



PUEBLO

SCHOOL DISTRICT 60

Educating for Purpose and Impact

Administrator Policy Manual

Salaries, Benefits, and Other Information

**September 1, 2017 –
August 31, 2020**

PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street
Pueblo, Colorado 81003

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Charlotte Macaluso

September 1, 2019

Mission

To provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact.



PUEBLO
SCHOOL DISTRICT 60
Educating for Purpose and Impact

Pueblo School District No. 60 does not discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity/expression, marital status, national origin, religion, ancestry, age, disability, need for special education services, genetic information, pregnancy or childbirth status, or other status protected by law in admission, access to, treatment or employment in its educational programs or activities. Additionally, a lack of English language skills is not a barrier to admission or participation in activities. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Eric DeCesaro, EEO/Affirmative Action/Title IX/Section 504 Compliance Officer for complaints involving employees, and Cheryl Madrill, Title IX Compliance Officer for complaints involving students. Both individuals can be located at 315 West 11th Street, Pueblo, Colorado 81003, (719) 549-7100. Complaint procedures have been established for students, parents, employees, and members of the public. (Policy AC, AC-R).

Si tiene alguna pregunta sobre esta información, por favor llame a la escuela de su niño.

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GENERAL INFORMATION

This document is not a contract. It merely sets forth, in writing, compensation and other information applicable to administrators in Pueblo School District No. 60. Once approved by the Board of Education of Pueblo School District No. 60, this document is in effect until it is updated through negotiations with PASE.

It is recognized that Pueblo School District No. 60 is the primary employer of all administrators and, as such, the Board of Education of Pueblo School District No. 60 is due certain responsibilities and obligations from administrators in respect to terms and conditions of their employment which include, but are not limited to, performing academic and nonacademic services and any other activities as directed by the Superintendent or his/her designee.

Board of Education policy, state, and federal laws and regulations mandate equal employment opportunities for all Pueblo School District No. 60' employees and prospective employees, irrespective of race, creed, color, national origin, gender, age or disabling condition, and/or veteran status. Additionally, the District encourages and promotes the full realization of equal employment opportunity through positive, continuing affirmative action efforts.

The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, responsibilities and prerogatives conferred upon and vested in it by the laws and constitution of the State of Colorado and the United States. The exercise of these powers, rights authority, duties, responsibilities and prerogatives by the Board, and the adoption of such rules, regulations and policies as it may deem necessary shall be limited only by the policies of Pueblo School District No. 60 and state and federal laws, rules and regulations.

Pueblo administrators and supervisors have elected officers and appointed a coordinating council to address issues of common interest. This document will be reviewed and updated from time to time, preferably concurrent with the updating of salary schedules and benefit information. Either the Superintendent or the president representing administrators and supervisors may request a review and update of this document by written request to the other.

All financial obligations of the Board (within the meaning of the term "financial obligation" under Article x, section 20 of the Colorado Constitution-Amendment One and CRS 22-32-110 (5) and CRS 22-44-115 set forth in this handbook are subject to annual appropriation by the Board.

WORKDAY AND YEAR

The contract year for all administrators except the Superintendent, Associate Superintendent and Assistant Superintendent is September 1st through August 31st of the following year. The actual days worked, however, may start as early as July in any given work year. The School Year is that period of time between July 1 and June 30 when instruction of students is expected to occur whether in accordance with the school calendar or as scheduled for summer school or after school programs.

The number of workdays that administrators are paid for varies from position to position as follows:

Directors & Executive Directors.....	12 Months
High School Principals	228 Days
Middle School Principals	218 Days
Elementary Principals.....	213 Days
Assistant Principals	213 Days
Specialists	213 Days
Board/Administrative Assistant.....	12 Months
Supervisors	12 Months

Workday shall mean the period of time when administrators must be present at given buildings or sites and time needed to perform responsibilities and duties included in the administrator's job description or as may be assigned by the Superintendent or his/her designee.

By April 1 of each year the Department of Human Resources, subject to the approval of the Superintendent, shall publish calendars for all administrative positions that show the workdays administrators must be present at their assigned school buildings or other work sites. As of the date that this document is being prepared, up to three (3) workdays are available for assignment at the discretion of the Superintendent for in-services or other special purposes, and principals and specialists have ten (10) workdays available to be worked at their discretion in addition to the workdays designated on the calendars issued by Human Resources to fulfill the duties and responsibilities of their respective positions.

Generally, more time spent preparing for the opening of school will result in a more productive school year. In developing the administrators' calendar, the Superintendent will make reasonable effort to provide as many days at the beginning of the school year as possible while still providing adequate time to close down school at the end of the school year.

INSURANCE

Administrators shall enjoy the same insurance benefits as other employee groups of Pueblo School District No. 60. The current benefits are as follows:

I. HEALTH, DENTAL AND VISION INSURANCE

A. INSURANCE COMMITTEE

The District will utilize an insurance committee of no more than twenty (20) employees. This committee shall determine the insurance benefit programs and make recommendations to the Board through the Superintendent. This committee will consider matters concerning all insurance such as, but not limited to plan design, coverage and the cost effectiveness of the offerings. Specific contributions toward the cost of coverage shall be determined through negotiations between the District and the Association(s).

The committee shall forward recommendations that are approved by the majority, to the Board of Education, through the Superintendent, along with a minority report, if one exists. One-half of these members shall be selected by the Association(s) to represent the Association(s), and one-half of these members shall be selected by the District to represent the District. This committee shall set ground rules, undergo training, and shall meet a minimum of once per month. The committee can meet twice monthly if voted on by the majority of the committee.

The association(s) and the District each shall designate a co-chair. The co-chairs shall set the agenda, review minutes, plan trainings, and any and all other duties as assigned by the committee. The District will provide clerical support for the committee to take and distribute minutes, agendas, calendars of meetings, and any other relevant information. Two weeks prior to the meeting, an email reminder, with minutes of the last meeting, and request for agenda items will be sent out.

II. HEALTH, DENTAL AND VISION PLAN

A. Effective September 1, 2017, the District shall contribute up to \$470 per employee per month toward health, vision and dental insurance plans provided by the District. The actual contribution shall not exceed the full cost of the coverage selected by the employee. The contribution shall be remitted to the District's health, dental and vision insurance carriers.

Employee Only.....	\$470
Employee and Spouse.....	\$470
Employee and Children.....	\$470
Employee, Spouse, and Children.....	\$470

In the event that the employee's spouse is a District employee, the District will

contribute up to \$470 for each spouse toward the cost of full family coverage or employee and spouse coverage, whichever applies.

Any changes resulting from insurance committee recommendations and/or from association negotiations shall be passed on to administrators in the same manner as other groups and associations.

III. LIFE INSURANCE:

A. EMPLOYEE LIFE INSURANCE

The Board shall provide, at District expense for each eligible active full-time employee on employment contract a group life policy, an accidental death and dismemberment policy, and a dependent group life insurance policy.

LIFE INSURANCE BENEFIT

Two (2) times annual earnings, rounded to the next lower multiple of \$100, if not already a multiple of \$100. The maximum amount is \$500,000.

The amount of coverage shall be in accordance with annual earnings and shall be determined annually each September 1. Annual earnings shall not include overtime pay, bonuses or other special compensation.

**GROUP DEPENDENT LIFE INSURANCE SCHEDULE
FOR FULL-TIME AND ACTIVE EMPLOYEES**

Spouse: Not employed in District.....	\$1,000
Children: Live birth through age 19 or if full time college student, through age 24. Covered amount per child.....	\$1,000

GROUP DEPENDENT LIFE INSURANCE

The dependent life insurance schedule provides dependent coverage only during the employee's active years of full-time employment in the District. An employee covered by the group life policy and the accidental death and dismemberment policy cannot also be treated as a dependent under the group dependent life insurance schedules. Therefore, with husband and wife teams, it is not possible to insure each other. In such cases where there are eligible children, they will be insured as the dependent children of one parent or the other but not both.

