



**PUEBLO**  
**SCHOOL DISTRICT 60**

*Educating for Purpose and Impact*

**SCHEDULE B**  
**SPECIALIZED SUPPORT**  
**EMPLOYEES**

**Benefits**  
**and Other Information**

**PUEBLO SCHOOL DISTRICT 60**

315 W. 11th Street  
Pueblo, Colorado  
81003

**BOARD OF EDUCATION**

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**SUPERINTENDENT OF SCHOOLS**

Dr. Barbara R. Kimzey

August 1, 2024

**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 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 individual has been designated to handle inquiries regarding the non-discrimination policies: Executive Director of Student Support Services, Andrew Burns, [andrew.burns@pueblod60.org](mailto:andrew.burns@pueblod60.org), Title IX Coordinator/Compliance Officer for complaints. This individual can be located at 315 West 11th Street, Pueblo, Colorado 81003, (719) 549-7100. Inquiries about Title IX can be directed to Pueblo School District No. 60's Title IX Coordinator/Compliance Officer named herein; the Assistant Secretary for Civil Rights of the Department of Education at (800) 421-3481, [OCR@ed.gov](mailto:OCR@ed.gov); or both. Complaint procedures have been established for students, parents, employees, and members of the public. (Policy AC, AC-R-1, AC-R-2, AC-E-1, AC-E-2, AC-E-3).

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

## **GENERAL INFORMATION**

**THIS DOCUMENT IS NOT A CONTRACT. IT MERELY SETS FORTH, IN WRITING, BENEFITS AND OTHER INFORMATION APPLICABLE TO SPECIALIZED SUPPORT EMPLOYEES (SCHEDULE B) IN PUEBLO SCHOOL DISTRICT 60. THIS DOCUMENT IS SUBJECT TO CHANGE AT ANY TIME AT THE SOLE DISCRETION OF THE OFFICE OF HUMAN RESOURCES SUBJECT TO THE APPROVAL OF THE SUPERINTENDENT.**

It is recognized that Pueblo School District 60 is the primary employer and, as such, the Board of Education of Pueblo School District 60 is due certain responsibilities and obligations in respect to terms and conditions of employment which include, but are not limited to, performing academic and non-academic services and any other activities as directed by the Superintendent or his/her designee.

Board of Education policy, as well as state and federal laws and regulations mandate equal employment opportunities for all Pueblo School District 60 employees and prospective employees, irrespective of race, creed, color, sex, sexual orientation, gender identity/expression, marital status, national origin, religion, ancestry, age, disability, genetic information, pregnancy or childbirth status, other status protected by law. 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 60 and state and federal laws, rules, and regulations.

## **WORK DAY AND YEAR**

The contract year for Schedule B employees is August 1 through July 31 of the following year. The school year is that period of time between July 1 and June 30 when instruction of students is expected to occur in accordance with the school calendar or as scheduled for after-school or summer school programs. The actual days worked during a school year may start as early as July and end as late as June in any given work year. The number of workdays will vary among the various positions covered by Schedule B. The number of workdays and length of workday for each position will be disclosed on the salary schedules for each type of position and documented in the Office of Human Resources.

Workday shall mean the period of time when employees must be present at given buildings or sites as needed to perform responsibilities and duties included in the employee's job description or as may be assigned by the immediate supervisor.

The Office of Human Resources will publish calendars employee positions as needed.

Full-time Employees shall be allowed a rest period approximately midway of the first half of the workday and again midway through the second half of the work day. Such rest periods shall be with full pay and shall be of fifteen (15) minutes duration. Rest periods shall not interfere with the normal operations of the school or department. Employees working over five (5) consecutive hours in a day shall have a duty-free lunch period of thirty (30) consecutive minutes. Lunch periods should normally be scheduled in the middle of the workday, except when emergencies or special events make it necessary to alter the schedule. The employee will have the right to leave the building during a duty-free lunch period, provided the principal or immediate supervisor has approved the absence from the building. Lunch and rest periods shall not be cumulative if not taken by the employee.

