Additional Pay Compensation Schedules A&B

Douglas County School District | 2025-2026 SY

Introduction

Dear Douglas County School District Leaders and Employees[1],

The purpose of this guide is to provide a comprehensive document identifying the DCSD Approved Additional Pay Compensation Schedules to identify the pay that staff will receive when selected for additional work.

This pay schedule aligns with Douglas County School District's Board of Education's end goal of Financial Well Being, and our Strategic Plan Theme 5, Equitable Distribution of Resources and the Strategic Initiative 2b, Review and determine the best practice guidelines that guide additional pay, including but not limited to athletics and activities, committees, instructional purposes, and one-time responsibilities and events.

In this respect, DCSD follows Colorado's Equal Pay for Equal Work Act, effective January 1, 2021, which aims to increase pay equity and transparency for employees performing substantially similar work. In part, this law sets forth rules regarding how employers notify their employees of the availability of vacant positions and additionally prohibits employers from relying on salary history as a basis for inequitable compensation for substantially similar work.[2] Use this guide for any Internal position hiring process.

We understand this guidance may not capture every site's needs, so we will develop a diverse committee representative of school and department personnel who will review current and new additional pay requests at least annually to determine necessary revisions to these schedules each school year. For considerations of new pay or revisions to existing pay, please email requests to ScheduleABReview@dcsdk12.org.

Sincerely,

DCSD Compensation and Finance Departments

[1] The term employees refers to those who hold positions that are not covered in the Amalgamated Transit Union (ATU) contract. Employees who are part of this Local 1737 ATU Agreement should refer to the contract for guidance.
[2] It is for this reason that the District prohibits grandfathering in higher additional pay levels for current employees.

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Additional Pay Guidance - Resources

Additional Pays in Workday
It is prohibited for anyone to receive additional pay as a way to supplement their annual compensation or an hourly rate of pay. All additional pays must be tied to additional work performed at the approved additional pay rates established.

There are two ways Additional Pays are submitted into **Workday:**

1. **Period Activity pays**
   These are school-based activities, athletics, and extra responsibility pays that are paid out either one time or over a period of time. Examples include; Class Coverage, Department Head Pay, Schedule A Athletics, Activity, and Gameworker Pays.

2. **One-Time pays**
   These are department-based additional pay and *not for school use* and employees must meet specific requirements to receive this pay. Examples include tuition reimbursement, employee referral pay, on-call pay, etc.

For more information on how to enter Additional Pays in Workday, you may access the instructions page on the Payroll Google site, Period Activity Pays. Period activity pay inquiries can be sent to payroll@dcsdk12.org or call the Payroll Main Number at (720) 433-0133. Please visit the Payroll Department Google Site for more detailed information.

IMPORTANT NOTE: The amounts listed in Schedule A & B are the gross pay amounts to pay employees and should not be reduced by BOE PERA and Medicare rates. Sites must budget for BOE PERA and Medicare in addition to these amounts listed.

District Timekeeping Guidelines for Classified (nonexempt) staff:

- Non-exempt employees are required to track their time in UKG. If time is recorded by a timesheet, this must be recorded into UKG by the UKG Manager.
- For pay to be correct, best practice recommends UKG Managers reconcile and approve employees' time weekly, by end of day on Tuesday.
- Monthly time not corrected in UKG by the communicated effective date each month, must be submitted via email to payroll@dcsdk12.org and will be processed in the following pay period.
- For more information, see DCSD Timekeeping Guidelines here.

UKG questions can be emailed to payroll@dcsdk12.org or call the Payroll Main Number at (720) 433-0133. Please visit the UKG Google Site for more detailed information.

Employees Volunteering
Generally, federal wage and hour regulations prohibit public employers from permitting their employees to volunteer for work similar to that for which they are employed. To avoid running afoul of federal wage and hour laws, we recommend following the compensation schedules and paying all staff for work performed.

Employees who would like to volunteer for a paid position must first complete and sign the DCSD Volunteer Acknowledgment Form before volunteer work is performed. Signed forms must be kept at the school or department's site and maintained for DCSD's recordkeeping retention policy of seven (7) years.

Leave of Absences
Schedule A/B pay for employees who are on a Leave of Absence must be reviewed and adjusted by the School/Department in order to monitor and apply equitable pay for the work performed before or after a leave (i.e. if an employee has fulfilled the work, we want to make sure the employee is paid, and if work is partially performed before a leave and taken over by another employee, we want to make sure pay is equally distributed).

Paying Classified Staff Stipends vs Hourly Rate of Pay

DCSD follows Federal and State Department of Labor (DOL) and Fair Labor Standards Act (FLSA) compliance guidelines. Classified (nonexempt) employees are required to clock in/out to ensure all Classified staff are paid for all hours worked in a workweek and paid at the appropriate straight time and/or overtime rates. Paying a flat stipend is prohibited when classified staff are performing the same work as their position's job responsibilities describe. This is because flat stipends do not ensure the appropriate rates of pay are being applied.

Classified staff can be paid a stipend when the work performed is entirely different than the work performed in their classified position(s) and the work is performed outside of any other position's work hours, (i.e. Classified staff can have a coach position and can be paid a stipend similar to how all other coaches are paid. Another example is if a Classified employee applies to be a Student Council Sponsor and is paid a stipend for that work performed after school hours similar to another sponsor who is also paid a stipend but happens to also hold another position as a teacher).

Please see this Classified Staff - Extra Responsibility Pay or Additional Hours Worked Guidance to help you navigate the pay for your scenario. If you don't see a scenario listed, please reach out to scheduleabreview@dcsdk12.org

Pay Discrepancies

All employee pays and timecards are subject to internal annual audits by the District Finance/Payroll office, external annual audits by an Independent Auditing firm, and the Department of Labor.

In the event a wage or compensation error is discovered, DCSD will reconcile pay for a period of time no greater than 12 months from the date of discovery. DCSD or the employee shall notify the other party of the error immediately and any additional pay adjustment or approved repayment arrangement will be made between both parties as timely as possible.

Overpayments will be revised on the employee's W-2 within the applicable calendar year. Repayments will be extended up to one school year for active employees unless a special agreement for more time is approved by the Director of Payroll and/or Chief Finance Officer.

If employment ends and there is an outstanding overpayment, the remaining balance will be recovered from the employee's final pay. If funds are not available to recover from the employee's final pay, the employee will be notified in writing and repayment of these funds will be due within 30 days of the date of separation, unless a new repayment arrangement is made in writing. Unrecovered overpayments may be sent to a collections agency to recover payment in full.

