2026-2027

Poudre School District

# Staff Handbook

# Poudre School District Staff Handbook 2026-2027

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*Note: This document is maintained by PSD's Internal Communications Specialist. To submit an edit or update at any time, email Katya Andersson at kandersson@psdschools.org*

# ■ Welcome to Poudre School District

As a member of the PSD team, you are part of an outstanding school district considered a leader in public education at both state and national levels. Poudre School District functions as a partnership between teachers, classified employees, administrators, and professional staff to provide students with the finest education available.

This handbook is your go-to guide for answering questions about being a PSD employee, from policies and expectations to resources and beyond. If you have any questions, please ask your supervisor or any member of the Human Resources Department.

## Mission, Vision, Values, and Culture

- **Mission:** Educate…Every Child, Every Day
- **Vision:** To support and inspire every child to think, to learn, to care, and to graduate prepared to be successful in a changing world.
- **Values and Culture**: As a community founded on care, PSD emphasizes wellness, equity, support, and community for students, staff, and community members.

## Strategic Plan

PSD's Strategic Plan is centered on three priorities — Literacy, Mental Health and Belonging, and Graduating with Options — with specific outcomes for each. Targeted work in these areas has been ongoing since fall 2023.

## District History

Poudre School District R-1 was officially formed on July 1, 1960, following a vote by the Timnath Consolidated School District and other local schools to merge. However, our roots trace back even farther — Laurel Elementary, founded in 1906, stands as the oldest continuously operating elementary school in Fort Collins. Today, PSD encompasses a diverse community with a rich history of educational excellence.

## Disclaimer

The information provided in this resource guide is subject to change, interpretation, and termination by the District without notice as conditions and needs change. Nothing in this resource guide creates an expressed or implied contract of employment or employment conditions between the District and an employee. Poudre School District may be referenced as PSD or as the District throughout this publication.

# District Ends

The District Ends are aspirational goals for PSD from which the Superintendent can generate programming. The Ends are purposefully broad in order to support all students. The interpretation of the District Ends can be found in the sub-components, which guide the benchmarks for measuring progress.

- Foundations for Success: PSD students attain milestones to ensure long-term academic success. PSD measures and monitors individual student progress against these milestones.
- Students in Early Childhood Education through graduation demonstrate levels of achievement in learning skills and content knowledge consistent with high expectations across all academic areas in the Colorado Academic Standards and the State Board for Community Colleges and Occupational Education.
- Students successfully manage transitions.
- Students exhibit healthy behaviors in a school environment that supports excellent physical fitness, nutrition, and mental health.
- Success in a Changing World: PSD students are prepared for college and workforce success. PSD ensures access and encourages participation in a wide range of experiences that reflect expectations of a changing world.
- Students demonstrate college and workforce readiness.
- Students exhibit these 21st century skills within appropriate academic areas and grade levels.
- Above and Beyond: PSD students are challenged, motivated, and inspired to reach their personal level of excellence. PSD offers students a broad and diverse set of opportunities that cultivates their talents and offers multiple pathways to high levels of success.
- Students have opportunities to excel in their personal areas of interest.
- Students have opportunities for authentic experiences.
- Connections: PSD students are academically and socially connected to their school and community. PSD provides engaging opportunities to support students' individual pursuits and interests.
- Students have opportunities to pursue avenues of personal connection with the world and people around them.
- Students have opportunities to develop and sustain enduring connections with their school communities.

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# ■ Poudre School District Leadership

**Board of Education:** The PSD Board of Education utilizes a policy governance model. The Board of Education establishes the vision, direction, and policies that the Superintendent implements.

- Jessica Zamora, President
- Kevin Havelda, Vice President
- Scott Schoenbauer, Director
- Coronda Ziegler, Director
- Andrew Spain, Director
- Karla Baise, Director

**Cabinet**

- Brian Kingsley, Superintendent of Schools
- Autumn Aspen, General Counsel
- Dr. Traci Gile, Lead Assistant Superintendent
- Tobey Bassoff, Assistant Superintendent
- Dr. Julie Chaplain, Assistant Superintendent
- Dr. Insoon Olson, Assistant Superintendent
- Dr. Lauren Hooten, Chief of Staff
- Bud Hunt, Chief Technology Officer
- Dave Montoya, Chief Finance Officer

For an organizational chart with contact information for all PSD central office employees, click here (https://www.psdschools.org/Staff/orgchart) For an all-staff directory (including school staff), click here (https://www.psdschools.org/employee-directory).

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# ■ Departments

- Superintendent's Office
- Assistant Superintendent's Office
    - Curriculum & Instruction
    - Professional Learning & Educator Effectiveness
    - Postsecondary Workforce Readiness
    - Student Services
        - Mental and Behavioral Health
    - Language, Culture, & Equity

    - Integrated Services
    - Early Childhood
    - Athletics & Activities
- Information Technology
- Operations
    - Facilities
    - Customer Support Center
    - Child Nutrition
    - Transportation
    - Custodial & Delivery Services
    - Safety & Security
    - Construction Services
- Finance
- Communications
- Human Resources
    - Benefits
    - Employee Assistance Services
- Legal
    - Records
    - Risk Management

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# Our Schools

Learn more about each of our schools here.

## Elementary Schools

- Bacon Elementary School
- Bamford Elementary School
- Bauder Elementary School
- Beattie Elementary School
- Bennett Elementary School
- Bethke Elementary School
- Cache la Poudre Elementary School
- Dunn Elementary School
- Eyestone Elementary School
- Harris Bilingual Elementary School
- Irish Bilingual Elementary School
- Johnson Elementary School
- Kruse Elementary School
- Laurel Elementary School

- Linton Elementary School
- Livermore Elementary School
- Lopez Elementary School
- McGraw Elementary School
- O'Dea Elementary School
- Olander Elementary School
- Polaris Expeditionary Learning School
- Poudre Global Academy
- PSD Options (Homeschool Enrichment)
- Putnam Elementary School
- Red Feather Lakes Elementary School
- Rice Elementary School
- Riffenburgh Elementary School
- Shepardson STEM Elementary School
- Stove Prairie Elementary School
- Tavelli Elementary School
- Timnath Elementary School
- Traut Core Knowledge Elementary School
- Werner Elementary School
- Zach Elementary School

## Middle Schools

- Blevins Middle School
- Boltz Middle School
- Cache la Poudre Middle School
- Kinard Core Knowledge Middle School
- Lesher Middle School
- Lincoln Middle School
- Webber Middle School
- Polaris Expeditionary Learning School
- Poudre Global Academy
- Preston Middle School
- PSD Options (Homeschool Enrichment)

## Middle-High Schools

- Timnath Middle-High School
- Wellington Middle-High School

## High Schools

- Fort Collins High School
- Fossil Ridge High School
- Polaris Expeditionary Learning School
- Poudre High School
- Poudre Global Academy
- PSD Options (Homeschool Enrichment)
- Rocky Mountain High School

## Alternative Schools

- Centennial High School
- Poudre Community Academy

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# ■ Onboarding

### Human Resources Paperwork

Upon receiving an initial job offer, applicants will need to complete paperwork online via a link that will be sent to the email used for their job application. Applicants must review personnel file checklists to ensure all I-9 forms and transcripts are submitted.

### Fingerprinting & Background Checks

Each PSD employee's hiring is contingent upon completing fingerprinting and passing a background check. Instructions to complete the background check process are sent via email in the new hire checklist.

### Employee Badges

An ID badge/proximity card will be issued to eligible employees, which provides keyless entry to their building and/or work area within a building. This is a plastic, credit-card-sized card that allows the user to enter designated buildings and areas within buildings when presented in front of a proximity reader.

Badge photos are taken by Human Resources during the new employee's fingerprinting appointment. Staff members are required to wear their ID badge at all times and must not loan their badge to anyone for any reason. Please report any lost badges to Security by emailing badges@psdschools.org immediately. Employees are personally responsible for the cost of replacement badges.

## Name Changes, Preferred Names, and Pronouns

If you legally change your name during your time working at PSD and would like to see that change reflected in PSD's system, you can submit that change through Employee Online. For new badges and email addresses reflecting legal name changes, your Office Manager or Department Technician can submit a request through ServiceNow.

If you'd like to go by a first name that's different from your legal name, your preferred name will be reflected on your badge and PSD accounts. If you're a new employee, your onboarding paperwork will contain a section to specify your preferred name. If you're an existing employee, log into Employee Online and change your preferred name under Personal Information, then submit a ServiceNow request if you'd like that name to be reflected in your email address and badge.

Employees also have the option of specifying their pronouns in their onboarding paperwork — note that this is not mandatory.

## Orientation

New classified employees are required to attend Classified Employee Orientation either virtually or in person. Eligible employees will be sent an invite via their PSD email account to sign up for new employee orientation.

New licensed staff attend Educator Orientation. For new licensed staff hired mid-year, alternate arrangements will be made.

New Administrative/Professional staff have their own orientation, as well as an Admin Kickoff at the beginning of each school year. Information will be sent to new administrative/professional employees individually.

## Required Vector Trainings

All employees must take several online trainings annually through Vector Solutions. Employees receive an emailed link to these trainings, as well as reminders to complete them before their due date. When it's time to complete them again, employees receive these same emails with links and reminders.

## PSD Accounts

New employees must ensure that their PSD email account is active, verify access to Synergy (if applicable), and verify access to Employee Online. Supervisors, Office Managers/Department Technicians, and ServiceNow (see page 65) are available to help with any access issues.

The first time you log in to Employee Online, you will need to use your employee ID as the login and the social security number (no dashes) as the password. The system will prompt you to create a new password. Your employee ID number will always be your login for Employee Online.

## Work Devices

Your supervisor will determine if a laptop, cell phone, or other devices are needed for your role. If so, they will set up an appointment for you to meet with the Information Technology department to get your devices, set them up, and answer any questions you have. For information on getting support with work-issued devices, see page 65.

## Supervision and Leadership

Your own department or school, via your immediate supervisor, determines your work schedule, when breaks and lunch occur, specific tasks and duties that may not be detailed in your job description, and site performance and safety standards. Your supervisor is responsible for providing you the tools, training, and resources to enable you to do your job well. They are there to answer your questions, evaluate your progress, and ensure that you work in a safe environment.

## Optional Sign-Ups

Employees are not penalized for opting into or out of any of the options listed below.

**Employee Associations:** Every PSD employee has the option to join their respective employee association to have a voice at the table of collective bargaining. PEA (Poudre Education Association, representing licensed staff, led by Candice Mozer), ACE (Association of Classified Staff, representing classified staff, led by Joni Baker), and PASE (Poudre Association of School Executives, representing administrative and professional staff, led by Abby Himlie) organize for equitable staff pay, benefits, and working conditions.

See more about employee associations on page 30.

To join, find applications here: PEA, ACE (this can be submitted through interoffice mail), PASE.

**Benefits:** Starting on the first day of the month after the first day of employment, employees working a certain number of hours (see chart on page 15) become eligible for a variety of benefits. Eligible employees are automatically enrolled in basic life insurance and disability coverage. Employees may opt into medical, dental, vision, supplemental life insurance, and flexible spending accounts. Eligible employees may also participate in retirement savings plans, including 401(k), 403(b), and 457(b) plans. Additional benefits and programs include leaves of absence, and more.

For eligibility information, plan details, and other information about employee benefits, see the chapter titled “Benefits” below.

### Wellness Portal

Every PSD employee has the option to sign up for the district's wellness portal, Ramp Health. This portal allows staff to participate in wellness challenges, earn points towards the end-of-year wellness stipend drawing (more info on page 18), keep track of (optional) biometric screening results, and take the Health Risk Assessment to participate in the Medical Premium Discount (more info on page 17).

To sign up for Ramp Health, check your inbox for a verification email from support@ramphealth.com, and follow the directions from there. If you'd like to request that your personal data from use of this platform not be shared or sold, click here (https://ramphealth.com/do-not-sell/) to submit that request.

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# ■ Benefits

## PSD Benefits Overview

The Benefits team is part of the Human Resources department. Benefits-eligible employees have the choice to opt into any of the following for themselves, their spouses, and/or eligible dependents:

- Medical insurance
- Dental insurance
- Vision insurance
- Voluntary group term life insurance
- Flexible spending accounts (including medical reimbursement and dependent care)
- Tax-deferred savings plans (including 401(k), 403(b), and 457)
- Basic life insurance/accidental death & dismemberment
- Short- and long-term disability

Benefits also manages leaves of absence, retirements, and more.

Benefits-eligible staff are able to elect or change their benefits coverage during the Open Enrollment period each year, as well as during a period following when they first become eligible for benefits. In order to make a change outside of those periods, they must present evidence of a qualified status change to the PSD Benefits department. Learn more about how to enroll for PSD benefits here.

## PSD Benefits Eligibility

Effective August 1, 2026

Excluding temporary, substitute, employees on the “S” Salary Schedule, and any employee with variable working hours

**Administrative and Licensed Employees**

| | **Hours Per Day or Contract Percentage** | | |
|---|---|---|---|
| **Admin Employees Licensed Employees** | Less than 5.60 hrs<br>Less than 70% | 5.60 – 7.99 hrs<br>70% - 99.99% | 8.00 hrs<br>100% |

**Classified Employees**

| **Standard Assignment in Days** | **Hours Per Day** | | |
|---|---|---|---|
| 151 | Less than 6.90 | 6.90 – 8.00 | - |
| 177 | Less than 5.89 | 5.89 – 8.00 | - |
| 178 | Less than 5.86 | 5.86 – 8.00 | - |
| 180 | Less than 5.79 | 5.79 – 8.00 | - |
| 182 | Less than 5.73 | 5.73 – 8.00 | - |
| 185 | Less than 5.63 | 5.63 – 7.99 | 8.00 |
| 186 | Less than 5.60 | 5.60 – 7.95 | 7.96 – 8.00 |
| 190 | Less than 5.49 | 5.49 – 7.78 | 7.79 – 8.00 |
| 195 | Less than 5.35 | 5.35 – 7.58 | 7.59 – 8.00 |
| 200 | Less than 5.21 | 5.21 – 7.39 | 7.40 – 8.00 |
| 205 | Less than 5.09 | 5.09 – 7.21 | 7.22 – 8.00 |
| 209 | Less than 4.99 | 4.99 – 7.08 | 7.09 – 8.00 |
| 210 | Less than 4.96 | 4.96 – 7.04 | 7.05 – 8.00 |
| 215 | Less than 4.85 | 4.85 – 6.88 | 6.89 – 8.00 |
| 220 | Less than 4.74 | 4.74 – 6.72 | 6.73 – 8.00 |

| | | | |
|---|---|---|---|
| 225 | Less than 4.63 | 4.63 – 6.57 | 6.58 – 8.00 |
| 230 | Less than 4.53 | 4.53 – 6.43 | 6.44 – 8.00 |
| 262 | Less than 3.98 | 3.98 – 5.67 | 5.65 – 8.00 |

| **Benefits** | | | |
|---|---|---|---|
| Health Insurance | No | Yes | Yes |
| Dental Insurance | No | Yes | Yes |
| Life & AD&D Insurance | No | Yes | Yes |
| Voluntary Life Insurance | No | Yes | Yes |
| Vision | No | Voluntary | Voluntary |
| Short- and Long-Term Disability (provided by PSD) | Yes, if working 3 or more hours/week | Yes | Yes |
| Flexible Spending Accounts | Optional | Optional | Optional |

### Health, Dental, and Vision Rates

Please refer here for the most up-to-date rates for health, dental, and vision (https://www.psdschools.org/careers/working-psd/benefits-overview).

## Employee Health and Wellness

PSD is committed to providing employees with every opportunity to work well and live well. Benefited employees and their benefited dependents, as well as non-benefited employees can participate in a variety of free or low-cost wellness activities. Some perks include:

- Significantly discounted gym memberships
- Biometric screenings
- Mental health counseling services
- Cooking, fitness, and mindfulness classes
- Employee health clinics

- Onsite flu shots
- Virtual pain management/physical therapy
- 1:1 lifestyle health services
- Financial wellbeing services
- Medical premium discounts
- Wellness discounts
- District wellness challenges
- Cash stipends

Learn more on the Employee Health and Wellness website (https://www.psdschools.org/employeewellness).

## Medical Premium Discount

PSD and Healthy Hearts (UCHealth) provide onsite biometric screenings throughout the year for PSD staff. Staff and dependents covered by PSD health insurance plans can receive one free biometric screening per plan year. Staff who are not covered by a PSD health insurance plan but would like a biometric screening can get one for $35. Benefitted staff participating in the biometric screenings who have also completed the Health Risk Assessment in Ramp Health between August 1-June 30 every year will receive a monthly $25 medical premium discount the following plan year.

**These discounts apply to the PPO-1 and PPO-2 plans only.** Both the biometric screening and the Health Risk Assessment need to be completed by June 30 (every year) for a benefitted employee to receive the medical plan discount the following plan year, beginning August 1. As an alternative to the onsite biometric screening, employees can complete a preventative screening with their physician and submit the form through Ramp Health. The PSD Wellness Program Tracker on Ramp Health displays the percentage to which an employee has fulfilled the requirements for the following year's medical premium discount.

