to cover the deductions, no deductions will be made for that employee for that month, and the Association will arrange collection of dues for that month directly with the employee.
- 10-1-4 The Association agrees to hold the Board harmless from any action growing out of these deductions and commenced by any employee against the Board or the District and assumes full responsibility for the disposition of the funds so deducted once they have been remitted to the Association.
- 10-1-5 In the event the Board fails to deduct dues for any period of time, the Board agrees to advance the money ordinarily deducted for that period to the Association. Money advanced by the Board will then be deducted from each member over a period of time mutually agreed upon and repaid to the Board.

10-2 Use of District Facilities

The Association shall have the privilege of using District facilities for Association meetings without cost where no additional cost is incurred by the District. If any additional cost is incurred, this cost will be paid by the Association. Any charges for use of a District facility shall be in accordance with the Board's policy. Such meetings shall not interfere with the normal conduct of

school activities or other pre-scheduled activities approved by the Board. Application for use of a District facility shall be made in accordance with Board policy.

10-3 Approved Notices

The Association shall have the right to place approved notices, circulars, and other material on School District bulletin boards designated by a building principal or department supervisor. A copy of all such material shall be submitted to the Superintendent or his/her designee for approval twenty-four (24) hours in advance of posting.

10-4 Mail Distribution

Association mail to unit employees may be transported through the School District's delivery service. The Association shall deliver such mail to the School District's mailroom and shall sort it into the appropriate school or department mailbox. A designated Association building representative will distribute the mail to unit employees at a time other than working periods. A copy of all such mail shall be submitted for approval to the Superintendent or his/her designee twenty-four (24) hours in advance before distribution.

10-5 Job Descriptions

The District shall make available to the Association all current job descriptions. All new job descriptions or revisions to current job descriptions will be communicated to the Association.

10-6 Orientation

Upon appointment by the Board of Education, all new classified employees will attend a new employee onboarding/orientation session. The district will notify the Association of each onboarding/orientation session.

ARTICLE 11 – DISCIPLINE

11-1 Employee Discipline

The District is responsible for managing the employee disciplinary process based on the seven (7) standards of just cause:

1. Notice
2. Reasonable rule or order
3. Investigation
4. Fair investigation
5. Proof
6. Equal treatment
7. Penalty

Whenever possible, verbal or written notice should be given to an employee who may be subject to corrective action in the future.

Classified employees will be given an opportunity to correct infractions of work rules and/or District policies and /or procedures. The intent of progressive discipline is to provide the employee an opportunity to grow and develop in response to areas that need improvement. A progressive discipline procedure is established to promote uniform and consistent discipline. It should be noted that whenever the action or behavior of an employee is of a serious nature, discipline can start at any level, including termination. In addition, one or more steps of the procedure may be repeated or skipped as circumstances warrant.

The procedure for progressive discipline, when applicable, may include the following steps:

First instance of misconduct (supervisor may elect one of the following options):

- A written reprimand stating specific deficiencies, indicating timelines for improvement, and advisement of possible future disciplinary action.
- A plan of improvement may be developed to address identified deficiencies. Evaluation of progress made on the plan of improvement will be completed at an agreed upon time. If the employee does not meet the standards identified in the plan of improvement, advisement of possible future disciplinary action will be provided.

Second instance of misconduct:

- May result in suspension with or without pay, demotion, or both. An employee shall be advised in writing that termination may result if another such infraction occurs.

Third instance of misconduct:

- Employees shall be subject to disciplinary action up to and including termination.
- In case of willful and intentional violation of District policy, failing a drug and/or alcohol screening, or conviction of a felony, the employee shall be subject to immediate termination.

All discipline, including termination, is subject to the grievance procedure. Employees who are involved in the disciplinary process will be advised they are entitled to representation and are encouraged to contact the Colorado Classified School Employees Association. Employees recommended for dismissal must be notified in writing by the Office of Human Resources enumerating the cause(s) for dismissal and receipted by the employee. The employee shall be entitled to a hearing (step 3 (9-6-3-2)) if requested within ten (10) working days of receiving the notification. The employee may be accompanied by a representative of the union. Per 9-6-3-2, the superintendent or designee shall preside as the hearing officer and render a decision whether to sustain, reject or amend the recommendation for termination.

ARTICLE 12 – REVIEW OF PERSONNEL FILES

- 12-1 Unit employees may review material made a part of their District personnel records in accordance with the provisions of the law. Material which is derogatory to an employee's conduct, service, or character shall not be placed in the employee's file until he/she has been notified and given an opportunity to read and file a written response to such material. The employee shall acknowledge that he/she has read such material to be filed by signing the material. Such signature does not indicate agreement with the content of such material. If an employee fails or refuses to review and/or sign such material within ten (10) calendar days after having been requested to do so, then such material may be filed without the employee calendar review and/or signature.

ARTICLE 13 –PERSONAL TIME OFF (PTO) AND LEAVES

13-1 Personal Time Off (PTO)

Effective with the 2023-2024 school year, sick-leave and temporary leave shall be converted to Personal Time Off (PTO) for all employees.

13-1-1 Earning Personal Time Off (PTO)

Ten (10), eleven (11), and Twelve (12) month hourly employees who work forty (40) hours or less per week shall earn three (3) days at the start of their contract year with the remaining days earned on an accrued basis throughout the balance of the contract year. This will be calculated using a prorated method to ensure no more than the maximum annual accrual of one hundred and twenty (120) Personal Time Off hours are earned (See Accrual Chart – Appendix). The value of any portion of used but unearned Personal Time Off shall be reimbursed to the District. The employee will be docked for any excessive leave taken if there is not sufficient accrued Personal Time Off to cover the deficit.

Personal Time Off accrues only on regular hours worked. Personal Time Off does not accrue for hours worked such as, but not limited to, overtime and extra duty

13-1-2 Use of Personal Time Off (PTO)

Personal Time Off days can be used for illness and /or personal business. The Association and the District understand the unique requirements of staff attendance related to days immediately before and after breaks (fall (October and November), winter (December), and spring (February and March)), during the opening two weeks of school, during the final two weeks of school closing, and professional development days. Employees are encouraged to be present during these times.

13-1-3 Excessive Absences

The Administration reserves the right to question absences that have become repetitive or patterned as long as the absences are not attributed to documented medical leave (FMLA). If a supervisor notices a pattern of absences that could have a negative effect on the district, he/she may confer with the employee to express their concerns, get feedback from the employee, and if deemed necessary, inform the employee it could adversely impact their evaluation regarding professional responsibilities. Administrator inquires expressing concern for the well-being of employees is not considered harassment. Non-compliance with administrative directives attributed to abuses of leave may be subject to disciplinary action. Employees who have exhausted all available PTO leave time; who are not eligible for FMLA or the sick bank and who continue to be absent from work, may be subject to disciplinary action. Employees have the right to representation.

13-1-4 Absences in Excess of Three Days

Any absence in excess of three (3) consecutive days must be submitted in writing (PTO Request Form) at least 72 hours (3 working days) in advance for all non-emergencies by the employee. The supervisor must approve or deny the leave within two (2) working days and notify the employee. Personal Time Off (PTO) that is denied by the supervisor can be appealed to human resources. Human Resources, or at the request of Human Resources, the supervisor may request a doctor's note for any absence in excess of three (3) consecutive days for any illness.

13-1-5 Cap on Accruals

Effective August 1, 2023, and annually thereafter, Classified employees shall not accrue more than one-hundred and twenty (120) days of Personal Time Off (PTO). An employee who has more than one hundred and twenty (120) days of Personal Time Off (PTO) at the end of a contract year will be automatically compensated at the rate of fifty dollars (\$50) per day to reduce the accumulated PTO to no more than 120 days. This balance will be paid in August of the following school year.

Classified staff who had in excess of 120 days of accrued leave as of June 30, 2018 and continue to maintain more than 120 days will be known as grandfathered and paid at a rate of fifty dollars per day to reduce the accumulated PTO to no more than 120 days. This balance will be paid in August 2024.