For more information on pay that involves a change in position, please contact staffing@dcsdk12.org.

Additional Resources:

FAQ Additional Pays Schedule A & B

Days Per Year by Position Type

HR/Payroll Effective Dates Begin/End SY

Guidance for Short-Term FTE Overages and Additional Pay for General Education Staff (Certified and Classified Staff) 2025-2026 SY

Guidance for the Assignment of Additional Pay for Student Support Services Staff (Certified and Classified Non-discretionary) 2025-2026

Schedule A Elementary Activities

Elementary School Activity Sponsor Positions:

Additional Pay Name	Position Types	Approved Amount	Funding Source	
			# District Funded Per School	School
Extracurricular Choir	AdminProTech Classified Licensed	$45/hr, minimum 1 hr; total hours per activity must be pre- approved by budget holder	District Funding up to a total of $2,520 each school year for all Schedule A	X
Outdoor Education	Classified *See CO DOL Guidance	Pay at employees regular/overtime hourly rate of pay for all hours worked		X
	Licensed	$270/Evening *REMS follows a separate expeditionary learning program.		X
Student Council	AdminProTech Classified Licensed	$45/hr, minimum 1 hr; total hours per activity must be pre-approved by the budget holder		X

***Additional Elementary School Sponsor Position(s):**

Additional Pay Name	Position Types	Approved Amount	Funding Source	
			# District Funded Per School	Schoo l
Listed below	AdminProTech Licensed	$45/hr, minimum 1 hr; total hours per activity must be pre-approved by the budget holder	See funding above	X
	Classified	Hourly rate of pay if working in their Classified position or $45/hour if outside of work schedule/duties		X
List of Elementary School clubs such as… Art Club, Battle of the Books, Intramurals, Math Olympiad, Newspaper, Red Shirt Rookies (UNIFIED), Robotics, Science Fair, Spelling Bee, Web Leader, Yearbook, Young Ameritowne, or others as determined by the school Principal				

The form must be completed and submitted to the School Administrator before the school-sponsored activity is started, Request for Approval - School-Sponsored Elementary Enrichment

Schedule A Middle School Activities

LEVEL	YEAR		Funding Source	
	1-3	4+	District	School
Band Sponsor	$1817	$2326	1 Stipend	
Orchestra Sponsor	$1817	$2326	1 Stipend	
Vocal Sponsor	$1817	$2326	1 Stipend	

Other Middle School Positions:

Additional Pay Name	Position Types	Approved Amount	Funding Source	
			# District Funded Per School	School
Drama Director	AdminProTech Classified Licensed	$2834	2 stipends	
Student Council	AdminProTech Classified Licensed	$1356	1 stipend	
Unified Coach	AdminProTech Classified Licensed	$510	3 stipends	
Unified District Coordinator	AdminProTech Classified Licensed	$2550	1 stipend	
Activity Director	Licensed	$1836		X
Summer Transition Programs (Elementary students going into Middle School)	AdminProTech Licensed	$45/hour		X
	Classified	Hourly rate of pay if working in their Classified position or $45/hour if outside of work schedule/duties		X

Additional Middle School Position:

Additional Pay Name	Position Types	Approved Amount	Funding Source
Two of the following are funded by the district. All additional positions are funded by the school.	AdminProTech Classified Licensed	$857/per activity	District - Each school is entitled to **two** full stipends funded by the district. All additional positions are funded by the school.
Archery, Battle of the Books, Destination Imagination, eSports, Math Counts, NJHS, Photography, Publications, Robotics, Science Olympiad, TSA, Web Leader or others as determined by the school Athletic/Activity Director			

Schedule A Middle School Athletics

LEVEL	YEAR	
	1-3	4+
I	$2040	$2448
II	$1632	$2040

Middle School Coach Positions

Coach	Position Types	Approved Amount	Funding Source	
			District	School
Basketball - 7th Boys	AdminProTech, Classified, Licensed	Level II	2 stipends	
Basketball - 7th Girls	AdminProTech, Classified, Licensed	Level II	2 stipends	
Basketball - 8th Boys	AdminProTech, Classified, Licensed	Level II	2 stipends	
Basketball - 8th Girls	AdminProTech, Classified, Licensed	Level II	2 stipends	
Cross Country - Boys	AdminProTech, Classified, Licensed	Level II	2 stipends	
Cross Country - Girls	AdminProTech, Classified, Licensed	Level II	2 stipends	
Football - Flag - 7th Grade	AdminProTech, Classified, Licensed	Level II	2 stipends	
Football - Flag - 8th Grade	AdminProTech, Classified, Licensed	Level II	2 stipends	
Track - Boys	AdminProTech, Classified, Licensed	Level II	2 stipends	
Track - Girls	AdminProTech, Classified, Licensed	Level II	2 stipends	
Volleyball - 7th Girls	AdminProTech, Classified, Licensed	Level II	2 stipends	
Volleyball - 8th Girls	AdminProTech, Classified, Licensed	Level II	2 stipends	
Wrestling	AdminProTech, Classified, Licensed	Level I	2 stipends	
Additional Coach Stipend	AdminProTech, Classified, Licensed	Level II	4 stipends	

Other Middle School Positions

Additional Pay Name	Position Types	Approved Amount	Funding Source	
			District	School
Athletic Coordinator	AdminProTech, Classified, Licensed	$1814	2 stipends	
Athletic Director	AdminProTech, Classified, Licensed	$3672		X

Schedule A Middle School Game Worker

Middle School Game Worker Positions:

Sport	Position Types	Approved Amount	Funding Source	
			District	School
BASKETBALL				
Game Worker	AdminProTech Classified Licensed	$60		X
Game Manager	AdminProTech Classified Licensed	$75		X
District Tournament Worker	AdminProTech Classified Licensed	$125		X
CROSS COUNTRY				
Game Worker	AdminProTech Classified Licensed	$60		X
District Meet Worker	AdminProTech Classified Licensed	$75		X
FOOTBALL - FLAG				
Game Worker	AdminProTech Classified Licensed	$60		X
Game Manager	AdminProTech Classified Licensed	$75		X
District Tournament Worker	AdminProTech Classified Licensed	$125		X
TRACK				
Game Worker	AdminProTech Classified Licensed	$75		X
District Meet Worker	AdminProTech Classified Licensed	$125		X
VOLLEYBALL				