Unusual circumstances may require modification of the normal work schedule, which may be modified by the immediate supervisor. When it is deemed necessary to alter an employee's schedule, an administrator may authorize the use of flex time to avoid a situation where the employee is working more than their contracted hours. When possible, reasonable advance notice of the change will be provided to the employee.

Overtime is subject to approval by the Superintendent based upon a request from the employee's immediate supervisor. Overtime shall be calculated in accordance with the federal and state laws and regulations. Compensatory time off may be given in lieu of overtime if mutually agreeable between the supervisor and the employee. Compensatory time must be taken within two pay periods or it will automatically be converted to overtime pay.

The acceptance of emergency overtime assignments shall be considered a condition of employment and refusal may result in disciplinary action. The term emergency means a situation that developed suddenly and unexpectedly as determined by the immediate supervisor.

# INSURANCE

Employees who work an average of at least 30 hours a week and are not a part of an association or meet and confer group shall enjoy the same insurance benefits as other employees of Pueblo School District 60. Current insurance benefits include the following:

## I. HEALTH, DENTAL, AND VISION INSURANCE:

A. **INSURANCE COMMITTEE:** The District utilizes an insurance committee of no more than 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 issues 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 Associations (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 will 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, calendar of meetings, and any other relevant information. Two weeks prior to the meeting, an e-mail reminder, with minutes of the last meeting, and a request for agenda items will be sent out.

B. **HEALTH, DENTAL, AND VISION PLAN:** Effective August 1, 2024 the District shall contribute up to \$675 for each full-time or 30-hour-per-week 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. In the event that the employee's spouse is a District employee, the District will contribute up to \$675 for each spouse toward the cost of full family coverage or employee and spouse coverage, whichever applies.

## II. LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT:

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

*Employee Life and Accidental Death and Dismemberment Insurance:*

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

*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.

**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, when an employee and their spouse both work for the District, 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.

**Schedule of Benefits for Dependent Life Insurance**

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

**Part-time Employee Coverage**

Employees covered by schedule B and who average less than 30 hours of work each week may voluntarily participate in the Comprehensive Health Plan. Cost of the plan shall be borne entirely by the part-time employee. Payroll deduction shall not be available for payment of premium.

# LEAVE

Leave benefits are available to all employees covered by this schedule who work at least an average of 24 hours each week.

The Board recognizes that there are times when an employee needs to be absent. The Board also recognizes that employee absences during certain busy times of the year or in excessive amounts can cause undue hardship on the organization. Supervisors shall not deny leave for arbitrary or capricious reasons. Supervisors can deny absences outside of FMLA when such absences are deemed excessive, when absences cause undue hardships to the program, or when the timeliness of absences prevent the district from completing essential projects or tasks. In addition, leave is not to be used for regularly scheduled absences (i.e. taking each Wednesday off). Misuse of leave will result in the docking of pay and may result in disciplinary action.

## I. ANNUAL EXCUSED LEAVE:

- A. On August 1 each year, employees 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:
  - Twelve months ..... 13 days
  - 171 to 185 days ..... 12 days
  - 150 to 170 days ..... 11 days
- B. The number of days shall be prorated when the employee's effective date of employment is after the beginning of the current contract year or if the employee does not complete the current contract year.
- C. Employees who are under contract for less than full-time (nine hours per day) shall be granted annual excused leave on a pro rata basis
- D. It shall be the responsibility of the employee to notify his/her immediate supervisor prior to any absence from work. The absence must be approved by and reported to the immediate supervisor in accordance with District designated documentation procedures and the customary and established practices and procedures of the District.
- E. Excused leave will be charged in fifteen (15) minute increments.
- F. Annual excused leave granted during each current contract year may be used for the following purposes:
  - 1) Personal Medical Illness/Disability- Annual excused leave may be used for personal illness, doctor visits, or medical disability of the employee.
  - 2) Immediate Family Medical Illness/Disability or Death -The annual excused leave may be used for illness, medical disability, or death in the employee's immediate family, which shall only include the employee's mother, father, brothers, sisters, spouse, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law or grandchild.
  - 3) Bereavement Leave- A total of up to five (5) annual excused leave days may be used on an as needed basis for the death of other relatives, which shall only include relatives of the employee and spouse.