III. TAX SHELTERED ANNUITY

A voluntary tax sheltered annuity program shall be available for employees who choose to participate with any of the companies approved by the District.

LEAVE

I. ANNUAL EXCUSED LEAVE:

- A. On September 1 each year, all full-time contracted administrators on active duty the first day of the current contract year shall accrue annual excused leave with full salary in accordance with the following schedule:
- 225 days or more 19 days
213 to 224 days 18 days
- B. The number of days shall be prorated when the administrator's effective date of employment is after the beginning of the current contract year or if the administrator does not complete the current contract year.
- C. Administrators who are under contract for less than full-time shall be granted annual excused leave on a pro rata basis.
- D. It shall be the responsibility of the administrator to notify his/her immediate supervisor prior to any absence from work. Notification must be made in accordance with the customary and established practices and procedures of the District. As exempt employees, administrators shall not be required to record absences of 3.5 hours or less on the employee absence reporting system. This should not be used regularly.
- E. The accumulated and annual excused leave granted during each current contract year may be used for the following purposes:
- 1) Personal leave or Personal/Family Medical Leave The number of school days of excused leave an administrator may use for personal or medical leave shall be limited to the total of annual excused leave days plus any accumulated excused leave credited to the administrator.
 - 2) Death in the immediate family or other relatives
 - 3) Child adoption
- B. MEDICAL LEAVE: Under the FMLA, certain employees are allowed leave of up to 12 weeks, with return to job rights, due to personal illness, the care of a sick child, and the care of a parent with a serious health condition. Contact the Office of Human Resources for further information.
- 1) Employees who are medically disabled and unable to continue work and have exhausted their excused leave benefits or desire to not use accumulated leave may be granted a medical leave of absence without salary for a period not to exceed six (6) months. Verification of medical disability by a licensed physician shall be required.
 - 2) Medical leave without salary and fringe benefits may be renewed by the Board upon the recommendation of the Superintendent for an additional twelve- (12) month period.

- 3) If the employee returns to work during the twelve- (12) month renewal period, the employee shall be assigned at such time as a vacancy is open for which the employee is qualified. When two (2) or more employees returning from medical leave are qualified for a single opening, they shall receive equal consideration. In filling the vacancy, the Superintendent will consider experience, length of service, qualifications, and special skills. The Superintendent may also consider other factors.
- 4) When employees on medical leave are able to return to work, they shall be reinstated on the Administrators' Salary Schedule at the step they were when they were granted such leave.
- 5) Before returning to work the employee shall be required to submit a physician's certificate of fitness to work to the Office of Staff Relations and a copy to the immediate supervisor.

C. PARENTAL LEAVE

- 1) Parental leave without salary and fringe benefits, except health insurance as required by law, may be granted to employees for the purpose of child rearing, childcare, or adoption.
- 2) Parental leave must be requested one year at a time with no more than two (2) consecutive years total granted.
- 3) The Office of Staff Relations shall receive evidence of need before granting parental leave.
- 4) The parental leave request is subject to the written approval of the Superintendent.
- 5) Return from parental leave shall be according to positions and vacancies available for which the person is qualified. When two (2) or more employees returning from parental leave are qualified for a single opening, they shall receive equal consideration. In filling the vacancy, the Superintendent will consider experience, length of service, qualifications, and special skills. The Superintendent may also consider other relevant factors.
- 6) Notice of intent to return from parental leave shall be given to the Office of Staff Relations at least thirty (30) days prior to the time the employee requests to return to work.
- 7) Upon return from parental leave, the employee shall be reinstated on the Administrator Pay Schedule at the step they were when they were granted such leave.
- 8) The administrator may not be otherwise employed while on approved parental leave.

D. PERSONAL LEAVE

- 1) The number of contract days of excused leave an administrator may use for personal leave shall be limited to the total of annual excused leave days plus any accumulated excused leave credited to the administrator.
- 2) If possible, the employee shall notify the immediate supervisor in writing of the intention to use personal leave at least one (1) week in advance of absence.
- 3) Personal leave shall not be taken the first or last day of each semester or the last workday before or the first workday after a holiday or vacation period.

E. ACCUMULATED EXCUSED LEAVE

- 1) Unused annual excused leave shall be accumulated from year to year and may be used by the employee only after the current year's annual excused leave is exhausted.
- 2) The date of resignation for employees who resign or retire because of medical disability shall be the same workday long-term disability has been approved. Employees shall be compensated for any remaining accumulated excused leave days regardless of years of service or number of accumulated days at the rate listed in F. below.
- 3) After the annual excused leave is used, absences not covered by accumulated excused leave or unexcused absences shall be deductible at the employee's current daily rate of pay for each day of absence.
- 4) Employees absent from work for six (6) or more consecutive days or ten (10) days in any thirty- (30) day period due to medical disability or for doctor appointments shall be required at the request of the District to furnish a physician's statement stating the nature and anticipated duration of the employee's absence. Employees shall not be permitted to return to work until the physician's statement is presented to the immediate supervisor.

F. LEAVE REIMBURSEMENT/RETIRING/RESIGNING

- 1) Administrators retiring or resigning from the District with at least sixty (60) days of unused excused leave shall be reimbursed at the rate of \$75 per day for all earned unused excused leave days.
- 2) Administrators who give official notice of their retirement at least 90 calendar days prior to their last workday shall be paid an additional \$25 per day for all unused excused leave days.
- 3) Effective June 1, 2006, reimbursement for accumulated leave shall be made in one installment by the last day of the month following the administrator's last workday.

G. VACATION

- 1) Administrators who are 12-month contracted employees shall accrue vacation at the rate of 1.75 days per month worked.
- 2) Vacation time is available for use as accrued.
- 3) Administrators are encouraged to use their vacation days each year. Administrators may not accumulate more than forty (40) days of unused vacation time. Once an administrator has accumulated forty (40) days of unused vacation, he/she will stop accruing vacation until they have used vacation time and lowered the amount of accumulated vacation below forty (40) days.
- 4) Should an Administrator have a vacation leave balance at the time of resignation, retirement, or termination he/she shall receive per diem pay for each unused vacation leave day not to exceed forty (40) days.

H. MILITARY LEAVE

- 1) Employees of School District No. 60, who are members of the National Guard or any other component of the military forces of the State, now or hereafter organized; reserve forces of the United States, now or hereafter organized, or constituted under Federal law, shall be entitled to leave of absence from their employment as prescribed under the Federal Uniformed Services Employment and Reemployment Rights Act (USERRA). Additionally,
 - i. An employee must submit a request for leave of absence accompanied by a statement from the commanding officer requesting such leave, and
 - ii. At the completion of the training or active service ordered, the employee must submit a statement from the commanding officer of satisfactory service performed and rate of pay received for such service.

I. LEGAL LEAVE

- 1) Legal leave shall not be charged to excused leave.
- 2) An administrator will be granted legal leave for jury duty as required by law. The administrator shall be subject to a salary deduction equal to the amount of compensation received for serving on a jury panel unless he/she surrenders any payment received for jury service to the District.
- 3) An administrator will be granted legal leave when under subpoena to testify at a legal proceeding that is District related. A copy of the subpoena shall be submitted with the leave request.
- 4) Legal leave will not be required for routine pupil personnel court appearances.

- 5) An administrator may be granted up to one day of legal leave when under subpoena to testify at a legal proceeding that is not District related. A copy of the subpoena must be submitted with the leave request. The Office of Human Resources may grant additional days based upon extenuating circumstances.