Game Worker - 2 events	AdminProTech Classified Licensed	$60		X
Game Manager	AdminProTech Classified Licensed	$75		X
District Tournament Worker	AdminProTech Classified Licensed	$125		X
WRESTLING				
Game Worker	AdminProTech Classified Licensed	$60		X
Game Manager	AdminProTech Classified Licensed	$75		X
District Meet Scorer	AdminProTech Classified Licensed	$300		X
District Meet Worker	AdminProTech Classified Licensed	$150		X
Commissioner	**Position Types**	**Approved Amount**	**Funding Source**	
			District	**School**
1st Tier - Cross Country, Track, Wrestling	AdminProTech Classified Licensed	$500 for one commissioner $300 each for two commissioners		X
2nd Tier - Basketball, Flag Football, Volleyball	AdminProTech Classified Licensed	$300 for one commissioner		X

Schedule A High School Activities

LEVEL	YEAR	
	1-3	4+
II	$3,872	$4,588
III	$3,295	$3,863
IV	$2,711	$3,231
V	$2,525	$3,084

High School Sponsor Positions:

Additional Pay Name	Position Types	Approved Amount	Funding Source	
			# District Funded Per School	School
Band - Director	AdminProTech Classified Licensed	Level II	1 stipend	
Drama - Director	AdminProTech Classified Licensed	Level V	5 stipends	
Drama - Assistant Director	AdminProTech Classified Licensed	Level V - max Year 1-3	3 stipends	
ESports	AdminProTech Classified Licensed	Level V	2 stipends	
Student Media - Head Sponsor	AdminProTech Classified Licensed	Level III	1 stipend	
Orchestra - Director	AdminProTech Classified Licensed	Level V	1 stipend	
Performing Arts Specialist	AdminProTech Classified Licensed	Level II		X
Speech & Debate - Head Sponsor	AdminProTech Classified Licensed	Level III	1 stipend	
Speech & Debate - Assistant Sponsor	AdminProTech Classified Licensed	Level IV	1 stipend	
Student Government - Head Sponsor	AdminProTech Classified Licensed	Level III	1 stipend	

Vocal Music - Director	AdminProTech Classified Licensed	Level III	1 stipend	
Yearbook - Head Sponsor	AdminProTech Classified Licensed	Level III	1 stipend	

Other High School Positions:

Additional Pay Name	Position Types	Approved Amount	Funding Source	
			# District Funded Per School	School
Auditorium Manager	AdminProTech Classified Licensed	$2000	1 stipend	
Choreographer	AdminProTech Classified Licensed	$1356		X
Color Guard or Winter Guard	AdminProTech Classified Licensed	$2000	1 stipend	
Link Crew	AdminProTech Classified Licensed	$1089	2 stipends	
Technical Director	AdminProTech Classified Licensed	$1356		X
Unified Coach	AdminProTech Classified Licensed	$510	3 stipends	
Unified District Coordinator	AdminProTech Classified Licensed	$2550	1 stipend	
HS Activity Director	AdminProTech Classified Licensed	$2,500	1 stipend	

Additional High School Positions:

Additional Pay Name	Position Types	Approved Amount	Funding Source
Eight of the following are funded by the district. All additional are funded by the school.	AdminProTech Classified Licensed	$857	District - Each school is entitled to **eight** full stipends funded by the district. All additional stipends are funded by the school.
Climbing, Diversity, Drumline, FCA, French Honor Soc., HERO, Interact, Key Club, Mock Trial, Model Congress, Model U.N., MuAlpha, NAHS, NHS, Peace Jam, Photography, Robotics, SADD, Sources of Strength, Spanish Honor Soc., *or other club approved by the District Athletic and Activities Director.*			

Schedule A Activities
DC Oakes/Eagle Academy/VALE

LEVEL	YEAR	
	1-3	4+
III	$3,295	$3,863
V	$2,525	$3,084

DC Oakes High School

Additional Pay Name	Position Types	Approved Amount	Funding Source	
			# District Funded	School
Drama - Director	AdminProTech Classified Licensed	Level V	2 stipends	
Outdoor Ed	Classified *See CO DOL Guidance	Pay at employees regular/overtime hourly rate of pay for all hours worked		X
	Licensed	$45/hour		X
Student Government - Head Sponsor	AdminProTech Classified Licensed	Level III	1 stipend	

Eagle Academy High School

Additional Pay Name	Position Types	Approved Amount	Funding Source	
			# District Funded	School
Student Government - Head Sponsor	AdminProTech Classified Licensed	Level III	1 stipend	

VALE High School

Additional Pay Name	Position Types	Approved Amount	Funding Source	
			# District Funded	School
ESports	AdminProTech	Level V	2 stipends	

	Classified Licensed			
Student Government - Head Sponsor	AdminProTech Classified Licensed	Level III	1 stipend	
DECA	AdminProTech Classified Licensed	$857	2 stipends	

Schedule A Activities
DC Oakes/Eagle Academy/VALE

LEVEL	YEAR	
	1-3	4+
III	$3,295	$3,863
V	$2,525	$3,084

DC Oakes High School

Additional Pay Name	Position Types	Approved Amount	Funding Source	
			# District Funded	School
Drama - Director	AdminProTech Classified Licensed	Level V	2 stipends	
Outdoor Ed	Classified *See CO DOL Guidance	Pay at employees regular/overtime hourly rate of pay for all hours worked		X
	Licensed	$45/hour		X
Student Government - Head Sponsor	AdminProTech Classified Licensed	Level III	1 stipend	

Eagle Academy High School

Additional Pay Name	Position Types	Approved Amount	Funding Source	
			# District Funded	School
Student Government - Head Sponsor	AdminProTech Classified Licensed	Level III	1 stipend	

VALE High School

Additional Pay Name	Position Types	Approved Amount	Funding Source	
			# District Funded	School
ESports	AdminProTech	Level V	2 stipends	

	Classified Licensed			
Student Government - Head Sponsor	AdminProTech Classified Licensed	Level III	1 stipend	
DECA	AdminProTech Classified Licensed	$857	2 stipends	

Schedule A High School Athletics

Head and Assistant Coaches

COACH	LEVEL	YEAR	
		1-3	4+
Head	I	$5100	$7140
	II	$4386	$6426
Assistant	III	$3295	$3863
	IV	$2711	$3231
	V	$2525	$3084

