

# West Grand School District 1-Jt



## Employee Handbook 2020-2021



Revised: October 13, 2020

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## **IMPORTANT DISCLOSURE**

**This handbook is to acquaint employees with the West Grand School District 1-Jt. The handbook is not all-inclusive, but is intended to provide our employees with a summary of some of the district's policies and procedures. This edition replaces all previously issued editions.**

**No employee handbook can anticipate every circumstance or question. If you have questions after reading this handbook, please contact your immediate supervisor or Human Resources.**

**In addition, the need may arise to change the policies described in the handbook. The district therefore reserves the right to interpret them or to change them without prior notice.**

**This handbook does not imply a contractual agreement between employees and the West Grand School District 1-Jt.**

October 1, 2020

Dear Staff:

It is with pride and excitement that I join you in your efforts to provide the children of the West Grand School District 1-Jt community excellence in learning, excellence in leadership and excellence in engagement.

The District is providing this Employee Handbook for your convenience. We hope that this booklet will provide you all the information you need to understand the benefits of working for the best school district in Colorado. We have this information available to you via the website as well. If for some reason, you cannot find the information you need please feel free to stop by my office or email me. We want everyone to have information on policies, benefits, and services that are available for your well-being.

I am looking forward to an exciting 2020-2021 school year.

Sincerely,

*Martha Schake*  
Director of Finance / HR

West Grand School District 1-Jt  
Kremmling, Colorado 80459

Employee Handbook Acknowledgement

Please sign this form and return it to the District Office. Your signature on this form confirms that you have received your copy of the 2020-2021 Employee Handbook. Your signature does not imply a contractual agreement between you and the West Grand School District 1-Jt. The handbook does not contain all personnel policies. All policy and regulation revisions are subject to Board approval. You are encouraged to review all policies and regulations. A complete set of policies and regulations are available in these locations:

- West Grand School District 1-Jt - Website: [www.wgsd.us](http://www.wgsd.us)
- District Office, 715 Kinsey Avenue, Kremmling, CO 80459

I have received a copy of the 2020-2021 West Grand School District 1-Jt Employee Handbook.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## West Grand School District 1-Jt Telephone and Address

Website: [www.wgsd.us](http://www.wgsd.us)

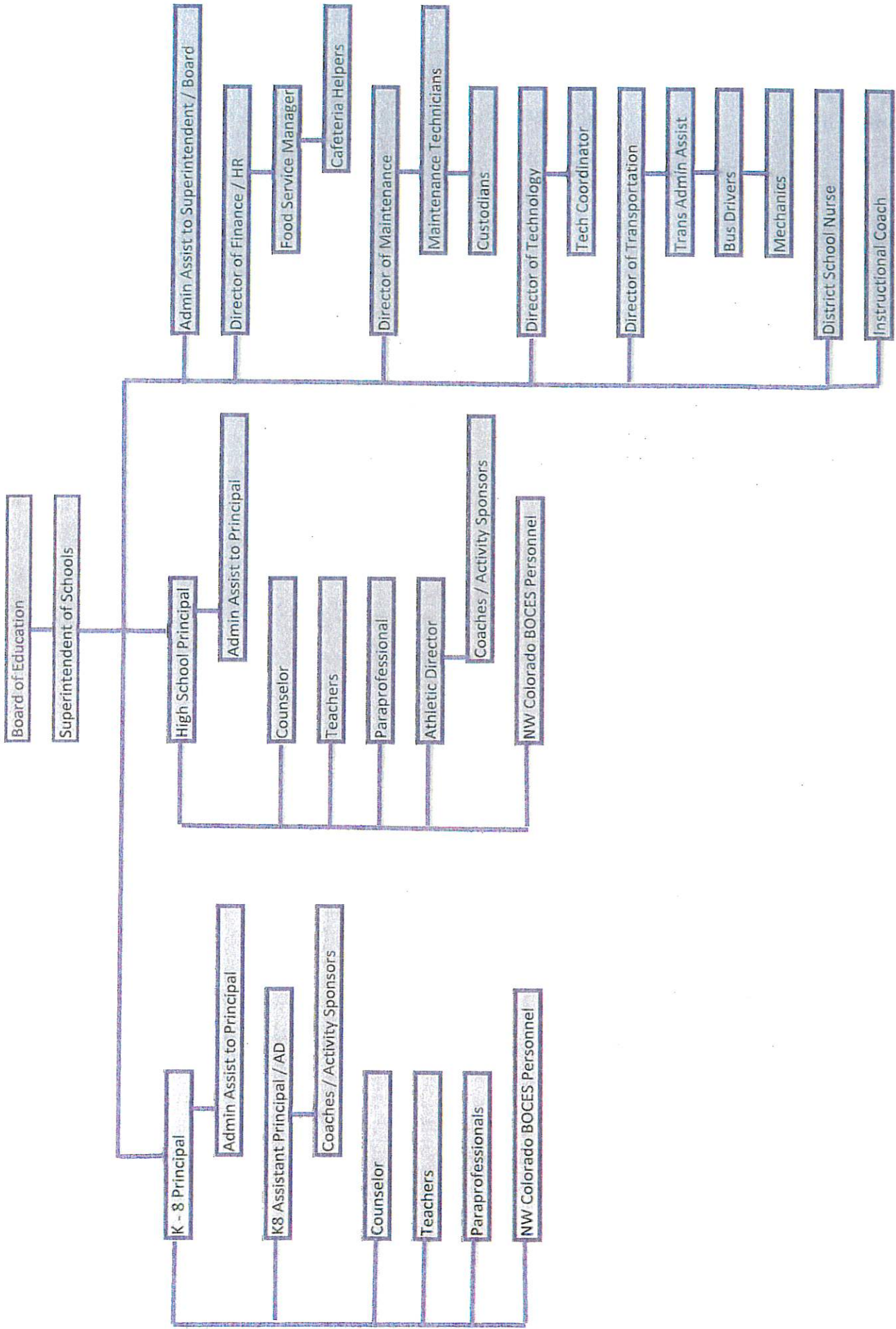
District Office	715 Kinsey Avenue PO Box 515 Kremmling, CO 80459	970-724-3217 970-724-9373 (Fax)
West Grand Elementary School	715 Kinsey Avenue PO Box 515 Kremmling, CO 80459	970-724-1000 970-724-9052 (Fax)
West Grand Middle School	715 Kinsey Avenue PO Box 515 Kremmling, CO 80459	970-724-1000 970-724-9052 (Fax)
West Grand High School	208 12 <sup>th</sup> Street PO Box 515 Kremmling, CO 80459	970-724-3425 970-724-3450 (Fax)
Food Service	715 Kinsey Avenue PO Box 515 Kremmling, CO 80459	970-724-1016
Transportation Department	306 12 <sup>th</sup> Street PO Box 515 Kremmling, CO 80459	970-724-3747
Maintenance/Operations	715 Kinsey Avenue PO Box 515 Kremmling, CO 80459	970-275-5078
Technology Department	715 Kinsey Avenue PO Box 515 Kremmling, CO 80459	970-509-0119