13-1-6 Unused Personal Time Off (PTO)

Each year between May 1 and May 15 classified staff will have the opportunity to elect in writing to be paid at their daily rate up to five (5) unused Personal Time Off days. These days will be removed from the total available days of Personal Time Off (PTO). Accumulated Personal Time Off may not fall below 0. Only full days will be paid. If not specified in writing between the aforementioned dates, the unused days will be added to an employee's Personal Time Off balance for the following year. Payment for the requested days will be issued on the July paycheck.

13-1-6-1 Separating employees, with at least five (5) consecutive years of employment, shall be compensated for one-half (1/2) of their accrued Personal Time Off (PTO) at their per diem rate, not to exceed three hundred, 360 hours of accrued leave or forty-five (45) days. A written request must be received by Human Resources 45 days prior to the separation.

13-1-6-2 In the event of an employee's death, eligible Personal Time Off payout shall be paid to an employee's heir(s) or legal representatives authorized by law to receive unpaid compensation.

13-2 Leave Bank Overview

13-2-1 Participating in the Bank

Effective July 1, 2003, a Leave Bank (herein referred to as the “Bank”) shall be established and maintained for all employees in the classified negotiating unit.

- 13-2-1-1 The reasons for which the Bank may be used are limited to an employee’s own serious illness, injury, or continuing treatment of an illness that prevents the employee from working. Bank days shall be awarded only to employees who fulfill their current commitment and return to work following their illness, disability, or injury. Bank days may not be used for surgeries or procedures that are considered elective or that can be scheduled during a non-work time
- 13-2-1-2 The Bank may be used for the reasons stated above and it may not be used for employee absence due to injury or illness of a member of the employee’s immediate family who needs medical care and attention from the employee.
- 13-2-1-3 New employees shall be eligible for Leave Bank benefits after ninety (90) calendar days of employment.
- 13-2-1-4 Employees who donate to the Bank remain Bank participants until another day is solicited in accordance with Article
- 13-2-1-5 New employees hired to the District shall contribute the equivalent of two (2) days of leave to the Bank to create eligibility and participation by them in the Bank from then until the next general donation is solicited unless the Chief of Human Resources receives a written statement from the employee that he/she does not wish to participate. A new employee shall have thirty (30) calendar days from the first scheduled work day to inform the Chief of Human Resources that he/she does not wish to participate. Employees who choose not to donate to the Bank when donations are solicited in accordance with this paragraph or Article 13-2- 2 shall remain ineligible to participate in the Bank until general donations are again solicited in accordance with Article 13-2-2.
- 13-2-1-6 An employee who works less than a 1.0 FTE assignment shall donate and receive Bank days on a pro-rata basis.

13-2-2 Solicitation of Days

- 13-2-2-1 Initial solicitation of days for the implementation of the Bank will be conducted during the first month of employment. The Association shall have ten (10) work days to inform employees that each employee shall contribute the equivalent of two (2) days leave to the Bank unless the Chief of Human Resources receives a written statement from the employee that he/she does not wish to participate. The employee shall have ten (10) work days to submit this statement to the Chief of Human Resources.
- 13-2-2-2 A minimum level of value of seven hundred fifty (750) hours shall be maintained in the Bank. If the available balance falls below seven hundred fifty (750) hours, the Chief of Human Resources shall inform the Association that equivalent days need to be added to the Bank. The Association shall have ten (10) work days to inform its unit employees that each employee shall contribute an additional day(s) to the Bank unless the Chief of Human Resources receives a written statement from the employee that he/she does not wish to participate. The employee shall have ten (10) work days to submit this statement to the Chief of Human Resources.
- 13-2-2-3 If an employee has not participated in the Bank or has not participated in the most recent solicitation for additional Bank days, the employee must contribute a minimum of two (2) days if he/she chooses to participate during a general solicitation period.
- 13-2-2-4 The Bank's balance shall carry over from year to year.
- 13-2-2-5 Within twenty (20) workdays of the close of a solicitation period for Leave Bank days, the Chief of Human Resources shall forward a summary report to the Leave Bank Committee defined in Article 13-8-4. The summary report will include the number of days added to the Bank, the new Bank balance, and a list of employees who did not contribute and are therefore ineligible for Bank benefits as described in Article 13-8.
- 13-2-2-6 If the entire value of the Bank is exhausted at any time, no claim may be made against the Bank until additional equivalent leave has been solicited.

13-2-2-7 Employees who have exhausted all Personal Time Off (PTO) at the time of bank member solicitation, if solicitation takes place after October, may opt into the bank the following school year by contributing one day at the start of the following year. The request must be made in writing at the time of solicitation.

13-2-3 The following conditions shall govern the granting of leave from the Bank:

13-2-3-1 An employee must have contributed to the Leave Bank on the most recent solicitation to be eligible.

13-2-3-2 Bank days may not be granted until an employee has used all of his/her Personal Time Off and available paid time including individual vacation time and compensatory time. Accrued days are defined as accumulated leave from prior years in the District plus Personal Time Off leave accrued as of the date of application for Bank. After the initial request and before each succeeding request for Bank days, the first five (5) days of leave will not be covered by the bank but must be covered by absence without pay.

13-2-3-3 A request for authorization of Bank days must be accompanied by a statement from a qualified physician certifying that the employee is unable to fulfill the employee's contractual obligations and explaining the medical reasons, therefore.

13-2-3-4 The value of the equivalent days approved for the individual from the Bank will be deducted from the Bank's balance.

13-2-3-5 An employee may not use more than the equivalent of thirty (30) days during the preceding twelve (12) month period.

13-2-3-6 If an employee is receiving compensation from the District's Workers' Compensation third party administrator, the District's Long-term Disability Insurance, the PERA disability fund, or other District insurance plan, he/she shall not be eligible to receive Bank leave for the same period of time.

13-2-3-7 It shall be the responsibility of the employee to apply for Leave Bank days no later than 5 days after the start of the need unless the reason for need prevents the employee from requesting within the timeline. Application for Bank leave shall be made to the Leave Bank Committee composed of five (5) Association members appointed by

the Association. It is the responsibility of the individual making the request to obtain a doctor's statement that will be used to verify the request.

- 13-2-3-8 The following conditions shall govern the granting of leave hours from the Sick Bank:
1. The first year a member elects to participate in the Bank, they shall be eligible for a total of eighty (80) hours or ten (10) days (see 13.2.1.3).
 2. The second consecutive year (based on date of initial contribution) a member participates in the Bank; they shall be eligible for a total of one hundred-sixty (160.0) hours or twenty (20) days.
 3. The third consecutive year (based on date of initial contribution) and thereafter, a member participates in the Bank, they shall be eligible for a total of two-hundred and forty (240) hours or thirty (30) days.
- 13-2-3-9 If a member accesses the bank, they will be required to contribute three days at the start of the new school year. These days will be supplementary to any days solicited. In the event of departure within the first year before repaying the full amount of days, any remaining days will be deducted from any available leave.

