



DCSD Salary Guide

Classified (Hourly) Employees

2026 - 2027 School Year

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About DCSD's Classified Compensation System

The Douglas County School District (DCSD) strives to offer a compensation system that is transparent, comparable to, and competitive with our surrounding school districts.

This compensation system will be updated and improved regularly in order to assist us in attracting and retaining exceptional operational and educational support employees who are crucial to the ongoing growth and success of our students.

What would my initial DCSD salary be?

Your Initial DCSD Salary

When you are hired at DCSD into a Classified position, your initial salary placement is determined by two factors:

- The position's compensation grade profile and corresponding pay range
- The amount of relevant work experience you have (years of experience)

Note: In times when a position has a critical hiring need, level of education may earn additional experience credit.

Based on our commitment to maintaining internal pay equity and compliance with federal and state equal pay laws, salaries offered are non-negotiable.

Compensation Grade Profiles

- **Classified: CLS 02 - 42**
- **Nutrition Services: NS 01 - 11**
- **BASE: Grade A - G**
- **Transportation: Mechanic I - III, Driver - Non CDL**

All classified positions in DCSD are assigned to a **Compensation Grade Profile** (CGP) based on level of responsibility and eligibility requirements as compared with other DCSD classified roles. Corresponding salary ranges are established based on regional market data, and may also be influenced by the availability of qualified candidates, hiring metrics, or industry trends.

The Comp Grade Profile corresponds to a specific salary schedule, as provided on our Compensation webpage. The initial hiring range for any classified position caps at the employment range midpoint, for our most experienced applicants.

Years of Relevant Full-time Experience

At salary setting, a candidate will go through an experience review utilizing their application employment history and resume, as provided. Experience credit is calculated at a rate of 1.5% per year of relevant experience, progressively moving from the Pay Range Minimum.

Parameters for Years of Experience

- Experience must be full-time or a full-time equivalent (FTE). For periods of part-time employment to be considered, average hours worked per week, month or year must be clearly provided.
- Experience must be from direct, paid work through an employer. Unpaid internships, self-employment, substitute work, student teaching, seasonal and volunteer experience do not apply toward base pay advancement.
- Relevant work experience is that which applies directly to the role to be performed. Higher responsibility work in another discipline or unrelated role will not increase starting pay for the job applied for.

Salary Setting Examples - External Hires / New to District (2025-26 SY)

Example 1

A Health Assistant hired into the position has five (5) years of relevant, full time work experience. The Health Assistant's base pay will be calculated as follows:

Comp Grade Profile: **CLS 10**

- Full Range: MIN \$17.80 - MID \$22.63 - MAX \$27.45
- Hiring Range: \$17.80 - \$22.63

5 years of experience x 1.5% = 7.5% experience credit (EC)

Range MIN (\$17.80) x EC (107.5%) = \$19.14/hr starting salary

Example 2

A recent high school graduate hired into a Library Assistant position has no relevant work experience. The Library Assistant's base salary will be calculated as follows:

Comp Grade Profile: **CLS 08**

- Full Range: MIN \$17.30 - MID \$21.97 - MAX \$26.64
- Hiring Range: \$17.30 - \$21.97

No Experience Credit

Starting salary will be at Range MIN, \$17.30/hr.

Example 3

A former out of district Special Education Teacher of 20 years hired into a classified Educational Assistant IV - Severe Needs position. The teacher has a Master's Degree. The EAIV base salary will be calculated as follows:

Comp Grade Profile: **CLS 16**

- Full Range: MIN \$19.84 - MID \$25.20 - MAX \$30.55
- Hiring Range: \$19.84 - \$25.20

20 years of experience x 1.5% = 30% experience credit (EC)

Range MIN (\$19.84) x EC (130%) = \$25.79 (exceeds hiring range maximum)

Starting Salary will be at Range MID/Hiring cap, \$25.20/hr

Pay Types and Definitions

FLSA Non-exempt

Classified positions at DCSD are hourly, non-exempt positions. This means that you are compensated for all hours worked. If you work pre-approved hours beyond your assigned work schedule, you will receive additional pay or equivalent compensatory time off in accordance with the Fair Labor Standards Act. You may not work overtime hours without prior approval.

Hourly Wages vs Accrual Wages (see [Payroll - Making Cents of Pay](#))

Depending on your department, position and work schedule, you will either be assigned to an Hourly or an Accrual Pay Type.

Accrual Wages - Generally, non-exempt employees working 5 days and a minimum of 20 hours per week will be paid on an Accrual Schedule from August through July wherein they are paid 1/12th of their annual scheduled hours monthly, plus or minus hours worked above or below schedule from the prior month. Pay is for the current month from the 1st to the last day.