## **West Grand School District 1-Jt Board of Education**

The West Grand School District 1-Jt Board of Education is comprised of seven members who are elected at large. The following provides names and their position within the board.

<b>President</b>	<b>Shawn Lechman</b>
<b>Vice President</b>	<b>Mitch Lockhart</b>
<b>Secretary</b>	<b>Jessica Smiley</b>
<b>Treasurer</b>	<b>Rhonda Shearer</b>
<b>Member</b>	<b>Shorty Lemon</b>
<b>Member</b>	<b>Jeremy Bock</b>
<b>Member</b>	<b>Rebecca Guthrie</b>

West Grand School District 1-Jt  
2020-2021 Organization Chart







# West Grand High School

## Extensions

### 2020-2021

### Front Office

Elizabeth Bauer - Principal	2203
Cori Kassib - Asst. Princ/AD	2217
Taryn Edson - Office	2201
Jennifer Hooks - Counselor	2235

### District Office

Darrin Peppard - Superintendent	2008
Martha Schake -HR/Finance	2007
Kylee Miller - Admin to Super.	2006
Laura Gore - Inst. Coach	2017

### Classrooms

Shannon Barsy - Spanish	2212
Media Center	2206
Dan Bowerly - Music	2221
Lorena Lott - Business	2220
Curtis Brown - Robotics	2224
Fernando Enriquez - PE	2297
Emmylou Harmon - Sci	2215
Erica Hastert - Math	2208

Zachary Shraberg - Eng	2211
Ben Reimer - Math	2207
Jacob Walter - Ag	2210
Ryan Trippicio -Social Studies	2213
Brian Strathman - Health	2231
Brian Strathman - PE	2205
Jenn Stuart - Eng	2209
Rachel Waltman - Art	2219

### Special Education

Misty Pickett	2202
Sondra Keck	2223
<b>ELD Para</b>	
Angie Munoz - HS	2206
K-8	2090

### Nurse

Robyn Duensing - K8	2050
Robyn Duensing - HS	2204
Sick Room - K8	2076
Sick Room - HS	2214

### Office Numbers

<b>District Office</b>	970-724-3217
<b>High School Office</b>	970-724-3425
<b>K-8 Office</b>	970-724-1000



# West Grand High School

## Extensions

### 2020-2021

#### K-8 Office

Jack Daly - Principal	2004
Nathan Tedjeske -Asst. Princ./AD	2053
Kendra Bock - Office	2001
Kylee Miller - Office	2002

#### Transportation

James Gregory - Director	724-3747
James Gregory - Director	2301

#### Technology

Jimi Poindexter - Director	2009
Dillan Sammons - Assistant	2010

#### K8 Kitchen

Kitchen Serving Room	2015
Kris Smith - Kitchen Office	2016

#### Preschool

Office	724-9483
Michele DeSanti - Director	2048
Full-Day Classroom - Kalonie	2038
Half-Day Classroom - Sara	2036

#### HTI

Ali Williams	2206
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#### Boces

Psychologist - Lisa Wieland	2069
Occupational Therapist - Annemarie Pfeiffer	2063
Speech - Becca Pearson	2040

#### Early Childhood Center

Rhonda Ilgner - Director	2070
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#### Maintenance

TBA - Director	2020
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#### Fax Numbers

District Fax	970-724-9373
High School Fax	970-724-3450
K-8 Fax	970-724-9052

#### Emergency Numbers

Dispatch	725-3387
Police	724-3318
Fire	724-3795
Poison Control	800-332-3073
Safe 2 Tell	877-542-7233

# West Grand K-8 Extensions



## 2020-2021

### Front Office

Jack Daly	2004
Nathan Tedjeske	2053
Kendra Bock	2001
Kylee Miller	2002

### Elementary School

Jaime Franklin - Kinder	2037
Colleen Dolan - Kinder	2039
Kandi Kaeding - 1st	2035
Arianna Paulson - 1st	2033
Hannah White - 2nd	2032
Mackenzie Heffernan- 2nd	2034
Nellie Thomson - 3rd	2029
Breanna Winter - 3rd	2031
Alesha Birdsall - 4th	2030
Melissa Siderfin - 4th	2028
Karen Bergum - 5th	2027
Courtney Frazier - 5th	2026

### Interventionist/Literacy

Jane Janssen	2025
Angie Munoz	2090
ELD	2061
ELD	2059

### Special Education

Marveen Terryberry - E.S.	2022
Della Albrighton - M.S.	2058
Self Contained Classroom	2065