## End-of-Year Wellness Stipend Drawing

PSD Wellness also offers staff the ability to earn cash at the end of each school year by earning points in Ramp Health. At the end of each school year, employees who've earned enough points in Ramp Health are automatically entered into a drawing for 40 stipend prizes. There are four different stipend tiers, and as you progress into the higher tiers, you are automatically entered into the lower ones. *Points must be earned and entered by June 30 to be eligible.*

### Points Tiers:

- Earn 2,000 points to be entered to win 1 of 25 $100 stipends
- Earn 2,500 points to be entered to win 1 of 10 $250 stipends
- Earn 3,000 points to be entered to win 1 of 3 $500 stipends
- Earn 3,500 points to be entered to win 1 of 2 $750 stipends

You can keep track of your points in Ramp Health with the Points and Incentives bar. Once your points are showing up in Ramp Health, you don't need to do anything further to be entered for the stipend.

## Employee Assistance Services (EAS)

EAS (https://www.psdschools.org/careers/working-psd/employee-assistance-services-eas) is PSD's employee counseling center, offering confidential services to address personal issues impacting family or work relationships, health, or job performance.

**All PSD employees and their immediate family members, 12 years and older, are eligible for these services, whether covered by PSD insurance or not.** Services are part of the district's overall benefits package and are offered at no additional charge.

What EAS offers:

- A confidential setting to discuss personal concerns with an experienced, licensed psychotherapist.
- Up to five free sessions per individual per problem per plan year. Support for issues around relationships, parenting, job-related concerns, work-life balance, communication, life changes, substance use, trauma, depression, anxiety, stress, and more.
- Recommendations for mental health providers in the community based on the individual's insurance.

Services are offered virtually and in-person at 3350 Eastbrook Drive, Suite 200, Fort Collins, CO 80525. Email eas@psdschools.org or call (970) 488-4925 to make an in-person or virtual appointment.

## Genesis Health Club Membership Discount

PSD's partnership with Genesis Health Clubs offers a large discount to staff for gold-level memberships with no long-term contract. Once signed up you will have access to all three Genesis locations in Fort Collins during all hours of operation. Genesis offers extensive weight training and cardio equipment, free group classes, cycling, lap pools, outdoor leisure pools, sport courts, social events, childcare, a climbing wall (at the North location), and more. Bring your PSD ID badge to any of the Fort Collins Genesis locations to get signed up for a discounted membership.

**PSD Employee Monthly Rates:**

- Single Member: $19
- Couple: $29
- Family: $49

## Headspace

PSD employees get free access to the Headspace app, which provides mindfulness meditations, sleep support, focus support, and more. Headspace can be used via desktop or mobile app. To sign up, click here and use your PSD email address.

## SimpleTherapy

PSD employees get free access to SimpleTherapy, a virtual physical therapy program for pain relief, injury care, preventative care, ergonomics, and more. Just download the Simple Therapy app, enter Poudre School District, and enter your name and date of birth to sign up.

Assignments designated as temporary, substitute, contract, variable, or on the "S" salary schedule do not count toward eligibility.

## Elevations Credit Union

Elevations is a local credit union offering $350 to employees who open a checking account through one of their branches. Just use the code ECU350 on the application, enroll in online banking, set up direct deposit with at least $500 per month for two months, and mention that you work at PSD.

# Employee Health Clinics

Two Banner Health Urgent Care clinics provide access to acute/urgent care services to employees with regularly scheduled work hours/contract percentages and their dependents. Any PSD Employee on a regularly scheduled assignment can utilize this benefit — dependents must be enrolled in a PSD health plan to be eligible for clinic services. **If you do not have medical insurance with PSD, please present your PSD ID badge to the clinic.**

These walk-in clinics provide free visits and are open seven days per week, 7:30am-7:30pm. Clinic locations include:

- Banner Urgent Care, Fort Collins 110 E. Boardwalk Drive 970-821-1500
- Banner Urgent Care, Loveland 2555 E. 13th St, Suite 110 970-820-4264

While not designed to replace existing relationships with primary care physicians, the clinic is an alternative for many non-life- threatening symptoms and services including:

- Bladder, ear, eye, and sinus infections
- Flu shots
- Gastrointestinal disorders such as vomiting, diarrhea, heartburn, abdominal pain
- Headaches
- Mild asthma symptoms

- Minor burn care
- Minor lacerations and fractures
- Minor surgical procedures such as wart removal, ear irrigation, nail avulsion
- Physicals (Offered during limited hours only. Please contact the Employee Health Clinic directly for times and to schedule an appointment.)
- Skin disorders such as acne, rashes, sunburn, insect bites, bee stings
- Sore throat, cold, and flu
- Sprains and strains
- Upper respiratory infections

Services such as additional testing, specialist care, or labs may be billable to your insurance. For a shorter wait time, a reservation system is available on the clinic websites.

### Lifestyle Health Program

Everyone's journey to health is unique, so PSD works with a team of healthcare professionals dedicated to helping you live your best life.

The Lifestyle Health Program is available to assist benefited employees and dependents in preventing or managing chronic disease, meeting fitness goals, and increasing overall wellbeing. The program is completely voluntary and confidential. Together with a team comprised of a nurse, a registered dietitian, and an exercise physiologist, you will come up with a plan to improve and/or manage whichever health outcomes you'd like to focus on.

**The Lifestyle Health Program includes:**

- Health assessments with a registered nurse
- Fitness assessments with an exercise physiologist
- Individualized care plans
- Nutrition, health, and exercise coaching
- Connection to and/or coordination with the primary care physician
- Coordination with Employee Assistance Services for mental health
- A maternity wellness program for pregnant employees

In addition, the program regularly runs group fitness classes, cooking classes, wellness courses, and challenges open to all employees. Learn more about the Lifestyle Health Program here.

## Tax-deferred Compensation Program

The tax-deferred compensation programs allow employees to exclude a portion of their salary from their current taxable income. State and federal income taxes are deferred on the excluded portion until it is withdrawn from the account and actually received by the employee. Income taxes are thereby postponed on the "sheltered" amount until a later time when the employee's level of taxable income will presumably

be smaller, and therefore taxed at a lower rate than it is currently. Roth options are also available which allows employees to put part of their salary into accounts on an after-tax basis which do not decrease your federal and state taxable income. The district currently offers three tax-deferred compensation programs: **Tax Sheltered Annuities** (TSA's) under IRS Code Section 403(b), **PERA's 401(k)**, and a **457(b)** program through Empower Retirement.

**Advantages of deferred compensation programs include:**

- Reduction of current income taxes.
- Tax deferment of interest earned.
- Additional money to invest — since no taxes are withheld on contributions, you are able to invest what you would have otherwise paid in taxes.
- You can contribute to more than one deferred compensation program.
- You may defer up to 100% of your income up to the IRS annual maximum.
- Contributions to a tax-deferred compensation program do not reduce your salary reported to PERA and therefore do not have the potential to reduce your retirement benefits through PERA.
- You may change your deferral amount any payroll period. Changes must be made by the end of the month to be effective the following month.

**The following restrictions may apply:**

- A participant may be required to pay a 10% penalty tax in addition to regular tax on early withdrawal of funds from a 403(b) or 401(k) if the funds are withdrawn prior to age 59 ½. This provision does not apply to the 457(b) program.
- There are contribution limits set by the IRS. These limits change each year. Contributions to one type of plan may limit the amount of income that can be sheltered from taxes each year through other deferral plans.

The brief information provided here is not intended to be a complete summary of tax-deferred compensation regulations. The amount of income that can be deferred is unique to each employee and their individual tax situation. Internal Revenue Service regulations are extremely complex. Consult with your tax professional regarding your specific tax circumstances.

## Program Options

- **PERA's 401(k)**: The Public Employees Retirement Association (PERA) 401(k) Pension Plan was established in 1985 to enhance retirement savings opportunities for current and former Colorado public employees. This 401(k) Plan provides eligible employees the option to voluntarily invest some of their income, tax-deferred. Any active and contributing member of PERA or retiree working in a PERA-covered position is eligible to contribute to the Plan from their PERA employer income. Employees can choose a traditional pre-tax investment, Roth option, or a combination of both.

- **Tax-Sheltered Annuities and Custodial Accounts, 403(b)**: The Internal Revenue Code Section 403(b) permits employees of educational institutions to exclude a portion of their salary from current taxable income through purchase of an annuity or custodial account. The District has several approved providers who offer 403(b)'s to PSD employees. Employees can choose a traditional pre-tax investment, Roth option, or a combination of both.
- Most vendors offer mutual fund investment platforms, which offer lower management fees and a diversified choice of funding options. In addition, employees have a self-directed option available which allows employees that would prefer not to utilize a licensed financial professional to select funds on their own.
- **457 Plan, Flexible Tax-Deferred Savings Plan**: Empower Retirement is the sole provider for this plan, which allows an employee to increase the tax-deferred amount set aside each year by combining the contribution limits of a 401(k) account and/or a 403(b) account with a 457 account. The 457 Plan has a separate contribution limit than the 401(k)/403(b) limit. Note: The Roth option is NOT currently available under the 457 plan.

### Contact Information

Find PERA information at copera.org or by calling 1-800-759-7372.

The 457(b) plan is available through Empower Retirement. Enrollment information is available here (https://participant.empower-retirement.com/participant/#/login) or by calling 1-866-467-7756.

Approved 403(b) plans are available through the following providers:

- Corebridge Financial: Craig Fischer, 720-288-2780
- Equitable Advisors: James Barkei, 630-885-6686
- Security Benefit: Leslie Gilsdorf 720-388-8331, Travis Whitaker 970-223-2377, Randy Petrilli 970-215-6149
- NEA DirectInvest, Self-Directed Option with no advisor contact — only available through Security Benefit

### Enrollment

Participants in any of the deferred compensation plans are required to elect to defer (contribute) to the plan prior to the month in which the contribution is effective, per IRC 457 regulations. For example, if an employee wishes to change a contribution amount or elect to contribute to a deferred compensation plan effective on the July payroll, the election must be made by June 30. For consistency, the District applies this regulation to the 403(b) and 401(k) plans as well. You may enroll in a deferred compensation plan anytime during the year as long as you meet the requirements stated above.

- To enroll in PERA's 401(k) plan, you may obtain an enrollment kit from PERA.

- To enroll in a 403(b) plan, you must contact one of PSD's Approved Providers listed above. The enrollment forms are available through the representative, PSD Payroll Department, or online from the PSD ServiceNow Knowledge Base.
- To enroll in the NEA DirectInvest 403(b) option, you must contact NEA DirectInvest to set up your account and funding elections. You must then complete the NEA DirectInvest 403(b) Tax-Sheltered Annuity Salary Reduction Agreement available by contacting PSD benefits at PSDBenefits@psdschools.org.
- To enroll in the 457(b) plan, you must enroll here (https://participant.empower-retirement.com/participant/#/login).

### Contribution Limits

Many plan provisions have specific limitations, and some provisions can be used in combination while others cannot. PSD cannot give financial or tax advice and strongly recommends that you discuss specific aspects of a plan with the respective plan representatives or a financial advisor. Employees using the catch-up provisions available under the 457(b) or 403(b) plans are required to submit a new calculation each calendar year. Please consult your plan representative to complete this form.

### Changes

Changes in contribution elections to the 457(b) plan must be made here or by calling 1- 866- 467-7756 toll-free.

To make changes to your PERA 401(k) or 403(b) contribution election, use the PSD Voluntary Deductions Election Form.

To make changes to your NEA DirectInvest 403(b) contribution election, use the NEA DirectInvest 403(b) Tax-Sheltered Annuity Salary Reduction Agreement available by contacting PSD benefits at PSDBenefits@psdschools.org. This agreement will only authorize a change to your payroll deduction. It is your responsibility to contact the provider directly for any funding change.

## School Choice

Children of PSD employees are given priority status in the School of Choice process, if the parent(s) would like their child to attend a school other than their neighborhood school. This also applies to PSD employees living outside of district boundaries. See details here. In addition, PSD employees living outside of district boundaries are eligible to enroll their children in PSD early childhood services.

## Employee Special Offers

PSD employees can get discounts and special offers at a variety of local businesses (https://www.psdschools.org/staff/employee-special-offers).

# ■ Compensation

## Salaries and Wages

New hire salaries are evaluated upon hire and placed in the pay range that correlates with their related experience and education, per job description requirements. Such salary schedule placement is made based upon consideration of internal salary equity and budgetary limitations, as well as the qualifications, skills, abilities, and experience of the newly hired employee. Salary schedules can be found here (https://www.psdschools.org/careers/working-psd/salary-schedules).

## Payroll

Payroll is a team within the Finance Department. This section provides guidance on payroll processes, pay expectations, and available tools to help employees understand and manage their compensation.

## Pay and Compensation

Employees are paid once per month on the last business day of the month. Pay advances are not available.

Total compensation includes salary and benefits. Salary increases are determined through the annual Negotiations process and are approved by the Board of Education. District-wide adjustments depend on available funding and employee group allocations.

Employees are encouraged to review their monthly check stub to understand earnings, deductions, and leave balances.

### Understanding Your Pay

- Salaried (Exempt) Employees: Paid a fixed annual salary distributed evenly over 12 months and not eligible for overtime.
- Classified Hourly (Non-Exempt) Employees: Paid based on an hourly rate and eligible for overtime.
- Prorated Pay: Annual earnings are distributed evenly across 12 months and include adjustments.
- Scheduled Hourly: Paid for regularly scheduled hours with adjustments applied monthly.
- Timecard (Variable Hour): Paid only for hours submitted on a timecard.

Note: Many non-prorated hourly employees do not receive pay in June or July, as May pay typically includes all hours worked through the end of the school year.

See more details in the Job Classification section.

## Timecards

- Timecards are due by the 15th of each month and must include the supervisor's signature.
- Time reported covers the 16th of the previous month through the 15th of the current month.
- Late submissions will be processed in the next pay cycle.

**All other employees turn in a timecard only when needed to report a deviation from normally scheduled hours as directed by their supervisor.**

Employees without regularly scheduled hours are responsible for ensuring that a properly completed timecard is submitted to Payroll by the 15th of the month.

## Check Stubs and Employee Online

Employees receive an email notification when their check stub is available, 2–5 days before payday.

Using Employee Online, staff members can:

- View and print check stubs and W-2s.
- Update tax and direct deposit information (during the 1st–15th of the month).
- View leave, benefits, and job information.
- Update emergency contacts.
- Access required forms.

The first time you log in to Employee Online, you will need to use your employee ID as your login and your social security number (no dashes) as the password. The system will prompt you to create a new password. Your employee ID number will always be your login for Employee Online.

# Payroll Support

For assistance, submit a ServiceNow request.

## Key Reminders

- Review your check stub monthly for accuracy.
- Submit timecards on time to avoid delays.
- Update direct deposit or tax information between the 1st–15th of each month.

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# ■ Working Conditions

## Evaluation, Performance Reviews, and Retention

Evaluations are conducted online using Perform (https://psdschools.tedk12.com/).

### Licensed Employees

The evaluation process must be completed annually for all licensed staff. Evaluation of licensed employees is based equally on indicators of effective instruction and measures of student academic growth, and uses multiple, fair, and valid strategies to determine overall effectiveness. The District ensures that student academic growth can be reliably and statistically attributed to individual licensed staff members. Staff should clearly understand which students' growth data will be attributed to them. See Article 10 of the Employee Agreement for more details.

- **Information-Sharing Meeting**: The evaluator is responsible for holding an information-sharing meeting within the first thirty school days of each school year to ensure that each staff member is familiar with the evaluation process, including the performance areas or dimensions, criteria and indicators, performance levels and ratings, important dates, and forms to be used. These information-sharing meetings may occur individually or in groups.
- **Self-Evaluation**: The licensed employee must complete a self-evaluation to be shared with the evaluator at the discretion of the licensed employee.
- **Performance Growth Plan**: The evaluator and licensed employee meet at the beginning of each school year to discuss a Professional Growth Plan to be created by the licensed employee by the end of the first quarter of the school year.
- **Progress Meeting**: The evaluator and employee being evaluated meet to discuss the licensed employee's progress prior to the end of the first semester. Unless there are noted concerns, this conference may be combined with a post-observation conference.
- **Formal Observations**: A formal observation is a classroom visitation by the evaluator of at least 30 uninterrupted minutes, resulting in a written observation record and a post-observation conference within five school days. A post-observation conference is a required meeting between the evaluator and the licensed employee within five school days of a formal observation for the purpose of discussing the observation and other factors related to the employee's performance. Probationary licensed employees receive at least two formal documented observations, followed by observation conferences, each academic year.
- **Formative Observations**: A formative observation is a less-structured method of data collection which may be documented and used for teacher evaluation (i.e. walkthroughs, parent-teacher conferences, committee work with peers, etc.)
- **Summative Evaluation**: After the required number of formal observations and conferences has been completed, every licensed employee receives a written summative evaluation report each year using the District evaluation form.