J. WORK-RELATED ACCIDENTS OR ILLNESS MEDICAL PROVIDER

- 1) All employees incurring a work related accident or illness shall be directed to medical providers as designated by the District.
- 2) The employee must submit a first report of injury signed by the supervisor to the Office of Staff Relations within four (4) days of the time that the employee first becomes aware of the injury.
- 3) Within one (1) workday of a visit to the physician, the workers' compensation injury report or other documentation from the physician must be delivered to the Office of Human Resources and a copy to the immediate supervisor.

K. WORK-RELATED INJURY OR ILLNESS LEAVE

- 1) Employees temporarily absent from work and unable to perform their regular or modified duties as a result of personal injury incurred in the scope and course of their employment shall be deemed to be on injury leave until they are able to resume their duties. Employees on injury leave shall receive their statutory benefits available under the Workers' Compensation Act of Colorado.
 - 1a) EACH CONTRACT YEAR employees temporarily absent from work and unable to perform their duties as a result of a personal injury incurred in the scope and course of their employment, as verified in a written statement from the District's designated physician concerning the employee's ability to return to work, shall receive a maximum of twenty (20) days of injury leave at their regular salary, less workers' compensation temporary disability benefits, by endorsing their workers' compensation check to the District. These days will not be chargeable against existing excused leave.
 - 1b) Employees who have returned to work may use excused leave for medical appointments that occur during work hours provided they are required by the District's workers' compensation designated medical providers or their referrals, and may also receive workers' compensation disability benefits when applicable.

- 2) The District will have the right to recover workers' compensation temporary disability benefits otherwise due the employee for any period the District pays full salary.
- 3) Injury leave shall be authorized only in those cases in which a Report of Accident form has been initiated by the employee as required by the Workers' Compensation Act of Colorado and the employee has a written statement from the District's designated physician concerning the employee's treatment and inability to return to work.
- 4) An employee shall be denied injury leave if the employee did not suffer a job-related injury or if the insurance carrier makes a finding of no liability. The employee shall arrange for annual excused leave, vacation or leave without pay or benefits as provided in this agreement for injuries occurring off the job.
- 5) Employees on injury leave shall not be compensated for annual excused leave or holiday benefits unless the injury is not compensated by the Workers' Compensation Act of Colorado.
- 6) The District shall continue to contribute the District's share of the employee's health/dental/vision premium for a maximum of six (6) calendar months for employees on an authorized injury leave.
- 7) The employee shall be responsible to make timely payments for the shortfall in health/dental/vision premiums in accordance with time schedules prescribed by the payroll department.
- 8) Employees shall not accrue vacation or annual excused leave while on injury leave. Employees released to return to work on a half-time basis shall accrue one-half of their normal accruals of vacation and annual excused leave as provided in this agreement.
- 9) During the period that an employee receives injury leave, the employee must provide the Office of Staff Relations and the employee's immediate supervisor at least a weekly medical status report.
- 10) The District may assign employees to light or modified duty when prescribed by the District's workers' compensation medical provider.

L. PERA SHORT-TERM DISABILITY

An employee who is unable to perform the essential functions of his/her position with reasonable accommodations but who is not totally and permanently disabled from gainful employment, may elect to use available excused leave, or unpaid leave of absence or he/she may apply for short-term disability through PERA. Contact your PERA representative for the most current definition of a disability and other information relative to statutory changes that may have occurred since the date of this publication.

M. FAMILY MEDICAL LEAVE ACT (FMLA)

Pursuant to the Family Medical Leave Act (FMLA) of 1993, the District provides family and medical leaves of absence to eligible employees. Additional information may be obtained in the Office of Staff Relations.

N. SICK LEAVE BANK

There will be an open enrollment period from the first contract day for employees through the end of September each year when new members will be accepted. Employees hired after September 30 may elect to join the Bank within thirty (30) days of their hire dates.

An employee who wishes to join the Sick Leave Bank must annually contribute one (1) excused leave day to the Bank. The day will be assessed against the employee's excused leave day account and added to the Sick Leave Bank on October 1 of the year the employee enrolls in the Bank.

The Sick Leave Bank Board will be responsible for reviewing applications to use days from the Bank, and approval or denial of such requests.

The Sick Leave Bank Board shall notify each applicant in writing of approval or denial of request and the reason thereof within ten (10) school days. Decisions of the Bank Board shall be final and binding and shall not be grievable.

An employee who is a member of the Sick Leave Bank may apply to use days from the Bank under the following conditions:

- The applicant must first use all of her own accumulated excused leave days before she is eligible to apply to the Bank for additional days.
- An employee may apply to use up to thirty (30) days from the Bank for an unexpected catastrophic event.
- An employee may not use more than sixty (60) days in any three (3) year period.

Days may not be awarded in excess of the number of days remaining in the Bank at the time the request is granted. If days in the bank drop to a balance of two hundred (200) days, Sick Leave Bank members will be asked to contribute one (1) additional day on the appropriate authorization form. Days contributed to the Sick Leave Bank cannot be subsequently refunded.

- Additional days may not be assessed against members of the Sick Leave Bank without prior approval from the Sick Leave Bank Board.

Days in the Sick Leave Bank shall be cumulative and available for use in subsequent years. The Bank may declare a moratorium on annual contributions as it finds advisable. The Sick Leave Bank Board shall maintain meeting times and minutes of all proceedings,

as well as a record of all decisions made for use of Sick Leave Bank days. Confidential information related to a staff member's health will not be available for public review.

If applicable, each Sick Leave Bank application must be accompanied by a doctor's statement certifying that the employee is unable to work. The Board may request additional documentation. The Sick Leave Bank shall not be used for elective surgery, or to extend normal maternity leave.

Sick Leave Bank activity including number of days in the Bank, days used, and days added from new and existing members shall be reported to the Executive Director for Human Resources and the several Associations on a semi-annual basis in January and June for the periods ending December 31st and May 31st each year. The Sick Leave Bank account may be subject to audit by the District or the Association upon request, with copies provided to the other party upon completion of an audit.

Application forms and other documents necessary for the administration of the Sick Leave Bank shall be developed by the Sick Leave Bank Board and revised as needed.

Applications to use days from the Sick Leave Bank shall be submitted to the Office of Human Resources. The Office of Human Resources will forward such applications to the Bank Board for review and decision. A copy of the application and final authorization will remain on file in the Office of Human Resources.

Employees who are retiring or leaving the District may contribute unused sick leave to the Sick Leave Bank at the time of their retirement or resignation.

PERFORMANCE APPRAISALS AND REASSIGNMENTS

Administrators will be appraised every year using the appraisal processes and procedures that conform to Board policy and State law. Administrator performance appraisal forms and handbooks, which include critical date information, are available through the Department of Human Resources or from the administrator's immediate supervisor.

If an administrator's performance requires modification and is correctable within the same school year as determined by the administrator's supervisor, the administrator will receive in writing from the supervisor, a statement of his/her deficiencies. The administrator should be given a specified amount of time to correct those deficiencies as documented in the written improvement plan jointly developed by the administrator and his or her supervisor and finally determined by his or her supervisor. If the administrator's performance has not been corrected within the specified amount of time, as determined by the immediate supervisor, appropriate action may be taken including demotion or termination.

There may be situations that require an immediate status change for an administrator, including demotion or termination, as determined by the Superintendent in his or her sole discretion.

The Superintendent may change an administrator's work assignment or job status at any time to meet the needs of the District. The Superintendent will notify the administrator in writing and give the reason for the reassignment. The administrator will be provided an opportunity to discuss the reassignment with the Superintendent prior to the effective date of the reassignment, when reasonably possible.

The administrator's evaluating supervisor shall notify the principal promptly of any complaint made by a parent/employee concerning the administrator that could adversely affect the administrator's evaluation or credibility. The complaint must be written and signed when presented to the administrator. After discussion, if the administrator finds it advisable, arrangements shall be made so that the administrator and a representative of their choice may be present to discuss the complaint with the parent/employee or representative of the District. The District will make every effort to conclude investigations of a complaint in a timely manner.