High School Coach Positions:

Position Name	Position Types	Approved Amount	District Funded
Baseball	AdminProTech Classified Licensed	Level I	1 Head stipend
		Level IV	3 Assistant stipends
Basketball - Boys	AdminProTech Classified Licensed	Level I	1 Head stipend
		Level III	3 Assistant stipends
Basketball - Girls	AdminProTech Classified Licensed	Level I	1 Head stipend
		Level III	3 Assistant stipends
Cheer	AdminProTech Classified Licensed	Level II	1 Head stipend - 2 seasons
		Level V	2 Assistant stipends - 2 seasons
Cross Country - Boys	AdminProTech Classified Licensed	Level II	1 Head stipend
		Level V	1 Assistant stipend
Cross Country - Girls	AdminProTech Classified Licensed	Level II	1 Head stipend
		Level V	1 Assistant stipend
Field Hockey	AdminProTech Classified Licensed	Level I	1 Head stipend - MV only
		Level IV	2 Assistant stipends - MV only
Flag Football	AdminProTech Classified Licensed	Level I	1 Head stipend
		Level V	1 Assistant stipend
Football	AdminProTech Classified Licensed	Level I	1 Head stipend
		Level III	8 Assistant stipends

Golf - Boys	AdminProTech Classified Licensed	Level II	1 Head stipend
		Level V	1 Assistant stipend
Golf - Girls	AdminProTech Classified Licensed	Level II	1 Head stipend
		Level V	1 Assistant stipend
Gymnastics	AdminProTech Classified Licensed	Level II	1 Head stipend - P, RC only
		Level V	1 Assistant stipend - P, RC only
Ice Hockey	AdminProTech Classified Licensed	Level I	1 Head stipend - C, CV, MV only
		Level IV	2 Assistant stipends - C, CV, MV only
Lacrosse - Boys	AdminProTech Classified Licensed	Level I	1 Head stipend
		Level IV	2 Assistant stipends
Lacrosse - Girls	AdminProTech Classified Licensed	Level I	1 Head stipend - C, CV, RC, TR only
		Level IV	2 Assistant stipends - C, CV, RC, TR only
Poms	AdminProTech Classified Licensed	Level II	1 Head stipend - 2 seasons
		Level V	2 Assistant stipends - 2 seasons
Soccer - Boys	AdminProTech Classified Licensed	Level I	1 Head stipend
		Level IV	2 Assistant stipends
Soccer - Girls	AdminProTech Classified Licensed	Level I	1 Head stipend
		Level IV	2 Assistant stipends
Softball	AdminProTech Classified Licensed	Level I	1 Head stipend
		Level IV	2 Assistant stipends
Swim/Dive - Boys	AdminProTech Classified Licensed	Level I	1 Head stipend - DC, HR, P only
		Level IV	1.5 Assistant stipends - DC, HR, P only
Swim/Dive - Girls	AdminProTech Classified Licensed	Level I	1 Head stipend - all except CV
		Level IV	1.5 Assistant stipends - all except CV
Tennis - Boys	AdminProTech Classified Licensed	Level II	1 Head stipend
		Level V	1 Assistant stipend
Tennis - Girls	AdminProTech Classified Licensed	Level II	1 Head stipend
		Level V	1 Assistant stipend
Track - Boys	AdminProTech Classified	Level I	1 Head stipend

	Licensed	Level IV	2 Assistant stipends
Track - Girls	AdminProTech Classified Licensed	Level I	1 Head stipend
		Level IV	2 Assistant stipends
Volleyball - Boys	AdminProTech Classified Licensed	Level I	1 Head stipend
		Level IV	2 Assistant stipends
Volleyball - Girls	AdminProTech Classified Licensed	Level I	1 Head stipend
		Level IV	3 Assistant stipends
Wrestling - Boys	AdminProTech Classified Licensed	Level I	1 Head stipend
		Level III	2 Assistant stipends
Wrestling - Girls	AdminProTech Classified Licensed	Level I	1 Head stipend
		Level III	0 Assistant stipends - school funded only

Other High School Positions:

Additional Pay Name	Position Types	Approved Amount	Funding Source	
			# District Funded	School
Athletic Coordinator	AdminProTech Classified Licensed	$1814		School Funded
HS Athletic Director	AdminProTech Classified Licensed	$5,000	1 Stipend	

Schedule A - High School Game Worker

High School Game Worker Positions:

Sport	Position Types (Classified, Licensed, Admin)	Approved Amount	Funding Source	
			District	School
BASEBALL				
• Announcer/Scorer	AdminProTech Classified Licensed	$50 per game		X
BASKETBALL				
• Announcer - Varsity only	AdminProTech Classified Licensed	$50 per game		X
• Game Manager	AdminProTech Classified Licensed	$100 per event		X
• Officials - Lower Level games	AdminProTech Classified Licensed	2 or 3 officials: $60 per game		X
• Scorer	AdminProTech Classified Licensed	$40 per game		X
• Ticket Seller/Taker	AdminProTech Classified Licensed	$60 per event		X
• Timer	AdminProTech Classified Licensed	$40 per game		X
FIELD HOCKEY				
• Announcer	AdminProTech Classified Licensed	$50 per game		X
• Ticket Taker/Seller	AdminProTech Classified Licensed	$40 per event		X
FLAG FOOTBALL				
• Announcer	AdminProTech Classified Licensed	$50 per game		X
• Game Manager	AdminProTech Classified Licensed	$45 per event		X
• Ticket Taker/Seller	AdminProTech	$40 per event		X

	Classified Licensed			
FOOTBALL				
• Announcer	AdminProTech Classified Licensed	$50 per game		X
• Chains	AdminProTech Classified Licensed	$40 per game		X
• Game Manager	AdminProTech Classified Licensed	$100 per event		X
• Spotter	AdminProTech Classified Licensed	$40 per game		X
• Ticket Seller/Taker	AdminProTech Classified Licensed	$50 per event		X
ICE HOCKEY				
• Announcer	AdminProTech Classified Licensed	$50 per game		X
• Ticket Taker/Seller	AdminProTech Classified Licensed	$50 per event		X
LACROSSE - BOYS AND GIRLS				
• Announcer	AdminProTech Classified Licensed	$50 per game		X
• Game Manager	AdminProTech Classified Licensed	$45 per event		X
• Ticket Taker/Seller	AdminProTech Classified Licensed	$40 per event		X
SOCCER - BOYS AND GIRLS				
• Announcer	AdminProTech Classified Licensed	$50 per game		X
• Game Manager	AdminProTech Classified Licensed	$45 per event		X
• Ticket Taker/Seller	AdminProTech Classified Licensed	$40 per event		X
SOFTBALL				