### Classified Employees

For classified employees, an evaluation must be completed during the first year of employment and every third year thereafter. If a classified employee transfers or transitions into a brand new job position, they are evaluated after their first year in that new role, and then every three years following. Supervisors can establish a more frequent schedule if an employee's specific situation requires it. The primary goal of the evaluation is to provide a constructive framework to review job performance, acknowledge effective work, identify areas needing improvement, and establish expectations for ongoing employment retention. See Article 8 of the Employee Agreement for more details.

Classified employees (excluding temporary staff) serve a **performance trial period** of one (1) calendar year for each new District position into which they are hired or transferred

- During the performance trial period, classified employees and the District are free to terminate their employment relationship for any reason or no reason, with or without cause and with or without advance notice.
- If a trial period is not satisfactorily met, the Senior Director of Human Resources may dismiss the employee, transfer them, or extend the trial period.

### Administrative and Professional Employees

Administrative and professional employees are evaluated annually. Evaluation standards are tailored to leadership and administrative roles. Reviews gauge an employee's effectiveness in managing operations, meeting leadership competencies, and supporting school/district strategic plans. See Article 9 of the Employee Agreement for more details.

## Employee Relations

The District's Employee Relations Resource Guide for Supervisors outlines the processes and resources used to support employee success, address workplace concerns, and ensure compliance with applicable policies and employment practices. Employees are encouraged to review this resource to better understand how performance expectations and employee relations matters are managed across PSD.

## Opportunities for Promotion

### Lane Changes

A **lane change** is the official process by which an eligible licensed employee (such as a Special Services Provider (SSP) or teacher) applies for a horizontal salary advancement on the district's structured pay scale.

A lane change occurs when an employee accumulates and submits pre-approved university semester hours or a specific number of district-approved professional development contact hours. Once HR approves the submitted credentials, the employee shifts to a higher-paying "lane" (e.g., moving based on additional credits earned beyond a Bachelor's or Master's degree) during designated adjustment windows in the fiscal year. See Article 12.8 of the Employee Agreement for more details.

### Become-A-Teacher Program

PSD offers a unique opportunity for staff members to become licensed teachers: for an accepted cohort of PSD employees interested in becoming special education teachers, PSD will offer full tuition assistance (contingent upon funding availability) in partnership with the University of Northern Colorado. Learn more about the Become-A-Teacher program (https://www.psdschools.org/careers/working-psd/psds-become-teacher-program).

## Discipline, Grievances, and Termination

### Licensed Employees

PSD utilizes a formalized grievance procedure for licensed employees (teachers and special service providers) to resolve contractual and workplace issues. If a licensed employee or the Association believes there has been a violation, misinterpretation, or misapplication of the Employee Agreement, or that an employee has been treated inequitably contrary to established Board policy, practice, or law, they may **initiate a formal written grievance**. The procedure follows specific escalating levels of review — beginning with the immediate supervisor or principal and capable of being appealed up to central administration and the Board of Education — to ensure that licensed personnel receive a fair, timely, and structured review of their workplace complaints and disciplinary disputes. See Article 7 of the Employee Agreement for more details

### Classified Employees

PSD employs a standard due process for grievances against non-temporary, post-trial classified personnel. **Prior to lower-level discipline**, a supervisor must consult with the Senior Director of Human Resources (or a designee) before issuing oral/written reprimands or suspending an employee with pay. **Prior to severe discipline (suspension without pay, demotion, dismissal)**, the employee must receive clear written notice of the allegations, policy violations, and recommended discipline. They are also entitled to a pre-disciplinary meeting to respond to the charges before final action is taken. See Article 6 of the Employee Agreement for more details.

### Administrative and Professional Employees

In cases where discipline is warranted due to an administrator's or professional's conduct, their supervisor will use progressive discipline, training, and/or other tools to address the problem. The Superintendent is authorized to terminate the employment of District administrators and professionals, unless otherwise provided by law. District supervisors may recommend to the Superintendent that the employment of administrators and professionals they supervise be terminated. Prior to termination, the employee may request a conference with the Superintendent.

Administrators and professionals may be immediately placed on administrative leave with full regular compensation and benefits while termination is being considered. Before any termination, administrative leave placement, position reclassification, transfer, reassignment, reduction in force, or school closure/classification regarding an administrative or professional employee's role, they will be given notice.

See Article 17 of the Employee Agreement for more details.

## Workweek

The workweek is defined as beginning at 12:01 a.m. Sunday and ending at 12:00 midnight the following Saturday. At PSD, hours taken as paid vacation, sick, personal, or holiday are counted as hours worked for the purpose of overtime calculations for non-exemployee employees.

## Work Schedule

Different positions and sites across PSD require different work hours; your own department or school, via your immediate supervisor, determines your work schedule, when breaks and lunch occur, etc.

## Staff Calendars

Staff calendars are separate from the Student Calendar; classified employee calendars and workdays per year can vary depending on job classification and are determined by each school or department. I**t's important to know how many days per year your assignment is and understand which days are paid workdays and which are not.**

The PSD Religious Events and Multicultural Observances Calendar can be found here (https://www.psdschools.org/district/calendars-schedules), which can help staff to be aware of various religious and cultural events that students may be observing.

## Staying Informed

Staff announcements and updates are conveyed through The Memo, PSD's monthly staff newsletter. This is sent out to administrative staff on the 14th of each month and all staff on the 15th of each month via email. Your supervisor is responsible for conveying job-specific updates to you in a timely manner.

## Job Descriptions and Responsibilities

If your supervisor does not have a copy of your job description, you can find it on the PSD website.

1. Click on Job Descriptions.
2. Click on the applicable Job Category.
3. Click on the applicable job family and find your job title.

# Employee Associations

- **ACE:** The Association of Classified Employees (ACE) was established in 1991 and is recognized by PSD's Board of Education as the exclusive representative of all classified personnel employed by PSD. Membership is available to all classified employees who elect to pay monthly dues. To join, submit this form through interoffice mail if you are a classified staff member.
- **PEA:** The Poudre Education Association (PEA) is a union representing teachers and other licensed staff. PEA officers are elected by dues-paying members and serve two-year terms. PEA is part of the Colorado Education Association and the National Education Association. To join, fill out this application if you are a licensed staff member.
- **PASE:** The Poudre Association of School Executives (PASE) negotiates on behalf of PSD administrators and professionals, making sure that they are well-informed about district and state issues. PASE officers are elected by the PSD administrative/professional employees and serve two-year terms. To join, fill out this application if you are an administrative staff member.

## Negotiations

Representatives from each employee association gather each year to engage in collective bargaining and shared decision-making sessions that are mediated by a neutral party. During these sessions, representatives negotiate for employee compensation, working conditions, and benefits.

## Extra Duty

Extra Duty coaching assignments, appearing on salary schedules C and E, are appropriate and assignments may be set up for this duty. Non-exempt employees must receive approval from Human Resources before accepting an Extra Duty assignment.

# Leave and Absences

**If you are considering taking any leave of absence, please set up an appointment with the Benefits department to walk through your options.** If you're not sure whether or not you are eligible for a leave of absence, the Benefits team is here to help you navigate these details. Leave can be confusing — when in doubt, make an appointment.

**Employees with combined licensed/classified/administrative/professional assignments** will accumulate classified leave time based on classified hours; licensed leave time based on the licensed contract; administrative leave time based on the administrative contract; and professional leave time based on the professional contract.

For more information about leave and absences specific to each job classification, see the Job Classification chapter.

## Reporting Absences

It is your responsibility as an employee to track and enter your own absences in advance for pre-planned days off or for sick days on the day of. Absences that are reported after they occur must be entered by your school or department Office Manager. Office Managers also may report absences for staff due Professional Development training, School Business/onsite activities, seminars and workshops.

**PSD uses two different systems for reporting absences**. Child Nutrition, Custodial, and Transportation employees use Kronos for requesting and reporting absences; all other staff use SmartFind Express. Refer to the Employee Quick Reference Guide to SmartFind Express (SFE) on page 78.

## Requesting Substitutes

Most school-based licensed and classified positions are eligible to request substitutes to cover their absences.

### How does absence reporting and substitute placement work?

- PSD uses SmartFind Express for reporting absences and requesting substitutes.
- Licensed employees are required to enter their own absences that are related to Personal Time and Sick Leave.
- Office managers submit employee absences that are for approved PSD Professional Development training, school business/onsite activities, seminars and workshops.
- Please notify your principal/supervisor as soon as possible if you intend to use Personal Time.

### Who are PSD substitutes?

- The substitute pool consists of approximately 600 licensed and classified substitutes.

- Licensed substitutes must hold either a valid Colorado teaching license or Colorado substitute authorization.

### Can employees/schools request a specific substitute?

- Yes, employees may request a specific substitute when the absence is reported. Your office manager can also set up a priority list indicating which substitutes to contact first.

### What if our school experiences an issue with a substitute?

- Your office manager can access the SmartFind system and place a sub on your school's Do Not Use list. If there is a serious concern that requires immediate action, please contact the Sub Support Team at subs@psdschools.org or 970-490-3078.

## Bereavement Leave

Up to five days of paid bereavement leave shall be granted for all eligible employees due to death of an employee's immediate family member per occurrence. For this purpose, "immediate family member" includes anyone who lives in the employee's household, plus persons not in the employee's household including the employee's child or custodial child; spouse, partner in a civil union, or domestic partner; sibling; parent; grandparent; or grandchild; including biological, step, in-law, and foster relatives.

Bereavement leave shall not be cumulative. Refer to Employee Agreement Article 13.8 for more details.

## Jury Duty/Witness Leave Time

An employee subpoenaed as a witness or called for jury duty shall be excused for the amount of time necessary to fulfill the witness or jury duty obligation, provided the employee is not a party of the litigation. Employees are reimbursed their regular rate of pay up to a maximum of fifteen days for serving as a witness or member of a jury. Employees may use other appropriate paid leave, if available, or unpaid leave for serving beyond the fifteen-day maximum jury duty payment. Absences in excess of 15 days will need approval from the Senior Director of Human Resources. The employee is not required to reimburse the district for compensation for testifying or jury duty and takes no reduction in salary. Refer to Employee Agreement Article 13.10 for more details.

## Other Leave

Employees may also be eligible for Leave to Care for a Terminally Ill Spouse, Domestic Partner, Partner in a Civil Union or Child; Medical leave; Military or Other Government Assignment Leave. Other unpaid leaves may be available to you depending on years of service with the District and the reason for the leave.

## Employees Healthy Families & Workplaces Act (HFWA)

PSD complies with The Healthy Families & Workplaces Act (HFWA) as of January 1, 2021. HFWA requires employers with at least 16 employees to provide paid leave to employees to be used for certain safety or health needs.

Under the Act:

- Employees earn up to 1 hour of paid leave per 30 hours worked ("accrued leave"), up to 48 hours per year.
- Up to 80 hours of supplemental leave applies in a public health emergency (PHE), until 4 weeks after the PHE ends.
- Regular hours and pay set the accrual and compensation for leave, during which benefits continue.
- Up to 48 hours of unused accrued leave carries over for use the next year. Accrued leave can be used for the following:
    - A mental or physical illness, injury, or health condition that prevents work, including diagnosis or preventive care;
    - Domestic abuse, sexual assault, or criminal harassment leading to health, relocation, legal, or other service needs;
    - Has a family member experiencing a condition described in category (1) or (2); or
    - In a PHE, a public official closed the workplace, or the school or place of care of the employee's child.

The District's current licensed, classified, professional and administrative paid time off and sick leave policies exceed the HFWA requirements.

For Coaches, if you need to take leave time due to your own personal illness, illness of a family

member, or for another qualifying reason listed above, you may take requested time off from your coaching responsibilities without a reduction in your stipend. Notify your supervisor of your request.

## Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act of 1993 (FMLA) entitles employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. The FMLA generally entitles eligible employees **(those employed for at least 12 months)** to a total of 12 workweeks of leave during any 12-month period for the following family and medical reasons:

- Twelve workweeks of leave in a 12-month period for:
    - The birth of a child and to care for the newborn child within one year of birth;
    - The placement of a child with the employee for adoption or foster care;
    - To care for a child, spouse or parent who has a serious health condition;

- When the employee is unable to perform the functions of their position because of a serious health condition

Leave taken intermittently or on a reduced leave schedule under the FLMA shall not be allowed because of the birth of a child of an employee and to care for the child, or because of the placement of a child with an employee for adoption or foster care.

Refer to District Policy GBGF and GBGF-R for additional information on FMLA.

**If you are expecting a child and don't know if you qualify for FMLA or other family leave, make an appointment with Benefits.**

## Leave Time Rollover

- **Overview**: Employees with an ending balance in any leave category (i.e., sick, personal leave, and vacation) at the end of the current school year will see those same figures as their beginning balances in the appropriate leave categories at the beginning of the new school year.
- **Sick Leave rollover information (all paid employees)**: The sick leave ending balance at the end of the current school year will become the sick leave beginning balance at the start of the new school year.
- **Personal Time rollover information (all paid employees):**
  - If the employee's personal time ending balance is equal to or less than the equivalent of 5 days (the maximum accrual amount) at the end of the current school year:
    - The personal time ending balance will become the personal leave beginning balance at the start of the new school year.
  - If the employee's personal time ending balance is greater than the equivalent of 5 days (the maximum accrual amount) at the end of the current school year:
    - The personal time ending balance will become the personal time beginning balance at the start of the new school year. The excess of 5 days will be shown as used in the Used YTD column for personal leave. In addition, the same figure times 1.5 (time and one half) will be shown in the Earned YTD column for sick leave on the employee's August 31 Check Stub.

**Leave carryover example:**

| |
|---|
| The following example shows the leave carryover for a 6.0 hour/day classified employee. Note that the figure shown in the Earned column for sick leave includes the 5 hours from personal leave multiplied by 1.5 (5 hours in Beginning column x 1.5 = 7.5 hours), plus the current month's accrual (5.40 hours) to equal the 12.90 hours shown in the Earned column. |

| Leave Type | Beginning | Earned | Used | Current Balance |
|---|---|---|---|---|
| Sick | 35.00 | 2.90 | 0.00 | 37.90 |
| Personal Leave | 5.00 | 1.80 | 5.00 | 1.80 |

**Vacation rollover information (all 260-day classified, professional and administrative employees):**

Employees may carry over one years' worth of vacation accrual from one leave year to the next leave year. Any remaining vacation time above the allotted maximum rollover as of July 16 will be forfeited. When the projected balance exceeds the maximum allowable rollover, the Check Stub will note the maximum rollover amount.

Reminder: The vacation leave year runs from July 16 of the current year through July 15 of the following year. Vacation time must be taken and reported by July 15 of each year to be charged against the current year's leave balance. Time taken and/or reported July 16 or later will be charged against the following year's leave balance.

# School Closures Due to Weather or Other Hazards

When the Superintendent or a designee determines that a school closure is necessary, **all employees who were scheduled to work during that time will be paid**. The Superintendent has the authority to declare a full-day or partial-day closure (such as a late start or an early release) for the entire district, individual schools, or specific facilities due to weather events, emergencies, or other appropriate reasons. See Employee Agreement Articles 12.15.1 and 12.15.2 for more information.

## Essential/Required Personnel Compensation

If non-exempt classified employees are considered essential personnel and are required by the district to report to a site to work during an authorized weather or hazard closure, they are compensated with their regular wages for their hours worked (or overtime rates if they exceed 40 hours in a workweek).

## Holidays and Weekend Exceptions

District support coverage and personnel are not typically scheduled during official district holidays or on the weekends immediately preceding or following those paid holidays. If emergency conditions or essential tasks make it absolutely necessary to call on support personnel during these designated

non-use days, specific compensation rules apply to the non-exempt classified employees required to report to the site. More information about on-call essential employees can be found in the Employee Agreement (outlined below).

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# ■ Employment Policies

It is the responsibility of each employee to be familiar with and to comply with the laws, Board policies, District policies, and building/department regulations related to their job assignment — particularly those that guide behavior and protect students, staff, visitors, and vendors.

The District is responsible for making these documents available to the employee, but the employee is responsible for reading them and seeking answers to any questions about any law, policy, or regulation. One primary purpose of this handbook is to provide new employees with important information. Being aware of the laws, policies, and regulations governing your employment will assist you in better knowing the responsibilities of your position, and ensure that PSD will continue to provide a safe and healthy environment for students and employees.

A complete listing of District policies can be found here (https://www.psdschools.org/your-district/district-policies). T**he best way to refer to district policies is to read them directly on the website, as they are updated regularly and can change**.

## Employee Agreement

The Employee Agreement is the mutual agreement made between the three employee associations (ACE, PASE & PEA) and the Board of Education. It is governed and constructed according to the constitution, laws, and regulations of the State of Colorado, any applicable federal laws, in addition to PSD's policies and its negotiations/collective bargaining process. More than any other publication, the Employee Agreement contains important information about every aspect of employment with PSD. It is updated on a yearly basis.