CONFLICT RESOLUTION

As problems arise, good morale is maintained by sincere efforts of all persons concerned to work toward constructive solutions in an atmosphere of courtesy and cooperation. It is in the best interest of all parties to secure equitable solutions to problems at the lowest administrative level. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.

Employee complaints alleging discriminatory treatment by the District based on the complainant's age, religion, national origin, gender, race, marital status, or disability may be filed under the District's procedures for resolving discrimination complaints.

Other issues or complaints must first be discussed with the administrator's immediate supervisor in an effort to resolve the situation. If the issue or complaint involves the administrator's immediate supervisor, the administrator may discuss the issue or complaint with his or her supervisor's immediate supervisor. If the issue or complaint is not satisfactorily resolved at the immediate supervisory level, the matter shall be presented to the division-level administrator for conflict resolution in consultation with the assistant superintendent of human resources.

The matter may be discussed with the Superintendent only after attempts to resolve the matter after all other lower administrative levels have been unsuccessful.

An administrator shall be given prior notice and afforded an opportunity to have a witness of their choice present when he/she is to receive any form of written discipline.

In order to allow an administrator reasonable opportunity to provide a thorough response to a grievance from another employee group, the administrator shall meet with the Executive Director of Human Resources prior to the grievance hearing to discuss the proposed response. The administrator may also request that another administrator accompany him/her as an advocate into the hearing. The District will make every effort to update the administrator when possible and conclude investigations of a complaint in a timely manner.

WORK STOPPAGE

In the event of a strike, work stoppage, withholding of services or any related concerted action by an employee or group of employees in Pueblo School District No. 60, the administrators, upon the direction of the Superintendent or his/her designated representatives, shall report to a designated work area and perform such responsibilities and duties as shall be assigned by the Superintendent or his/her designated representatives.

COMPENSATION

Pueblo Association School Executives (PASE) and the Board of Education agree to a step increase and a one (1) percent across the board salary increase for the 2017-18 school year.

Administrator compensation includes his/her basic salary, performance pay and auto and other expense allowances when applicable.

- A. SALARIES: Placement of administrators on the appropriate salary schedule will be based on education and prior relevant administrative experience.
1. The Superintendent will review the education and experience required for each administrative position and will determine placement and classification of each individual on the appropriate salary schedule.
 2. EXPERIENCE:
 - i. An administrator may be credited for all documented relevant administrative experience up to a maximum of twenty (20) years.
 - a) For documented reasons, additional administrative experience may be recommended by the superintendent.
 - ii. An administrator assigned from outside the school district shall be credited for documented relevant administrative experience as follows:
 - a) One year of credit for each year of relevant administrative experience during the previous ten (10) years, plus
 - b) One year of credit for every two (2) years of relevant administrative experience that is more than ten (10) years old.
 - c) For documented reasons, additional administrative experience may be recommended by the Superintendent.
 - iii. Administrators will be granted one additional year of experience if they have completed a minimum of one-half (1/2) of their contract work year during the previous contract period.
 - iv. In the event an administrator is transferred or promoted to another administrative position within a pay table group (A, B ,or C). Administrator shall retain their administrative experience credit in accordance with 2(ii) above. The Superintendent has the option to provide additional experience credits in the placement of administrator for the additional responsibilities of the new position. This new placement becomes the new experience credit placement for any future advancement.
 - vi. In the event an administrator is transferred to a lesser non-administrative job classification in the District, he or she will retain all previous experience credit earned as a District employee.

- v. In the event that an administrator is transferred to a position with a shorter work year or a lower rate of pay, the Superintendent may assign additional workdays during the first year to provide a salary that is at or near the administrator's previous salary. In the second year, the Superintendent may assign additional days to provide a salary that is half way between the previous salary and the salary for the new position. The administrator may decline such offer for additional work.
3. EDUCATION:
- i. When an administrator has earned an academic degree, he/she must complete a "District Graduate Credit Declaration" form and submit it to the Office of Human Resources by September 15. Verification by official transcript must be received by the Office of Human Resources on or before October 31. Both deadlines must be met if the academic degree is to be recognized for advancement for the current contract year.
 - ii. A bachelor, master or doctorate degree will be recognized for advancement only if the degree is from an institution of higher learning as listed in the annual publication, "Accredited Institutions of Post-Secondary Education".
 - iii. If a transcript is not available from the college or university, a letter from the college or university in charge of issuing transcripts shall state the reason a transcript cannot be issued and said letter must be delivered in person to the Office of Human Resources on or before the October 31 deadline date for verification.
4. The District reserves the right to adjust properly any errors that may occur in the calculation of salaries and fringe benefits only within the duration of the then current contract period.
5. PERFORMANCE PAY:
- i. A portion of administrators' annual compensation may be based on individual performance pay.
 - ii. On or before October 1 of each year, the Superintendent shall announce to all administrators the performance standards that will be the basis for earning performance pay for the current contract year.
 - iii. If the October 1 deadline for announcing new performance pay standards is not met, the prior year's performance standards shall remain in effect for the current contract year.
 - iv. The District, through its Superintendent, reserves the right to determine the amount to be paid for performance pay each year.
 - v. The performance pay may be a one-time stipend or cumulative based on the recommendation of the Superintendent each year.

- vi. If total program funding for 2017-18 increases by a percentage greater than four percent (4%), a performance pay pool will be established, which will be funded by the amount computed as follows:
 - a) Total administrator salaries times the difference between the greater of the increase granted to teachers or the percent increase in total program funding for 2017-18 minus the four (4%) percent increase awarded to administrators for 2017-18.
 - b) Performance paid from this pool of funds will be cumulative.
 - c) The Superintendent will establish the performance standards by no later than October 1, 2017.

6. **AUTO ALLOWANCES:** Administrators whose duties and responsibilities require extensive intra-district travel may be provided an auto allowance on an equitable basis or a District vehicle in lieu of the auto allowance. The Superintendent will review auto allowances annually to ensure that auto allowance stipends are representative of the normal expected amount of intra-district travel for each position. Travel outside the District, defined as outside of a twenty-five (25) mile radius from the Administrative Services Center, will be reimbursed at the current approved rate established by the District. Effective September 1, 2006 auto allowances will be as follows:

a. Supervisors, except if assigned a district vehicle	\$ 300
b. Elementary Assistant Principals	\$ 900
c. Elementary & Middle School Principals.....	\$1,000
d. Specialists	\$1,250
e. Middle School Assistant Principals.....	\$1,500
f. High School Principals & Assistant Principals	\$1,500
g. Directors and Executive Directors	\$1,500

7. **ADMINISTRATIVE PAY TABLES:**

- i. Table A applies to Executive Directors, Directors, High School Principals, Middle School Principals, Elementary Principals and Assistant Principals.
- ii. Table B applies to Specialists.
- iii. Table C applies to Supervisors and Administrative Assistants who work in typically classified administrative positions.