- 4) Childbirth- Under the Family Medical Leave Act (FMLA), specialized support employees may be eligible for up to 12 weeks of leave for the birth of a child. Once available excused leave has been used, any remaining FMLA leave will be unpaid.
- 5) Child Adoption - Under FMLA, specialized support employees may be eligible for up to 12 weeks of leave for the adoption of a child. Once available excused leave has been used, any remaining FMLA leave will be unpaid.
- 6) Personal Leave- Specialized support employees may use excused leave for personal reasons. Annual excused leave may not be used for recreation, vacation, to advance personal training or education, or to earn other income. If possible, personal leave should be requested at least one (1) week in advance.

## II. ACCUMULATED EXCUSED LEAVE

- A. Unused annual excused leave shall be accumulated from year to year and may be used by the exempt professional employee only after the current year's annual excused leave is exhausted.
- B. Accumulated excused leave may be used for the following purposes:
  - In association with FMLA or District approved Medical Leave
  - Death of a Relative
- C. The date of resignation for specialized support 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.
- D. After the annual excused leave is used, absences not covered by accumulated excused leave or unexcused absences shall be deducted at the employee's current daily rate of pay for each day of absence.
- E. Employees absent from work for four (4) or more consecutive days or eight (8) days in any month long 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.

## III. LEAVE REIMBURSEMENT

- A. Specialized support employees retiring from the District with at least fifty five (55) days of accumulated unused excused leave shall be reimbursed 25% of an employee's per diem rate for earned but unused excused leave.

## IV. FAMILY MEDICAL LEAVE ACT OF 1993 (A copy of FMLA in its entirety is available in in the Office of Human Resources).

FMLA provides eligible employees with up to twelve (12) weeks of unpaid, job protected leave for certain family and medical reasons. To be eligible, employees must have worked for the District for at least one year, and worked at least 1,250 hours over the previous 12 months. For more information, please contact the Office of Human Resources.



V. MEDICAL LEAVE

Under the FMLA, eligible employees are allowed leave of up to twelve (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.

- A. Employees who are medically disabled and unable to continue work may be granted a medical leave of absence without salary for a period not to exceed six (6) months including the twelve (12) weeks allowed under FMLA. Verification of medical disability by a licensed physician shall be required.
- B. The District requires any Medical Leave or FMLA leave to run concurrently with any excused leave that an employee may have accumulated
- C. When an employee on medical leave is able to return to work, he/ she shall be reinstated on the applicable Salary Schedule at the step he/she was on when granted such leave.
- D. Before returning to work the employee shall be required to submit a physician's certificate of fitness to work to the Office of Human Resources and a copy to the immediate supervisor.

VI. WORK-RELATED INJURY OR ILLNESS LEAVE

- A. All employees incurring a work-related accident or illness shall be directed to medical providers as designated by the District.
- B. Each contract year, 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, as verified in a written statement from the District's designated medical provider concerning the employee's inability to work, shall receive a maximum of twenty (20) days of injury leave at their regular salary less workers' compensation temporary disability benefits, which shall be paid directly to the District in accordance with C.R.S. 8-42-124(2)(a) and (3). These days will not be chargeable against excused leave.
  - 1) After the twenty (20) days have been used, and the employee is deemed unable to resume duties, the employee shall be compensated directly through workers' compensation temporary disability benefits in accordance with C.R.S.8-42-124(2)(a) and (3) and will be ineligible for excused leave.
- C. Employees who have returned to work may use excused leave for medical appointments that occur during work hours.
- D. The District will have the right to recover Workers' Compensation Insurance benefits or temporary total benefits otherwise due the employee for any period the District pays full salary.
- E. 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 physicians concerning the employee's treatment and his/her inability to return to work.
- F. An employee shall be denied injury leave if the employee did not suffer a job-related injury that renders the employee incapable of performing his/her regular or modified duties or if the insurance carrier makes a finding of no liability.
- G. There shall be no provision for any loss of work time due to an injury occurring off the job. The employee shall arrange for annual or accumulated excused leave, vacation, or leave without pay or benefits as provided in this schedule.