## Colorado Board of Education Code of Ethics

For licensed staff members, find the Colorado Code of Ethics for Educators here (https://www.cde.state.co.us/cdeboard/sbecodeofethics-1)

# Equity-Centered Norms of Collaboration

These norms are shared commitments that guide how PSD staff engage with one another in ways that center inclusion, accountability, reflection, and equitable participation. These practices are helpful throughout all collaboration, but especially in moments of tension.

### Equity Centered-Norms

- Pause and Regulate: Take a breath and make space for yourself and others before responding.
- Paraphrase: Restate what you heard to ensure shared understanding.
- Pose Questions: Ask curious, open-ended questions — not leading questions.
- Seek Clarity: Encourage deeper understanding by saying "Tell me more about that."
- Put Ideas on the Table: Offer ideas to move the group forward and leave space for quieter voices.
- Notice Yourself and Others: Listen to understand and pay attention to your own reactions.
- Recognize Impact Over Intent: Focus on how words are received, not just what was meant.

### Ongoing Considerations

- Who benefits from the ideas being proposed, and who might be excluded or marginalized?
- Are multiple identities and perspectives accurately represented in this conversation?

# PSD Staff Policies

## Site-Based School Management: District Policy CFD.

PSD affirms the practice of site-based management at each of its schools. Under Policy CFD, principals shall have the authority to make decisions and take action at their schools including making hiring recommendations and determining whether stakeholder input is necessary or appropriate based on the circumstances of each site-based decision/action at their schools and if so, to what extent. The principal shall be accountable for both the implementation and the results of their site-based school decisions and actions. This includes the school site's compliance with governing law; Board of Education policies; District policies; regulations and administrative guidelines and procedures; oral and written directives issued by the Superintendent and cabinet- level administrators; district contracts (including but not limited to employee agreements); and district budgetary restrictions.

## Staff Dress Code: District Policy GBEBA

During the workday and at all work-related activities, employees shall adhere to a professional standard of dress, which shall be modest, neat and clean in appearance. Professional attire shall be appropriate daywear that does not disrupt the educational process. Clothing inappropriate for students is inappropriate for staff. As determined by site administration, appropriate attire may include shorts, jeans, and/or athletic gear that are modest, neat and clean in appearance on designated days. The

superintendent, assistant superintendent, director, or principal has the final authority to decide what is professional attire and make decisions as to the appropriateness of employee appearance and apparel.

## Employee Use and Possession of Drugs and Alcohol: District Policy GBEC

**This policy is mandated for all public employees by the Federal Drug-Free Workplace Act.**

No employee of Poudre School District will unlawfully manufacture, distribute, dispense, possess, or use a controlled substance in any District workplace. Accordingly, all District employees are prohibited from using, possessing, or being under the influence of alcohol or prohibited drugs while on District property, in or on District vehicles, at any time while on duty, or at any time during a break from duty if the employee returns to duty during the same day.

## Tobacco-Free and Marijuana-Free District: District Policies ADC and JLCDB

Use of any tobacco product and use of marijuana by students, staff and members of the public is prohibited on all District property. Use of any tobacco product and use of marijuana by students and staff is also prohibited at all District or school-sanctioned activities or events off District property. Possession of marijuana by students, staff and members of the public is prohibited on all District property, and possession of any tobacco product by students is also prohibited on all District property.

Per Colorado law, primary caregivers and an employee who volunteers are permitted to administer medical marijuana in a non-smokable form to students on District property and at District or school-sponsored activities and events in accordance with the terms and conditions specified in District Policy JLCDB.

## Staff Ethics/Conflicts of Interest: District Policy GBEA

As representatives of the District and role models for students, all employees are expected to demonstrate and uphold high professional, ethical, and moral standards. Employees are expected to conduct themselves in a manner that is consistent with the educational mission of the District, including maintaining appropriate and professional boundaries. In a professional employee/student relationship, employees maintain boundaries with students that are consistent with their professional code of conduct and obligations. All District employees are expected to observe and maintain proper professional boundaries. No District employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts with, or raises a reasonable question of conflict with the employee's duties and responsibilities in the school system. Employees are expected to perform the duties of the position to which they are assigned and to observe rules of conduct and ethical principles established by state law and District policies and regulations. It shall be understood that all confidential information an employee is aware of as a result of District employment shall be kept strictly confidential. Employees shall not utilize information solely available to them through school or District sources to engage in any type of work outside the District. This includes information concerning potential customers, clients, or employers. An

employee shall not sell any books, instructional supplies, school apparatus, musical instruments, equipment, or other school supplies or materials, including athletic supplies, custodial or office supplies, to any student or to the parents/guardians/caregivers of a student who attends the school served by the employee unless prior approval has been obtained from the Board.

## Use of District Information Technology: District Policies GBEE and EHA

Employee use of District information technology is a privilege, not a right, and is only authorized for work-related purposes. Any action by an employee that is determined to constitute an inappropriate use of Poudre School District computers, networks, or related information technology as defined in District Policy EHA is prohibited. District employees specifically agree not to use District information technology to generate, send, receive, or store communications, documents, data, software or other information that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or in violation of federal, state or local laws. Employees shall maintain the confidentiality of all student education records and personally identifiable information developed, sent, received, and/or stored through the use of District information technology as required under the Family Educational Rights and Privacy Act, Colorado Open Records Act, and District Policy JRA/JRC. Employees shall also maintain the confidentiality of all personnel file information developed, sent, received and/or stored using District information technology as required under the Colorado Open Records Act and District Policy GBJ.

## Nondiscrimination/Equal Opportunity: District Policies AC, AC-R2, and AC-R3

The District is subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of a protected class, and is committed to the policy that no otherwise qualified individual shall be denied access to, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any District program or activity on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity, gender expression, pregnancy, family composition, marital status, veteran status, age, disability, or need for special education services. For employees or applicants, protected class also includes genetic information. The District does not discriminate on the basis of a protected class in access or admission to, or treatment or employment in, its programs or activities. Policy AC defines prohibited conduct and guides individuals to the specific regulation governing the applicable reporting and response processes. Supportive measures and prompt response times are required components of all regulations. Complaints will be addressed by the following regulations:

- Complaints of harassment or discrimination against students: District Regulation AC-R1 – Harassment and Discrimination Investigation Procedures for Students
- Complaints of harassment and discrimination against applicants or employees: District Regulation AC-R2 – Harassment and Discrimination Investigation Procedures for Employees or Applicants for Employment
- Complaints of sexual harassment (Title IX) against students, applicants or employees: District Regulation AC-R3 – Sexual Harassment Investigation Procedures

The District shall take appropriate action to promptly and impartially investigate allegations of harassment or discrimination; shall promptly take effective action to stop harassment or discrimination when it is determined by a preponderance of the evidence and take steps to prevent a reoccurrence; shall impose appropriate sanctions on offenders in a case-by-case manner; and shall take steps to protect anyone participating in good faith in a harassment or discrimination report, complaint or investigation from retaliation.

## Harassment of Employees and Students: District Policies GBAA and JBB

Any action, conduct, or communication that constitutes harassment by employees, authorized volunteers, students and third parties is strictly prohibited. "Harass" or "harassment" means to engage in, or the act of engaging in, any unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual or group of individuals because of that individual's or group's membership in, or perceived membership in, a protected class, as defined in District Policy AC — Nondiscrimination/Equal Opportunity, which conduct or communication is subjectively offensive to the individual alleging harassment and is objectively offensive to a reasonable individual who is a member of the same protected class. The conduct or communication need not be severe or pervasive to constitute a discriminatory or an unfair employment practice and is a violation of this policy if:

- Submission to the conduct or communication is explicitly or implicitly made a term or condition of the individual's employment;
- Submission to, objection to, or rejection of the conduct or communication is used as a basis for employment decisions affecting the individual; or

The conduct or communication has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

An individual who experiences or witnesses conduct that may amount to harassment or discrimination is encouraged to promptly report any alleged harassment or discrimination to their direct supervisor, a building administrator, or the Human Resources Department. Any District employee who receives information about or witnesses harassment, discrimination or retaliation must report the incident to the Human Resources Department.

## Employee Communications: District Policy GBEBD

The substance and medium of communications made by District employees pursuant to the duties and/or responsibilities of their District employment shall comply with governing law; Board of Education policies; District policies, regulations, administrative guidelines and procedures; and supervisor directives. District employees who fail or refuse to comply with this requirement shall be subject to discipline up to and including termination of their employment.

District employees are responsible for communications they make on their own time outside the duties and responsibilities of their District employment. Such communications include those made in person,

those that are written, those via telephone or via audio/video streaming over the Internet, and those via other forms of technology such as social media or texting. If the consequence of such communications is to impede the proper performance of the employees' District job duties and/or responsibilities or to otherwise interfere with the District's regular operations, in accordance with governing law the communications may be prohibited and/or the employees who make them may be subject to discipline up to and including termination of their employment.

District employees should keep in mind when communicating via social media on their own time outside the duties and responsibilities of their District employment that it can increase the risk that their communications will impede the proper performance of their job duties and/or responsibilities or otherwise interfere with the District's regular operations. This is because social media: (a) significantly increases the number of people who may receive the communication; (b) may allow the communication to be forwarded to people and/or reposted on sites that were neither intended nor contemplated by the employee making the original communication; and (c) may not allow the communication to be deleted at every location where it has been sent, posted, forwarded and/or reposted.

## Governmental Immunity

The following provides a very brief summary of the Colorado Governmental Immunity Act (CGIA or Act) and the protection it provides public employees. This is not a legal summary, nor is it legal advice, and it is recommended that you read the Act in its entirety to determine the protections it provides you as a public employee.

- Public employees should be protected from unlimited liability, so they are not discouraged from providing services.
- Any such person shall maintain the status of a public employee only when that person engages in activities at or for the public entity, which are in the course and scope of their employment.
- Public employees should not be held liable for injuries arising from acts or omissions occurring during employment unless such act is willful or wanton.
- Public entities are liable for: Defense of the public employee; payment of any judgments or settlements.
- Any judgment against a public entity constitutes a complete bar to any action against a public employee whose act or omission gave rise to the claim.
- The public entity or designated insurer must pay any settlement.

## Mandated Reporting

**Reporting suspected child abuse and neglect is mandatory for all PSD employees.**

In this document
(https://www.psdschools.org/sites/default/files/PSD/student_services/Child%20Abuse/FILLABLE%20FO

RM_Child_Abuse_Instructions%20and%20Mandatory%20Reporting%20Requirements.pdf), you will find the mandatory procedures and form for reporting any suspected child abuse or neglect to the appropriate PSD and county Child Protection officials.

As a PSD employee, you are **required by law and district policy to report any suspected abuse or neglect**. If you have any questions about the procedures or a specific situation, please call the Larimer County Department of Human Services at 970-498-6990 and then notify your designated site contact person. If you still need support after speaking with your site contact person and DHS, the Student Services department can be an additional resource.

# Email Professionalism Guidelines

**PSD email accounts are to be used for PSD work-related purposes only.** Emails in PSD accounts are official PSD communications subject to the Colorado Open Records Act (CORA), and potentially the Family Educational Rights and Privacy Act (FERPA). Please maintain professionalism and adherence to District Policies in all communications from your PSD email account. For more information, see district policy GBEBD.

## Email Body

For accessibility purposes, please use the following:

- Aptos font
- Size 12
- Black font color
- No font background color

All of the above are the default settings of your Outlook email, so no changes need to be made from the default. If those default settings are different when using your mobile device, that's okay too – just stick with the original default settings whether you're on desktop or mobile mode. These settings help to ensure that your emails are readable by all recipients. See more PSD Accessibility resources here.

## Email Signatures

- **Do not include personal content: no quotes, emojis, or personal/political/religious imagery** — please maintain professionalism in all content of your professional emails, including signatures.
- **Keep it clear and simple:** include only essential contact details. Avoid clutter.
- **Short signature for replies:** for quick replies, include at least your name and phone number. Make sure you are checking the mobile settings for email across your devices.
- **Make sure to add alternative text to your logo**
    - In Outlook while editing your signature, right click on the image and select "Add Alt Text"
    - Learn more about how to create meaningful alt text for images here: https://www.section508.gov/create/alternative-text/

## How to Set Up Your Signature

1. Copy the template below into a Word doc. **Paste the entire block into Outlook as your email signature.**
2. Customize your information and logo. Use only the district-approved logo, your department wordmark, or your school logo if applicable.
3. Make sure you are updating the signature across all your devices — the formatting may change based on laptop, desktop applications, and phones. Double-check your signature at all locations to make sure your information is up to date.
4. Please use your work-approved number(s) only. If you do not have an office number, please remove that option. If you do not have a work cell, please remove that option.

**PSD Wordmark Example:**



First LastName (optional pronouns)
Job Title | Poudre School District
2407 Laporte Ave. Fort Collins, CO 80521
**Office:** 970-xxx-xxxx | **Cell:** 970-xxx-xxxx
**email:** email@psdschools.org
www.psdschools.org

**Department-Specific Wordmark Example:**




First LastName (optional pronouns)
Job Title | Poudre School District
2407 Laporte Ave. Fort Collins, CO 80521
**Office:** 970-xxx-xxxx | **Cell:** 970-xxx-xxxx
**email:** email@psdschools.org
www.psdschools.org

**School Wordmark Example:**




First LastName (optional pronouns)
Job Title | Rocky Mountain High School
1300 W. Swallow Road | Fort Collins, CO 80526
**Office:** 970-xxx-xxxx | **Cell:** 970-xxx-xxxx
**email:** email@psdschools.org
rmh.psdschools.org

**Signature Example for Quick Replies:**

**First LastName**
Job Title | Poudre School District

Phone

## Data Retention

The administrative guideline that contains PSD data retention schedules can be found here.

## Other Profile Settings

- **You do not need to upload a profile photo for your Outlook account.** If you do not upload a profile photo, you'll see your initials used as your profile icon in Outlook and Teams. If you do choose to upload a profile photo, the following professional graphics are permitted:
    - A simple headshot
- Yearbook photo (if preferred, for school-based roles)
- Make sure your job title, phone number(s) and other applicable data points are correct. If not, contact your supervisor.

## Public Records

CORA generally requires the district to make its public records available for inspection and copying upon request unless they are confidential or privileged. "Public records" are all records maintained or kept by the District for use in the exercise of functions required or authorized by law or administrative rule, or involving the receipt or expenditure of public funds.

Under CORA (https://www.sos.state.co.us/pubs/info_center/cora.html), emails and chats are public records and subject to disclosure if requested. They will be disclosed unless an exception to CORA applies. **All emails and chats can be searched and accessed without the user's knowledge.**

## Student Records

Under FERPA, a parent may request information about their student contained in an email. When communicating electronically about a student, you must **use either the student's ID or their full name**. This enables the Records Custodian to search by student ID or full name when fulfilling a student-related request. If only a first name or initials are used, the email may not be retrieved, creating challenges in locating all responsive records and confirming that the record relates to the correct student. It is less important to repeat the full name or student ID if the student has already been clearly identified earlier in the same email thread.

As a reminder, you should only communicate via email about a student to someone with educational rights (such as a parent), or under a FERPA exception (such as another employee with a legitimate educational interest, or someone the parent has authorized in writing to receive information). For more information, please refer to District Policy JRA/JRC.

## When to Use Email vs. Chat

Email is for PSD business; chat is the virtual equivalent of stopping by someone's desk. Emails are retained for longer than chats (read more about PSD email and chat guidelines https://www.psdschools.org/sites/default/files/4.6.26_Data%20Retention%20-%20Administrative%20Gui

delines%20-%20link.pdf).

**Email**

- Anything you anticipate you will want to see/review again
- Sending files/documents
- More complex requests for information or tasks

**Chat**

- Temporary collaboration
- Brief, simple tasks or information gathering “Can you meet this week?”
- “I am running late.”
- “There are cookies in the staff kitchen!”

Sometimes a task or request that begins in a chat will turn into a more complex request or require a document to be shared. You may want to summarize important chats with a follow-up email, the same way you would with an important conversation.

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# ■ Job Classification Information

## Classification Definitions and Pay

Find exempt and nonexempt salary schedules here (https://www.psdschools.org/careers/working-psd/salary-schedules).

- **Licensed Employee:** A teacher documented as probationary or non-probationary status and licensed to teach through Colorado Department of Education. These employees are salaried, and therefore are exempt and not eligible for overtime pay. The monthly pay for salaried, exempt employees is based on an annual rate from an annual salary schedule and paid over twelve months.
- **Special Service Professional (SSP):** A licensed special service professional through the Colorado Department of Education. These employees are salaried, and therefore are exempt and not eligible for overtime pay. The monthly pay for salaried, exempt employees is based on an annual rate from an annual salary schedule and paid over twelve months. The State Council for Educator Effectiveness (SCEE) designates nine categories of SSPs — School Audiologists, School Counselors, School Nurses, School Occupational Therapists, School Orientation and Mobility Specialists, School Physical Therapists, School Psychologists, School Social Workers, and School Speech-Language Pathologists — and outlines their quality standards.