13-2-4 Leave Bank Operation and Administration

- 13-2-4-1 The operation and administration shall be by the Chief of Human Resources or Designee who will communicate Bank information to the Association President.
- 13-2-4-2 Bimonthly, the Chief of Human Resources shall forward a Leave Bank report to the Leave Bank Committee, which shall include the balance in the account and a detailed summary of the Bank usage since the last report.
- 13-2-4-3 The decisions of the Leave Bank Committee shall not be subject to the grievance procedure.
- 13-2-4-4 The Bank Committee may bring the following Bank matters to the annual negotiations, which fall outside the aforementioned two items:
- 1) Financial Performance and Strategy

- 2) Regulatory Compliance and Risk Management
- 3) Engagement and Social Responsibility

13-3 Family and Medical Leave (FMLA)

- 13-3-1 Upon appropriate application, up to twelve (12) weeks of unpaid leave under the Family and Medical Leave Act (FMLA) of 1993 shall be available to eligible employees. FMLA leave shall run concurrently with other leave provisions of this Agreement if such leave also qualifies under the FMLA.
- 13-3-2 To be eligible for FMLA benefits, an employee must have worked 1,250 hours during the 12 months prior to the start of leave and must have been employed with the District for at least twelve (12) months.
- 13-3-3 FMLA shall be granted for any of the following reasons:
- for the birth of a son or daughter, and to bond with the newborn child;
 - for the placement with the employee of a child for adoption or foster care, and to bond with that child;
 - to care for an immediate family member (spouse, child, or parent – but not a parent “in-law”) with a serious health condition;
 - to take medical leave when the employee is unable to work because of a serious health condition; or
 - for qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on covered active duty or call to covered active duty status as a member of the National Guard, Reserves, or Regular Armed Forces.
- 13-3-4 The employee shall provide advance written notice and medical certification of the reason for requesting FMLA leave. This notification shall be provided thirty (30) calendar days in advance when such leave is foreseeable.
- 13-3-5 For the duration of the FMLA leave, the District shall continue to maintain the employees present health insurance coverage under the District’s group health insurance plan. Upon return from FMLA leave the employee shall be returned to their original or equivalent position with equivalent pay, benefits, and other employment benefits. The use of FMLA leave shall not result in the loss of any employment benefit that accrued prior to the start of the employees leave.
- 13-3-6 Adams 14 believes in the value of our employees and as such Classified employees shall be eligible for FMLA benefits if they have worked 768 hours rather than 1,250 as stated in Federal law, during the 12 months prior to the start of leave and must have been employed with the District for at least twelve (12) months.

13-4 Temporary Disability Leave (TDL)

Adams 14 provides each full time employee a leave of absence for a temporary disability at any

time the condition interferes with the performance of regular duties. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability. The purpose of Temporary Disability Leave (TDL) is to provide a measure of job protection to full-time employees who cannot work for a continuous, extended period of time because of a mental or physical disability of a temporary nature.

13-4-1 Designation

An employee must make a request in writing and receive approval for Temporary Disability Leave. A physician's statement must confirm the employee's inability to work and provide an estimated date of return.

13-4-2 An employee may be granted up to 180 days of Temporary Disability Leave or, with board approval, one (1) calendar year leave of absence without pay or salary schedule(s) increment advancement because of extended personal or immediate family illness or physical disability, elder care or child care upon the birth or adoption of a child. Members of the immediate family are defined as wife, husband, partner, parent, parent-in-law, child, brother, sister, grandparent, or others living in the immediate household of the employee.

13-4-2-1 Temporary Disability Leave shall not be granted for any leave less than 10 days.

13-4-2-2 Employees who have worked for the district for more than one year and are not eligible for FMLA and return to work within twelve work weeks of the start of the Temporary Disability Leave, will be returned to their previous position.

13-4-2-3 Employees who have worked for the district for more than one year or 768 hours and are not eligible for FMLA and who return to work within twelve work weeks of the start of the Temporary Disability Leave, will accrue a year of service.

13-4-2-4 Employees will remain benefits eligible for the first twelve weeks of Temporary Disability Leave. Benefits eligibility shall terminate after twelve work-weeks.

13-4-3 At any time during the Temporary Disability Leave (TDL) of absence, the district may require the employee to provide documentary evidence from a physician substantiating the illness or physical disability or to make himself/herself, or the ill or disabled person available for examination by a medical physician appointed by the District.

13-4-4 Leave will not accrue during Temporary Disability Leave (TDL) of absence; provided, however, any earned but unused leave shall be reinstated to the employee upon their return to the District or may be used until exhausted. No other District benefits shall accrue.

- 13-4-5 Any employee returning from Temporary Disability Leave (TDL) of absence will be assigned to a position for which the employee is qualified.
- 13-4-6 The provisions of FMLA will run concurrently when Temporary Disability Leave (TDL) of absence qualifies under the FMLA.
- 13-4-7 Employees shall submit, in writing, their request to return to work from Temporary Disability Leave (TDL) thirty (30) days prior to their return. The request must include a physician's release.

13-5 Workers' Compensation

Full-time and part-time employees who are temporarily absent from work and temporarily unable to perform their duties as a result of injury incurred in the scope and course of their employment, may be entitled to benefits under the Workers' Compensation Act. In order to receive these benefits, injured employees are required to report the injury without delay to their immediate supervisor and file an application for Workers' Compensation benefits within four (4) days per District procedures.

The injured employee shall receive his/her full salary for a period of time not to exceed sixty (60) work days in those cases where the District's liability is established. If the employee meets eligibility requirements for workers' compensation after the end of the described sixty (60) work days, payments will be made at a reduced rate through the third party administrator. In cases where the District has no liability, all absences may be charged under the regular Personal Time Off (PTO) provisions. While an employee is receiving full pay pursuant to these Workers' Compensation provisions, herein, the Board will receive directly from the third-party administrator any disability indemnity funds due to the employee.

The Board shall have the right to have such employees examined by a physician designated by the Board to assist it in determining the length of time during which the employee is temporarily unable to perform their duties, and that the disability is attributable to the injury involved. In the event that there is an adjudication of the period of temporary disability in the appropriate Workers' Compensation proceeding, the Board may adopt such adjudication.

13-6 Leave for Civic Duty or Other Court Appearances

13-6-1 Civic Duty

Employees who are summoned for jury duty will be granted civic duty leave with pay for such time as their presence is ordered (an official time slip from the courts is required). Employees are expected to return to their place of employment when they are dismissed and are able to return to work to fulfill a minimum time of half (1/2) of their remaining work day. In such cases, any witness or jury duty fees, not including mileage, paid to the classified employee shall be promptly remitted to the District.

13-6-2 Other Court Appearances

Employees who are summoned to appear at a civil, criminal, or administrative proceeding in connection with a matter in which they are a witness (and are not a party to a legal matter against the District), or are required by the District to appear in court, or at a civil, criminal, or administrative hearing in connection with their duties as employees of the District, will be granted civic duty leave with pay for such time as their presence is ordered (an official time slip from the courts is required).

Employees are expected to return to their place of employment when they are dismissed and are able to return to work to fulfill a minimum time of half (1/2) of their remaining work day. In such cases, any witness or jury duty fees, not including mileage, paid to the classified employee shall be promptly remitted to the District.

13-6-2-1 If an employee is assigned to a trial or as a grand juror in excess of three (3) days, the employee shall receive the greater of either their regular daily pay or the state daily payment rate.

13-7 Military Leave

Unit employees shall be entitled to military leave of absence as provided in the Colorado Statutes.

13-8 Bereavement Leave

13-8-1 Each full-time or part-time classified employee shall be granted a leave of absence with full pay up to five (5) days on account of the death of any person living in the immediate household of the employee or who is one of the following members of the employee's family or that of the employee's spouse: Parents, Grandparents, Grandchildren, Brothers, Sisters, Children, Aunts, Uncles.

13-8-2 Three (3) of these bereavement leave days shall not be charged to any other available leave; however, the fourth and fifth days, if used, will be charged to the employee's Personal Time Off (PTO). If PTO is not available, the time will be docked from the employees pay. Proof of death shall be furnished if requested.

ARTICLE 14 – ATTENDANCE/WORKWEEK

14-1 The regular workweek for full-time unit employees will consist of forty (40) hours per week. The term “week” shall mean that period of time beginning at 12:01 a.m. Sunday and continuing through 12:00 midnight the following Saturday. Each employee will be scheduled, by the District, to give the maximum benefit to the employee’s particular position.

14-2 Attendance

An occurrence is an absence without prior leave approval for up to three consecutive days. If the leave is due to illness, a physician’s note may be requested after three consecutive days missed. This does not constitute approval, only proof of time off. Consecutive days of absences will be considered a single occurrence. If you have more than one occurrence within a 30-day period this may be subject to discipline. You should refer to your department for call-in the procedure.