### District Office

Darrin Peppard	2008
Martha Schake	2007
Kylee Miller	2006
Laura Gore	2017

### Middle School

Hannah Glines - 6th	2056
Hunter Hill - 6th	2057
Andrew Mericle - 7th - Eng/SS	2052
Katie DeBell - 7th & 8th Sci	2055
Curtis Brown - 7th & 8th - Math	2060
Jessica Tedjeske- 8th Eng/SS	2062

### Specials

Misty Lamb - Choir/Music	2012
Dan Bowerly - Band	2054
Collaboration Space	2011
Kelly Moffett - Art	2021
Becca Bailey - Elem & MS P.E.	2018
Brian Strathman - MS P.E./Health	2231

### Counselors/Nurse

Jennifer Vance - K-8	2066
Jennifer Hooks -HS	2235
Robyn Duensing - Nurse	2050
Robyn Duensing - K8 Sick Room	2076
Robyn Duensing - Nurse HS	2204
Robyn Duensing - HS Sick Room	2214

# West Grand K-8 Extensions



## 2020-2021

### Technology

Jimi Poindexter - K8	2009
Dillan Sammons - HS	2010
Board Room	2068

### Kitchen

Kris Smith	2016
Serving Room	2015

### Boces

Psychologist - Lisa Wieland	2069
Occupational Therapist - Annemarie Pfeiffer	2063
Speech - Becca Pearson	2040

### Fax Numbers

K-8 Fax	724-9052
District Fax	724-9373
High School Fax	724-3450
K8 Conference Room	2003
- Library	2005

Liz Bauer	2205
Taryn Edson	2201
Cori Kassib	2217
Jennifer Hooks	2235

### Bus Barn

James Gregory	724-3747 2301
Gore Pass - Purple - Dave Heil	531-7078
Parshall/Troublesome - Red- Blue River - Blue -	

### Preschool

Michele DeSanti - Director	724-9483 2048
Half Day - Sara Pryor	2036
Full Day - Kalonie Williams	2038

### WGEC

Rhonda Ilgner	2070
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### Maintenance

TBA - Maintenance	2020
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### Emergency Numbers

Dispatch	725-3387
Police	724-3318
Fire	724-3795
Poison Control	800-332-3073
Safe 2 Tell	877-542-7233

### High School

Media Center	2206
Emmylou Harmon	2215
Angie Munoz	2206
Dan Bowerly	2221

**WEST GRAND SCHOOL DISTRICT #1-JT**

**2020-2021 CALENDAR**

**ADOPTED 8/12/19**

**AMENDED 7/28/2020**

**JULY 2020**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**AUGUST 2020**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**SEPTEMBER 2020**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**OCTOBER 2020**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**NOVEMBER 2020**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**DECEMBER 2020**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**SCHOOL DAYS AND SEMESTERS**

Instructional Days	(146 Days)
First Semester	(71 Days)
Second Semester	(75 Days)
Quarters	
First Quarter	Aug. – Oct. (35 Days)
Second Quarter	Oct. – Jan. (36 Days)
Third Quarter	Jan. – Mar. (36 Days)
Fourth Quarter	Mar. – June (39 Days)

**PARENT/TEACHER CONFERENCES**

NOVEMBER 3 & 4  
APRIL 6 & 7

**STAFF DEVELOPMENT DAYS – MAY BE CHANGED BY ADMIN**

AUGUST 10-20 JUNE 4  
SEPTEMBER 18  
OCTOBER 2 (COLLAB)  
NOVEMBER 13  
DECEMBER 0  
JANUARY 8  
FEBRUARY 5  
MARCH 0  
APRIL 16  
MAY 0

**SCHOOL NOT IN SESSION**

SEPTEMBER 7 LABOR DAY  
NOVEMBER 23-26 THANKSGIVING  
DECEMBER 21-DEC. 31 CHRISTMAS BREAK  
MARCH 22-25 SPRING BREAK  
MAY 31 MEMORIAL DAY

**SNOW DAYS IF NEEDED**

FEBRUARY 12  
MARCH 5

FIRST DAY OF SCHOOL August 24, 2020  
LAST DAY OF SCHOOL June 3, 2021

MAY 29 GRADUATION

**JANUARY 2021**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**FEBRUARY 2021**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

**MARCH 2021**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**APRIL 2021**

S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**MAY 2021**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**JUNE 2021**

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Refer to Policy ICA/IC for secondary school calendar calculation hours

## **DISTRICT COMMITTEES**

**The district encourages employee participation in decision making for the school district. See Policy GBH**

**Salary and Benefits Committee (SBC) establish and maintain a competitive, fair and equitable compensation and benefits policy designed to attract, engage and retain staff.**

**District Technology Committee (DTC) identifies IT planning priorities, new IT resources requests and IT policies. Makes recommendations to the Superintendent.**

**District Accountability Committee (DAC) oversees district improvement efforts and to report to the Board of Education.**

**Elementary/ Middle School Parent Teacher Team (K-8 Pal)**

**Policy Committee reviews district policies.**

**Calendar Committee reviews future school calendar and makes recommendation to the Superintendent.**

**CTA – Vocational Program – reviews vocational department’s priorities and future needs.**

**If you are interested in joining one of the above mentioned committees, contact your immediate supervisor.**

# EMPLOYMENT

## Job Descriptions

Job Descriptions are available on the West Grand School District 1-Jt website: [www.wgsd.us](http://www.wgsd.us); District Office – District Resource

## Equal Employment Opportunity (EEO)

Respect for the dignity and worth of each individual is paramount in all policies issued by the Board and in the administration of those policies. We prohibit unlawful discrimination against applicants or employees based on age, race, gender, color, religion, national origin, disability, or any other applicable status protected by state or local law. See policy AC & GBA

## Americans with Disabilities Act (ADA)

The District will make reasonable accommodation for qualified individuals with known disabilities. Employees needing such accommodation should contact their supervisor or Human Resources.