• Announcer/Scorer	AdminProTech Classified Licensed	$50 per game		X
TRACK				
• JV Meet Starter	AdminProTech Classified Licensed	$100 per track meet		X
VOLLEYBALL				
• Announcer	AdminProTech Classified Licensed	$50 per match		X
• Game Manager	AdminProTech Classified Licensed	$100 per event		X
• Line Judge - Varsity Only	AdminProTech Classified Licensed	$40 per match		X
• Scorer/Timer	AdminProTech Classified Licensed	$40 per match		X
• Ticket Seller/Taker	AdminProTech Classified Licensed	$60 per event		X
WRESTLING				
• Announcer	AdminProTech Classified Licensed	$50 per event		X
• Scorer	AdminProTech Classified Licensed	$40 per event		X
• Ticket Seller/Taker	AdminProTech Classified Licensed	$30 per event		X
TOURNAMENT - ANY SPORT				
• Half Day - 4 hours or less	AdminProTech Classified Licensed	$75		X
• Full Day - more than 4 hours	AdminProTech Classified Licensed	$125		X

Schedule A - STADIUMS

DC, ECHO PARK, HALFTIME HELP Stadium Worker Positions:

Sport	Position Types (Classified, Licensed, Admin)	Approved Amount	Funding Source	
			District	School
FIELD HOCKEY				
• Varsity	AdminProTech Classified Licensed	$50 per game	X	
• JV (same day/double)	AdminProTech Classified Licensed	$25 additional	X	
• Level 3 (same day)	AdminProTech Classified Licensed	$25 additional	X	
FLAG FOOTBALL				
• Varsity	AdminProTech Classified Licensed	$50 per game	X	
• JV (same day/double)	AdminProTech Classified Licensed	$25 additional	X	
• Jamboree	AdminProTech Classified Licensed	$30/hr	X	
FOOTBALL				
• Concessions Worker	AdminProTech Classified Licensed	$120 per event	X	
• Event Manager - DC and Halftime help	AdminProTech Classified Licensed	$125 per event	X	
• Event Manager - EchoPark	AdminProTech Classified Licensed	$150 per event	X	
• Stadium Worker (all positions)	AdminProTech Classified Licensed	$100 per event	X	
LACROSSE - BOYS AND GIRLS				
• Varsity	AdminProTech Classified Licensed	$50 per game	X	
• JV (same day/double)	AdminProTech Classified	$25 additional	X	

	Licensed			
SOCCER - BOYS AND GIRLS				
• Varsity	AdminProTech Classified Licensed	$50 per game	X	
• JV (same day/double)	AdminProTech Classified Licensed	$25 additional	X	
TRACK				
• Event Manager	AdminProTech Classified Licensed	$30/hour	X	
TRACK TIMING SYSTEM				
• Varsity Meet	AdminProTech Classified Licensed	$200 Setup//Takedown Stipend +$1.00 per entry		X
• Junior Varsity Meet	AdminProTech Classified Licensed	$200 Setup/Takedown Stipend + $.70 per entry		X
OTHER EVENTS AND RENTALS				
• Event Manager	AdminProTech Classified Licensed	$30/hour	X	X

NOTE: In the event of a Lightning Delay, an additional amount will be added at the District Athletic Director's discretion.

OTHER STADIUM POSITIONS

	Position Types (Classified, Licensed, Admin)	**Approved Amount**	**Funding Source**	
			District	**School**
MANAGER/SUPERVISOR POSITIONS				
• Stadium Manager - Castle Rock	AdminProTech Classified Licensed	$15,500/year	1	
• Stadium Manager - Parker	AdminProTech Classified Licensed	$18,500/year	1	
• Stadium Manager - Highlands Ranch	AdminProTech Classified Licensed	$15,500/year	1	
• Concessions Supervisor - All Stadiums	AdminProTech Classified Licensed	$21,500/year	1	

Schedule A - Camps

SPORTS/ACTIVITIES CAMPS/CLUBS

- Head Coaches and Sponsors may hold off-season activities.
- Dates, times, locations and fees associated with the activity must be approved through the School Activity/Athletic Director by filling out a Request to Hold Camp form.
- All participants must turn in a Registration Form before participating that releases the participating school and the Douglas County School District from all liability.
- Upon completion of the activity, a Sports/Activities Reconciliation form needs to be completed, approved by the School Athletic or Activities Director and processed by the school bookkeeper.
- A copy of the completed Sports/Activities Camp Reconciliation form needs to be emailed to Derek Chaney, the DCSD Director of Athletics and Activities.

SALARIES

POLICY/PROCEDURE: DCSD sponsors the activity under the direction of a district employee.

- No special insurance requirements need to be met.
- The coach/sponsor would be covered for liability as well as workers' compensation.
- Salaries generated through proceeds would be paid through the District's payroll process with appropriate taxes being deducted.
- The school site deposits all the money from the activity into Fund 26.
- If the coach/sponsor wants to use excess funds from the camp to purchase equipment rather than receive compensation, it should be coded to Fund 26 using the District purchasing process.
- If the coach/sponsor wants to use funds in excess of the activity expenses to pay salaries to him/herself – the rate paid is $45.00 per hour. The salary section of the Camp Reconciliation form should be completed. The reconciliation sheet & instructions may be found in DCSD Activities & Athletics on the Extracurricular Activities tab. You can then download the form to your computer desktop, the sheet will perform the math functions required, including PERA/Medicare calculations.
- The salary plus PERA and Medicare must be covered by the proceeds from the activity.

Activities directed by non-DCSD personnel must follow directions on the Office of Facility Rentals website.