- H. Employees on injury leave shall not be compensated for annually excused leave or holiday benefits unless the injury leave is not compensated by the Workers' Compensation Act of Colorado.
- I. The District shall continue to contribute the District's share of the employee's health/ dental premium for a maximum of six (6) calendar months for employees on an authorized injury leave.
- J. The employee shall be responsible to make payments for the shortfall in health/ dental premiums in accordance with schedules prepared by the Payroll Department.
- K. Employees shall not accrue vacation or annual excused leave while on injury leave. Employees released to return to work on a halftime basis shall accrue one half of their normal accruals of vacation and annual excused leave as provided in this schedule.
- L. During the period that an employee receives injury leave, the employee must provide the Office of Human Resources and the employee's immediate supervisor at least a weekly medical status report or may be subject to disciplinary action including loss of benefits.

## VII. MILITARY LEAVE

- A. Employees of Pueblo School District 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 up to fifteen (15) days of leave from their employment with no loss of pay, seniority, status, efficiency rating, vacation, sick leave, or other benefits provided he or she is engaged with such organization in training or active service ordered or authorized by proper authority as prescribed under the Federal Uniformed Services Employment and Reemployment Rights Act (USERRA). Additionally,
  - 1) An employee must submit a request for leave of absence accompanied by a statement from the commanding officer requesting such leave, and
  - 2) 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.
- B. If any employee is required by proper authority to continue in such military service beyond the time in which leave with pay is allowed, he or she is entitled to leave without pay for all such additional service with a right to reinstatement as prescribes under USERRA and C.R.S. 23-3-604.

## VIII. LEGAL LEAVE

- A. Legal leave will not be charged to excused leave.
- B. Legal leave will be granted for jury duty as required by law. The employee 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.
- C. Legal leave will also be granted if an employee is under subpoena to testify at a legal proceeding that is District related. A copy of the subpoena shall be submitted with the leave request.
- D. Absences for other legal matters are chargeable as personal leave or subject to a pay deduction for the period of absence.

E. Legal leave is not required in routine Student Support Services court appearances.

#### IX. SICK LEAVE BANK

A sick leave bank will be created for the exclusive use of benefitted employees who join the bank by making a non-refundable voluntary contribution to the bank.

- A. There will be an open enrollment period during the month 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.
- B. 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.
- C. A Sick Leave Bank Board shall be appointed to alternating two-year terms each school year by May First for the upcoming year. The Board will be composed of four (4) employees appointed by the Associations and four (4) administrators appointed by the district and will manage the use of the Sick Leave Bank.
  - 1) The Sick Leave Bank Board will be responsible for reviewing applications to use days from the Bank, and approval or denial of such requests.
  - 2) 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.
- D. An employee who is a member of the Sick Leave Bank may apply to use days from the Bank under the following conditions:
  - 1) 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.
  - 2) An employee may apply to use up to thirty (30) days from the Bank for an unexpected catastrophic event.
  - 3) An employee may not use more than sixty (60) days in any three (3) year period.
- E. 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.
  - 1) Additional days may not be assessed against members of the Sick Leave Bank without prior approval from the Sick Leave Bank Board.
- F. 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.
- G. 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.
- H. If applicable, each 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, and may not be used when any other program or benefit (SS, PERA, etc.) is also being used.