ARTICLE 15 – HOLIDAYS

- 15-1 The Board, in adopting the school calendar each year, approves the number of holidays for employees. Classified employees shall be entitled to those holidays as approved by the Board.
- 15-2 Full-time and part-time twelve (12) month unit employees shall be entitled to a minimum of eight (8) paid holidays during each calendar year of this Agreement. Payment for these approved holidays is included in the adopted salary schedule.
- 15-3 Full-time and part-time ten (10), eleven (11), and (12) twelve-month unit employees shall be entitled to paid holidays approved by the Board which fall the day before or after a regularly scheduled work day within the employees' classification during each calendar year of this Agreement. Should the number of paid holidays approved by the Board for full-time and part-time ten (10), eleven (11), and (12) twelve-month hourly unit employees be less than eight (8) days during any calendar year, the difference in pay between the number of Board-approved holidays and eight, shall be included in the December paycheck of affected hourly employees.

ARTICLE 16 – VACATION

16-1 Classified twelve (12) month employees shall earn paid vacation time according to the following schedule:

- 1 through 6 years: 80 hours (10 days) per year
- 7 through 14 years: 120 hours (15 days) per year
- 15 plus years: 160 hours (20 days) per year

Vacation leave shall be accrued at the following rates:

- 10 vacation days: 6.67 hours (.833 days) per month
- 15 vacation days: 10 hours (1.25 days) per month
- 20 vacation days: 13.33 hours (1.667 days) per month

16-2 For vacation purposes, a month shall be calculated as twenty (20) working days, and the major portion of a calendar month worked shall carry vacation credit for a full month. Vacation time and temporary paid leave of absence shall be included in the computation of vacation accrual.

16-3 No more than two hundred and forty (240) hours or thirty (30) days of vacation may be accrued by an employee at any one time. Employees should submit requests for a vacation to their immediate supervisor ninety (90) calendar days prior to the requested date(s) for vacation. The District shall consider requests based on seniority on a first-come basis. The District shall respond to written requests within thirty (30) days of the request. All summer vacation schedules shall be arranged for all employees and reviewed with the immediate administrative supervisor prior to April 1.

16-4 Vacations shall be scheduled at the convenience of the District and as nearly as possible at the convenience of the employee. All twelve-month classified employees who resign or whose employment is terminated shall receive the vacation pay to which they are entitled as required by law.

ARTICLE 17 – MEAL PERIODS

- 17-1 Whenever possible, a duty-free meal period of thirty (30) minutes shall be scheduled during the full-time classified employee's workday.
- 17-2 All classified employees are entitled to take one fifteen (15) minute break as near to the middle of each four (4) hour work period as possible. Breaks may not be accumulated within a day and consolidated for a one-half-hour break at one time, nor may they be accumulated from one day to the next. Any break not taken is lost to the employee.

ARTICLE 18 – TRAVEL ALLOWANCE

- 18-1 Travel allowance shall be paid to any classified employee assigned to more than one building in the School District for the use of his/her own automobile at the District's approved mileage rate. Distances allowed will be those between schools or buildings to which the employee is assigned and shall not include distances between home and assignments.
- 18-2 Travel allowance and other authorized expenses shall be paid to any classified employee who is directed to make a trip either inside or outside the District on school business. Prior approval from the Superintendent must be obtained for out-of-district travel.

ARTICLE 19 – EMERGENCY CALLS

- 19-1 The Chief Operating Officer/Director of Operations or his/her designee may require a unit employee to report back to work due to an emergency or for an extra assignment.

An employee called back to work shall receive a minimum of two (2) hours pay, and will be paid at an overtime rate when applicable.

ARTICLE 20 – OVERTIME

- 20-1 Overtime at the rate of time and one-half shall be earned by any unit employee working over forty (40) hours during the workweek. Compensatory time accrues at a rate equal to time and one-half for time worked, if an employee has worked over forty (40) hours during the workweek.
- 20-2 All overtime shall have the prior approval of the Superintendent or immediate supervisor. Overtime must be reported on time sheets within the pay period earned. Failure to do so may result in disciplinary actions
- 20-3 For the purpose of computing overtime and compensatory time, holidays shall be credited as time worked.
- 20-4 Compensatory time off may be given in lieu of overtime compensation at a rate of not less than one and one-half hours for each hour of overtime worked in accordance with state and federal law. An employee shall be permitted to use accrued compensatory time within two (2) pay periods if doing so would not unduly disrupt the operations of the District and is approved by the immediate supervisor. Failure to take compensatory time within two (2) pay periods will require the time to be switched to standard overtime compensation time. Employees shall be notified in advance of working overtime if compensatory time off is to be utilized in lieu of overtime compensation.

ARTICLE 21 – EMPLOYEE BENEFITS

21-1 Insurance

- 21-1-1 During the school year 2024-2025, the District will contribute (DHMO \$1,500 deductible plan) up to \$816.76 for those who select the Family Plan, \$838.38 for those who select the Employee and Spouse, \$804.83 for those selecting Employee and Child(ren) and \$621.54 for Employee Only per month and will contribute (DHMO \$500 deductible plan) up to \$899.00 for those who select the Family Plan, \$909.21 for those who select the Employee and Spouse plan, \$871.67 for those selecting Employee and Child(ren) and \$654.97 for Employee Only per month toward the full monthly individual premium on behalf of each member of the negotiating unit enrolled in a District group health insurance plan.
- 21-1-2 During the school year 2024-2025, the District will contribute the lesser of six dollars and fifty-seven cents (\$6.57) per month or the full monthly premium toward an individual employee vision care plan on behalf of full-time and part-time negotiating unit employees.
- 21-1-3 During school year 2024-2025, the District will contribute the lesser of twenty-six dollars and eighty-five cents (\$26.85) per month or the full monthly individual premium on behalf of each member of the negotiating unit enrolled in the District's dental insurance plan.
- 21-1-4 For the school year 2024-2025 the District will contribute the premiums to establish one times the salary rounded to the next thousand up to \$25,000, plus .51/dependent, per month on behalf of each full-time and part-time negotiating unit employee enrolled in the District's group life insurance plan.
- 21-1-5 For the school year 2024-2025, the School District will continue to contribute a monthly payment toward disability insurance coverage for classified employees.
- 21-2 Limited part-time employees receive no insurance benefits except for Workers' Compensation and Unemployment Insurance. Employees who are scheduled to work four (4) hours or more per day but who drop below four (4) hours involuntarily will continue to receive all benefits until the next scheduled open enrollment.
- 21-3 The District shall continue to provide Workers' Compensation and Unemployment Insurance benefits as required by Colorado State Law.
- 21-4 The Board and Association agree to continue a committee of two (2) administrators appointed by the Superintendent and two (2) unit employees appointed by the Association to investigate the employee benefits program of the District and to make recommendations to the Superintendent regarding such programs.

21-5 Longevity Pay

- 21-5-1 During the school year 2024-2025, full-time and part-time ten (10), eleven (11), and twelve (12) month employees who have completed eight (8) continuous years or more of service with the District as of August 1 shall receive an annual lump sum payment.

Longevity Pay Table	
Years of Service	Longevity Pay
8	\$400
9	\$500
10	\$1,000

Longevity continues to increase after year ten (10) by \$100 per year to a maximum of thirty (30) years or \$3,000.

- 21-5-2 Longevity payments shall be paid in November of each year on a separate paycheck.
- 21-6 An employee in a paraprofessional position is eligible to receive an annual stipend compensation for the achievement of an Associate's Degree or Bachelor's Degree according to the following schedule: Associate's Degree \$500.00 and Bachelor's Degree \$800.00
- 21-6-1 The degree must be related to the position held by the employee. Copies of the diploma and official transcript must be presented within thirty (30) days after the semester's completion in which the degree is granted. The educational institute must be a degree granting accredited college or university
- 21-6-2 Recognition and payment for a degree will be effective annually on January 1 and will be disbursed in a lump sum. If two (2) degrees have been earned after initial hire, only the higher degree will be honored. Employees holding two or more Associate Degrees will be paid at the Bachelor Level.
- 21-7 Compensation of one hundred and fifty dollars (\$150.00) will be provided to an employee in Nutrition Services in the following job classes: Nutrition Assistant, Nutrition Lead Technician/Assistant, Nutrition Supervisor I, II, and III for the achievement of certification earned after initial employment.
- 21-7-1 Recognition and payment for the certification will be effective annually on January 1 and will be disbursed in a lump sum.