- **Professional Employee:** An employee in a professional position. These employees are salaried, and therefore are exempt and not eligible for overtime pay. The monthly pay for salaried, exempt employees is based on an annual rate from an annual salary schedule and paid over twelve months.
- **Administrative Employee:** An employee in a leadership or administrative position. These employees typically have oversight responsibility for other staff members and are salaried, at-will employees, and therefore are exempt and not eligible for overtime pay. The monthly pay for salaried, exempt employees is based on an annual rate from an annual salary schedule and paid over twelve months.
- **Classified Employee:** An employee whose pay is determined by the Classified Employees' Salary Schedule. Some classified employees are salaried, exempt, and not eligible for overtime pay, while others are hourly, nonexempt, and eligible for overtime pay. See section below for classified employee specifications.

# Classified Staff

## Overtime (Classified)

The U.S. Department of Labor's Fair Labor Standards Act (FLSA) defines classified employees as either **exempt or nonexempt**. Exempt employees are not subject to the minimum wage and overtime provisions of the FLSA. Exempt employees have a fixed salary and do not receive additional wages for additional hours worked beyond their scheduled hours. Exempt employees' job titles and pay ranges are found on the Classified Exempt Salary Schedule (Y).

Nonexempt employees are subject to the minimum wage and overtime provisions of the FLSA and are paid an hourly rate of pay for all hours worked. If you are a nonexempt employee, your job title and pay range is found on the Classified Hourly Salary Schedule (H).

**Nonexempt employees are also eligible to earn overtime**. Overtime, at time-and-a-half, results when a nonexempt employee works in excess of forty (40) hours in any designated workweek. Additional work hours that do not cause the employee to exceed 40 hours for the workweek are paid at the employee's regular hourly rate of pay.

- **Classified Exempt Employee:** A classified employee who typically works 260 days per year and is paid a consistent monthly rate based on an annual salary schedule. These employees are not eligible for overtime pay. The salary is paid over a 12-month period (August-July).
- **Classified Prorated Employee:** A classified employee who is paid an hourly or salaried rate from a salary schedule. If pay is based on an hourly rate, the annual salary is calculated based on total days worked, multiplied by hours per day, multiplied by hourly rate, and paid over a 12-month period (August-July). These employees are eligible for overtime pay.

- **Classified Hourly Employee:** A classified employee who is paid an hourly wage from a salary schedule. These employees are eligible for overtime pay. See explanations below for different types of hourly pay.

**For classified employees working fewer than 260 days per year:**

- An employee must be prorated if any voluntary payroll deductions are elected, not including federal tax, state tax, PERA, PERA 401(k), and tax-sheltered annuities. Voluntary deductions include dependent health or dental insurance, vision insurance, dues, flexible spending accounts, etc. For prorated employees, the monthly amount received includes scheduled pay amounts but does not reflect amounts earned as of the pay date. It also includes any exceptions (leave time taken, non-paid absences, and additional time) from the 16th of the previous month through the 15th of the current month.
- The annual salary for employees based on an hourly rate is determined by multiplying the scheduled number of days to work, times the scheduled hours per day, times the hourly rate.
    - For example: 185 days per year x 6 hours per day x $15.00 per hour = $16,650. For prorated employees, this amount is divided by 12 months to arrive at gross pay of $1,387.50 per month.
- A scheduled hourly employee will have regularly scheduled work hours and will receive pay for the scheduled work hours for that month (hours from the first of the month through the end of the month) and any exceptions from normal scheduled hours (leave time taken, non-paid absences and additional time) between the 16th of the previous month and the 15th of the current month.
- A timecard hourly employee will have no regularly scheduled work hours and will receive pay only for hours reported on a timecard from the 16th of the previous month through the 15th of the current month.
- **Hourly, non-prorated employees who do not work all 12 months of the year should plan accordingly for the June and July pay periods.** They will not receive a paycheck in June and July due to the fact the May paycheck will cover hours from May 1 through May 31. The only hours that may be owed are additional/overtime hours from the last two weeks in May.

## Compensatory Time (Classified)

To ensure financial transparency, accurate financial reporting, and compliance with federal wage regulations, PSD has moved to a direct-pay model as of the 2026-2027 school year. This means **compensatory time (comp time) is no longer available**. Instead, employees may flex their schedules within the same workweek, with supervisor approval, to accommodate additional time worked. Any approved hours worked that cannot be flexed within the same workweek must be reported on a timecard and will be paid through payroll, in accordance with applicable wage and hour laws. Overtime-eligible employees will be compensated at the appropriate overtime rate, as required by law. Employees should work only their scheduled hours unless prior approval has been received for additional work time.

## Leave Time (Classified)

Classified employees with scheduled hours are eligible to accrue the following types of leave time depending on the assignment. All employee leave time is accrued and reported on an hourly basis and on an annual year of July 16 through July 15. **Leave time may be used immediately upon employment.** However, leave time taken, but not yet earned, will result in docked pay if an employee's assignment terminates prior to the leave being earned.

**Supervisors, at their discretion, may require leave time requests to be made in writing with advanced notice.** Please refer to your school or department's specific site procedure for requesting and using leave time. **Some departments, such as Child Nutrition** (guidelines for Child Nutrition substitutes here)**, Custodial, and Transportation, have department-specific attendance policies.** Any employee who will be out 15 working days or longer will be required to apply for a leave of absence. For more information, refer to Employee Agreement Article 13.

### Personal Leave (Classified)

The equivalent of **approximately five personal leave days** are granted annually to all classified employees. Time will accrue in hours based on eligible assignments. Personal leave must be taken on a scheduled workday, except for Child Nutrition, Custodial, and Transportation Department employees, who may use their personal leave during school vacation periods. Unused personal leave can be accumulated up to five days. If any employee accumulates more than the five days based on assignment, those in excess shall be automatically transferred to the employee's sick leave at an accrual rate of 1 to 1.5. There is no reimbursement for personal leave upon separation of employment. Refer to Employee Agreement Article 13 for more details.

### Holidays (Classified)

**Eleven paid holidays are granted to all eligible 260-day employees**. The dates shall be established each year in accordance with the school calendar. These paid holidays are established from August 1 through July 31 of each contract year. All classified employees working less than a 260-day assignment receive Thanksgiving and Christmas day as paid holidays if the holidays fall within their eligible assignment. Refer to Employee Agreement Article 13.6.

### Vacation (Classified)

Paid vacation time is earned by all 260-day employees. Scheduling vacations and approving vacation requests is the responsibility of each department supervisor. The desires of employees will be considered in scheduling vacations; however, vacations should be scheduled for times when they are least likely to interfere with the department's effective operations. Paid vacation leave for classified employees is accrued in hours based on eligible assignments at the following rates:

- 1 through 5 years of employment: leave time equivalent to approximately 10 working days per year.
- 6 through 10 years of employment: leave time equivalent to approximately 15 working days per year.
- 11 years of employment and over: leave time equivalent to approximately 20 working days per year.
- Additionally, in years 21 through 25 and over, leave time equivalent to one additional day for each year of service to a maximum of 25 days is accrued.

Vacation time may be carried forward from one year to the next year. However, vacation projected maximums will be limited to two times an employee's annual accrual rate. Therefore, an employee can only carry over one times the employee's annual accrual rate. Any vacation time remaining above this limit on July 16th each year will be forfeited. The payout upon termination of employment will be the actual current balance. Vacation leave shall be earned beginning the first month of employment. Refer to Employee Agreement Article 13.7.

### Sick Leave Time (Classified)

All eligible employees will accrue sick leave time equivalent to approximately one day for each month of assignment. Time will accrue in hours based on eligible assignments. Use of sick leave is allowed for the following:

1. Mental or physical illness, injury, or health condition that prevents the employee from working.
2. Obtaining preventative medical care including diagnosis, care, or treatment of mental or physical illness, injury, or health condition.
3. Caring for a family member due to a mental or physical illness, injury, or health condition, or obtaining preventative medical care including diagnosis, care, or treatment of mental or physical illness, injury, or health condition for a family member.
4. Seeking medical attention of themselves or a member to recover from a mental or physical illness, injury, or health condition caused by domestic abuse, sexual assault, or harassment; obtaining services from a victim services organization, obtaining mental health or other counseling, seeking relocation or legal services including preparation for or participation in a civil or criminal proceeding related to or resulting from the domestic abuse, sexual assault, or harassment.
5. Due to a public health emergency, a public official closed either the employee's physical work location or the school or place of care of the employee's child, requiring the employee to be absent from work to care for the child.

Unused sick leave time is cumulative from year to year with no limitation on the number of hours accrued. Prior approval is not required for sick leave use; however, employees are required to inform the appropriate supervisor of their absence at the earliest possible time. Supervisors may require a certification of illness by a physician at any time. There is no reimbursement for sick leave upon

separation of employment from the district except as otherwise provided in procedure. Refer to Employee Agreement Article 13.4.

### Volunteerism (Classified)

Nonexempt classified employees of PSD are prohibited from volunteering time or services to the school district without compensation. **As a PSD employee, you are only allowed to volunteer without pay if you have a child participating in a PSD program, activity, or classroom, and your volunteer activity is restricted to direct involvement in your child's program, activity, or classroom**. All other volunteer activity for the District is considered work and must be compensated, per the Federal Fair Labor Standards Act.

## Professional Development (Classified)

The district has a comprehensive Professional Development and Training program for all employees. A catalog of course offerings is available online throughout the year. Classified employees are welcome to attend these courses, and are at no cost if the Classified Professional Growth credit option is selected. Employees working on a teaching license do have the option to pay for relicensure credits. The Professional Development Department also works with schools and other sites to provide training relevant to that site's needs. All classified employees are invited to attend Classified Professional Development Days, held two times each year. Call the Professional Development Office at 970-490-4596 or check out the Professional Development website. Find more information about Professional Development at PSD on page 62.

### Classified Professional Growth Stipend

The Classified Professional Growth (CPG) program rewards learning and acquiring new skills while fostering career development and performance improvement. Classified employees who participate in this program receive a monetary stipend and are automatically eligible for the program after completing one year of employment with PSD. Employees may begin taking classes upon initial hiring that count towards the stipend. Eligible classified employees may receive two stipends per school year. The stipend is a gross amount of $400 for 20 hours of class/training time. Stipend applications are available here. A completed application must be submitted by October 1st for payment on the November payroll check, or by April 1st for payment on the May check.

Read more details about the stipend. The program is managed by the Association of Classified Employees (ACE), so please direct questions regarding the CPG stipend to the ACE President, Joni Baker, at jonib@psdschools.org

### Classified Staff Mentorship Program

The Classified Staff Mentorship Program pairs classified staff members with experienced colleagues who can provide guidance, share knowledge, and help navigate district processes, resources, and workplace culture. Meeting times are flexible, with in-person and virtual options. New classified staff or current staff

seeking additional support can sign up for the mentorship program here (https://bit.ly/49YNJ8c) to be mentees, or contact Joni Baker at jonib@psdschools.org with questions.

## Break Periods (Classified)

Employees are encouraged to take one 10-15-minute paid break for every four hours of work. Eight-hour employees may take two 10-15-minute paid breaks per day: one during the first four hours and one during the last four hours. Employees may not save unused break time to take later in the week or month or save their break time to take off early at the end of their workday.

**Work should be reduced or reassigned to prevent frequently missed breaks** or if an employee must routinely work through break(s) to get work completed at the request of their manager/building administrator.

### Lunch (Classified)

A minimum of a 30-minute unpaid, duty-free lunch period is required for nonexempt Classified employees if their workday is 6 or more hours per day. Lunch periods longer than 30 minutes, and lunch periods provided to employees working fewer than 6 hours per day, are at the discretion of the manager/building administrator. Lunch periods cannot be waived in favor of leaving work early.

## Classified Career Incentive Plan

The plan operates under Section 457(b) of the Internal Revenue Code as a tax-free deferred compensation retirement plan. This plan provides benefits upon retirement or death and is separate from PERA. PSD contributes a percentage of each classified employee's compensation during the plan year. The amount of this contribution is determined by the district. PSD makes payment of its contributions on a monthly basis. Once a Classified Employee becomes eligible for the Classified Career Incentive Plan, they will continue to receive the benefit in subsequent years, subject to annual recalculation.

Eligible Classified Employees will be notified in writing of the benefit payment the month prior to the effective date of eligibility. Eligibility will be established on a monthly basis and will begin the first of the month following the Classified Employee's completion of six consecutive years of Service.

**Classified Employees are eligible if they:**

- Have completed six consecutive years of District Service,
- Meet the required work hours defined in the table in the Career Incentive Plans section of the Employee Agreement, and
- Are actively receiving a paycheck from the District

**Limitations:**

- Classified Employees who are on an unpaid leave of absence are not eligible.

- An academic year Classified Employee who is staffed out at the end of one year and rehired within 30 calendar days of their standard contract start date for the next year does not incur a break in service.
- This benefit cannot be received during a transition year.
- Employees receiving PERA retirement benefits are not eligible for this benefit.

For more information and an eligibility table, see the Career Incentive Plans section in the Employee Agreement.

# Licensed Staff

## Teaching Conditions (Licensed)

### Professional Responsibilities

The school day begins ½ hour before and ends ½ hour after the school bell schedule, unless otherwise determined at the site. Half an hour duty-free lunch is based on a full-time contract.

Other professional responsibilities include attendance at:

- Building-wide meetings
- Department, team, and grade level meetings
- Supervisory duties
- Evaluation conferences
- Parent communications
- State-required student support meetings (IEP, 504, ALP, MTSS, etc.)
- Staff meetings: building administrators may hold staff meetings not to exceed a total of 120 minutes in duration per month. Refer to Article 11.1.1 in the Employee Agreement for additional information.

## Designation of Days (Licensed)

### Designation of Days

Please refer to Article 11.2 in the Employee Agreement for additional information.

- Teacher Work Time: Reserved for teacher use within their building; not available for administrative meetings or assignments. Teachers are required to be present in the building.
- Exchange Days: Provided for conferences and/or other school related activities when they occur outside the normal bell schedule.
- Transition Days: Provided to ease transitions for students between school levels (fifth to sixth grade, eighth to ninth grade). Teachers not participating in transition activities or support for these students have on-site teacher work time.

- District Professional Learning Days: Days placed in the calendar to support paid professional development of staff.
- Building Time: Building staff working together to address building and district goals.
- Building/Workdays (B/W): Exist evenly in the calendar across the school year in order to allow for the work of the building and of individual teachers to get accomplished.
- Floating Workday: One full substitute day, which may be split into half days prorated based on teacher's contract percentage. See Article 11.2.8 for more information on how to request and use floating workdays.

Each school year will have two district professional learning days, five B/W days, two workdays, two exchange days, one additional elementary-only exchange day, and one transition day. The calendar will have 175 elementary student contact days and 176 secondary student contact days.Planning Time (Licensed)

Based upon a full-time teaching contract. Please refer to Article 11.4, 11.6, 11.7, and 11.8 in the Employee Agreement for additional information.

- Elementary School Preparation Time: 225 minutes per week
- Comprehensive Middle School Preparation Time: 400 minutes per week
- Comprehensive Middle-High School Preparation Time: 425 minutes per week
- Comprehensive High School Preparation Time: 450 minutes per week

## Lane Changes/Professional Growth (Licensed)

A **lane change** is the official process by which an eligible employee (such as a Special Education Provider/SSP or licensed teacher) applies for a horizontal salary advancement on the district's structured pay scale. Licensed staff employed in PSD are placed on the Licensed Salary Schedule according to level of experience (step) and level of education (lane). Coursework beyond degrees may be accepted for horizontal movement on the salary schedule if the course work contributes to the professional assignment or professional growth of the staff member. See page 28 and Article 12.8 of the Employee Agreement for more details.

NOTE: **The lane change process is not synonymous with the Colorado Department of Education process for re-licensure**. Timelines and requirements may be similar in some ways, but distinctly different in other ways.

Lane change for the first master's degree or earned doctorate may be completed by providing evidence of the degree with a transcript or a legible copy of the diploma. You may apply for a lane change here (https://psdschools.tedk12.com/records) by selecting "Available Forms" and then "Lane Change Application."

To be eligible for lane change credit, courses must be:

- Graduate-level courses taken through a regionally accredited college or university with a grade of C- or better that are:
    - in the subject area of current or previous assignment, or general education, and
    - taken after receipt of initial educator license (not ATL or authorization), and
    - taken after conferral of highest degree awarded

OR

- Undergraduate-level courses taken through a regionally accredited college or university with a grade of C- or better with prior approval that are:
    - related to the current or previous assignment, or
    - Spanish courses, or
    - technology courses

OR

- PSD Professional Development coursework taken for Lane Change credit.