## Harassment

The District strives to maintain a work environment free of unlawful harassment. The District prohibits unlawful harassment because of age, race, gender, color, religion, national origin, disability, or sexual orientation.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Prohibited behavior may include but is not limited to the following:

- Written form such as cartoons, e-mail, posters, drawings, or photographs
- Verbal statements such as epithets, derogatory comments, slurs, or jokes
- Physical conduct such as assault, or blocking an individual's movements

This policy applies to all employees. Investigations occur promptly. If the District determines an employee's behavior is in violation of this policy, disciplinary action will occur, up to and including termination of employment. See policy AC, GBA, & GBAA

## **Sexual Harassment**

Sexual Harassment is not tolerated.

Sexual harassment is an unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment

The expectation is that all employees conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mail
- Verbal form, such as comments, jokes foul or obscene language of a sexual nature, gossiping, questions about another's sex life, or repeated unwanted requests for dates
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, or brushing up against another's body.

This policy applies to all employees. Investigations occur promptly and if the District determines an employee's behavior is in violation of this policy, disciplinary action may occur, up to and including termination of employment. See Policy AC, GBA & GBAA

## **Complaint Procedure**

It is the district's desire that procedures for settling differences provide for prompt and equitable resolution and that each employee be assured an opportunity for orderly presentation and review of complaints without fear of reprisal. A "grievance" is an alleged violation of Board of Education policies or administrative regulations that apply to all employees. See Policy GBK



## **Employee Status Definitions**

**Full time employee** – an employee scheduled to work 32 hours or more per week. Full-time employees are eligible for benefits.

**Part time employee** – an employee scheduled to work less than 32 hours per week. Part time employees are eligible for benefits.

**Temporary employee** – an employee hired in a job established for a temporary period or for a specific assignment. Temporary employees are not eligible for benefits.

**Exempt employees** – an employee who is not eligible for overtime pay per standards set by Fair Standard Labor Act (FSLA).

**Non-exempt employee** – employee is eligible for paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per workweek.

**Classified Employee** – Employees who are not required to obtain a license through the Colorado Department of Education to work within a school district.

**Certified Employee** – Employees who are required to obtain a license through the Colorado Department of Education to work at a school district.

## EMPLOYEE BENEFITS

Full time employees (32+ hours per week and/or a minimum of 1,216 hours per 12 consecutive months) will be allotted \$678.00 per month to be put towards the employee's choice of health, dental or vision plan available through the district. The District will pay \$339.00 per month toward one dependent health premium and \$678.00 per month toward two or more dependents health premiums.

An employee who works less than 32 hours per week but at least 20 hours per week will be allotted \$339.00 per month to be put towards the employee's choice of health, dental, or vision plan available through the district. The District will pay \$169.50 per month toward one dependent premium and \$339.00 per month toward two or more dependents health premiums.

An employee who works less than 20 hours per week does not qualify for the district sponsored health/dental/vision insurance plan. See policy GCBD

Insurance is effective the first month following the first day of employment.

### Insurance

#### Medical & Prescription Drug Coverage

Colorado Employer Benefit Trust (CEBT) is our carrier. Willis of Colorado is West Grand School District 1-Jt health insurance plan administrator. CEBT website: [www.cebt.org](http://www.cebt.org)  
Contact number: 800-332-1168

#### Prescriptions

Claim paying is CVS Caremark

#### Dental Coverage

Colorado Employer Benefit Trust (CEBT) is our carrier. Willis of Colorado is West Grand School District 1-Jt dental insurance plan administrator. CEBT website: [www.cebt.org](http://www.cebt.org)  
Contact number: 800-332-1168

#### Vision Coverage

VSP website: [vsp.com](http://vsp.com)

#### Life Insurance

An employee who works 20 or more hours per week will be eligible for life insurance paid by the district. The amount will be equal to the employee's annual salary to the next higher thousand or \$20,000, whichever is higher. Administrators will receive twice the annual salary in life insurance.

## **Retirement**

Public Employees Retirement Association (PERA)

Customer Service 800-759-7372

Website: [www.copera.org](http://www.copera.org)

PERA serves as a substitute for Social Security; therefore, this is a mandatory benefit. It provides retirement benefits when you retire, become disabled, or to your family upon your death.

PERA provides retirement and other benefits to employees of the State of Colorado, most school districts, public health departments, and some local government entities. As a PERA member, 8% of your salary (pre-tax) goes into a personal retirement account. By law, the district must contribute a percentage of its total payroll to PERA. For the 2012 calendar year, the district contributes 15.65%. This percentage will increase each year.

## **401(k) Plan**

Public Employees Retirement Association (PERA)

Customer Service 800-759-7372

Website: [www.copera.org](http://www.copera.org)

As a member, you are eligible to join the PERA 401(k) Plan.

Enrollment packets are available on website: [www.copera.org](http://www.copera.org) or by calling 800-759-7372

**Any other retirement plans are the total responsibility of the employee.**

## **Flexible Spending Account (Cafeteria Plan)**

American Fidelity Assurance 800-365-9247 or contact Human Resources at 724-1007. This benefit supplements your current health insurance coverage and offers dependent care reimbursement on a pre-tax basis.