Hourly Wages - Generally, non-exempt employees working various shifts from 9 to 12 months per year will be paid on an hourly basis for months worked. Pay is provided one month in arrears for actual hours worked from the 1st day to the last day of the previous month.

Stipend Pay

Coaches, Activity Sponsors, Athletics workers and others receive wages by Stipend. These are generally paid two times per year for the Schedule A Athletics/Activities or seasonally per Activity.

BASE (Before and After School) Program employees generally receive weekly Stipends for any seasonal assignments.

How will my salary increase at DCSD?

Your Base Salary Can Increase in the Following Ways:

Comp Grade Profile (Range) Increase (Reclassification)

CGPs are periodically reviewed to ensure the roles and responsibilities of their assigned positions remain equitable and provide market competitiveness. While range increases may not provide an immediate salary increase, they do generally increase the range supporting continued annual salary increases.

Annual Salary Increase

The district strives to provide annual salary increases for its employees with each new school year. When the district budget can support this additional funding, annual increases are typically applied to employee base salaries as a percentage increase. Any district-approved annual increase will be implemented for Classified employees at the beginning of each school year

Note: Individuals who have met or exceeded the Pay Range Maximum in their assigned Compensation Grade Profile may not receive an annual base pay increase.

What if I change positions?

Position Changes

Classified employees who voluntarily apply for transfer into a different classified position within the district need to be aware of the comp grade profile of the new position. Salary placement will always be determined by the new position classification and corresponding salary schedule. This could mean a decrease or increase to their current salary.

Example: An Instructional Assistant with 3 years of experience decided to move into an Educational Assistant I position at their current school.

Instructional Assistant (CLS 08) \$17.30 - \$21.97 - \$27.45
Educational Assistant I (CLS 06) \$16.78 - \$21.32 - \$25.86

Employee's current salary as IA - \$17.90

Option A - Using compa-ratio to maintain placement within range:

$\$17.90 \text{ divided by current position MID } (\$21.97) = 0.814 \times \text{new range MID } (\$21.32)$
 $= \$17.37 \text{ in new role}$

Option B - Use experience credit:

$2 \text{ years} \times 1.5\% = 3.0. \text{ New range MIN } (\$16.78) \times 103\% = \$17.28 \text{ in new role}$

This employee would generally receive a rate of \$17.37, the higher of the two options, with the positions having similar responsibilities and requirements. If the positions were unrelated, the employees related experience in the new role would generally be used. There are times when calculated salary is further adjusted in order to maintain internal equity with current employees.

Note: For employees who involuntarily change to a lower level position after the start of the

school year (which would shift them to another salary range), the designated salary remains the same (i.e., no reduction of salary from shifting ranges) through the remainder of the school year, after which their rate will be adjusted to the appropriate position within the new salary range.

Split Position Classifications

Employees working in a split position (i.e., two different partial FTE assignments) will have two jobs in Workday that will each have an assigned Comp Grade Profile. Salary for these cases will be determined by the salary range and relevant experience for each role, potentially providing a different hourly rate for each assignment.

What additional incentives can I earn?

Tuition Assistance Program

Tuition reimbursement is subject to the availability of funding. We encourage employees to apply as early as possible each school year, as this funding is available on a first come-first served basis. Specific details regarding this program will be posted on the district website Compensation Page, when finalized.

Reimbursement upon satisfactory completion of approved coursework is as follows.

- Up to \$2,000 per year
- Up to \$6,000 total within five consecutive years

Additional Pay - Schedules A & B

Employees may receive additional pay when they work additional duties that are outside of their regular responsibilities or job description.

For more information about additional pay opportunities, please speak with your Supervisor / Department Head / Principal. Schedules A & B will be posted on the district website Compensation Page, when finalized.

Questions

Employees or employment candidates who have questions about their compensation should first speak with their supervisor or hiring manager. If you still need HR support, please email us at compensation@dcsdk12.org or call the Human Resources Solutions Team at **(720) 433-0140**. You may also find resources on the [Compensation Page](#) of the DCSD website.

Employees with pay type/schedule questions may speak with their Supervisor or contact the Payroll Department by email at payroll@dcsdk12.org or by calling **(720) 433-0133**. You may also find answers through the [Payroll Page](#) on the DCSD website.

Nondiscrimination Notice

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, the Douglas County School District RE-1 does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law. Complaint procedures have been established for students, parents, employees, and members of the public. To address complaints alleging sexual harassment under Title IX, contact our Equal Opportunity Director/Title IX Coordinator (contact information below).

Outside Agencies

Complaints regarding violations of Title VI, (race, national origin), Title IX (sex, gender), Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 950 17th St., Suite 300, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 110, Denver, CO 80202.

EQUAL OPPORTUNITY DIRECTOR & TITLE IX COORDINATOR:

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