Hours that will not count for Lane Change credit include:

- Hours earned prior to the receipt of Initial or Professional License
- Any course in which a grade of D or lower is earned
- When applying for hours beyond a Masters, all hours which were earned prior to the granting of the Masters.

Professional development opportunities for Specialized Service Professionals (SSPs) will include those courses sanctioned/endorsed by the SSP's state or national professional organization, and/or other PD opportunities approved by the Director of Integrated Services or the Director of Student Services prior to the SSP taking the professional development course for lane change credit.

| Lane Change/Salary Adjustment Timeline* | | |
|---|---|---|
| Adjustment period | August-December | January-May |
| Courses taken/completed | January 1-August 31 | September 1-December 31 |
| Lane change submission period | Any time June-December 10. Any lane change submitted after December 10 will be processed and effective during the next adjustment period. | Any time January-May 10. Any lane change submitted after May 10 will be processed and effective |

| | | |
|---|---|---|
| | | during the next adjustment period. |
| Lane change application deadline | December 10 | May 10 |
| Salary adjustment effective (prorated when turned in after August 10) | August 1 (paid August 31)* | January 1 (paid January 31)* |

## Leave Time (Licensed)

- Full-time teachers and SSP's receive five days of Personal Time per school year. Please refer to Article 13.3 in the Employee Agreement for more information.
- Teachers and SSP's accrue Sick Leave at a rate of one day for each month of assignment.
- Teachers and SSPs also are eligible for Bereavement Leave; Jury Duty/Witness Leave; Leave to Care for a Terminally Ill Spouse, Domestic Partner, Partner in a Civil Union or Child; Medical leave; Military or Other Government Assignment Leave.
- Teachers and SSPs may be eligible for other unpaid leaves depending on years of service with the District.

### Variance Days

- Variance Days are projected high-substitute-use days which are based on large trainings, seminars, and school holidays.
- Because of high substitute demand, PSD requests that licensed staff avoid using Personal Time on Variance Days. If an employee absence is essential on a Variance Day, a Variance Request Form must be submitted to the building supervisor.

For information on substitutes, see page 32.

## Licensed Career Incentives

Eligible employees may participate in either or both of the plans listed below. For more information, see the Career Incentive Plans section in the Employee Agreement.

## Licensed Longevity Pay Plan

The Longevity Pay Plan benefit will be paid in equal monthly installments as part of the licensed employee's annual salary. This benefit cannot be received during a transition year. An eligible licensed employee's annual longevity pay will be calculated as follows:

- Any licensed employee who has completed 20-23 years with PSD will receive an annual $1,500 longevity payment, subject to the limitations listed below.
- Any licensed employee who has completed 23 or more years with PSD will receive an annual $3,000 longevity payment, subject to the limitations listed below.

Licensed employees are eligible for longevity pay if they have:

- Completed at least 20 years of PSD service as of each September 1
- At least 15 years of service as a licensed employee as of each September 1, and;
- At least 5 years of service as a licensed employee as of each September 1 completed immediately prior to receiving the benefit*.

*Approved leaves of absence and interim administrative assignments of one year or less do not count as interruptions of service.

Licensed employees who have received the maximum three-year benefit under the Career Incentive Pay Plan option are eligible for the Longevity Pay Plan benefit. Payments under the Longevity Pay Plan benefit ARE included as salary for PERA purposes.

**Limitations:**

- Licensed employees will receive a prorated amount based upon their licensed contract percentage.
- Any employee who has a part-time licensed position and receives the career incentive benefit will receive the same percentage longevity pay or unused sick leave pay calculation as their licensed contract percentage.
- The payment will increase or decrease on a prorated basis if there is an increase or decrease in the licensed employee's contract percentage during the time they are receiving payments.
- The payment will be adjusted on a monthly basis if there is an increase or a decrease in the licensed employee's contract percentage during the time they are receiving payments.

## Unused Sick Leave Pay Plan

When a veteran licensed staff member voluntarily ends their employment at PSD, they can cash in any unused sick leave and carryover PTO, pending eligibility. The employee will automatically receive payment for this benefit prior to the start of their transitional retirement period, pending final calculation of unused sick leave.

**The benefit will be calculated as follows:**

Licensed employees who meet eligibility guidelines, have at least 15 but less than 20 years of service, and who terminate employment, will receive $37.50 per unused sick leave day with no maximum benefit, unless it becomes necessary to adjust the per diem payment amount. Licensed employees who meet eligibility guidelines, have at least 20 years of service, and who terminate employment will receive $75.00 per unused sick leave day with no maximum benefit, unless it becomes necessary to adjust the per diem payment amount as indicated in the note below.

An application for this plan is not necessary — eligible licensed employees will be notified in writing of the benefit payment by July 15. Eligible licensed employees will be notified upon termination of their unused sick leave balance and the payment calculation. Payment for this benefit will begin on the August 31 paycheck following the determination of eligibility.

Licensed employees are eligible if they have:

- Completed at least 15 years of PSD service;
- At least ten years of service as a licensed employee;
- Voluntarily terminated employment from the District; and
- At least five years of service as a licensed employee completed immediately prior to the termination date*.

*Approved leaves of absence shall not constitute a break in the five years of service as a licensed employee required immediately prior to the termination date. Interim administrative assignments of one year or less by a licensed employee shall not count as an interruption of service.

Any employee who has a part-time administrative position and a part-time licensed position and receives the career incentive benefit will receive the same percentage career incentive pay or unused sick leave pay calculation as their licensed contract percentage.

## Death Benefit

The estate of an employee whose death occurs prior to termination of employment may be eligible for the payment of the Unused Sick Leave Pay Plan benefit. If an employee would have been eligible for payment of the Unused Sick Leave Pay Plan benefit had they terminated employment at the end of the school year when death occurred, payment shall be made to the licensed employee's estate in the manner as if the licensed employee had terminated employment at the end of that school year. Application and Notification Process Longevity Pay Plan An application for the Longevity Pay Plan benefit is not necessary.

**NOTE**: If the total of all payments for those licensed employees receiving benefits from the Longevity Pay Plan and the Unused Sick Leave Pay Plan exceeds the Total Allowable Funding for the Licensed Career Incentive Plan, then payment received for the Unused Sick Leave Pay Plan will be reduced by $1 per day for each licensed employee of 20 or more years of service plus $ .50 per day for licensed employees who

have at least 15 years but less than 20 years of service, until the total for the Longevity Pay Plan and the Unused Sick Leave Pay Plan is less than or equal to the Total Allowable Funding for the Licensed Career Incentive Plan. Any funds remaining after the Longevity Pay Plan and the Unused Sick Leave Pay Plan are fully paid shall be carried over to the next Licensed Career Incentive Plan Year.

# Administrative/Professional Staff

## Leave Time and Leaves of Absence (Administrative/Professional)

### General Information (Administrative/Professional)

Annual accrual for leave time is July 16 through July 15. Leave time must be taken and reported by July 15 of each year to be counted towards the current year's leave balance. Time taken and/or reported July 16 or later will be counted towards the following year's leave balance.

Hourly leave time based on work assignment is credited to employees August 1st of each year. Appropriate prorated leave time will be credited at the beginning of employment for employees hired after August 1st. Leave time may be used directly upon employment unless otherwise stated in the Employee Agreement. Employees who separate from the district and have used the leave time in excess of what they have accrued will be docked and/or required to pay the district back for the excess.

Use of leave time may be requested either written or verbally in accordance with established site procedures. If an absence is over 15 working days, an Application for Leave of Absence form must be submitted to Benefits Services in the Johannsen Support Services Center. This request should be submitted as soon as an employee is aware that their leave will extend beyond 15 working days. Employees using leave time on a declared emergency closure will not be charged for that time.

### Types of Leave Time (Administrative/Professional)

**Sick Leave Time:** Eligible administrative employees receive sick leave time accumulated in hours at a rate equivalent to approximately one sick day per month of employment. Unused sick leave may be carried over from year to year with no maximum number of hours of accrual.

Sick leave is available for use from the first day of employment. An employee is required to inform the appropriate supervisor of their absence at the earliest possible time. Supervisors may require a certification of illness by a physician at any time.

**Unused Sick Leave Time:** Administrators or professionals who voluntarily terminate employment receive no sick leave payout.

**Holidays:** Eligible 260-day (12-month) administrative employees will receive up to eleven paid holidays, which will be established each year. Employees working less than 260 days are not eligible for holiday pay.

**Personal Leave:** Eligible administrative employees will accrue personal leave time equivalent to 5 days per year. Up to five floating holidays may be rolled from year to year. Unused floating holiday hours in excess of five days will be converted to sick leave time at the end of the annual accrual period at 1.5 times the unused balance.

**Vacation (260, 12-month employees only):** Eligible 12-month administrative employees earn paid vacation leave at the following rates:

- One or more years of employment: the equivalent of approximately 20 working days per year.
- Additionally, administrative or professional employees with 21 or more years of service receive added leave time equivalent to one additional day for each year of service, to a maximum of 25 days of vacation.

Requests to use vacation leave must be approved by the employee's supervisor and/or department head in advance of the leave being used. One year's worth of vacation accrual from one leave year to the next leave year; any additional vacation accrual will be forfeited. The vacation payout upon termination of employment or retirement will be the actual current balance.

Administrators and professionals are also eligible for Bereavement Leave; Jury Duty/Witness Leave; Leave to Care for a Terminally Ill Spouse, Domestic Partner, Partner in a Civil Union or Child; Medical leave; Military or Other Government Assignment Leave. Administrators and professionals may be eligible for other unpaid leaves depending on years of service with the District. When in doubt, contact Benefits with questions.

## Administrator Professional Growth Allowance

Administrative employees are allocated $1,700 annually and professional employees are allocated $500 annually for professional development. These funds will be available July 1 of each year. A maximum of $1,700 or $500 can be carried over into the next year for administrators or professionals, respectively. This account is intended to keep the professional expenses of administrators from encumbering the funds at their sites. All expenditures must comply with applicable District Policies and guidelines (e.g., Purchasing Policies, gift guidelines, etc.). Non-expendable purchases (e.g., technology, equipment, furniture, etc.), purchased with professional expense funds remain the property of the district. See Article 12.9 of the Employee Agreement for more information.

## Career Incentive Longevity Salary Plan for Administrators and Professionals

Current administrators and professionals including administrators and professionals on transitional retirement are eligible for longevity pay. The Career Incentive Longevity Salary Payment will be paid in equal monthly installments as part of the administrator's or professional's annual salary. A part-time administrator or professional will receive the Career Incentive Longevity Salary Payment based on the

administrative or professional assignment percentage only. An eligible administrator's or professional's annual Career Incentive Longevity Salary will be calculated as follows:

- 3-7.99 completed District Admin. or Professional years of service: 4% of the employee's base salary.
- 8+ completed District Admin. or Professional years of service: 5% of the employee's base salary.

Once an administrator or professional becomes eligible for Career Incentive Longevity Salary Payment, they will continue to receive the benefit in subsequent years subject to an annual recalculation of the benefit under the formula set forth above and subject to Part III, while employed as an administrator or professional. District costs associated with the payment of Career Incentive Longevity Salary Payments, such as the employer's share of PERA and Medicare contributions will be deducted from the Career Incentive Longevity Salary Plan Fund available for distribution. Find more information in the Career Incentive Plans section of the Employee Agreement.

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# ■ Key Employee Resources

## Employee Records

Although the Records Center maintains all personnel files, you and your supervisor may review your file at any time. To do this, please contact Human Resources to make an appointment (970-490-3619). A Human Resources staff member will temporarily remove restricted documents from your file before you look at it. State law defines restricted documents as college placement papers marked "confidential," reference letters, telephone reference summaries, personnel action log and screening notes, and district interview summaries.

## Risk Management

Risk Management, a team under the Legal department, serves the District by evaluating and managing potential consequences of district activities and insuring risk. The Risk Management team manages the following:

- Property loss and damage reporting.
- Planning and procedural requests for field trips and special events.
- Student and visitor accident reporting.
- Workers' compensation.
- Workplace ergonomics.

## Workers' Compensation

Workers' Compensation insurance provides employees with appropriate medical care and a portion of lost wages following a work-related injury, illness, or disease. This insurance is provided by employers at no cost to employees. If you have a work-related injury:

1. Notify your supervisor immediately and complete an Employee's Report of a Work- Related Injury. You can find a link to submit the form on the PSD Workers' Compensation webpage (https://www.psdschools.org/staff/risk-management/workerscompensation). Failure to report an injury to your employer within ten working days may result in your compensation benefits being reduced.
2. PSD will send the details of your injury, illness, or disease to their third-party administrator, who will file a "First Report of Injury" with the Colorado Division of Workers' Compensation when required. You also have the right to file your own injury report directly with the Division.
3. You are entitled to reasonable and necessary medical, surgical, and hospital treatment for your injuries or occupational disease. The PSD Employee's Report of a Work-Related Injury contains a list of at least four medical providers, as required by law, from which you may choose to serve as the designated provider for your claim. **If you require emergency medical attention, please proceed to the nearest urgent care or emergency room facility.**
4. Compensation payments made to you for lost wages resulting from an injury or occupational disease begin after you have missed three working days. The designated provider will determine your ability to work and any necessary restrictions. Under the Colorado Workers' Compensation Act, the temporary total disability rate while unable to work is two thirds of your average weekly wage, not to exceed a maximum amount as provided under the Act. However, PSD provides employees up to 90 working days (or partial days) of injury leave, paid at your regular salary.

# Safety and Security

The safety and well-being of our students, staff, and parent community are of the utmost importance to the District. Your employment with the District should be free of physical harm, threatening behavior, harassment, and intimidation. To ensure the safety of our community, PSD has a Safety and Security Department that oversees a variety of systems, including an employee identification badge system that provides access to your work location, as well as alarm systems that protect buildings against illegal entry and vandalism. These badge access and alarm systems have been installed at schools and work sites throughout the district. The department also manages crisis response procedures, behavioral threat assessments, bomb threats, gun violence prevention, campus security officers, School Resource Officers (SROs), the Safe2Tell tip line, and other safety precautions.

**PSD operates within a "See Something, Say Something" system. Learn more about how PSD employees can report safety or wellbeing concerns** (https://www.psdschools.org/sites/default/files/PSD/Staff%20visual_%20See%20Something%2C%20Say%20Something.pdf).

### Crisis Protocols

For any crisis incident occurring on PSD property or during PSD programming, from medical incidents to wildlife on campus and beyond, the PSD has a District Crisis Response team working 24/7 to respond quickly and appropriately. PSD follows Standard Response Protocols and implements regular drills to help students and staff feel prepared in the case of an emergency. To report a non-emergency incident, **call the Customer Support Center at 970-490-3333** and then notify your supervisor. In the case of an emergency, call 911 and then call the Customer Support Center and notify your supervisor.

### Drills

Staff working in PSD schools should know how to practice and respond to secure, hold, and shelter statuses, as well as conduct fire drills. These are discussed at the beginning of each year by School Resource Officers and/or administrators. Information about trauma-informed drills can be found here (https://www.psdschools.org/sites/default/files/PSD/PSD%20TRAUMA%20INFORMED%20DRILLS%20(1).pdf).

## Professional Development

PSD offers comprehensive Professional Development for all employees. Professional learning is job-embedded, sustained, and ongoing growth opportunities that enhance the professional knowledge, competence, and skills tied to specific content, standards, or job responsibilities to empower all staff to positively impact student outcomes and experiences. A catalog of course offerings is available online throughout the year. In addition, multiple paid Professional Learning Days are available throughout the year. PD Classes may be in-person, online synchronous, online asynchronous or self-paced, book studies, or a hybrid of in-person and online. More Professional Development information and FAQs can be found here (https://docs.google.com/document/d/1bBaCo-ocmjpvxc098iTRulDnVfeCFE3jTEO3oC7Ci9A/edit?tab=t.0#heading=h.6rrfzp6jn8rl).

Opportunities fall into the following categories:

- **Required Classes**: Content mandated by federal, state, or district law, policy, or rule that may be specific to job responsibility or content needed to support district goals, priorities, or initiatives.
- **District-wide Classes**: Multiple and varied structures and delivery methods to support ongoing learning for all staff.
- **School-based or Department-based Classes**: Content identified and delivered specifically for one school's or department's staff.

- **Strongly Encouraged Classes**: Primarily reserved for High-Quality Instructional Materials Curriculum Adoption Implementation trainings held on student-contact days.
- **Teaming or Collaboration with Job-Like Peers**: Time spent co-constructing clarity on standards, designing assessments and instruction, analyzing student work, and designing adjustments, differentiation, or interventions to advance the academic or social emotional learning of students. Schools currently may refer to this time as PLCs, Impact Teams, Student Success Teams, etc. The time spent learning and producing together is considered professional learning.
- **External Offerings**: Conferences, institutes, university coursework, and/or workshops not offered directly through the PSD Professional Learning Department. Staff can work with PSD Human Resources to add external offerings to their Credit Bank and submit graduate-level credits from accredited institutions for salary advancement.