ARTICLE 22 – SALARIES

- 22-1 The salary schedule for the school year 2024-2025 is reflected in Memorandum of Understanding No. 2 of this agreement.
- 22-2 When an employee has been notified by his/her immediate supervisor to fill a vacancy in a higher level job for the period of ten (10) consecutive working days or more, he/she shall be compensated for such days worked at the rate of the entry step for the higher level job or if this rate is not equal to one (1) full step increase on his/her present schedule level, he/she shall be given the rate of one (1) full step increase on his/her present salary schedule. A vacancy shall mean the replacing of a regular employee whose employment has been officially terminated or whose job classification has been permanently modified.
- 22-2-1 Paraprofessionals (instructional, special education, and pre-kinder) holding a current substitute certification or pre-kinder group-lead certificate will be eligible to serve as a temporary substitute and shall be compensated at an additional \$10 per hour for each hour they are serving as the teacher of record for a teacher who is absent or a declared vacancy. Every attempt shall be made to place the paraprofessional in the same area in which they serve as a paraprofessional.
- 22-3 Job Description Review Process
A job description review occurs when a job must be reviewed because the scope of responsibilities have changed significantly.
- 22-3-1 Human Resources and the Classified Union will review the agreed upon classified positions during the HR/Classified monthly meeting. If position changes need to be made, the HR department will determine the changes once reviewed. This process will start in the fall.
- 22-3-2 If an employee requests a job description review, they must submit a request in writing to their supervisor and the classified union representatives. This request will be discussed in the HR/Classified monthly meeting.
- 22-4 Salary Schedule Placement
The Director of Human Resources will place new employees on Step 1 of the appropriate salary schedule unless the following exceptions exist:
- 22-4-1 Documented prior experience is evidenced by the new employee, which allows the district the benefit of a more sophisticated skills for positions that are hard to fill.
- 22-4-2 Unfavorable discrepancy between the district salary for a particular position and the salary scheduled of other area school districts for the same or comparable position.

- 22-4-3 When exceptions are made to salary placement on Step 1, experience credit shall be awarded as follows:
- 2 - 3 years of related experience Step 2
 - 4 or more years of related experience Step 3
- 22-4-4 The recommendation for advanced placement shall be made by the appropriate supervisor on a form provided by the Division of Human Resources and shall include documentation of reference checks with previous employers and verification of tasks performed in previous experiences.
- 22-5 Supervisor Responsibilities:
Supervisor cannot change a position or reclassify a job without prior notice to HR.
- 22-6 Reclassification
Reclassification is the movement of an employee to a different classification of the job of which may or may not affect salary but change responsibilities.
- 22-6-1 If an employee requests a job reclassification, he or she must make their request through their supervisor and the classified union representation. This request will be discussed in the HR/Classified monthly meeting. HR will review job responsibilities and determine if the job should be reclassified.
- 22-6-2 If the supervisor wants to reclassify a job, he must submit the request to HR in a timely manner. HR will review job responsibilities and determine if the job should be reclassified.
- 22-7 Classified Salary Market Survey
Article 22-7 shall be suspended for the 2023-2024 and 2024-2025 school year. Compensation adjustments during this time shall be adjudicated through MOU #5.

ARTICLE 23 – REDUCTION IN FORCE

23-1 The Board shall determine when reductions in force are necessary and which job categories* or occupations** shall be affected. Employees within affected job categories or occupations shall be considered for retention on the basis of School District need and who meets the qualifications for the remaining positions. The determination of who best meets the qualifications shall rest solely with the Board. The following factors shall be considered when classified staff are to be reduced in force: (a) retirements, resignations and normal attrition shall be considered first; (b) all probationary staff (6 months or less) shall be reduced in force before any regular employee; (c) employees with the least amount of seniority in the District shall be the first to be reduced in force within a job category or occupation; (d) if seniority is the same among employees, evaluation, documented job performance, job related cross-trained skills, affirmative action considerations, and required job skills as determined by testing will identify who is to be reduced in force.

Any employee who is to be reduced shall be notified in writing at least two (2) weeks prior to the effective date of the reduction. The Board shall forward a list of those employees being reduced to the Association on the same date that the notice of reduction is issued to an employee.

Any employee who is to be reduced in their assignment shall be placed on a re-employment list or lists, as may be required by the effective date of the reduction, and shall be eligible for re-employment in the first vacant position for which they are qualified in inverse order of the reduction. The re-employment list or lists shall expire after twelve (12) months of the effective date of the reduction and has precedence over new hires, promotions, or other action which would fill a position on a permanent basis.

An employee who is reemployed in his/her previous job title within one year of his/her termination date shall be placed at the step in the salary schedule which was in effect at the time the employee left, and all sick leave benefits which had been accumulated will be reinstated.

Job Categories are defined as:

Bus Driver, Bus Mechanic, Grounds Foreman, Grounds Workers, Maintenance Worker, Maintenance Technician I, Maintenance Technician II, Building Engineer I, Building Engineer II, Building Engineer III, Building Engineer IV, Court Agency Liaison, Cook/Baker, Nutrition Services Assistant, Nutrition Supervisor I, Nutrition Supervisor II, Nutrition Supervisor III, Paraprofessional Instruction, Paraprofessional Health Clerk & Technology, Paraprofessional Special Education, Secretary/Clerk, Secretary School/Office Secretary ACHS, Printer Specialist, Printing Aide, Campus Safety Advocate, Transition Advisor, Warehouse Worker, Lead Warehouse Worker, Assistant Child Care Center Coordinator I, II and III, Group Leaders and Paraprofessionals of Child Care Centers, Cook of Child Care Centers, Bus Driver Assistant-Trainer, Registrar

Job Occupations are defined as:

Paraprofessional Instructional: child care, office, instructional, Title I, attendance liaison, adult literacy program intake coordinator, media, home visitors, ESL tutors, bilingual, attendance clerk, child care supervisor, speech/language assistant, special populations, health clerk, paraprofessional. Paraprofessional Preschool/Group Leader
Paraprofessional Special Education: autism spectrum disorder concentration, behavior team, assistive technology. Secretary/Clerk: entry-level secretaries, counseling secretaries, coordinator's secretaries, director's assistant secretaries, clerks, liaisons. Secretary School/Office: elementary/middle school principal's secretary, manager's secretary, alternative high school principal's head secretary. Secretary HS – high school principal's secretary.

ARTICLE 24 – CONSOLIDATION OR CLOSURE OF SCHOOLS

24-1 Closure of a school with students redistributed to multiple facilities

The Board may declare the closure of a school within the district when deemed necessary. Such closure may entail the reevaluation of staffing needs and the reassignment of personnel to ensure the efficient operation of the district.

24-1-1 Classified employees located at the school being closed will be notified in writing no later than 45 days prior to the closing date.

24-1-2 Once an employee is notified, the staff member shall be placed on the subject to assignment list.

24-1-3 All classified members, including but not limited to paraprofessionals, clerical, building engineer, and child nutritional workers shall undergo a **priority selection** process as part of the closure procedure.

24-1-3-1 Displaced staff shall fill out a short interest form provided at the time of notification.

24-1-3-2 The displaced employee shall express interest in a position by sending a copy of the form to the principal of location(s) of choice.

24-1-3-3 The campus interview team will be required to interview displaced staff who have received a copy of the short interest form.

24-1-4 The determination of which staff members are selected for a new position within the district shall rest solely with the principal and his/her designated interviewing committee and officially offered by Human Resources in writing.