Schedule B - Academic and Department Pay

Additional Pay Name	Description of Pay-Requirements	Eligible Position Types	Approved Amount	Funding Source	
				District/ Department	School
Building Leadership Team	Each school has the opportunity to create a building leadership team (BLT) to support their individual building needs. Selected candidates must be paid per this guidance. Maximum hours and participants allowed must be pre-approved and communicated by the Administrator/Budget Holder before work is performed.	Classified	Pay at employees' regular/overtime hourly rate of pay for all hours worked each workweek.		X
		Licensed	$45/hour, during planning periods and/or after school hours		X
Class Coverage (excludes Long Term Subs)	Classified Sub Guidelines	Classified	See the description link for details on pay	SPED only	X
	When an open Licensed position is not filled by a substitute, sites can ask other Licensed Teachers to cover class(es) during their off/planning period(s).	Licensed	$30/hour	X	X
	Long-Term Class Coverage (Licensed teacher covering classes for 11+ days and less than a semester, with planning and grading responsibilities)	Licensed	$45/hour	SPED only	X
Classified Mentor Program	Mentors assist in the onboarding of new classified employees and provide two-way communication to and from the District for all classified staff.	Classified	Eligible for payment upon completion of course requirements.	X	

	Visit the DCSD Professional Development Site for more detailed requirement information. Payment must be processed and approved by the Director of Professional Development.				
Committee Pay	***Must be approved in advance*** for extra roles/duties staff take on that is: • above and beyond their job description, • different responsibilities than the position they hold, • tasks are performed outside of the normal schedule, • Staff is paid at the listed hourly rate of pay and maximum hours allowed must be pre-approved and communicated by Administrator/Budget Holder)	Classified	Pay at the employee's regular/overtime hourly rate of pay for all hours worked each workweek.		X
		Licensed	$45/per hour		X
CO-TOP (Comprehensive Training Opportunities for Paraprofessionals)	Participants must be enrolled in Canvas Professional Learning Co-Top Course. Payment must be processed and approved by the Director of Professional Development.	Classified EA IV, EA V positions only	Eligible for payment upon completion of course requirements.	X	
CTSO Stipend Pay	Must be processed and approved by the CTO Coordinator.	Licensed	Teachers who are the only CTSO Advisors receive $1,000 each ($500 in Dec and $500 in May). Teachers who are Co-Advisors receive $500 each ($250 in Dec and $250 in May).	X	
Department Head Pay	Additional Pay for school Licensed staff who manage a group of other licensed staff in their same subject matter expertise.	Licensed	$1,680 for 3-6 staff members $137 per person beyond 6 (See payment details below)	X	

Facility Rentals Theater Manager	Funding Source is Facility Rentals only and their designees who meet the specific criteria.	AdminProTech Classified Licensed	$45/hour	X	
Grant Funded Additional Pays	Grants must be approved by the Grant and Federal Program Manager and grant stipends must follow all District Additional Pay Schedule Guidance.	AdminProTech Classified Licensed	See Grant and Federal Program Manager for approved grant payments.	X	
Healthy Schools Leads (Grant Funded)	Participants are selected to work with Health, Wellness & Prevention Department on specific initiatives to engage students in healthy programs. *Classified can receive a stipend only if work performed is outside of the classified position's work hours.	*Classified Licensed	$350 a school year	X	
International Baccalaureate Diploma Programme Teachers - HS Only	Stipend paid for teaching IB Diploma Programme classes at the High School level.	Licensed	$1500/semester	X	
Instructor Pay	Staff must be pre-approved by the Budget holder to teach approved district courses outside of work hours. Staff must have valid license/certificate/*SME/budget holder approval to teach designated course(s). **SME=Subject Matter Expert*	AdminProTech Classified Licensed	$45/hour	X	
Interim Position Pay	***Must be approved in advance*** of work performed by Budget Holder, Cabinet Leader, and Director of Compensation **Leaders must complete the Request for Interim Pay form** HERE The Director of Compensation will determine if a new position is added or if the rate will be added to the current position rate/hours worked.	AdminProTech Classified Licensed	Director of Compensation sets Interim Pay Allowance added to Annual Salary	X	X
		Classified	24-25 SY Request for Interim Pay For Increased hourly rate of pay for all hours worked	X	X

Interpreter/Translators	An **interpreter** is a person specially trained to convert oral messages from one language to another. A **translator** is a person specially trained to convert written text from one language to another. Licensed Staff may be paid as Additional Pay. Classified staff must have a separate position. Sign Language Interpreters must have a separate position.	Classified	Must have a position. Pay at employees' regular/overtime hourly rate of pay for all hours worked each workweek.	X	
		Licensed	$45/hour *Sign Language Interpreters must have a position.*	X	
Lab Safety Coordinator (Lab Safety Coordinator Positions only)	O&M Department Budget Holder must approve payment for each Teacher who meets the criteria for this program	Licensed	Annual Stipend: $300 Middle School $500 High School	X	
On-Call Pay (Departments only)	On-call pay must be approved in advance of work performed by Cabinet Leader and Director of Compensation and follow these guidelines here.	AdminProTech Classified Licensed	Rates pre-approved by Director of Compensation	X	
Principal Mentors	An opportunity for current/veteran principals in each region/feeder to mentor new principals for their first school year, Meetings are facilitated by EDOS.	AdminProTech	$1,000/year	X	
Proctoring AP and SAT Exams	For proctoring outside of normal school schedules (ie. after hours, weekends, etc.)	Classified	Pay at employee's regular/overtime hourly rate of pay for all hours worked each workweek.		X
		Licensed	$45/hour		X
Referral Program Pay (Nutrition Services only)	Must be approved in advance of work performed by Cabinet Leader	AdminProTech Classified Licensed	Determined by department	X	
School Technology Support - Summer work only	Managing school technology resources during the summer transition between school years.	Classified Licensed	$45/hour		X
Student Teacher Mentors	See the guidance below. For more information, visit the Student Teacher Program page on the district website.	Licensed	Stipend up to $600	X	
Summer School Extended School Year (ESY) Only	Extended School Year (ESY) is a program for eligible students with disabilities that are provided beyond the regular school year. ESY eligibility is considered each year for every student with	Classified	Requires a new Hourly position. Clock in/out and pay at the employee's hourly rate of pay for all hours worked		