PAY TABLES

ADMINISTRATOR PAY SCHEDULE — A

2017-2018

EXECUTIVE DIRECTOR

STEP	<i>with Masters</i>	<i>with Doctorate</i>
00	\$92,785	\$94,384
01	\$93,425	\$95,023
02	\$94,064	\$95,664
03	\$94,704	\$96,305
04	\$95,344	\$96,944
05	\$95,984	\$97,584
06	\$96,624	\$98,223
07	\$97,263	\$98,864
08	\$97,903	\$99,504
09	\$98,543	\$100,143
10	\$99,183	\$100,783
11	\$99,823	\$101,422
12	\$100,463	\$102,063
13	\$101,103	\$102,703
14	\$101,744	\$103,342
15	\$102,383	\$103,982
16	\$103,023	\$104,621
17	\$103,663	\$105,263
18	\$104,302	\$105,903
19	\$104,943	\$106,542
20	\$105,582	\$107,182

DIRECTOR

STEP	<i>with Bachelors</i>	<i>with Masters</i>	<i>with Doctorate</i>
00	\$87,986	\$89,585	\$91,185
01	\$88,625	\$90,225	\$91,824
02	\$89,265	\$90,864	\$92,464
03	\$89,905	\$91,504	\$93,105
04	\$90,545	\$92,145	\$93,744
05	\$91,185	\$92,785	\$94,384
06	\$91,824	\$93,425	\$95,023
07	\$92,464	\$94,064	\$95,664
08	\$93,105	\$94,704	\$96,305
09	\$93,744	\$95,344	\$96,944
10	\$94,384	\$95,984	\$97,584
11	\$95,023	\$96,624	\$98,223
12	\$95,664	\$97,263	\$98,864
13	\$96,305	\$97,903	\$99,504
14	\$96,944	\$98,543	\$100,143
15	\$97,584	\$99,183	\$100,783
16	\$98,223	\$99,823	\$101,422
17	\$98,864	\$100,463	\$102,063
18	\$99,504	\$101,103	\$102,703
19	\$100,143	\$101,744	\$103,342
20	\$100,783	\$102,383	\$103,982

PAY TABLES

ADMINISTRATOR PAY SCHEDULE — A

2018-2019

EXECUTIVE DIRECTOR

STEP	<i>with Masters</i>	<i>with Doctorate</i>
00	\$94,873	\$96,508
01	\$95,527	\$97,161
02	\$96,180	\$97,816
03	\$96,835	\$98,472
04	\$97,489	\$99,125
05	\$98,144	\$99,780
06	\$98,798	\$100,433
07	\$99,451	\$101,088
08	\$100,106	\$101,743
09	\$100,760	\$102,396
10	\$101,415	\$103,051
11	\$102,069	\$103,704
12	\$102,723	\$104,359
13	\$103,378	\$105,014
14	\$104,033	\$105,667
15	\$104,687	\$106,322
16	\$105,341	\$106,975
17	\$105,995	\$107,631
18	\$106,649	\$108,286
19	\$107,304	\$108,939
20	\$107,958	\$109,594

DIRECTOR

STEP	<i>with Bachelors</i>	<i>with Masters</i>	<i>with Doctorate</i>
00	\$89,966	\$91,601	\$93,237
01	\$90,619	\$92,255	\$93,890
02	\$91,273	\$92,908	\$94,544
03	\$91,928	\$93,563	\$95,200
04	\$92,582	\$94,218	\$95,853
05	\$93,237	\$94,873	\$96,508
06	\$93,890	\$95,527	\$97,161
07	\$94,544	\$96,180	\$97,816
08	\$95,200	\$96,835	\$98,472
09	\$95,853	\$97,489	\$99,125
10	\$96,508	\$98,144	\$99,780
11	\$97,161	\$98,798	\$100,433
12	\$97,816	\$99,451	\$101,088
13	\$98,472	\$100,106	\$101,742
14	\$99,125	\$100,760	\$102,396
15	\$99,780	\$101,415	\$103,051
16	\$100,433	\$102,069	\$103,704
17	\$101,088	\$102,723	\$104,359
18	\$101,743	\$103,378	\$105,014
19	\$102,396	\$104,033	\$105,667
20	\$103,051	\$104,687	\$106,322

PAY TABLES

ADMINISTRATOR PAY SCHEDULE — A

2019-2020

EXECUTIVE DIRECTOR

STEP	<i>with Masters</i>	<i>with Doctorate</i>
00	\$97,994	\$99,683
01	\$98,670	\$100,358
02	\$99,344	\$101,034
03	\$100,021	\$101,712
04	\$100,696	\$102,386
05	\$101,373	\$103,063
06	\$102,048	\$103,737
07	\$102,723	\$104,414
08	\$103,399	\$105,090
09	\$104,075	\$105,765
10	\$104,752	\$106,441
11	\$105,427	\$107,116
12	\$106,103	\$107,792
13	\$106,779	\$108,469
14	\$107,456	\$109,143
15	\$108,131	\$109,820
16	\$108,807	\$110,494
17	\$109,482	\$111,172
18	\$110,158	\$111,849
19	\$110,834	\$112,523
20	\$111,510	\$113,200

DIRECTOR

STEP	<i>with Bachelors</i>	<i>with Masters</i>	<i>with Doctorate</i>
00	\$92,926	\$94,615	\$96,305
01	\$93,600	\$95,290	\$96,979
02	\$94,276	\$95,965	\$97,655
03	\$94,952	\$96,641	\$98,332
04	\$95,628	\$97,318	\$99,007
05	\$96,305	\$97,994	\$99,683
06	\$96,979	\$98,670	\$100,358
07	\$97,655	\$99,344	\$101,034
08	\$98,332	\$100,021	\$101,712
09	\$99,007	\$100,696	\$102,386
10	\$99,683	\$101,373	\$103,063
11	\$100,358	\$102,048	\$103,737
12	\$101,034	\$102,723	\$104,414
13	\$101,712	\$103,399	\$105,089
14	\$102,386	\$104,075	\$105,765
15	\$103,063	\$104,752	\$106,441
16	\$103,737	\$105,427	\$107,116
17	\$104,414	\$106,103	\$107,792
18	\$105,090	\$106,779	\$108,469
19	\$105,765	\$107,456	\$109,143
20	\$106,441	\$108,131	\$109,820

PAY TABLES

ADMINISTRATOR PAY SCHEDULE — A

2017-2018

HIGH SCHOOL PRINCIPAL

STEP	<i>with Masters</i>	<i>with Doctorate</i>
00	\$90,864	\$92,464
01	\$91,504	\$93,105
02	\$92,145	\$93,744
03	\$92,785	\$94,384
04	\$93,425	\$95,023
05	\$94,064	\$95,664
06	\$94,704	\$96,305
07	\$95,344	\$96,944
08	\$95,984	\$97,584
09	\$96,624	\$98,223
10	\$97,263	\$98,864
11	\$97,903	\$99,504
12	\$98,543	\$100,143
13	\$99,183	\$100,783
14	\$99,823	\$101,422
15	\$100,463	\$102,063
16	\$101,103	\$102,703
17	\$101,744	\$103,342
18	\$102,383	\$103,982
19	\$103,023	\$104,621
20	\$103,663	\$105,263

MIDDLE SCHOOL PRINCIPAL

STEP	<i>with Masters</i>	<i>with Doctorate</i>
00	\$84,466	\$86,065
01	\$85,106	\$86,705
02	\$85,746	\$87,345
03	\$86,385	\$87,986
04	\$87,026	\$88,625
05	\$87,665	\$89,265
06	\$88,305	\$89,905
07	\$88,945	\$90,545
08	\$89,585	\$91,185
09	\$90,225	\$91,824
10	\$90,864	\$92,464
11	\$91,504	\$93,105
12	\$92,145	\$93,744
13	\$92,785	\$94,384
14	\$93,425	\$95,023
15	\$94,064	\$95,664
16	\$94,704	\$96,305
17	\$95,344	\$96,944
18	\$95,984	\$97,584
19	\$96,624	\$98,223
20	\$97,263	\$98,864

PAY TABLES

ADMINISTRATOR PAY SCHEDULE — A

2018-2019

HIGH SCHOOL PRINCIPAL

STEP	<i>with Masters</i>	<i>with Doctorate</i>
00	\$92,908	\$94,544
01	\$93,563	\$95,200
02	\$94,218	\$95,853
03	\$94,873	\$96,508
04	\$95,527	\$97,161
05	\$96,180	\$97,816
06	\$96,835	\$98,472
07	\$97,489	\$99,125
08	\$98,144	\$99,780
09	\$98,798	\$100,433
10	\$99,451	\$101,088
11	\$100,106	\$101,743
12	\$100,760	\$102,396
13	\$101,415	\$103,051
14	\$102,063	\$103,704
15	\$102,723	\$104,359
16	\$103,378	\$105,014
17	\$104,033	\$105,667
18	\$104,687	\$106,322
19	\$105,341	\$106,975
20	\$105,995	\$107,631