- I. 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 Associate Superintendent 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 Associations upon request, with copies provided to the other party upon completion of an audit.
- J. Application forms and other documents necessary for the administration of the Sick Leave Bank shall be developed by the Bank Board and revised as needed.
- K. 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.
- L. Employees who are retiring or leaving the District may contribute up to ten (10) days of their unused sick leave to the Sick Leave Bank at the time of their retirement or resignation.

X. HOLIDAYS

Specialized support employees who work 213 days (12 months) will be granted fourteen (14) paid holidays per year as specified on the current District calendar. Specialized support employees who work less than twelve (12) months will be granted unpaid holidays that fall within their work year as specified on the current calendar for their position.

XI. VACATION

Employees who are 12-month contracted employees shall accrue vacation beginning the first day of the month following the start of their employment. Vacation time is available for use as accrued after the first three (3) full months of employment. Vacation periods will be accrued as follows:

Less than 5 years – .67 days per month

At least 5 years and less than 10 years – 1 day per month

At least 10 years – 1.34 days per month

- A. Employees are encouraged to use their vacation days each year. Employees may not accumulate more than thirty (30) days of unused vacation time. Once an employee has accumulated thirty (30) days of unused vacation, he/she will stop accruing vacation until they have used vacation time and lowered the amount of accumulated vacation below thirty (30) days.
- B. Should an employee have a vacation leave balance at the time of termination, he/ she shall receive per diem pay for each unused vacation leave day not to exceed thirty (30) days.

XII. 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.

## **OTHER BENEFITS**

### **I. EMPLOYEE ASSISTANCE PROGRAM**

All employees and their immediate families are eligible to utilize the District approved Employee Assistant Program for assessment, initial counseling, and referral service for personal problems.

### **II. FLEXIBLE SPENDING BENEFITS PLAN**

Employees may participate in the District approved Flexible Spending Benefit Plan. Flex Spending offers you an opportunity to pay for medical expenses and/or dependent care expenses using pre-tax dollars, which can increase take-home pay. If an employee does not take advantage of the Flexible Spending Benefits Plan at the time of employment, the next available opportunity to participate is during the open enrollment period each year. Flex Spending is not available to part-time employee for whom the District does not contribute to their Health Insurance Premium. Current information is available through the Office of Human Resources.

### **III. PREMIUM PAYMENT PLAN**

Full-time employees who enroll in our District Health Insurance Plans are automatically enrolled in the District approved Premium Payment Plan. Under this plan, medical/dental/vision premiums are paid with pre-tax dollars, thereby increasing your take-home pay. As a new employee, you have the option of declining the benefit, which must be done at the time of hire through the Payroll Office. The next opportunity to decline this benefit will be during the Open Enrollment Period. The Premium Payment Plan is not available to part-time employee for whom the District does not contribute to their Health Insurance Premium. For more information contact the Office of Human Resources.

### **IV. TAX SHELTERED ANNUITY:**

A voluntary tax sheltered annuity program shall be available for employees who choose to participate with the companies approved by the District. Valic 403b and PERA 401k and 457 programs can be chosen at the employee's discretion using pre-tax dollars, which can increase take-home pay. Employees may enroll in annuity programs at any time. Current information is available through the Payroll Office.

### **V. ADDITIONAL INSURANCE PRODUCTS**

The District offers several Life Insurance and other Supplemental Insurance Programs in which employees may choose to participate in. If an employee does not take advantage of the Supplemental Insurance Programs at the time of employment, the next available opportunity to participate is during the open enrollment period each year. Current information is available through the Office of Human Resources.