**It is the employee's responsibility to keep Human Resources advised of any name, address and contact information or beneficiary changes. Please call Human Resources for a change form. 724-1007**

## **Holidays**

For eligible employees, the following are recognized paid holidays. See Policy GDD

4<sup>th</sup> of July

Labor Day

Thanksgiving

Friday following Thanksgiving

Christmas Day

New Year's Day

Memorial Day

Any employee of the district wishing to observe religious days other than holidays established by Board policy may use his/her personal leave days in accordance with personal leave guidelines. If additional days are needed, Superintendent approval is required. See Policy GBGL

## **Sick Leave**

Sick leave is to be used for illness of the employee and immediate family. When unable to report to work due to illness, employees must give their supervisor as much advance notice as possible before the start of their work day. Employees may transfer up to two sick leave days to personal days with advance notice and the approval of the superintendent. See Policy GBLA

## **Sick Leave Bank**

The purpose of the Sick leave Bank is to protect employees from devastating effects of a long-term illness or injury. It is not to replace the individual's accrued sick leave. Any employee may join the sick leave bank. An employee joins the bank by donating 1 sick leave day each year for three consecutive years at which time the employee becomes a vested member. See Policy GBLA

## **Sick Leave Buy Back**

Employees who are eligible to sell back sick leave days at the end of a contract/notice of assignment shall receive payment on the paycheck in the month following completion of contract or notice of assignment. See Policy GBLA

## **Use of Sick Leave for Education Expense Reimbursement**

Employees with more than 30 days of accumulated sick leave shall be allowed to use those days over 30 at the rate of the current teacher substitute pay rate per day for licensed staff and administrators or at the rate of one-half the current teacher substitute pay rate per day for classified. See Policy GBLA

## **Personal Leave**

The Board provides a leave of two days per year to be taken if approved in advance by the Principal or Superintendent. See Policy GBGJ

## **Vacation**

Vacation time is granted to classified personnel and administrators who work year-round. Employees working in any other than a 12-month position do not receive paid vacation. See Policy GDD

## **Bereavement**

An employee may use of the 5 days of bereavement leave for immediate family members, See Policy GBLB

## **Jury Duty**

The district recognizes jury duty as a civic responsibility of everyone. See Policy GBGG

## **Family and Medical Leave Act (FMLA)**

The Board shall provide a plan for leaves and absences designed to help members of the staff maintain their physical health, take care of family and other personal emergencies, improve professionally and discharge important and necessary obligations. See Policy GBGE, GBGE-R

## **Military Leave**

The district follows the federal guidelines regarding military leave. Employees granted a military leave of absence are re-instated and paid in accordance with the laws governing veteran's re-employment rights. See policy GBGI

## **Personal Business Leave (Unpaid)**

If, on a rare occasion, the board or its designee may deem the circumstances warrant an approval for an unpaid leave for non-medical reasons. See policy GBGM

## **Voting**

Voting is an important responsibility of all citizens. We encourage employees to exercise their voting rights in all municipals, state and federal elections. Under most circumstances, it is possible for employees to vote either before or after work and by mail. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with their supervisor no later than the day prior to Election Day.

## **Payroll Procedures**

### **Overtime**

Occasionally, employees are required to work overtime. In these instances, employees receive advance notice as time allows. Non-exempt employees' (most classified positions) rate of pay is one and one-half times their regular hourly rate for hours worked in excess of 40 during the established workweek. The established workweek begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday. For purposes of calculating overtime pay, only hours actually worked are eligible (except Holidays); See policy GDBC

### **Paydays**

Payday is the 20<sup>th</sup> of each month. If the regular payday occurs on a holiday, the payday is the last working day prior to the holiday. On each payday, employees receive a pay stub showing gross pay, deductions and net pay. This pay stub is emailed to staff.

Arrangements are possible for automatic deductions such as additional tax withholding and individual savings from your paycheck. The district is committed to complying with salary basis requirement, which allows properly authorized deductions. If you believe there was an improper deduction from your salary, immediately report this to the Human Resource Department. Reports of improper deductions are promptly investigated. If it is determined that an improper deduction has occurred, you will receive prompt reimbursement.

For the employees' convenience, it is our procedure to have all paychecks automatically deposited into employees' bank accounts.

### **Extra Duty Time Cards**

Employees are responsible for submitting their extra duty time cards to their supervisor for approval and submittal to payroll.

## **Work Environment**

### **Alcohol and Drugs**

Alert and rational behavior is required for the safe and adequate performance of job duties. Working after the use of alcohol, a controlled substance or use of any other substance is prohibited. The possession, purchase, or use, or sale of controlled substance or alcohol on (or in) district property while conducting district business is prohibited. See policy GBEC

### **Anti-Violence**

Employees will not engage intimidation, threats, hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons on to district property, or any other act, which, is inappropriate to the workplace. In Addition, employees will refrain from making comments regarding violent events and/or behavior. Employees are expected to report any prohibited conduct to management. Employees should directly contact proper law enforcement authorities if they believe there is a serious threat to the safety and health of themselves or others. See policy ADD & GBGB

### **Attendance and Punctuality**

Punctuality is an expectation of every employee. Regular attendance is an essential function and is necessary for the efficient operation of the school district.

Employees that will be absent or late must contact their supervisor as soon as possible prior to the start of their work day. Leaving messages with other employees or on voice mail is not acceptable. Failure to call when absent for three consecutive days will result in termination.

### **Personal Use of the Internet**

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in the policy will result in the loss of the privilege to use these tools and may result in school disciplinary action and/or legal action. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

Staff members are required to sign the Staff Use of the Internet and Electronic Communications Agreement before the issuance of internet, electronic communications access. See policy GBEE & GBEE-E

## **Confidential Information**

All records of employees are confidential. They shall not be open for public inspection unless requested through the Open Records Act. The superintendent and designees shall take the necessary steps to safeguard against unauthorized use of all employee records. See policy GBJ

## **Conflict of Interest**

If employees have any question whether a situation is a conflict to interest, please contact his or her supervisor See policy GBEA & GBEC

## **Discipline/Discharge**

Performance or other behavior that does not meet district expectations is addressed appropriately.

Disciplinary actions can range from formal discussion with the employee about the matter to immediate discharged. Action taken by administration is an individual case does not establish a precedent in other circumstance. See policy GDQD, GDQD-E & GCQF

## **Dress Code**

At West Grand School District 1-Jt personal appearance, hygiene, and attire are very important. A professional image must be maintained. See policy GBEB

## **Staff Conduct**

All staff members have a responsibility to make themselves familiar with and abide by the laws of the state as these affect their work, the polices of the Board and the regulations designed to implement them.