MIDDLE SCHOOL PRINCIPAL

STEP	<i>with Masters</i>	<i>with Doctorate</i>
00	\$86,366	\$88,001
01	\$87,021	\$88,656
02	\$87,675	\$89,310
03	\$88,329	\$89,966
04	\$88,984	\$90,619
05	\$89,637	\$91,273
06	\$90,292	\$91,928
07	\$90,946	\$92,582
08	\$91,601	\$93,237
09	\$92,255	\$93,890
10	\$92,908	\$94,544
11	\$93,563	\$95,200
12	\$94,218	\$95,853
13	\$94,873	\$96,508
14	\$95,527	\$97,161
15	\$96,180	\$97,816
16	\$96,835	\$98,472
17	\$97,489	\$99,125
18	\$98,144	\$99,780
19	\$98,798	\$100,433
20	\$99,451	\$101,088

PAY TABLES

ADMINISTRATOR PAY SCHEDULE — A

2019-2020

HIGH SCHOOL PRINCIPAL

STEP	<i>with Masters</i>	<i>with Doctorate</i>
00	\$95,965	\$97,655
01	\$96,641	\$98,332
02	\$97,318	\$99,007
03	\$97,994	\$99,683
04	\$98,670	\$100,358
05	\$99,344	\$101,034
06	\$100,021	\$101,712
07	\$100,696	\$102,386
08	\$101,373	\$103,063
09	\$102,048	\$103,737
10	\$102,723	\$104,414
11	\$103,399	\$105,090
12	\$104,075	\$105,765
13	\$104,752	\$106,441
14	\$105,427	\$107,116
15	\$106,103	\$107,792
16	\$106,779	\$108,469
17	\$107,456	\$109,143
18	\$108,131	\$109,820
19	\$108,807	\$110,494
20	\$109,482	\$111,172

MIDDLE SCHOOL PRINCIPAL

STEP	<i>with Masters</i>	<i>with Doctorate</i>
00	\$89,207	\$90,896
01	\$89,884	\$91,573
02	\$90,560	\$92,248
03	\$91,235	\$92,926
04	\$91,912	\$93,600
05	\$92,586	\$94,276
06	\$93,263	\$94,952
07	\$93,938	\$95,628
08	\$94,615	\$96,305
09	\$95,290	\$96,979
10	\$95,965	\$97,655
11	\$96,641	\$98,332
12	\$97,318	\$99,007
13	\$97,994	\$99,683
14	\$98,670	\$100,358
15	\$99,344	\$101,034
16	\$100,021	\$101,712
17	\$100,696	\$102,386
18	\$101,373	\$103,063
19	\$102,048	\$103,737
20	\$102,723	\$104,414

PAY TABLES

ADMINISTRATOR PAY SCHEDULE — A

2017-2018

ELEMENTARY SCHOOL PRINCIPAL

STEP	<i>with Masters</i>	<i>with Doctorate</i>
00	\$81,266	\$82,866
01	\$81,906	\$83,506
02	\$82,545	\$84,146
03	\$83,186	\$84,786
04	\$83,827	\$85,425
05	\$84,466	\$86,065
06	\$85,106	\$86,705
07	\$85,746	\$87,345
08	\$86,385	\$87,986
09	\$87,026	\$88,625
10	\$87,665	\$89,265
11	\$88,305	\$89,905
12	\$88,945	\$90,545
13	\$89,585	\$91,185
14	\$90,225	\$91,824
15	\$90,864	\$92,464
16	\$91,504	\$93,105
17	\$92,145	\$93,744
18	\$92,785	\$94,384
19	\$93,425	\$95,023
20	\$94,064	\$95,664

HIGH SCHOOL ASSISTANT PRINCIPAL

STEP	<i>with Masters</i>	<i>with Doctorate</i>
00	\$79,667	\$81,266
01	\$80,306	\$81,906
02	\$80,947	\$82,545
03	\$81,587	\$83,186
04	\$82,226	\$83,827
05	\$82,866	\$84,466
06	\$83,506	\$85,106
07	\$84,146	\$85,746
08	\$84,786	\$86,385
09	\$85,425	\$87,026
10	\$86,065	\$87,665
11	\$86,705	\$88,305
12	\$87,345	\$88,945
13	\$87,986	\$89,585
14	\$88,625	\$90,225
15	\$89,265	\$90,864
16	\$89,905	\$91,504
17	\$90,545	\$92,145
18	\$91,185	\$92,785
19	\$91,824	\$93,425
20	\$92,464	\$94,064

PAY TABLES

ADMINISTRATOR PAY SCHEDULE — A

2018-2019

ELEMENTARY SCHOOL PRINCIPAL

STEP	<i>with Masters</i>	<i>with Doctorate</i>
00	\$83,094	\$84,730
01	\$83,749	\$85,385
02	\$84,402	\$86,039
03	\$94,260	\$86,694
04	\$85,713	\$97,347
05	\$86,366	\$88,001
06	\$87,021	\$88,656
07	\$87,675	\$89,310
08	\$88,329	\$89,966
09	\$88,984	\$90,619
10	\$89,637	\$91,273
11	\$90,292	\$91,928
12	\$90,946	\$92,582
13	\$91,601	\$93,237
14	\$92,255	\$93,890
15	\$92,908	\$94,544
16	\$93,563	\$95,200
17	\$94,218	\$95,853
18	\$94,873	\$96,508
19	\$95,527	\$97,161
20	\$96,180	\$97,816

HIGH SCHOOL ASSISTANT PRINCIPAL

STEP	<i>with Masters</i>	<i>with Doctorate</i>
00	\$81,460	\$83,094
01	\$82,113	\$83,749
02	\$82,768	\$84,402
03	\$83,423	\$85,058
04	\$84,076	\$85,713
05	\$84,730	\$86,366
06	\$85,385	\$87,021
07	\$86,039	\$87,675
08	\$86,694	\$88,329
09	\$87,347	\$88,984
10	\$88,001	\$83,632
11	\$88,656	\$90,292
12	\$89,310	\$90,946
13	\$89,966	\$91,601
14	\$90,619	\$92,255
15	\$91,273	\$92,908
16	\$91,928	\$93,563
17	\$92,582	\$94,218
18	\$93,237	\$94,873
19	\$93,890	\$95,527
20	\$94,544	\$96,180

PAY TABLES

ADMINISTRATOR PAY SCHEDULE — A

2019-2020

ELEMENTARY SCHOOL PRINCIPAL

STEP	<i>with Masters</i>	<i>with Doctorate</i>
00	\$85,828	\$87,518
01	\$86,504	\$88,194
02	\$87,179	\$88,870
03	\$87,856	\$89,546
04	\$88,533	\$90,221
05	\$89,207	\$90,896
06	\$89,884	\$91,573
07	\$90,560	\$92,248
08	\$91,235	\$92,926
09	\$91,912	\$93,600
10	\$92,586	\$94,276
11	\$93,263	\$94,952
12	\$93,938	\$95,628
13	\$94,615	\$96,305
14	\$95,290	\$96,979
15	\$95,965	\$97,655
16	\$96,641	\$98,332
17	\$97,318	\$99,007
18	\$97,994	\$99,683
19	\$98,670	\$100,358
20	\$99,344	\$101,034