24-1-5 Staff members on this list shall be eligible for temporary reassignment to another vacancy within the district for a period of one year following the effective date of the closure.

24-1-5-1 Employees who have not secured a position prior to the end of the school year shall be placed by the district into a vacancy or a temporary position created by the district no later than June 15. (subject to additional reassignment if an opening in the employee's classification occurs).

- 24-1-5-2 Any staff member who is to be reassigned shall be notified in writing at least two (2) weeks, if possible, prior to the effective date of the reassignment and shall be eligible for reassignment to the first vacant position for which they are qualified.
- 24-1-5-3 Displaced employees shall remain on the Subject to Assignment list for a period of one year or until they are permanently assigned a position.
- 24-1-5-4 As vacancies occur in the district, employees on the subject to assignment list shall continue take precedence over new hires seeking to fill positions on a permanent basis.
- 24-1-5-5 Employees shall be notified 30 days prior to the expiration of their placement on the Subject to Assessment List
- 24-1-5-6 The Subject to Assignment list or lists shall expire at the end of the following duty calendar from the effective date of the closure.
- 24-1-5-7 Employees declining a temporary assignment from the Subject to Assignment list shall be considered as a resignation.
- 24-1-5-8 Employees reassigned shall continue to be compensated at the same rate prior to the reassignment for a period of one year from the date of reassignment, if the reassigned position compensation is at a lower rate.

24-2 Consolidation into one facility

The Board may declare the consolidation of two schools within the district when deemed necessary. Such consolidation may entail the reevaluation of staffing needs and the reassignment of personnel to ensure the efficient operation of the consolidated schools.

- 24-2-1 Classified employees located at the schools being consolidated will be notified in writing no later than 45 days prior to the consolidation date.
- 24-2-2 Once an employee is notified, the staff member shall be placed on the subject to assignment list.

24-2-3 All classified employees, including but not limited to paraprofessionals, clerical, building engineers, and child nutritional workers will go through a placement process.

24-2-4 Classified employees in good standing from both schools being consolidated into a single facility will be assigned to the new school by district seniority (1-11) within their classification as established at the time of notification of consolidation. In the event two employees in the same classification have identical seniority, the date the employee signed the letter of intent shall be considered, followed by an administrative decision made by the Chief of School, Chief of Human Resources and President of the CCSEA.

24-2-5 All employees that are not placed in the new school will follow 24-1-5

ARTICLE 25– RETIRED EMPLOYEE OPTION

25-1 Eligibility

- 25-1-1 Currently employed full-time employees with ten (10) continuous years of service in Adams 14 School District.
- 25-1-2 Complete a full contract year for the number of days specified in the current District Calendar.
- 25-1-3 Any employee who is discharged or is on probation will not receive the retirement incentives.
- 25-1-4 Any employee who is eligible for the Public Employees’ Retirement Association (PERA) retirement income and who has notified the District of the retirement will be eligible for the Retired Employee Option from the School District.

24-2 Conditions for Retired Employee Option

- 25-2-1 The 110 or 140 option is contingent upon staffing allocations, supervisor and human resources approval. Only employees with ten (10) or more years of continuous service in Adams 14 School District are eligible.
- 25-2-2 The employee shall elect to retire from the School District and receive PERA retirement benefits. For the next school year immediately following the date of retirement, the employee shall work full-time for the School District.
- 25-2-3 During the Retired Employee option year, the employee will be placed on the salary schedule commensurate with placement had the employee not elected retirement. Salary will be the net minus the school district’s cost of the effective PERA rate.
- 25-2-4 Participation in the Retired Employee Option is for the salary and health only and does not include coverage for dental, vision, life or other insurances nor count toward PERA service credit.
- 25-2-5 Participation will be eligible for seven (7) Personal Time Off (PTO) days with no buy back option or sick leave bonus.
- 25-2-6 Any employees on the Retired Employee Option plan are excluded from the collective bargaining agreement and shall be considered as at-will employees.

ARTICLE 26 – JOB POSTINGS, INTERVIEWS, TRANSFERS, AND REASSIGNMENTS

26-1 Posting

- 26-1-1 All vacancies and new unit positions which the District intends to fill shall be posted on the District website. The posting period shall be five (5) working days.
- 26-1-2 The posting notice of the position to be filled will contain the following information: position title, hours per day, work year, pay range, a brief description of duties, basic qualifications required, location of the position, reporting supervisor, announcement of the closing date and application procedures.
- 26-1-3 Employees who desire a transfer or promotion shall submit the appropriate application form provided by the District in accordance with the posting procedures. The employee is responsible for contacting the supervisor to confirm their interest in transferring to the new position.

26-2 Interviews

- 26-2-1 Vacancies for full-time employees will be selected based upon job postings.
- 26-2-2 Interviews shall be requested of qualified applicants.
- 26-2-3 At the time of posting, the association building representative shall be notified and will appoint a Classified employee to the interview team.

26-3 Involuntary Transfers/Reassignments

- 26-3-1 Transfers shall take place on the recommendation of the supervisor with the approval of the Superintendent. Reassignments shall take place on the recommendation of the supervisor.
 - 26-3-1-1 A transfer is defined as a movement by a present employee to a position in another building or classification. This may or may not involve a change in job responsibilities.
 - 26-3-1-2 A reassignment is defined as a change in job responsibilities which occurs within a building or classification.
- 26-3-2 An employee may be transferred/reassigned to meet the needs of the District.

- 26-3-3 An employee shall be provided written notification by the immediate supervisor prior to a transfer.
- 26-3-4 An employee shall be entitled to a conference to discuss reasons for the involuntary transfer/reassignment with the immediate supervisor and the Chief Human Resource Officer within five (5) working days of receiving notification of the transfer / reassignment. The employee may be accompanied by an Association representative designated by the Association President.
- 26-3-5 The employee and the immediate Supervisor shall review the expectations and the duties of the new assignment. If necessary, a plan will be jointly developed to ensure that the employee has both the knowledge and skills necessary.

26-4 Job Descriptions

- 26-4-1 Human Resources shall maintain district approved job descriptions for all classified positions and make available to the public.
- 26-4-2 Human Resources will solicit and consider feedback from the Job Description Committee on all new job descriptions or job descriptions that are modified. The Job Description Committee shall have ten (10) days to review and provide feedback to the district.
- 26-4-3 A Job Description Committee consisting of classified staff representing school assigned staff, operations, transportation, and child-nutritional services, and limited to no more than 5 members shall be appointed by the president.
- 26-4-4 The Job Description Committee may request a job description be reviewed by the human resources department for accuracy prior to the opening of negotiations.

MEMORANDUM OF UNDERSTANDING No. 1

PRIVATE AGREEMENTS

It is understood and agreed that during the school year 2024-2025 the Board shall not enter into any private agreements with any person, company, or corporation to provide services presently performed by employees recognized under this Agreement unless mutually agreed to, in writing, by the parties, or, in temporary cases of emergencies that would place the district or students at-risk or significantly hinders critical operations with union notification.

MEMORANDUM OF UNDERSTANDING No. 2

COMPENSATION

The following compensation benefits will be in effect for the 2024 - 2025 contract year:

- ~~A 4% COLA will be applied to all steps.~~
In accordance with the 5th bullet, Once the certified union agrees to a compensation package, any increase above the current negotiated value of the classified agreement would be made available to the classified union as an additional increase in the COLA., the 4% COLA was changed to 7%.
- Longevity will be provided as earned and in accordance with the agreement.
- The District will pay all increases to medical, dental, and vision insurance for the 2024-2025 school year.
- If voters approve a Mill Levy in November, 2024, the district will return to the negotiations table within 45 days of confirmation of additional revenue, to review compensation with a commitment to increase base salary.
- Once the certified union agrees to a compensation package, any increase above the current negotiated value of the classified agreement would be made available to the classified union as an additional increase in the COLA.
- A 7% COLA will be applied to all steps (See first bullet).