As representatives of the district and role models for students all staff shall demonstrate and uphold high professional, ethical and moral standards. See Policy GBEB



## **Workplace Health and Safety Protection**

The Board of Education is committed to providing a safe work environment for all employees. See policy GBAB

## **Safety/Reporting of Injury**

The district is committed to a safe work environment. Employees should report unsafe proactive or conditions to their supervisor. For safety reasons, employees should avoid the use of cell phones while driving.

District procedure for reporting and handling work-place injuries is as follows:

- Completion of A First Report of Injury form is required within 24 hours of injury or accident.
- Work-place injury/accident reports go to your immediate supervisor and the district office within 24 hours.
- The employee, supervisor is to contact Human Resources to report the incident or accident immediately. While not all injuries require medical attention, it is required to report it.
- If an examination or treatment is necessary, employees have authorization to see a designated medical facility. The employee may see minor care from the district nurse's office.
- The designated providers are as follows:

Middle Park Medical Center  
214 South 4<sup>th</sup>  
PO Box 399  
Kremmling, CO 80459  
970-724-3442

## **School Closing and Cancellations**

The superintendent is empowered to close the schools or to issue an early dismissal in event of hazardous weather or other emergencies, which threaten the safety, health, or welfare of students or staff members. The superintendent will take such action only after consultation with appropriate authorities.

School closing information broadcasts on the major radio stations, local news channels, and the district website. See policy EBCEA & EBCE-R

## **Smoking**

Per state law, See Policy ADC, ADC-R

## **Resignation of Employment**

We ask that employees resigning his or her position notify the district in a timely manner. See policy GCQC, GCQD & GDQB

**Administrator Salary Schedule**

Step	Assistant Principal	Principal
1	58,800	69,100
2	59,800	70,100
3	60,800	71,100
4	61,800	72,100
5	62,800	73,100
6	63,800	74,100
7	64,800	75,100
8	65,800	76,100
9	66,800	77,100
10	67,800	78,100
11	68,800	79,100
12	69,800	80,100
13	70,800	81,100
14	71,800	82,100
15	72,800	83,100
16	73,800	84,100
17	74,800	85,100
18	75,800	86,100
19	76,800	87,100
20	77,800	88,100
21	78,800	89,100
22	79,800	90,100
23	80,800	91,100
24	81,800	92,100
25	82,800	93,100
26	83,800	94,100
27	84,800	95,100
28	85,800	96,100
29	86,800	97,100
30	87,800	98,100

Provisions of Salary Schedule

1. All new administrators shall be allowed outside administrative experience up to six years, and placement on the salary schedule will be determined by Policy GCBA-R and approved by the Board of Education.
2. The District will carry a life insurance policy for all administrators of the District with a face value of two times the face value of the contracted salary. This premium will be paid by the District.
3. All administrators of the District shall be included in the District's medical/dental/vision insurance plan at the District's expense. Coverage for immediate family members shall be at the administrators' expense.
4. Professional dues, if any, in C.A.S.E. will be paid by the District.
5. Extra administrative duties and/or length of contract will be negotiated and paid appropriately according to duties and responsibility.

First Reading: December 13, 1994

Approved and Adopted: January 10, 1995

Revised: February 11, 1997

Revised: January 12, 1999

Revised: August 24, 1999

Revised: April 24, 2001

Revised: February 12, 2002

Revised: April 9, 2002

Revised: June 10, 2003

Revised: January 27, 2004

Revised: April 27, 2004

Revised: June 12, 2007

Revised: June 10, 2008

Revised: May 19, 2009

Revised: April 16, 2013

Revised: May 13, 2014

Revised: April 14, 2015

Revised: April 28, 2015

Revised: June 28, 2016

Revised: August 14, 2018

Revised: April 16, 2019

### Certificated/Licensed Staff Salary Schedules

Step	BA	BA + 10	BA + 20	BA +30	MA	MA +10	MA + 20	MA + 30	MA +45
1	36,100	36,600	37,100	37,600	39,700	40,700	41,800	42,800	43,800
2	36,600	37,100	37,600	38,100	40,200	41,200	42,300	43,300	44,300
3	37,100	37,600	38,100	38,600	40,700	41,700	42,800	43,800	44,800
4	37,600	38,100	38,600	39,100	41,200	42,200	43,300	44,300	45,300
5	38,100	38,600	39,100	39,600	41,700	42,700	43,800	44,800	45,800
6	38,600	39,100	39,600	40,100	42,200	43,200	44,300	45,300	46,300
7	39,400	39,900	40,400	40,900	43,000	44,000	45,100	46,100	47,100
8	40,200	40,700	41,200	41,700	43,800	44,800	45,900	46,900	47,900
9		41,500	42,000	42,500	44,600	45,600	46,700	47,700	48,700
10		42,300	42,800	43,300	45,400	46,400	47,500	48,500	49,500
11		43,100	43,600	44,100	46,200	47,200	48,300	49,300	50,300
12			44,400	44,900	47,000	48,000	49,100	50,100	51,100
13			45,200	45,700	47,800	48,800	49,900	50,900	51,900
14			46,000	46,500	48,600	49,600	50,700	51,700	52,700
15				47,300	49,400	50,400	51,500	52,500	53,500
16				48,100	50,200	51,200	52,300	53,300	54,300
17				48,900	51,000	52,000	53,100	54,100	55,100
18					51,800	52,800	53,900	54,900	55,900
19					52,600	53,600	54,700	55,700	56,700
20					53,400	54,400	55,500	56,500	57,500
21						55,200	56,300	57,300	58,300
22						56,000	57,100	58,100	59,100
23						56,800	57,900	58,900	59,900
24							58,700	59,700	60,700
25							59,500	60,500	61,500
26							60,300	61,300	62,300
27								62,100	63,100
28								62,900	63,900
29								63,700	64,700
30									65,500

The Board of Education will use the following formula to determine the amount of money that will be available for salaries and benefits each budget cycle. Although the Board will use this formula as a guiding principle and will strive to remain faithful to the designated percentages, it is important to note that certain budget concerns may take precedent over this stated formula. A determination will be made on the new money coming into the district. This will be determined by reviewing student enrollment figures, state equalization increases, and cost of living increases established by the state. Of this total amount, 80% will be dedicated to salaries and benefits with the remaining 20% allocated to other school expenses. From the total amount dedicated to salaries and benefits, the Board will allocate approximately 75% to salaries and approximately 25% to benefits. The Board will allocate the designated salary funding among the three groups with certified staff receiving 65%, classified staff receiving 27%, and administration receiving 8%.