HIGH SCHOOL ASSISTANT PRINCIPAL

STEP	<i>with Masters</i>	<i>with Doctorate</i>
00	\$84,140	\$85,828
01	\$84,815	\$86,504
02	\$85,491	\$87,179
03	\$86,168	\$87,856
04	\$86,842	\$88,533
05	\$87,518	\$89,207
06	\$88,194	\$89,884
07	\$88,870	\$90,560
08	\$89,546	\$91,235
09	\$90,221	\$91,912
10	\$90,896	\$92,586
11	\$91,573	\$93,263
12	\$92,248	\$93,938
13	\$92,926	\$94,615
14	\$93,600	\$95,290
15	\$94,276	\$95,965
16	\$94,952	\$96,641
17	\$95,628	\$97,318
18	\$96,305	\$97,994
19	\$96,979	\$98,670
20	\$97,655	\$99,344

PAY TABLES

ADMINISTRATOR PAY SCHEDULE — A

MIDDLE SCHOOL ASSISTANT PRINCIPAL 2017–2018

STEP	<i>with Masters</i>	<i>with Doctorate</i>
00	\$78,067	\$79,667
01	\$78,707	\$80,306
02	\$79,346	\$80,947
03	\$79,986	\$81,587
04	\$80,627	\$82,226
05	\$81,266	\$82,866
06	\$81,906	\$83,506
07	\$82,545	\$84,146
08	\$83,186	\$84,786
09	\$83,827	\$85,425
10	\$84,466	\$86,065
11	\$85,106	\$86,705
12	\$85,746	\$87,345
13	\$86,385	\$87,986
14	\$87,026	\$88,625
15	\$87,665	\$89,265
16	\$88,305	\$89,905
17	\$88,945	\$90,545
18	\$89,585	\$91,185
19	\$90,225	\$91,824
20	\$90,864	\$92,464

MIDDLE SCHOOL ASSISTANT PRINCIPAL 2018–2019

STEP	<i>with Masters</i>	<i>with Doctorate</i>
00	\$79,824	\$81,460
01	\$80,478	\$82,113
02	\$81,131	\$82,768
03	\$81,786	\$83,423
04	\$82,441	\$84,076
05	\$83,094	\$84,730
06	\$83,749	\$85,385
07	\$84,402	\$86,039
08	\$85,058	\$86,694
09	\$85,713	\$87,347
10	\$86,366	\$88,001
11	\$87,021	\$88,656
12	\$87,675	\$89,310
13	\$88,329	\$89,966
14	\$88,984	\$90,619
15	\$89,637	\$91,273
16	\$90,292	\$91,928
17	\$90,946	\$92,582
18	\$91,601	\$93,237
19	\$92,255	\$93,890
20	\$92,908	\$94,544

MIDDLE SCHOOL ASSISTANT PRINCIPAL 2019–2020

STEP	<i>with Masters</i>	<i>with Doctorate</i>
00	\$82,450	\$84,140
01	\$83,126	\$84,815
02	\$83,800	\$85,491
03	\$84,477	\$86,168
04	\$85,153	\$86,842
05	\$85,828	\$87,518
06	\$86,504	\$88,194
07	\$87,179	\$88,870
08	\$87,856	\$89,546
09	\$88,533	\$90,221
10	\$89,207	\$90,896
11	\$89,884	\$91,573
12	\$90,560	\$92,248
13	\$91,235	\$92,926
14	\$91,912	\$93,600
15	\$92,586	\$94,276
16	\$93,263	\$94,952
17	\$93,938	\$95,628
18	\$94,615	\$96,305
19	\$95,290	\$96,979
20	\$95,965	\$97,655

PAY TABLES

ADMINISTRATOR PAY SCHEDULE — B

2017-2018

SPECIALIST

STEP	<i>with Masters</i>	<i>with Doctorate</i>
00	\$76,100	\$77,569
01	\$76,687	\$78,157
02	\$77,276	\$78,745
03	\$77,863	\$79,332
04	\$78,451	\$79,921
05	\$79,038	\$80,507
06	\$79,626	\$81,095
07	\$80,215	\$81,683
08	\$80,801	\$82,271
09	\$81,389	\$82,858
10	\$81,977	\$83,446
11	\$82,564	\$84,034
12	\$83,152	\$84,620
13	\$83,740	\$85,209
14	\$84,327	\$85,797
15	\$84,915	\$86,384
16	\$85,503	\$86,972
17	\$86,090	\$87,559
18	\$86,678	\$88,148
19	\$87,265	\$88,734
20	\$87,853	\$89,322

SUPERVISORS

STEP	<i>with Bachelors</i>	<i>with Masters</i>	<i>with Doctorate</i>
00	\$62,950	\$64,120	\$65,287
01	\$63,420	\$64,589	\$65,755
02	\$63,887	\$65,057	\$66,224
03	\$64,355	\$65,525	\$66,691
04	\$64,822	\$65,993	\$67,159
05	\$65,292	\$66,461	\$67,627
06	\$65,759	\$66,930	\$68,096
07	\$66,227	\$67,397	\$68,563
08	\$66,695	\$67,865	\$69,031
09	\$67,163	\$68,332	\$69,499
10	\$67,631	\$68,802	\$69,968
11	\$68,099	\$69,269	\$70,436
12	\$68,568	\$69,737	\$70,903
13	\$69,035	\$70,205	\$71,371
14	\$69,503	\$70,674	\$71,840
15	\$69,971	\$71,141	\$72,308
16	\$70,440	\$71,609	\$72,775
17	\$70,907	\$72,078	\$73,243
18	\$71,375	\$72,545	\$73,711
19	\$71,843	\$73,014	\$74,180
20	\$72,312	\$73,481	\$74,648

PAY TABLES

ADMINISTRATOR PAY SCHEDULE — B

2018-2019

SPECIALIST

STEP	<i>with Masters</i>	<i>with Doctorate</i>
00	\$77,812	\$79,314
01	\$78,412	\$79,916
02	\$79,015	\$80,517
03	\$79,615	\$81,117
04	\$80,216	\$81,719
05	\$80,817	\$82,318
06	\$81,418	\$82,920
07	\$82,020	\$83,521
08	\$82,619	\$84,122
09	\$83,220	\$84,722
10	\$83,821	\$85,324
11	\$84,422	\$85,925
12	\$85,023	\$86,524
13	\$85,624	\$87,126
14	\$86,224	\$87,727
15	\$89,893	\$88,328
16	\$87,427	\$88,929
17	\$88,027	\$89,529
18	\$88,628	\$90,131
19	\$89,228	\$90,731
20	\$89,830	\$91,332

SUPERVISORS

STEP	<i>with Bachelors</i>	<i>with Masters</i>	<i>with Doctorate</i>
00	\$64,366	\$65,563	\$66,756
01	\$64,847	\$66,042	\$67,234
02	\$65,324	\$66,524	\$67,714
03	\$65,803	\$66,999	\$68,192
04	\$66,280	\$67,478	\$68,670
05	\$66,761	\$67,956	\$69,149
06	\$67,239	\$68,436	\$69,628
07	\$67,717	\$68,913	\$70,106
08	\$68,196	\$69,392	\$70,584
09	\$68,674	\$69,869	\$71,063
10	\$69,153	\$70,350	\$71,542
11	\$69,631	\$70,828	\$72,021
12	\$70,111	\$71,306	\$72,498
13	\$70,588	\$71,785	\$72,977
14	\$72,025	\$72,264	\$73,456
15	\$71,545	\$72,742	\$73,935
16	\$72,024	\$73,220	\$74,412
17	\$72,502	\$73,700	\$74,891
18	\$72,981	\$74,177	\$75,369
19	\$73,459	\$74,657	\$75,849
20	\$73,939	\$75,134	\$76,328