The Professional Development department also works with schools and other sites to provide training relevant to that particular site's needs. Call the Professional Development Office at 970-490-3623 or check out the Professional Development website.

Different types of Professional Development credit are available: License Renewal, Lane Change, Audit, and Classified Professional Growth. Learn all about how PSD Professional Learning works here (https://www.psdschools.org/staff/professional-learning/psd-professional-development/how-it-works).

### Professional Development Course Fees

Classified staff are not charged a fee for attending any professional development opportunities as long as they choose the Classified Professional Growth credit option. Classified staff working on a teaching license have the option to pay for License Renewal credits at the same rate as licensed staff.

For credit hours to show on the PSD electronic transcript, licensed staff must purchase License Renewal/Lane Change credit for expected, district-wide and school-based classes at the PSD staff rate of $2.50/hr. The PSD staff rate of $2.50/hr. is charged only one time per class. This will cover the cost of both License Renewal and Lane Change credit, if the class is being offered for both. Alternatively, licensed staff can choose to audit a non-required course at no charge, but no hours will show on transcripts for audits. There is no charge for Required Classes. PSD funds (expense cards, etc.) may not be used to pay for Professional Development course fees.

## Accessibility

PSD is committed to providing an accessible environment for all employees and students in compliance with the ADA. The Accessibility Office is a team working within Human Resources that serves the District by advancing accessibility efforts across the system, creating and maintaining work and learning spaces in which every person feels like they belong.

Accessibility in PSD (https://www.psdschools.org/district/about-psd/accessibility) covers the following:

- Accommodations under the Americans with Disabilities Act (ADA) and the Pregnant Workers' Fairness Act (PWFA)
- Animals in Buildings (Service & Therapy)
- Designated Lactation Spaces under the Providing Urgent Maternal Protections (PUMP) Act
- Digital Accessibility

Learn about or request accommodations (https://www.psdschools.org/staff/employee-resources/accommodations), or contact Jessica Palin at jpalin@psdschools.org.

# Facility Services

Facility Services coordinates PSD's facilities maintenance program and is comprised of Building Maintenance, Custodial Services, Customer Support Center, Outdoor Services and Utilities & Resource Management. Facility Services operates at an optimal level of efficiency and effectiveness so that all school and support sites are maintained at a functional, comfortable level, providing a safe and healthy environment for staff and students.

## Customer Support Center

Wherever you are located in the district, it is important for you to know from whom and where to seek assistance if confronted with facility-related problems or concerns. **When in doubt, call the Customer Support Center at 970-490-3333**. The Customer Support Center (CSC) is the central phone contact for PSD; they also coordinate the booking of sites for district and community events, schedule maintenance requests, and **serve as the emergency contact "hub" for the district**.

Customer Support Specialists are available 7:00 am to 5:00 pm, Monday through Friday, to handle:

- Emergency calls
- Maintenance requests
- Estimates for new installations
- Security requests
- Facility rentals

A 24-hour answering service handles after-hours emergency calls.

# Information Technology

Information Technology is the department that plans, builds, implements, and maintains all technology systems throughout PSD. The IT Department is located in the district Information Technology Center (ITC)

building within the Support Services Center complex. Learn more about technical support for PSD staff here (https://www.psdschools.org/staff/staff-support-technical-resources/technical-support).

### ServiceNow

The ServiceNow Employee Service Center is PSD's ticketing system (https://psdschools.service-now.com/esc?id=psd_login). It's the best way to request IT, facility/maintenance, finance, translation, and SWAAC services. Watch this 6-minute introductory video to learn more.

- Access ServiceNow, the Employee Service Center.
- Explore ServiceNow on the IT Tech HUB including FAQs and Knowledge Base articles in ServiceNow
- Receive guidance and support for ServiceNow features, functionality, and enhancements.

### Computer or Phone Problems

Information Technology Support Center Specialists are available 7:30 am to 4:30 pm, Monday through Friday, to answer questions at 970-490-3456 or ServiceNow (see above). The IT Department will track, notify and fix issues in a timely manner. Common issues include:

- Computer hardware and software
- Printers
- Telephone and network problems
- Password changes
- Voicemail
- Student Information System
- PSD-issued cell phones

## Finance

The Finance team is responsible for any PSD activity that involves collecting money, spending money, or tracking how money is spent. Finance guidelines, forms, procedure documentation, and other resources are housed in the ServiceNow (see above) Knowledge Base, which is the best way to request support for purchases, payroll, budgeting, grants and Medicaid, and more. The following are highlights of key finance procedures for staff, but please refer to Knowledge Base to find more detail.

### Making Purchases

- If there's money and/or an agreement involved in any exchange you make as a PSD employee, consult your Office Manager/Bookkeeper/Department Technician before making commitments.

- Always use District-approved payment methods — a PSD purchasing card or Accounts Payable — for approved work-related purchases.
- Do not pay sales tax; PSD is tax-exempt.
- Submit receipts and packing slips to your Office Manager/Bookkeeper/Department Technician.

## Reimbursement

- Reimbursements for payments made with personal payment methods are only allowed for approved travel-related meal per diems and mileage. All other purchases must be made using a District payment method.

## Travel Expenses

- Always consult your Office Manager/Bookkeeper/Department Technician before planning travel.
- All travel expenses besides meal per diems and mileage must be made using a District payment method.
- Use the most current forms (https://psdschools.service-now.com/esc?id=emp_taxonomy_topic&topic_id=b442b0a62bf93650ffb5f3e30391bff9).

## Mileage Reimbursement

- Employees may be reimbursed for mileage claimed while conducting necessary and legitimate District business if such claims are properly authorized, reasonable, and appropriately documented
  in accordance with the Administrative Guidelines for Mileage Reimbursement.
- Guidelines, forms, and details are in the Knowledge Base Finance Hub.

## Collecting Money

- Always consult your Office Manager/Bookkeeper/Department Technician before communicating with families about fees, donations, and collecting money.

## Fees

- Families may only be charged fees for voluntary or supplemental enrichment activities not required for academic credit.
- Extracurricular programs and activities.
- All student fees must be listed in a BOE-adopted fee schedule.

## Payroll

See page 24.

# Key Contact Information

If you have questions, please call or email the following:

| If you have questions about... | Please call... | Or email/click... |
|---|---|---|
| CAREER INCENTIVE: | | |
| All Questions | Payroll Office:<br>970-490-3280 | payrollstaff@psdschools.org |
| DENTAL BENEFITS: | | |
| Claims Questions/ Provider Directory/ID Cards | Delta Dental:<br>1-800-207-1018 | deltadentalco.com |
| EMPLOYEE ASSISTANCE SERVICES: | | |
| Mental Health/Substance Abuse Services | EAS: 970-488-4925 | http://eas.psdschools.org |
| FLEXIBLE SPENDING ACCOUNTS: | | |
| Dependent Care and Health Care | Simplified Benefits Administrators:<br>1-800-207-1018 | simplifiedbenefitsadministrators.org |
| LEAVES OF ABSENCE: | | |
| Medical Leaves Due to Having a Baby | Benefits Services:<br>970-490-3680 | psdbenefits@psdschools.org |
| All Other Leave Questions | Benefits Services:<br>970-490-3680 | psdbenefits@psdschools.org |
| MEDICAL BENEFITS: | | |
| • Claims Questions<br>• Explanation of Benefits<br>• Medical ID Cards | Simplified Benefits Administrators:<br>1-800-207-1018 | simplifiedbenefitsadministrators.org |

| | | |
|---|---|---|
| • PPO-1/PPO-2 Provider Directories<br>• Pre-Authorizations | | |
| PERA (PUBLIC EMPLOYEES RETIREMENT ASSOCIATION): | | |
| All Questions | PERA: 1-800-759-7372 | www.copera.org |
| PHARMACY BENEFITS: | | |
| Claims, Reimbursement or ID Cards | Optum: 1-800-880-1188 | www.optumrx.com |
| Mail Order Customer Care | Optum: 1-800-881-1966 | www.optumrx.com |
| RETIREMENTS: | | |
| All Questions | Benefits Services: 970-490-3680 | psdbenefits@psdschools.org |
| VISION BENEFITS: | | |
| All Questions | Vision Service Plan: 1-800-877-7195 | www.vsp.com |

PSD Benefits Services Staff:

- Lori Glenn, Assistant Director, Benefits & Employee Wellness
- Marissa Campos, Benefits Coordinator
- Mariah Gibson, Last names A-F
- Colette Corbin, Last names G-K
- Kristen Besanceney, Last names L-R
- Genevieve Steensma, Last names S-Z

PSD Payroll Staff

- General Payroll Questions and Salary Verifications: payroll-l@psdschools.org

# Additional Resources

- PSD Employee Directory (https://www.psdschools.org/employee-directory, see also: the Org Chart https://www.psdschools.org/sites/default/files/2025-07/OrgChart_2025-2026%20-%202.pdf for central office staff)
- PSD Teacher-Paraprofessional Handbook (https://docs.google.com/presentation/d/1bnxo-paAB4fRHWBtZ6HVvSniKAyhNkcomQw9FOadt48/edit?slide=id.p#slide=id.p)

## Glossary: the ABCs of PSD

We know that PSD staff throw a lot of acronyms around, and it can be tough to keep up with all of them. Keep this glossary on hand for any time you're left wondering "Wait, what does that stand for again?"

- **ACE: Association of Classified Employees** - The employee association representing all classified personnel employed by PSD. Membership is available to all classified employees who elect to pay monthly dues. To join, submit the membership form through interoffice mail if you are a classified staff member.
- **ACE: Alternative Cooperative Education (ACE)** - A program providing developmentally appropriate career programming for students ages 15-21 identified as special populations.
- **AEC: Alternative Education Campus -** A designation made by the state of Colorado allowing certain schools to have flexibility in scheduling to meet the needs of their unique student populations. Centennial High School and Poudre Community Academy are alternative education campuses. As a note, Polaris Expeditionary Learning School and Poudre Global Academy (PGA) are alternative programs, but they do not meet the requirements to be designated as AECs by the state.
- **ALP: Advanced Learning Plan** - A document designed for identified gifted and talented students to outline their strengths, academic and affective learning goals, and the specific programming that will support their growth.
- **AP: Advanced Placement -** A rigorous collection of college-level classes offered in high schools, allowing students to potentially earn college credit and placement by scoring well on year-end exams.
- **ASO: Assistant Superintendent or Assistant Superintendent's Office -** A PSD Cabinet role responsible for overseeing schools, programming, and central office departments.
- **AVID: Advancement Via Individual Determination -** A program for middle and high school students focusing on teaching students good study habits and how to be self-advocates for their own education. Offered at Lincoln Middle School and Fort Collins High School.

- **BIP: Behavior Intervention Plan** - A formal, written, tier-three intensive plan designed to support individuals who exhibit challenging behaviors that interfere with learning or daily functioning. It provides a step-by-step roadmap for preventing and responding to these behaviors. The specific interventions are typically assessed through a Functional Behavior Assessment (FBA).
- **BoE: Board of Education** - An elected board of seven community members who represent different geographic regions of the district. See page 9 for current members.
- **CAMPUS: Collaboration Among Many Promotes Universal Success -** A program for students ages 18-21 receiving Integrated Services support travel to Colorado State University twice a week to build independent living skills and explore opportunities in the community.
- **CCE: Committee of Community Efficacy -** A committee made up of community members, staff, and parents/guardians responsible for providing insight into topics of interest identified by the committee and the district specific to supporting an inclusive climate and culture in PSD.
- **CDE: Colorado Department of Education -** The principal department of the Colorado state government that is responsible for education.
- **C&I: Curriculum & Instruction** - A central office department now called Postsecondary and Workforce Development (see below)
- **CK: Core Knowledge** - A classically-oriented curriculum structured around a sequence of foundational knowledge. This provides a highly content-focused, sequential approach to education. Core Knowledge embodies the philosophy that children enter the world on a more equal playing field when they are given access to a more consistent and unified bank of knowledge. Developed by E.D. Hirsch, this is the same curriculum utilized at most Northern Colorado classical schools. Offered at Bethke Elementary, O'Dea Elementary, Traut Elementary, Zach Elementary, and Kinard Middle School.
- **CKLA: Core Knowledge Language Arts** - A comprehensive, research-based literacy curriculum designed for Grades PreK–5. Developed by the Core Knowledge Foundation and published by Amplify, it focuses on teaching reading and writing through a combination of explicit, multi-sensory phonics and knowledge-building content in science, history, and literature.
- **CMAS: Colorado Measures of Academic Success** - A standardized testing sequence measuring how well students are mastering the Colorado Academic Standards (CAS). Students in grades 3 through 8 take assessments in English Language Arts (ELA) and Mathematics. Students in grades 5, 8, and 11 take Science assessments. Testing is typically administered in the spring and is voluntary.
- **COMTSS: Colorado Multi-Tiered System of Supports** - A prevention-based framework for students' academic, social, emotional, and behavioral wellbeing. It uses team-driven leadership and data-based problem solving to improve the outcomes of each student through family, school, and community partnerships, comprehensive assessment, and a layered continuum of supports.
- **CORA: Colorado Open Records Act** - A federal act generally requiring school districts to make their public records available for inspection and copying upon request, unless they are

confidential or privileged. “Public records” are all records maintained or kept by the District for use in the exercise of functions required or authorized by law or administrative rule, or involving the receipt or expenditure of public funds. Under CORA, emails and chats are public records and subject to disclosure if requested. They will be disclosed unless an exception to CORA applies. All emails and chats can be searched and accessed without the user's knowledge.

- **CPC: Comprehensive Planning Committee** - A community committee that has been convened to support the district’s long-range facilities planning efforts.
- **CPS: Child Protective Services** - A government agency responsible for investigating reports of child abuse and neglect. Their main goal is to protect children from harm. Learn more about PSD Child Abuse Reporting.
- **CSC: Customer Support Center** - The central phone contact for PSD; they also coordinate the booking of sites for district and community events, schedule maintenance requests, and serve as the emergency contact “hub” for the district. See more on page 65.
- **CSI: Charter Schools Institute** - A statewide, independent public charter school authorizer established in 2004. It acts as a non-district charter school authorizer.
- **CTC: Career Tech Center (formerly Futures Lab)** - A hub offering programs and pathways to pursue passions and interests in an applied-learning environment that enhances PSD's longstanding college and career readiness programs. It is located at Poudre High School, but serves secondary students districtwide. Transportation is provided from students’ home schools to the CTC.
- **CTE: Career and Technical Education** - A type of learning program that equips students with the skills and knowledge they need for specific careers. In PSD, CTE is offered in high school and middle school. CTE focuses on hands-on experience alongside academic subjects.
- **DAB: District Advisory Board** - A committee of the Board of Education with one parent/guardian representative from each PSD school’s School Accountability Committee (SAC). This committee is responsible for providing input to the Board on topics of interest identified by the committee or the Board.
- **DAC: District Accountability Committee** - A statutorily-required committee that is made up of staff, parent/guardian, and community member representatives. This committee is responsible for providing feedback to the district specific to the budget and the Unified Improvement Plan (UIP).
- **DCRT: District Crisis Response Team** - A group of representatives from the Safety and Security, Customer Service Center, Communications, Student Services, and Employee Assistance Services teams who coordinate response to crisis events in PSD. Crisis events range from medical incidents to wildlife on campus to inclement weather to potential threats to campus safety and beyond.
- **DE: District Ends** - A set of aspirational goals that are purposely designed to be visionary and broad, giving the district the focus and direction it needs to support students. Each End has sub-components that describe the way that End is interpreted and then benchmarks to measure the progress of the district toward attaining those Ends. The Ends include

Foundations for Success, Above and Beyond, Connections, and Success in a Changing World.

- **DHS: Department of Human Services** - A government agency assisting individuals and families achieve self-sufficiency and security through public assistance programs, services, or referrals to community agencies.
- **ELD: English Language Development** - A program run by PSD's Language, Culture and Equity department to serve students with limited or no English language proficiency. ELD program options at PSD include indirect service, direct service, bilingual/dual language (Spanish/English at select schools), and Newcomer.
- **FAPE: Free and Appropriate Public Education** - A legal right in the United States that ensures all students with disabilities or suspected disabilities have access to a free and appropriate public education.
- **FBA: Functional Behavior Assessment** - A systematic process used to understand why a student engages in challenging behaviors. It involves collecting data to identify the function or purpose of the behavior, which then helps in developing effective interventions. An FBA is a problem-solving approach that aims to identify the triggers and consequences of a behavior to create a more positive and supportive environment. The intervention strategies are typically documented and progress monitored through a Behavior Intervention Plan (see "BIP" above).
- **FERPA: Family Educational Rights and Privacy Act** - A U.S. federal law protecting the privacy of student education records.
- **HCAP: Health Care Action Plan** - A school-based plan to address specific medical conditions, procedures, supports, and care for a student with a health condition. HCAPs are developed in partnership between the school nurse, a student's family, and the medical provider.
- **HiSET: High School Equivalency Test** - A high school equivalency exam (similar to the GED) that allows individuals who did not graduate from high school to earn a state-issued high school equivalency credential. Passing this credential serves as the legal equivalent of a high school diploma, making it valid for college admissions, military enlistment, and employment. It is offered through PSD's Opportunities Unlimited program (see below.)
- **IB: International Baccalaureate** - A rigorous, globally recognized, non-profit educational foundation offering four-stage international education programs for students aged 3–19. Focused on developing critical thinking, intercultural understanding, and academic excellence, the IB provides a comprehensive curriculum, most notably the two-year Diploma Programme (DP) for high schoolers. Offered at Bennett Elementary, Cache la Poudre Elementary, Dunn Elementary, McGraw Elementary, Riffenburgh Elementary, Cache la Poudre Middle, Lesher Middle, Lincoln Middle, and Poudre High School.
- **ICAP: Individual Career and Academic Plan** - A multi-year process that intentionally guides students and families in the exploration of career, academic, and postsecondary opportunities.