The Board will establish the following priorities when allocating money. Again, it is important to note that budgetary concerns could dramatically impact this procedure. First, all educational advancements will be paid. Second, all step increases will be paid. Third, the Board will increase the base. The Board will make whatever increases they can even if they are unable to meet the percentages described in this policy. (In years when no new or additional money is received through State Public School Finance funding, this policy is not in effect).

The West Grand School District values the professional growth of our certified staff. To recognize and award this growth, the district has established a salary scale to compensate certified staff who successfully complete approved coursework. This educational growth plan has been developed to ensure this coursework is thoughtful and connected to the needs of both the district and the employee. It has also been developed to ensure there is no misunderstanding on what coursework will be accepted. It is important to understand that no employee will be given credit for any coursework not included within this plan. All growth plans must be developed and pre-approved by the building administrator. Growth plans can be modified as needed and when the principal

approves the change. Employees may not acquire credit beyond one credit outside of college credit. This means that employees can gain only one hour of non-college credit. Employees must earn a Masters degree before moving beyond the masters column unless a principal has approved a specific course of studies for that employee. To be eligible for horizontal advancement, employees must notify the district office in writing of any potential move by March 1. Employees failing to notify the district office by this date will not be awarded education advancement credits. All documentation and transcripts must be presented to district office by August 31 or that employee will not be eligible for advancement. The salary scale will extend only to 30 steps. Teachers, who have exceeded the steps listed on the salary schedule because they have moved vertically beyond the scale and not moved horizontally through graduate credit advancement, will receive a cost of living increase on years the base is increased. This increase will be \$1,000.00 every two years paid on the year the teacher is placed on an even numbered year of experience. On years when the base is not increased for 1 year, teachers will be entitled to half (\$500) the increase on the following year. When the base is not increased for two consecutive years, teachers will not be entitled to the cost of living increase of either year. The cost of living increases apply only to teachers who have moved beyond the established pay scale

New staff members may bring in five years of experience. The superintendent may recommend additional steps to fill difficult positions if necessary. This exemption will be provided only in unique situations.

Adopted: February 11, 2003	Revised: April 16, 2013
Revised: February 25, 2003	Revised: May 13, 2014
Revised: May 27, 2003	Revised: April 14, 2015
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Revised: April 27, 2004	Revised: June 28, 2016
Revised: June 14, 2005	Revised: August 14, 2018
Revised: June 13, 2006	Revised: April 16, 2019
Revised: June 12, 2007	
Revised: June 10, 2008	
Revised: May 19, 2009	
Revised: April 13, 2010	

**CLASSIFIED STAFF SALARY SCHEDULE**  
**Hourly Employees**

Step	Admin. Asst.	Bus Driver	Mechanic	Custodian	Maint. Tech	Cafeteria	Para	Tech. Coord.
1	14.20	16.10	17.40	13.00	16.20	13.00	13.00	18.00
2	14.50	16.40	17.70	13.30	16.50	13.30	13.30	18.30
3	14.80	16.70	18.00	13.60	16.80	13.60	13.60	18.60
4	15.10	17.00	18.30	13.90	17.10	13.90	13.90	18.90
5	15.40	17.30	18.60	14.20	17.40	14.20	14.20	19.20
6	15.70	17.60	18.90	14.50	17.70	14.50	14.50	19.50
7	16.00	17.90	19.20	14.80	18.00	14.80	14.80	19.80
8	16.30	18.20	19.50	15.10	18.30	15.10	15.10	20.10
9	16.60	18.50	19.80	15.40	18.60	15.40	15.40	20.40
10	16.90	18.80	20.10	15.70	18.90	15.70	15.70	20.70
11	17.20	19.10	20.40	16.00	19.20	16.00	16.00	21.00
12	17.50	19.40	20.70	16.30	19.50	16.30	16.30	21.30
13	17.80	19.70	21.00	16.60	19.80	16.60	16.60	21.60
14	18.10	20.00	21.30	16.90	20.10	16.90	16.90	21.90
15	18.40	20.30	21.60	17.20	20.40	17.20	17.20	22.20
16	18.70	20.60	21.90	17.50	20.70	17.50	17.50	22.50
17	19.00	20.90	22.20	17.80	21.00	17.80	17.80	22.80
18	19.30	21.20	22.50	18.10	21.30	18.10	18.10	23.10
19	19.60	21.50	22.80	18.40	21.60	18.40	18.40	23.40
20	19.90	21.80	23.10	18.70	21.90	18.70	18.70	23.70
21	20.20	22.10	23.40	19.00	22.20	19.00	19.00	24.00
22	20.50	22.40	23.70	19.30	22.50	19.30	19.30	24.30
23	20.80	22.70	24.00	19.60	22.80	19.60	19.60	24.60
24	21.10	23.00	24.30	19.90	23.10	19.90	19.90	24.90
25	21.40	23.30	24.60	20.20	23.40	20.20	20.20	25.20
26	21.70	23.60	24.90	20.50	23.70	20.50	20.50	25.50
27	22.00	23.90	25.20	20.80	24.00	20.80	20.80	25.80
28	22.30	24.20	25.50	21.10	24.30	21.10	21.10	26.10
29	22.60	24.50	25.80	21.40	24.60	21.40	21.40	26.40
30	22.90	24.80	26.10	21.70	24.90	21.70	21.70	26.70
Substitute	13.90	15.80	17.10	12.70	15.90	12.70	12.70	17.70