Please note, the COLA was applied universally to all steps. There were no step raises added for 2024-2025

MEMORANDUM OF UNDERSTANDING No. 3

EXPANDED SALARY SCALE

The Union and District shall create a committee to evaluate the current ten step salary scale with the intent of making a recommendation for an expanded salary scale for the 2025-2026 school year. The committee shall be comprised of the CCSEA chapter officers the superintendent or designee, Chief Finance Officer, Chief Human Resource Officer and one additional member. A recommendation may be prepared no later than the starting of negotiations for the 2025-2026 school year.

MEMORANDUM OF UNDERSTANDING No. 4

EVALUATION TOOLS AND PROCESS

All employees shall receive an evaluation at the end of their six-month probationary period and a year-end annual evaluation. Within the 2024-2025 school year, Adams County School District 14 and the CCSEA shall collaborate to develop a robust and job category-specific evaluation tool(s) to potentially replace the current tool. This evaluation tool shall take into account the unique responsibilities and duties associated with each job category within the district, collaborative in design and inclusive of process for administering.

The development of the enhanced evaluation tool(s) shall include input from representatives designated by both the District and the CCSEA.

MEMORANDUM OF UNDERSTANDING No. 5

STAFF SURVEY

The Human Resources Department will conduct an annual Market Analysis / Salary Survey of nearby school districts in Colorado. The district will send job descriptions to an agreed-upon consultant for a salary market survey that will provide data and recommendations based on comparisons of metro-area districts similar in student population and demographics. Specifically, Adams 14 will survey Adams 12 Five Star School District, Mapleton Public Schools, 27J, Englewood and Westminster.

The District will initiate a review process where any of the classified salary ranges that fall below the market average will be evaluated for adjustment to bring the mid-point to average as budget allows. This process will occur in collaboration with CCSEA and Human Resources. Upon receipt of the survey results, Human Resources will determine the targeted market range and if the pay table needs to be adjusted to meet this target. Adjustments priority will be given to those positions in which the starting or mid-point is furthest from target average.

This process (MOU #5) will be reviewed at the conclusion of the 2024-2025 school year for continuation, refinement, or termination.

APPENDIX A

PERSONAL TIME OFF ACCRUAL CALCULATION

CALCULATING PERSONAL TIME OFF

TOTAL HOURS
PER DAY

(SEE JOB DESCRIPTION)

X

TOTAL WORK
DAYS IN A YEAR

(EXCLUDES PAID HOLIDAYS)

X

ACCRUAL
RATE (0.0538)

(FIXED)

=

ACCRUED
PTO

(ANNUAL PTO ACCRUED)

ACCRUED
PTO

(SEE ABOVE)

-

DAYS LOADED
UP FRONT

(3 DAYS LOADED)

/

MONTHS
IN CONTRACT

(12 MONTHS)

=

MONTHLY
ACCRUAL RATE

EXAMPLE

A	B	C	D	E (AxCxD)	F (3xA)	G (E - F)	H (G / 12)
TOTAL HOURS PER DAY	TOTAL CONTRACT DAYS	TOTAL WORK DAYS	ACCRUAL RATE (HOURS)	YEARLY (HOURS)	3 DAYS UP FRONT (HOURS)	BALANCE (HOURS)	MONTHLY ACCRUAL (HOURS)
8	260	249	.0538	107.17	24	83.17	6.93

APPENDIX B

CALENDAR WORK SCHEDULE

Salary Schedule: Minimum days/hours, you may be required to work additional times based on district need. “Unit Employees” as used in this Agreement shall refer to the following employees represented by the Association:

OCCUPATION CATEGORY	DAYS PER YEAR	HOURS PER DAY
Grounds Worker	260	8
Maintenance Tech I, II, III	260	8
Bus Mechanic	260	8
Lead Mechanic	260	8
Bus Driver (route hours bid by seniority)	185	TBD
Dispatcher	215	8
Bus Driver / Trainer	260	8
Utility Driver	260	8
Paraprofessional Transportation (hours/days bid by seniority)	185	TBD
Printer Specialist	260	8
Warehouse Worker	260	8
Lead Warehouse Worker	260	8
Building Engineer	260	8
Building Engineer (Stars)	235	7 8
Building Engineer II (Elementary Head)	260	8
Building Engineer III (Middle Head)	260	8
Building Engineer IV (High School Head)	260	8
Bus Driver Trainer Assistant	215	8
Registrar	215	8
Secretary / Clerk	215	8
Secretary School Office	215	8
Secretary (Adams City High / STARS)	228	8
Paraprofessional (Instructional)	192	7 or 7.5
Paraprofessional (Health Clerk, Attendance Liaison, Community Engagement Assistant)	192	8
Paraprofessional (Special Ed)	192	7 or 7.5

APPENDIX B

CALENDAR WORK SCHEDULE (CONTINUED)

OCCUPATION CATEGORY	DAYS PER YEAR	HOURS PER DAY
Paraprofessional (Group Leader / Preschool)	192	7 7.5
Safety Advocate	192	8
Nutrition Services Assistant – non benefitted	185	2
Nutrition Services Assistant	185	4-8
Nutrition Services Supervisor I	185	8
Nutrition Services Supervisor II	185	8
Nutrition Services Driver	185	4
Before and After School Coordinator	192	5.5
Assistant Child Care Center Coordinator I, II, III	192	7.5
Assistant Child Care Center Coordinator II	192	7.5
Assistant Child Care Center Coordinator III	192	7.5

APPENDIX C

SALARY SCHEDULE

2024-2025

CLASSIFIED STAFF

ADAMS 14

Range	Job Title	EE05	Days	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
CL1				Base		\$0.00	\$16.37	\$17.11	\$17.89	\$18.75	\$19.62	\$20.53	\$21.49	\$22.45
CLS-41	NUTRITION SERVICE ASSISTANT	---	185	185 D/R			24,222	25,325	26,477	27,757	29,036	30,380	31,805	33,231
CL2				Base	\$0.00	\$16.42	\$17.19	\$17.99	\$18.85	\$19.77	\$20.70	\$21.69	\$22.71	\$23.74
CLS-44	NUTRITION SERVICE FFV TECH	---	185	185 D/R		24,305	25,441	26,624	27,904	29,263	30,639	32,094	33,614	35,135
CL3				Base	\$15.45	\$16.53	\$17.30	\$18.13	\$19.01	\$19.90	\$20.87	\$21.88	\$22.95	\$24.04
	PARAPROFESSIONAL - INFANT/TODLER		192	192 D/R		25,392	26,571	27,849	29,194	30,571	32,049	33,609	35,252	36,915
CL4				Base	\$16.61	\$17.77	\$18.61	\$19.49	\$20.40	\$21.37	\$22.40	\$23.48	\$24.60	\$25.81
CLS-05	PARA - PRESCHOOL	---	192	192 D/R		27,296	28,591	29,936	31,330	32,824	34,401	36,061	37,787	39,637
CLS-01	PARA - INSTRUCTIONAL	---	192											
CL5				Base	\$17.55	\$18.78	\$19.64	\$20.56	\$21.54	\$22.57	\$23.66	\$24.78	\$25.99	\$27.27
CLS-10	BUILDING ENGINEER I	---	260	192 D/R		28,840	30,167	31,578	33,089	34,666	36,343	38,069	39,926	41,886
CLS-23	PARA - CLINIC AIDE	---	192	260 D/R		39,053	40,852	42,762	44,808	46,943	49,214	51,552	54,069	56,721
CLS-06	PARA - PRESCHOOL GROUP LEAD	---	192											
CL6				Base	\$18.11	\$19.37	\$20.32	\$21.28	\$22.30	\$23.39	\$24.52	\$25.74	\$26.99	\$28.28
CLS-02	PARA - SPECIAL EDUCATION	---	192	192 D/R		29,758	31,219	32,679	34,256	35,933	37,659	39,535	41,460	43,443
CLS-07	PARA - BUS AIDE	---	185											
CLS-03	PARA - FLEX	---	192											
CL7				Base	\$18.67	\$19.98	\$20.97	\$21.97	\$23.06	\$24.20	\$25.42	\$26.66	\$28.00	\$29.31
CLS-21	SECRETARY I (SIS)	---	228	185 D/R		29,574	31,029	32,517	34,132	35,811	37,619	39,458	41,441	43,372
CLS-42	NUTRITIONAL SUPERVISOR I	---	185	192 D/R		30,693	32,203	33,747	35,423	37,166	39,042	40,951	43,009	45,013
CLS-22	CLERICAL - REGISTRAR	---	228	228 D/R		36,447	38,241	40,074	42,065	44,135	46,363	48,629	51,074	53,453
CLS-26	ASSISTANT - COMMUNITY ENGMNT	---	192											
CLS-24	SECRETARY - ATTENDANCE	---	192											
CL8				Base	\$19.90	\$21.30	\$22.33	\$23.40	\$24.53	\$25.77	\$26.99	\$28.35	\$29.74	\$31.17
CLS-11	BUILDING ENGINEER LEAD II (ELEM)	---	260	192 D/R		32,712	34,306	35,949	37,675	39,584	41,460	43,551	45,676	47,873
CLS-17	SERVICE WORKER - WAREHOUSE II	---	260	260 D/R		44,297	46,455	48,681	51,019	53,604	56,144	58,976	61,853	64,829
CLS-53	RESTORATIVE PRACTICES ADVOCATE	---	192											
CLS-50	CAMPUS SAFETY ADVOCATE	---	192											