- **IDEA: Individuals with Disabilities Education Act** - A U.S. law passed in 1975, guaranteeing a free appropriate public education to all children with disabilities. It also guarantees special education and related services to qualifying students.
- **IDEIA: Individuals with Disabilities Education Improvement Act** - An amendment to IDEA in 2004 to further align with the No Child Left Behind Act, which focused on the misidentification of African-American students, grade-level peer goals, and progress monitoring.
- **IEP: Individualized Education Plan/Program** - A legal document in U.S. public schools. An IEP is created for students with disabilities to ensure they receive the specific educational instruction, services, and accommodations they need to succeed in school.
- **ILS: Integrated Learning Support** - A center-based program supporting students with significant support needs. Support is specific to individuals with severe disabilities including but not limited to: communication, motor skills, adaptive skills, and independence.
- **IT: Information Technology** - The central office department providing year-round technical support, maintenance, and training for all of PSD. See pages 14 and 65 for more information. For PSD IT support, log in with your PSD credentials to ServiceNow.
- **ITC: Information Technology Center** - A building located at 2413 LaPorte Avenue in the Central Office complex, housing several central office departments as well as conference and training rooms.
- **ITP: Individualized Transportation Plan** - A documented plan to ensure that the needs of a student with an impairment or disability are met during transportation to, from, or during school. A student with an IEP or a 504 plan may qualify for an ITP, if necessary.
- **IR: Issues Resolution** - A group responsible for addressing employee issues and concerns collaboratively throughout the negotiations process. IR is comprised of representatives of each employee association, the district, and the Human Resources department.
- **IS: Integrated Services** (known as Special Education in other districts) - The PSD department addressing the special education and related services needs for students with disabilities identified under the Individuals with Disabilities Education Act of 2004 (IDEA 2004).
- **ISS: In-School Suspension** - The temporary removal of a student from their regular classroom setting, placing them in a supervised area (like another classroom or an administrator's office) on school grounds for part or all of the school day.
- **JSSC: Johannsen Support Services Center** - A building located at 2407 LaPorte Avenue in the Central Office complex, housing several central office departments as well as the Boardroom.
- **JOURNEY**: A program supporting students who have been expelled by offering up to six hours per week of academic and social-emotional support at the Teen Activity Center (TAC) in Fort Collins.
- **JROTC: Junior Reserve Officers' Training Corps** - A credit-earning high school program run by the US military designed to teach high school students the value of citizenship, leadership, service to the community, personal responsibility, and a sense of accomplishment, while instilling in them self-esteem, teamwork, and self-discipline. JROTC is offered at Poudre High

School, but all PSD high school students can participate and are provided with transportation.

- **LCE: Language, Culture, and Equity** - The PSD department offering support services to all students and families through the following programs: English Language Development, Migrant, Immigrant, Title Programs, Family Engagement & McKinney-Vento.
- **LIM: Leader in Me** - An evidence-based, whole-school development program based off of The Seven Habits of Highly Effective People by Stephen Covey. This program fosters a leadership culture through training, shared visions, goal-setting, academics, and activities to build life-readiness and supportive school environments. LIM is offered at Lopez Elementary and Rice Elementary School.
- **LRE: Least Restrictive Environment** - A guiding principle of IDEA (see above) and Section 504 (see above) that states that students with impairments and disabilities should be educated in a general education classroom environment, with same-age peers, as much as is possible, while still meeting their individual needs.
- **MDR: Manifestation Determination Review** - A process that must be conducted by the student's IEP or 504 educational team when: A student with a disability has ten days of out-of-school suspension (OSS) within a school year, even if the days were not sequential, and there has been a pattern of removals; or Educational staff initiate a referral for expulsion.
- **MNT: Medically Necessary Treatment** - (A) treatment(s) recommended or ordered by a Colorado licensed health care provider acting within the scope of the health care provider's license, which cannot be provided by the school or school district and must be administered by an outside provider.
- **ML: Multilingual Learner (formally known as ELL: English Language Learner)** - A student who is in the process of learning the English language and designated as **NEP** (Non-English Proficient) or **LEP** (Limited English Proficient).
- **MTSS: Multi-Tiered System of Supports** - A prevention-based framework to improve academic and behavioral student outcomes through family, school, and community partnerships, comprehensive assessment, and a layered continuum of supports. MTSS provides a system to equitably support the varying needs of all students.
- **NEXT**: An alternative education program operated by Zero Dropouts that helps young adults ages 16-20 earn their GED and transition into college or the workforce.
- **OCR: Office for Civil Rights** - A division of the U.S. Department of Education that is primarily focused on enforcing civil rights laws prohibiting schools from engaging in discrimination on the basis of disability, race, color, national origin, sex, or age. The Office for Civil Rights oversees Section 504 (see above) implementation.
- **OSS: Out of School Suspension** - The temporary removal of a student from the school campus and regular program. The student is not allowed to attend classes or participate in school-sponsored activities during the suspension period.
- **OU: Opportunities Unlimited** - A program re-engaging students who are off-track in their education, enabling students ages 17-20 to earn their alternative high school diploma (a GED equivalent). OU students are able to work towards their traditional high school diploma if the

student has 50 credits or less to earn. After successful completion of OU, students have the option of concurrently enrolling in Front Range Community College. Drop-in classes are also available for community members 17+ to study for the HiSET, which is a GED equivalent. OU is offered at Poudre High School, but the program is not limited to PHS students; students from anywhere in PSD can participate, as well as students from other districts, and 17-20-year-olds who are not currently enrolled in school.

- **PASDIT: PSD Attendance System Design and Implementation Team** - A team dedicated to reducing chronic absenteeism in PSD and addressing barriers to regular school attendance for students.
- **PASE: Poudre Association of School Executives** - The employee association that negotiates on behalf of PSD administrators and professionals, making sure that they are well-informed about district and state issues. PASE officers are elected by the PSD administrative/professional employees and serve two-year terms. To join, fill out the application if you are an administrative staff member..
- **PBIS: Positive Behavioral Interventions & Supports** - An is an evidence-based, multi-tiered framework for supporting students' behavioral, academic, social, emotional, and mental health.
- **PBL: Project-Based Learning** - An educational model where students learn by working on complex, real-world, hands-on problems or challenges over an extended period of time. PBL is offered at Olander Elementary, Blevins Middle, and Fort Collins High School.
- **PEA: Poudre Education Association** - A union representing teachers and other licensed staff. PEA officers are elected by dues-paying members and serve two-year terms. PEA is part of the Colorado Education Association and the National Education Association. To join, fill out the application if you are a licensed staff member.
- **PII: Personally Identifiable Information** - Any data that could be used to identify a specific individual. This may include, but is not limited to: information that directly identifies an individual, such as name or student ID number, or information that, when combined with other data, can identify a specific individual, such as date of birth, place of birth, or even an IP address.
- **PLEE: Professional Learning and Educator Effectiveness** - The central office department that plans and delivers professional development opportunities for all employees, and analyzes student achievement data to determine educator effectiveness rankings based on PSD's evaluation system.
- **PSDF: PSD Foundation** - The independent 501(c)3 nonprofit organization associated with the district. It has its own governing board and is supported by an Executive Director, who is an employee of the district. PSDF creates grants to PSD schools to support work related to the strategic plan.
- **PWR: Postsecondary and Workforce Readiness** - A central office department dedicated to improving student outcomes after graduation, whether that's in the workforce, higher education, or something else entirely. This department is responsible for concurrent enrollment and all other college credit-earning opportunities, career and technical education

pathways, the Career Tech Center, the Future Ready Center, scholarships and financial aid, ICAPs (see above), military career prep, work-based learning, and more.

- **READ Plan:** **Reading to Ensure Academic Development Plan** - A mandated, individualized intervention plan for Colorado students in grades K-3 identified with significant reading deficiencies (SRD).
- **RMSP: Response Management Support Plan** - A plan created after a threat assessment screening or a full threat assessment to respond to and to support a student and manage the threat.
- **ROI: Release of Information** - A form used to get documented parent/guardian permission to communicate with a student's service provider outside of PSD (typically a therapist, psychologist, counselor, or doctor). Also known as: PSD Consent to Release Student Education Record to a Third Party.
- **SAC:** **School Accountability Committee** - A legally constituted advisory group — typically consisting of parents, teachers, and community members — that partners with a school's principal to improve student performance and school operations. SACs review budgets, offer input on Unified Improvement Plans (UIPs, see below), and support parent engagement.
- **SEAC:** **Special Education Advisory Committee** - A partnership between parents, general education, special education, and community partners in PSD. This committee advises the Director of Integrated Services, as well as other district leaders seeking input, on ways to improve services for students on Individualized Education Programs (IEPs, see above).
- **SEB: Social-Emotional-Behavioral** - A type of learning that focuses on developing skills to promote physical and mental health. SEB focuses on five main areas: self-management, responsible decision-making, relationship skills, social awareness, and self-awareness.
- **SEC: Staff Efficacy Committee** - A collaborative group of PSD staff members committed to increasing staff efficacy and advocacy around equity, inclusion, and belonging.
- **Section 504:** **PSD Section 504 for All Educational Staff** **-** A federal legal document that outlines accommodations, modifications, and/or related services for a student with a disability in a pre-K-12 public school. It ensures that all students have equal access to their education and educational opportunities.
- **SEL: Social-Emotional Learning** - The process of acquiring and applying the knowledge, skills, attitudes, and behaviors that individuals need to understand and manage their emotions, develop positive relationships, make responsible decisions, and engage effectively in social situations.
- **SFT:** **School Fidelity Tool** - An evaluation process to measure how well individual schools are implementing the different components of COMTSS (see above). The results of this evaluation process spur action planning and decision-making to help schools move through stages of implementation to strengthen their systems of support and improve student outcomes.
- **SLP: Speech-Language Pathologist** - A therapeutic professional who assesses and treats communication challenges.

- **SSP: Special Service Provider** - A licensed position regulated by the Colorado Department of Education. The State Council for Educator Effectiveness (SCEE) designates nine categories of SSPs — School Audiologists, School Counselors, School Nurses, School Occupational Therapists, School Orientation and Mobility Specialist, School Physical Therapists, School Psychologists, School Social Workers, and School Speech-Language Pathologists — and outlines their quality standards.
- **SRS: Suicide Risk Screener** - A tool used to assess a student's level of suicidality. SRSs are completed by trained individuals, primarily school counselors and mental health specialists.
- **StAC: Student Advisory Council** - A student group convened by the Board of Education to gather information about the student experience in PSD.
- **STE(A)M: Science, Technology, Engineering, (Arts) and Math** - A specialized focus on science, technology, engineering, (arts) and math, setting students up for success in high-demand career fields. Offered at Shepardson Elementary, Tavelli Elementary, and Preston Middle School.
- **SWAP: School to Work Alliance Program (SWAP)** - A program in which young people ages 15-24 with mild to moderate employment barriers work to become job-ready through work-based learning, career exploration, learning how to write resumes, and more.
- **TOSA: Teacher on Special Assignment** - A teacher working outside of a traditional classroom setting, providing support in various areas such as curriculum development, professional development, and/or student support. Their role is to improve instruction and student outcomes by working with teachers, administrators, and other educational staff.
- **TPA: Transition Pathways Academy** - A program through which students with disabilities ages 18-21 continue to receive special education support after completing high school. Services emphasize student-centered planning and community-based learning aligned to individual strengths, interests, and post-secondary goals. Students engage in experiences focused on employment readiness, post-secondary education and training, independent and daily living skills, and community participation. Instruction and supports are individualized and informed by ongoing assessment to promote successful transitions into adult life.
- **TFI: Tiered Fidelity Inventory** - A tool for measuring the degree to which school employees are implementing the core features of PBIS (see above).
- **UIP: Unified Improvement Plan** - A strategic document used by schools and districts to combine multiple state and federal planning requirements into a single, streamlined, and actionable plan. Its primary goal is to foster a culture of continuous improvement, focusing on student achievement, growth, and performance.
- **UPK: Colorado Universal Preschool** - A state-funded, voluntary program providing 15 hours of free, high-quality, mixed-delivery preschool weekly to children in the year before kindergarten.
- **WBL: Work-Based Learning** - An educational approach that integrates workplace experiences with classroom instruction to enhance students' learning and career development.

# Quick Reference Guide to SmartFind Express (SFE)

System Phone Number: 970-490-3475. Web Browser URL: https://poudre.eschoolsolutions.com

For assistance in retrieving a misplaced Password/PIN, please contact your school's office manager or the Sub Support Team at subs@psdschools.org.

**New PSD Employees Must Register in the Smartfind Express System by Phone:**

1. Call the system phone number at 970-490-3475.
2. The system will prompt you to enter your Access ID. Enter your PSD Employee ID followed by the star (*) key.
3. The system will prompt you to enter your PIN. Enter your PSD Employee ID again as your PIN followed by the star (*) key.
4. Record your name followed by the star (*) key. PRESS 1 to Accept
5. PRESS 2 to Re-enter.
6. PRESS 9 to Exit and hang-up.
7. Listen to your work locations and job descriptions.
    a. (If this is not accurate, contact your office manager.)
8. Create a new PIN at least six (6) digits in length followed by the star (*) key.
    a. PLEASE DO NOT start your new PIN with a zero ("0"). PRESS 1 if Correct.
9. PRESS 8 to Re-enter.
10. PRESS 9 to Exit and hang-up.

After registering by phone, you can access the system online. When accessing the system online, you will use your PSD credentials (username without the @psdschools.org and associated password).

Telephone Access (available only after registration):

- Call the system number at 970-490-3475.
- Enter your Access ID followed by the star (*) key.
- Enter your PIN followed by the star (*) key.
- Follow the voice prompt instructions.

MENU OPTIONS:

- Create an Absence
- Review, Cancel, or Modify a Job
- Review Work Locations and Job Descriptions
- 4 – Change PIN/Re-record Name
- 9 – Exit and hang-up

**REASONS FOR ABSENCE:**

- 01: Paid Time Off (PTO): Licensed Staff
- 02: Accrued Sick Time: Licensed Staff
- 03: Bereavement Leave: All Staff
- 04: Jury Duty: All Staff
- 05: Sick Time: Classified, Admin, Professional Staff
- 06: Floating Holiday: Classified, Admin, Professional

Online Access (available only after registration):

- Access the system here (https://poudre.eschoolsolutions.com/).
- Enter your Access ID & PIN and review announcements.

*Important Note: Do NOT use the browser's BACK button to navigate. Navigation buttons are on the bottom of SFE screens, such as the Return to List and Continue buttons.*

**TO CREATE AN ABSENCE:**

- Select Create an Absence.
- Your Location and Classification will auto-fill.
- Select the Reason for absence from the drop-down menu.
- Indicate if a sub is required for this absence.
- Select Start and End Dates for your absence (MM/DD/YYYY).
- Select Start and End Times for your absence.
- Default times are listed. To change, use the HH:MM am/pm format.
- If the times for the sub are different than the absence times, please enter the adjusted sub times. Please be sure to schedule the sub to arrive 30 minutes prior to class.
- For a multiple-day absence, select the Modify Schedule.
    - Your default work schedule is shown.
    - Remove the checkmark(s) from the Work Days boxes that do not apply.
- Select the Continue button.
- To request a specific sub, enter the sub's access ID number or use the Search feature to locate by name.
- Indicate if the requested sub has already accepted this job. "Yes" indicates that the sub is prearranged and will not be called, "No" indicates that the sub will be called.
- Enter special instructions for the sub to view.
- Select the Continue button.
- Select the Create Absence button to receive a Job Number.

**SIGN OUT AND WEB BROWSER INFORMATION**

At any time during the session, the Sign Out link can be selected to end the session and disconnect from SmartFindExpress. Selecting the browser's back button or going to another site on the Internet does not disconnect the session from SmartFindExpress. To ensure security and privacy of information, use the Sign Out link to disconnect from SmartFindExpress and close the browser when you finish with your session.