**CLASSIFIED SALARY SCHEDULE**  
Salaried Employees

Step	Food Service Manager	Admin. Asst. to Supt	Transportation Director	Maintenance Director	Finance Director	Technology Director
1	24,900	38,000	53,600	53,600	59,300	59,300
2	25,400	38,500	54,100	54,100	59,800	59,800
3	25,900	39,000	54,600	54,600	60,300	60,300
4	26,400	39,500	55,100	55,100	60,800	60,800
5	26,900	40,000	55,600	55,600	61,300	61,300
6	27,400	40,500	56,100	56,100	61,800	61,800
7	27,900	41,000	56,600	56,600	62,300	62,300
8	28,400	41,500	57,100	57,100	62,800	62,800
9	28,900	42,000	57,600	57,600	63,300	63,300
10	29,400	42,500	58,100	58,100	63,800	63,800
11	29,900	43,000	58,600	58,600	64,300	64,300
12	30,400	43,500	59,100	59,100	64,800	64,800
13	30,900	44,000	59,600	59,600	65,300	65,300
14	31,400	44,500	60,100	60,100	65,800	65,800
15	31,900	45,000	60,600	60,600	66,300	66,300
16	32,400	45,500	61,100	61,100	66,800	66,800
17	32,900	46,000	61,600	61,600	67,300	67,300
18	33,400	46,500	62,100	62,100	67,800	67,800
19	33,900	47,000	62,600	62,600	68,300	68,300
20	34,400	47,500	63,100	63,100	68,800	68,800
21	34,900	48,000	63,600	63,600	69,300	69,300
22	35,400	48,500	64,100	64,100	69,800	69,800
23	35,900	49,000	64,600	64,600	70,300	70,300
24	36,400	49,500	65,100	65,100	70,800	70,800
25	36,900	50,000	65,600	65,600	71,300	71,300
26	37,400	50,500	66,100	66,100	71,800	71,800
27	37,900	51,000	66,600	66,600	72,300	72,300
28	38,400	51,500	67,100	67,100	72,800	72,800
29	38,900	52,000	67,600	67,600	73,300	73,300
30	39,400	52,500	68,100	68,100	73,800	73,800

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 Revised: June 28, 2016  
 Revised: April 26, 2017  
 Revised: August 14, 2018  
 Revised: April 16, 2019  
 Revised: May 26, 2020

**SALARY SCHEDULE SUPPLEMENT**  
**Extra Curricular Salary Schedule**  
**September, 2001**

	<u>Base</u>	<u>Max.</u>			
ATHLETIC DIRECTOR	20%	30%			
			<b><u>FALL SPORTS</u></b>		
<b>FOOTBALL</b>			<b><u>VOLLEYBALL</u></b>	<u>Base</u>	<u>Max</u>
High School Head Coach	9%	17%	High School Head Coach	9%	17%
High School Assistant	7%	14%	High School Assistant	7%	14%
Middle School Head Coach	7%	13%	Middle School Head Coach	7%	13%
Middle School Assistant	4%	9%	Middle School Assistant	4%	9%
			<b><u>WINTER SPORTS</u></b>		
<b>BASKETBALL</b>			<b><u>WRESTLING</u></b>		
High School Head Coach	10%	18%	High School Head Coach	9%	17%
High School Assistant	8%	15%	High School Assistant	7%	14%
Middle School Head Coach	7%	13%	Middle School Head Coach	6%	12%
Middle School Assistant	3%	8%	Middle School Assistant	4%	9%
			<b><u>SPRING SPORTS</u></b>		
<b>TRACK</b>					
High School Head Coach	7%	15%			
High School Assistant	5%	12%			
Middle School Head Coach	5%	11%			
Middle School Assistant	3%	8%			
			<b><u>OTHER</u></b>		
Elementary Student Council	2%	3%	Forensics	4%	8%
High School Student Council	2%	3%	FFA Sponsor	4%	8%
Middle School Student Council	2%	3%	FBLA	4%	8%
District Accountability	2%	3%	Junior Class Sponsor	6%	Frozen
National Honor Society	2%	3%	(To be divided equally among sponsors)		
High School Annual Sponsor	3%	5%	Concession Director	4%	6%
Middle School Annual Sponsor	2%	3%			
Drama Director	3%	5%	<b><u>PEP CLUB-CHEERLEADER:</u></b>		
Brain Bowl	3%	5%	High School Sponsor	7%	15%
Club Arriba	3%	5%	High School Assistant Sponsor	4%	9%

THE ABOVE PERCENTAGES ARE TO BE TAKEN ON THE SALARY OF \$23,500. ADD ½ OF 1% TO EACH SALARY PER EACH YEAR IN THAT POSITION IN THE DISTRICT EXCEPT THOSE DESIGNATED AS FROZEN. MAXIMUM 16 YEARS FOR HIGH SCHOOL HEAD COACH, 14 YEARS FOR HIGH SCHOOL ASSISTANT, 12 YEARS FOR MIDDLE SCHOOL HEAD COACH, 10 YEARS FOR MIDDLE SCHOOL ASSISTANT.

UP TO 6 YEARS OUTSIDE EXPERIENCE WILL BE ALLOWED. TWO STEPS FOR THREE YEARS WILL BE ALLOWED FOR ASSISTANT EXPERIENCE WHEN MOVING TO HEAD COACH OR FROM MIDDLE SCHOOL TO HIGH SCHOOL.

Approved: October 11, 1994

Revised: September, 12, 1995  
 Revised: February 10, 1998  
 Revised: May 12, 1998  
 Revised: January 12, 1999  
 Revised: August 24, 1999  
 Revised: September 28, 1999  
 Revised: September 25, 2001