CL9				Base	\$20.40	\$21.83	\$22.95	\$24.07	\$25.28	\$26.54	\$27.88	\$29.24	\$30.72	\$32.17	\$33.62
CLS-60	TRANSPRTN - BUS DRIVER	--	185	185 D/R		32,309	33,972	35,619	37,411	39,282	41,265	43,281	45,472	47,617	49,763
CLS-43	NUTRITIONAL SUPERVISOR II	--	185	260 D/R		45,407	47,744	50,060	52,577	55,207	57,995	60,827	63,907	66,922	69,937
CL10				Base	\$21.32	\$22.81	\$23.94	\$25.12	\$26.37	\$27.69	\$29.08	\$30.53	\$32.05	\$33.56	\$35.06
CLS-62	TRANSPRTN - UTILITY DRIVER	--	260	215 D/R		39,239	41,173	43,199	45,355	47,623	50,020	52,511	55,132	57,720	60,309
CLS-12	BUILDING ENGINEER LEAD III (MID/LA)	--	260	235 D/R		42,890	45,003	47,217	49,574	52,053	54,673	57,396	60,261	63,090	65,919
CLS-61	TRANSPRTN - BUS DRIVER TRAINER	--	215	260 D/R		47,452	49,790	52,240	54,848	57,590	60,490	63,502	66,671	69,802	72,932
CLS-18	SERVICE WORKER - WAREHOUSE LEAD	--	260												
CLS-61	SECRETARY II (CHILD FIND)	--	215												
CLS-20	SECRETARY II (CAMPUS)		215												
CLS-15	GROUNDWORKER	--	260												
CLS-20	SECRETARY II (CAMPUS-STARs)		235												
CL11				Base	\$22.19	\$23.74	\$24.94	\$26.17	\$27.49	\$28.87	\$30.29	\$31.81	\$33.42	\$34.99	\$36.57
CLS-13	BUILDING ENGINEER LEAD IV (HIGH)	--	260	260 D/R		49,385	51,881	54,443	57,185	60,040	63,007	66,154	69,504	72,782	76,061
CL12				Base	\$23.09	\$24.70	\$25.93	\$27.22	\$28.57	\$30.00	\$31.52	\$33.09	\$34.76	\$36.39	\$38.03
CLS-03	PARA - FLEX (not eligible for \$10 Stipend)	--	192	192 D/R		37,947	39,822	41,814	43,889	46,080	48,421	50,828	53,384	55,900	58,415
CLS-65	SECRETARY II (CAMPUS)	--	215	215 D/R		42,492	44,593	46,823	49,147	51,600	54,221	56,917	59,779	62,596	65,413
CLS-27	SECRETARY III (CAMPUS - HS)		228	228 D/R		45,062	47,289	49,654	52,118	54,720	57,500	60,358	63,394	66,381	69,368
	DISPATCHER		215												
CL13				Base	\$23.98	\$25.66	\$26.94	\$28.22	\$29.70	\$31.16	\$32.72	\$34.39	\$36.12	\$37.82	\$39.53
CLS-19	PRINTER SPECIALIST	--	215	192 D/R		39,407	41,383	43,341	45,616	47,857	50,263	52,820	55,476	58,095	60,714
CLS-30	PROF - COTA-	--	192	215 D/R		44,128	46,340	48,533	51,080	53,589	56,285	59,147	62,121	65,054	67,987
CLS-04	PARA - SIGN LANGUAGE INTERPRETER	--	192												
CL14				Base	\$24.86	\$26.60	\$27.95	\$29.32	\$30.80	\$32.33	\$33.96	\$35.67	\$37.47	\$39.24	\$41.01
CLS-63	TRANSPRTN - BUS MECHANIC	--	260	260 D/R		55,320	58,130	60,984	64,064	67,256	70,628	74,202	77,933	81,620	85,307
CLS-63	TRANSPRTN - FLEET MECHANIC	--	260												
CLS-30	MAINTENANCE TECH I (APPRENTICE)	--	260												
CLS-52	BEHAVIOR SUPPORT TECHNICIAN	--													
CL15				Base	\$25.76	\$27.56	\$28.92	\$30.39	\$31.91	\$33.49	\$35.18	\$36.94	\$38.83	\$40.67	\$42.51
CLS-29	MEDICAID ASSISTANT	--	260	260 D/R		57,320	60,153	63,210	66,379	69,661	73,168	76,832	80,765	84,588	88,411
CL16				Base	\$26.63	\$28.50	\$29.95	\$31.44	\$33.02	\$34.66	\$36.40	\$38.27	\$40.18	\$42.09	\$43.99
CLS-04	PROF - SLPA-	--	192	192 D/R		43,773	45,997	48,288	50,712	53,235	55,907	58,779	61,717	64,644	67,570
CL17				Base	\$27.53	\$29.46	\$30.93	\$32.50	\$34.12	\$35.83	\$37.65	\$39.53	\$41.52	\$43.49	\$45.45
CLS-64	TRANSPRTN - MECHNIC LEAD	--	260	260 D/R		61,277	64,334	67,593	70,965	74,516	78,315	82,227	86,363	90,453	94,544
CLS-31	MAINTENANCE TECH II (JOURNEYMAN)	--	260												
CL18				Base	\$28.41	\$30.40	\$31.93	\$33.53	\$35.22	\$36.97	\$38.86	\$40.82	\$42.89	\$44.93	\$46.97
No Positions			260	260 D/R		63,232	66,424	69,751	73,258	76,899	80,833	84,902	89,217	93,457	97,696
CL19				Base	\$29.15	\$31.19	\$32.77	\$34.40	\$36.13	\$37.95	\$39.86	\$41.89	\$44.00	\$46.08	\$48.17
CLS-33	MAINTENANCE TECH III		260	260 D/R		64,873	68,155	71,549	75,146	78,945	82,901	87,127	91,510	95,855	100,200
CL20				Base	\$30.06	\$32.16	\$33.77	\$35.46	\$37.23	\$39.15	\$41.09	\$43.16	\$45.37	\$47.52	\$49.68
No Positions			260	260 D/R		66,896	70,246	73,752	77,439	81,440	85,463	89,779	94,365	98,846	103,327
CL21				Base	\$30.94	\$33.10	\$34.78	\$36.51	\$38.34	\$40.29	\$42.31	\$44.46	\$46.70	\$48.91	\$51.13
CLS-32	MAINTENANCE - DISTRICT PLUMBER	--	260	260 D/R		68,852	72,336	75,933	79,754	83,800	88,004	92,477	97,130	101,743	106,356

END