	a disability and is based on a student's progress on their goals and objectives. ESY positions will be posted for Classified and Licensed staff positions and employees must apply for this new position.		each workweek.	X	
		Licensed	Requires a new Licensed position. $45/ hour for each position/hours worked.	X	
Summer School Eagle Academy only	Courses offer students an opportunity to earn credit through in-person classes as well as online work through Edgenuity.	AdminProTech	AP/Principals $4,400		X
		Classified If Classified staff are working an existing support position, use UKG to log hours worked (via computer or at the time clock) and get overtime pay - bookkeeper and secretary (Time and a half). A journal entry may need to be booked to move money from the school's budget to summer school (contact payroll@dcsdk12.org for assistance with this. If Grant-funded, see the Grant Department on how to re-class.	Apply for an additional support position or if classified staff hold an existing support position, pay at the employee's regular/overtime hourly rate of current position; pay for all hours worked each workweek. All hours worked must be recorded in UKG timekeeping system.		X
		Licensed	$3,375 Summer school teachers teach class for 60 hours total per session, and with planning and grading we believe compensation for 75 hours total is fair. The current curriculum rate is $45 per hour, so the total ask per class per session is $3,375.00. This aligns with the ESY pay scale of $45 per hour. Teachers are allowed to teach more than one course, or for		X

			more than one session.		
Summer School eDCSD only	Courses offer students an opportunity to earn credit through in-person classes as well as online work through Edgenuity.	AdminProTech	AP/Principals $4,400 per session		X
		Classified If Classified staff are working an existing support position, use UKG to log hours worked (via computer or at the time clock) and get overtime pay - bookkeeper and secretary (Time and a half). A journal entry may need to be booked to move money from the school's budget to summer school (contact payroll@dcsdk12.org for assistance with this. If Grant-funded, see the Grant Department on how to re-class.	Apply for an additional support position or if classified staff hold an existing support position, pay at the employee's regular/overtime hourly rate of current position; pay for all hours worked each workweek. All hours worked must be recorded in UKG timekeeping system.		X

		Licensed	Counselors $45/hour Teachers $160/per student, per session at a minimum of 5 students.		X
Summer School High Schools	AP's/Principals who work Summer School, perform in a principal capacity, called Coordinator.	AdminProTech	AP/Principals $4,400		X
	Lead Coordinator, initiates all meetings and work involved to coordinate all-district HS summer school programs is the overall point person for this program.	AdminProTech	$2,600 Each high school contributes ($335 per high school + $180 from Eagle for stipend + benefits) toward this stipend		X
	District Edgenuity Technology Coordinator	AdminProTech Licensed	Technology Coordinator $1,850	X	

		Classified If Classified staff are working an existing support position, use UKG to log hours worked (via computer or at the time clock) and get overtime pay - bookkeeper and secretary (Time and a half). A journal entry may need to be booked to move money from the school's budget to summer school (contact payroll@dcsdk12.org for assistance with this. If Grant-funded, see the Grant Department on how to re-class.	Apply for an additional support position or if classified staff hold an existing support position, pay at the employee's regular/overtime hourly rate of current position; pay for all hours worked each workweek. All hours worked must be recorded in UKG timekeeping system.		X
	Deans who work Summer School, perform in a principal capacity, called Coordinator.	Licensed	Dean $5,300		X
			Teacher $3,375 Summer school teachers teach class for 60 hours total per session, and with planning and grading we believe compensation for 75 hours total is fair. The current curriculum rate is $45 per hour, so the total ask per class per session is $3,375.00. This aligns with the ESY pay scale of $45 per hour. Teachers are allowed to teach more than one course, or for more than one session.		X
Tool Allowance (Transportation Fleet Management Department Only)	A taxable income to purchase tools needed to perform the work required for the position.	Classified	$600 or $1,200 Annually depending on qualifications and subject to repayment	X	

			agreement.		
Tutoring For ELD & Student Assistance Departments Only	Must be pre-approved with qualified Licensure and paid only by these departments. Includes Center-based, individual, and Home Visits	Licensed	$45/hour	X	
Wellness Incentive Champions	Benefits Department Health and Wellness Incentive Program (see detailed description below)	AdminProTech Licensed Classified	Level 1 $250 Level 2 $350 Level 3 $450	X	

Schedule B - Other Academic and Department Pays

Additional Pay Name	Description of Pay-Requirements	Eligible Position Types	Approved Amount	District/ Department	School
Extra Responsibility Pay	***Must be approved in advance*** for extra roles/duties staff take on that is either/or: • above and beyond their job description, • Responsibilities of work performed are different than the position currently held, • tasks are performed outside of the normal schedule, • has not been identified in this guidance as a separate additional pay category, • Staff is paid at the listed hourly rate of pay, • Maximum hours allowed must be pre-approved and communicated by the Administrator/Budget Holder before work is performed.	AdminProTech Licensed	$45/hour	X	X
		Classified	Pay at the employee's regular/overtime hourly rate of pay for all hours worked each workweek, OR Pay stipend only if work performed is not paid hourly, and work performed is entirely different than classified position(s), OR Prior approval is needed with HR before work is performed to determine if an additional position is added when applicable.	X	X

Description of Academic and Department Pays

Building Leadership Team Stipends
Enter payments into Workday through Manage Period Activity Pays, using the period activity “5140 - Extra Responsibility Pay - Building Leadership Teams”.

We want to encourage you to include a variety of staff in your BLT teams. When including Classified staff, they must remain clocked in during their BLT participation and receive their hourly rate of pay and must be paid 1 and ½ times their hourly rate of pay for any hours worked in a workweek over 40 hours.

Department Head Pay
Typically, Department Head Pays are paid throughout the school year starting in October. Please be sure to have the final date of payment on May 31st. This date matches the end of the school calendars and will ensure that this additional payment is fully paid out before any separations or changes in positions.

In Workday, enter this pay as Manage Period Activity Pay Assignments
For Department Head Pay, use Category 9000 - Period Activity Allowances it will display all of the Department Head Pay choices based on Schedule A requirements.

Teachers in a Department	Pay Amount per School Year
3 - 6	$1,680.34
7 or more	$1,680 plus $137 per person beyond 6

Examples:
Departments with 4 Teachers = $1,680, Department with 7 teachers = $1,817, Department with 8 teachers = $1,954, Department with 9 Teachers = $2,091, Department with 10 teachers = $2,228, Department with 11 teachers = $2,365, Department with 12 teachers = $2,502, Department with 13 teachers = $2,639, and Department with 14 teachers = $2,776.