### **VI. PUBLIC EMPLOYEES' RETIREMENT ASSOCIATION (PERA)**

As District employees, specialized support employees will not pay into social security. Instead, employees will contribute a portion of their eligible earnings to PERA to fund their future retirement pension benefits. The District is also required to contribute an amount equal to a portion of a specialized support employee's eligible earnings. Information can be found at [co.pera.org](http://co.pera.org)

## **OTHER EMPLOYMENT INFORMATION**

### **I. EMPLOYMENT STATUS**

Specialized support employees will be regarded as at-will employees. At-will employees may be discharged at the discretion of and as exclusively determined by the Superintendent or his/her designee as provided in district policy. All positions are subject to availability of funding and continued program need.

### **II. EDUCATION SUPPORT PERSONNEL EMPLOYEE WORK RULES**

A copy of the Classified Employee Work Rules can be found at [www.pueblod60.org](http://www.pueblod60.org). Per Board Policy, the District may issue a letter of reprimand, suspension, and/or discharge for just cause to a specialized support employee who is in violation of the Classified Employee Work Rules or district policy.

### **III. CONCERTED ACTION/WORK STOPPAGE**

Employees shall not authorize, engage in, sanction, or condone any strike or work stoppage of any kind or nature. 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 60, specialized support employees, upon the direction of their immediate supervisor, 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 designee.

### **IV. DIRECT DEPOSIT**

Pueblo School District 60 is a Direct Deposit Employer. At the time of employment, all employees shall provide to the Payroll Office information to establish a direct deposit account.

## **COMPENSATION**

All employees covered by this book are also paid from the Miscellaneous Non-Exempt Salary Schedule. The Miscellaneous Non-Exempt Salary Schedule is available on-line at [www.pueblod60.org](http://www.pueblod60.org).

One experience step will be given on August 1, when applicable, and upon approval of the Board of Education, to specialized support employees who were hired by the District as of January 1 of the previous contract year. Work eligible for advancement shall not include leaves without pay or days worked outside of the employee's work calendar for which the employee receives additional compensation.

Specialized Support employees are generally placed on the first step of the appropriate salary schedule. In unusual circumstances, consideration may be given to relevant education and experience.

The Assistant Superintendent or Director of Human Resources, whichever applies, will recommend placement and classification of each specialized support employee on the appropriate salary schedule. Such placement on the appropriate salary schedule is subject to approval by the Superintendent and the Board of Education.

The District reserves the right to properly adjust any errors that may occur in the calculation of salaries and fringe benefits only within the duration of the then current contract period.

Specialized support employees whose duties and responsibilities require extensive intra-district travel may be reimbursed for actual reported mileage in accordance with District policy. Reimbursement forms will be provided by the District Accounting Office. Reimbursements submitted more than 2 months after the travel occurred will be taxed as income.

## **PERFORMANCE APPRAISALS AND REASSIGNMENTS**

Specialized support employees will be appraised every year in accordance with the Education Support Personnel Performance Review evaluation program as set forth under the Board Policy GDO for Education Support Personnel Employees. Appraisal forms and handbooks, which include critical date information, are available through the Office of Human Resources, on the Pueblo School District 60 website, or from the employee's immediate supervisor

The Superintendent or designee may change an employee's work assignment or job status at any time to meet the needs of the District. The Superintendent or designee will notify the employee in writing and give reason for the reassignment. When reasonably possible, the employee will be provided an opportunity to discuss the reassignment with the Superintendent or designee prior to the effective date of the reassignment. There may be situations that require an immediate status change, including demotion or termination, as determined by the Superintendent or designee in his or her sole discretion.

## **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. 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, disability, creed, color, sexual orientation, gender identity/expression, ancestry, genetic information, pregnancy or childbirth status, other status protected by law may be filed under the District's procedures for resolving discrimination complaints and can be found in Board policy AC and AC-R.

Other issues or complaints must first be discussed with the employee's immediate supervisor in an effort to resolve the situation. If the issue or complaint involves the employee's immediate supervisor, the employee may discuss the issue or complaint with his or her supervisor's immediate supervisor. If the issue or complaint is not satisfactorily resolved at this level, the matter may be presented to the Executive Director for Human Resources or Director of Human Resources, whichever applies, for conflict resolution.