PAY TABLES

ADMINISTRATOR PAY SCHEDULE — B

2019-2020

SPECIALIST

STEP	<i>with Masters</i>	<i>with Doctorate</i>
00	\$80,372	\$81,923
01	\$80,992	\$82,545
02	\$81,615	\$83,166
03	\$82,234	\$83,786
04	\$82,855	\$84,408
05	\$83,475	\$85,026
06	\$84,097	\$85,648
07	\$84,718	\$86,269
08	\$85,337	\$86,890
09	\$85,958	\$87,509
10	\$86,579	\$88,131
11	\$87,199	\$88,752
12	\$87,820	\$89,371
13	\$88,441	\$89,992
14	\$89,061	\$90,613
15	\$89,683	\$91,234
16	\$90,303	\$91,855
17	\$90,923	\$92,475
18	\$91,544	\$93,096
19	\$92,164	\$93,716
20	\$92,785	\$94,337

SUPERVISORS

STEP	<i>with Bachelors</i>	<i>with Masters</i>	<i>with Doctorate</i>
00	\$66,484	\$67,720	\$68,952
01	\$66,980	\$68,215	\$69,446
02	\$67,473	\$68,710	\$69,942
03	\$67,968	\$69,203	\$70,436
04	\$68,462	\$69,698	\$70,929
05	\$68,957	\$70,192	\$71,424
06	\$69,451	\$70,688	\$71,919
07	\$69,945	\$71,180	\$72,412
08	\$70,440	\$71,675	\$72,906
09	\$70,933	\$72,168	\$73,401
10	\$71,428	\$72,665	\$73,896
11	\$71,922	\$73,158	\$74,390
12	\$72,418	\$73,652	\$74,883
13	\$72,910	\$74,147	\$75,378
14	\$73,405	\$74,641	\$75,873
15	\$73,899	\$75,135	\$76,367
16	\$74,394	\$75,629	\$76,860
17	\$74,887	\$76,125	\$77,355
18	\$75,382	\$76,617	\$77,850
19	\$75,876	\$77,113	\$78,344
20	\$76,372	\$77,606	\$78,839

ATTESTATION

THE PROVISIONS OF THIS AGREEMENT SHALL BE EFFECTIVE AS OF THE FIRST DAY OF SEPTEMBER, 2017, AND ALL PROVISIONS OF THIS AGREEMENT SHALL REMAIN AND CONTINUE IN FULL FORCE AND EFFECT THROUGH THE THIRTY-FIRST DAY OF AUGUST, 2020.

IN WITNESS WHEREOF, THE PARTIES HEREUNTO SET THEIR HANDS AND SEALS THIS
24TH DAY OF OCTOBER, 2017.

PUEBLO CITY SCHOOLS
in the County of Pueblo
and State of Colorado

PUEBLO ASSOCIATION OF
SCHOOL EXECUTIVES

By SIGNATURE ON FILE
President, Board of Education

By SIGNATURE ON FILE
Representative, PASE

By SIGNATURE ON FILE
Vice President, Board of Education

Memorandum of Understanding Auto Allowance

The parties mutually agree to the following conditions for the 2017 - 18 school year in regards auto allowance.

In lieu of providing an auto allowance, each administrator required to travel as part of their job responsibilities shall be reimbursed the IRS Standard Mileage Rate for business use of his/her own automobile. Mileage reimbursement shall be funded through district general funds. Mileage should be submitted monthly and no later than June 30, 2018.

PASE (Pueblo Association of School Executives) and the District agree to form a work group during the 2017 - 18 school year to discuss options related to providing an automobile allowance, reimbursement of all required mileage, or other possibilities acknowledging required usage of personal vehicles.

The parties agree that the work group recommendations will be made no later than May 1, 2018.

Memorandum of Understanding Cell Phone Allowance

The District will make recommendations to PASE for cell phone usage exploring district owned phones or allowance for the use of personal phones for business. The recommendation will be made no later than May 1, 2018

Memorandum of Understanding Stipend

The District agrees to compensate PASE a stipend of \$750 per employee (prorated by contractual FTE). The stipend will be allocated through a one-time payment on the November 2017 payroll.

Memorandum of Understanding

Pueblo Association of School Executives and Pueblo School District No. 60

May 2018

The Parties mutually agree that the following is a complete list of the agreed-upon revisions to their Benefits Agreement fully and finally settling the 2018-19 round of benefits agreement discussions between Pueblo School District 60 and PASE:

1. Steps for the 2018-19 school year will be awarded beginning September 2018; and
2. An across-the-board Increase of 2.25% will be applied to and has been included in the PASE salary schedules, attached and incorporated herein as Appendix A, and will apply to members of the bargaining unit beginning September 2018; and
3. Effective September 1, 2018, the District shall contribute up to \$520 per employee per month toward health, dental, and vision insurance plans provided by the District. The actual contribution shall not exceed the full cost of the coverage selected by the employee. The contribution shall be remitted to the District's health, dental, and vision insurance carriers; and
4. The 2017-18 MOU's regarding cell-phone allowance and auto Allowance will be extended through May, 2019.

PUEBLO CITY SCHOOLS
in the County of Pueblo
and State of Colorado

PUEBLO ASSOCIATION
OF SCHOOL EXECUTIVES

By SIGNATURE ON FILE
President, Board of Education

By SIGNATURE ON FILE
Representative, PASE

Date 5/22/2018

Date 5/18/2018

By SIGNATURE ON FILE
Vice President, Board of Education

Date 5/22/2018

Memorandum of Understanding

Pueblo Association of School Executives and Pueblo School District No. 60

July 2019

The Parties mutually agree that the following is a complete list of the agreed-upon revisions to their Benefits Agreement fully and finally settling the 2019-120 round of benefits agreement discussions between Pueblo School District 60 and PASE:

1. The parties agree that no steps will be awarded for the 2019-20 school year; and
2. An across-the-board Increase of 3.29% will be applied to and has been included in the PASE salary schedules, attached and incorporated herein as Appendix A, and will apply to members of the bargaining unit beginning September 2019; and
3. The 2017-18 MOU's regarding cell-phone allowance and auto Allowance will be extended through May, 2020.

PUEBLO SCHOOL DISTRICT NO. 60
in the County of Pueblo
and State of Colorado

PUEBLO ASSOCIATION
OF SCHOOL EXECUTIVES

By SIGNATURE ON FILE
President, Board of Education

By SIGNATURE ON FILE
Representative, PASE

Date 7/30/2019

Date 7/22/2019

By SIGNATURE ON FILE
Vice President, Board of Education

Date 7/30/2019

Memorandum of Understanding

Pueblo Association of School Executives and Pueblo School District No. 60

May 2018

The parties mutually agree to the following revisions to the Benefits Agreement to implement a four-day school week that will go in to effect in the 2019-20 school year beginning July 1, 2019 and expiring August 31, 2020.

- The "Contract Work Year" will be reduced to the following days for the duration of this agreement:
 - Directors & Executive Directors – 12 Months
 - High School Principals – 198 Days
 - Middle School Principals – 191 Days
 - Elementary School Principals – 187 Days
 - Assistant Principals – 187 Days
 - Specialists – 187 Days
 - Board/Administrative Assistant – 12 Months
 - Supervisors – 12 Months
- Excused Leave will accrue according to the following table:
 - 195 Days or more – 15 Days
 - Less than 195 – 14 Days
- Vacation days for regular, full-time employees will be accrued at the rate of 17 days per year or 1.42 days per month.
- Administrators retiring or resigning from the District with at least fifty-three (53) days of unused excused leave shall be reimbursed at the rate of \$85 per day for all earned unused excused leave days.
- Employees' Daily pay rates will be adjusted to reflect the annual salary divided by the number of Contract Work Days.
- Parties agree to meet no later than May 15, 2020 to discuss possible adjustments and extension for the 2020-2021 school year.

PUEBLO SCHOOL DISTRICT NO. 60

in the County of Pueblo
and State of Colorado

PUEBLO ASSOCIATION
OF SCHOOL EXECUTIVES

By SIGNATURE ON FILE
President, Board of Education

By SIGNATURE ON FILE
Representative, PASE

Date 5/21/2019

Date 5/20/2019

By SIGNATURE ON FILE
Vice President, Board of Education

Date 5/21/2019