Exceptions to the above table, are fixed amounts:
- DC Oakes High School and Plum Creek Academy = $1,680 each

Guidance for Short-Term FTE Overages and Additional Pay for General Education Staff (Certified and Classified Staff)

Guidance for the Assignment of Additional Pay for Student Support Services Staff (Certified and Classified Non-discretionary)

Student Teaching Mentor Teacher Guidelines
- Minimum of 3 years of teaching experience in the subject area in which your student teacher is earning their certification
- Overall Rating of a 3 or 4 on CITE
- The mentor application process is through the Human Resources Director and Staffing Generalist
- Current principal's recommendation
- Signed Mentor Agreement upon receipt of Student-Teacher match
- Mentors will participate in required training/coaching, in order to receive the DCSD stipend.

Wellness Champs Roles & Responsibilities - Benefits Department Health and Wellness Incentive

Additional Pay for site Wellness Champions

- Currently, we have 84 Wellness Champions. Our goal is to have a direct liaison at each building site or department in our district to create and promote Wellbeing programs and events specific to each building's culture.
- This is an annual program. We begin meeting with Wellness Champions to set their building's goal in August and they continue in their role throughout the school year.
- We offer an annual stipend that is a tiered opportunity for growth and challenge.

Level 1 = $250

- Coordinate with your building administrator to discuss your site's school-year Staff Wellness goal. Enter this into your Staff Wellness Action Plan.
- Promote all district-wide Wellness programs at your location by forwarding emails from the Staff Wellness Coordinator and by promoting and encouraging staff to participate in a fun and personal way.
- Attend at least 3 Staff Wellness Meetings during the school year. The first beginning of the year meeting is required.
- Complete Wellness Champ Action Plan (tracking log) - this will be emailed to you by the Staff Wellness Coordinator.

Level 2 = $350

- Complete Level 1 responsibilities, plus
- Coordinate at least one, on-site wellness challenge, such as:
    - Physical activity challenge
    - Wellness BINGO
    - Book club
    - Other when approved by the Staff Wellness Coordinator
- Or coordinate a weekly exercise/program for at least 6-weeks, such as:
    - Walking club
    - On-site Fitness Class
    - Requests for on-site fitness instructors can be made through the Staff Wellness Coordinator.

Level 3 = $450

- Complete Level 1 and 2 responsibilities, plus
- Form at least 1 team from your site that will participate in a team challenge or event. Examples: Colfax Marathon Relay, any fun run/5K, healthy cooking event, or volleyball league.
- Or Implement a Lactation/Mindfulness Room Makeover
- Or Implement a High Five Board, Wellness Wall, or Wellness Warrior Recognition Program at your site.
- Or other when approved by the Staff Wellness Coordinator

Additional Pays Glossary of Terms

Additional pays are payments employees may receive when they work additional duties that may not be part of their regular position's rate of pay according to their job description.

Administrative, Professional, and Technical (APT or AdminProTech) Employees - APT employees are paid an annual salary, are exempt from minimum wage and overtime wage regulations, and hold positions that do not require CDE licensure but may require professional or technical expertise. Examples of these positions at DCSD are Principals, Assistant Principals, Coordinators, Directors, Managers, etc.

Classified (Non-Exempt) Employee - a term referring to employees who work in positions that are paid an hourly rate. We also refer to Classified employees as "nonexempt" which is a term the Fair Labor and Standards Act (FLSA) uses to refer to employees who are entitled to minimum wage and overtime pay. Examples of these positions at DCSD found in both schools and departments are Bookkeepers, Clerical positions, Custodians, Educational Assistants, Health Assistants, Preschool Instructors, etc.

Compensation Plan - A term used in Workday to determine the rate of pay, pay schedule, and exempt or non-exempt status for each position. Use this resource for an in-depth review of DCSD Compensation Plans.

Exempt - A term the Fair Labor Standards Act (FLSA) uses to refer to employees who are paid at the Department of Labor (DOL) annual salary threshold and perform job duties that are executive, professional, and administrative in nature, and as a result, are exempt from minimum wage and overtime wage rules. Some examples of these positions are Principals, Assistant Principals, Managers, Directors, etc.

Full-Time Equivalent (FTE) - A term used to reference the number of hours worked by one employee in a work week on a full-time basis listed in Workday as a percentage. FTE in Workday is based on a 40-hour full-time work week, which is equivalent to 100% FTE. To calculate an employee's FTE, divide the employee's scheduled hours in a workweek by 40 hours (DCSD's full-time workweek). For example, employees scheduled to work 40 hours per week are 100% FTE or 1.0 FTE. Employees scheduled to work 20 hours per week are 50% FTE or .50 FTE. FTE and scheduled weekly hours are listed in Workday on the Job - All Positions page.

Licensed (also known as Certified) Employee - A term that refers to employees who hold a licensed credential from the Colorado Department of Education (CDE), work in a position related to that licensure and are paid an annual salary. Examples of these positions are Teachers (all levels and grades), Counselors, Deans, PLS, etc.

Overtime hours- A term that refers to the hours worked by Classified non-exempt employees. Colorado Department of Labor statute 4.1 states employees shall be paid time and one-half of the regular rate of pay for any work in excess of any of the following (A) 40 hours per workweek; (B) 12 hours per workday; or (C) 12 consecutive hours without regard to the start and end time of the workday

Per Diem - A method of calculating an employee's daily rate of pay.

- Classified non-exempt staff: calculate per diem by multiplying their hourly rate by the hours worked per day. For example, $12.00 per hour x 8 hours = $96.00 per diem rate.
- Licensed/Administrative Professional Technical (APT) Exempt staff: calculate per diem by dividing their annual salary by the number of days worked per year. For example, if a teacher's annual salary is $50,000 and the teacher works 185 days per year, the per diem rate is $270.27 ($50,000 ÷ 185 = $270.27). If an APT employee's annual salary is $50,000 and the employee works 260 days per year, the per diem rate is $192.31.

Pro-rated - A term that refers to an employee's compensation calculated as a proration. We refer to this as annual salary pro-rated by FTE %. For example, if an employee makes a $50,000 annual salary with an FTE of 50%, their pro-rated annual salary is $25,000 ($50,000 x 50%). If an employee makes a $50,000 annual salary with an FTE of 100%, their pro-rated annual salary is $50,000 ($50,000 x 100%).

Straight time hours- A term that refers to the hours worked by Classified non-exempt employees in one work week that is greater than their scheduled hours but does not exceed 40 hours in a workweek. This time is paid at the employee's regular rate of pay.

Workweek - An established start and end time for classified non-exempt employees for the purposes of calculating hours worked to include straight time and overtime hours. DCSD's work week starts at 12:01 a.m. Sunday and ends at 12:00pm (midnight) on Saturday.