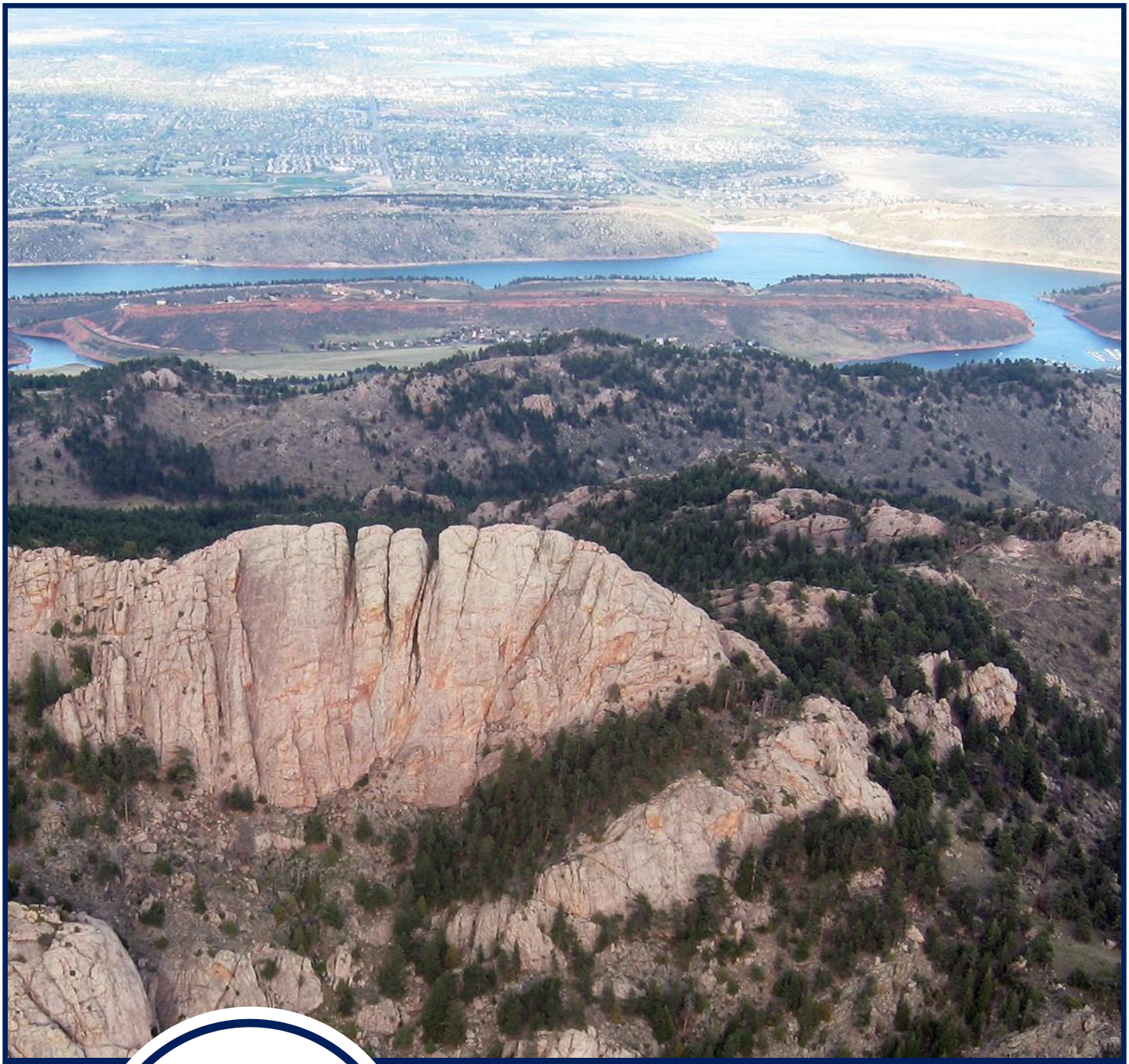

2023-2024

EMPLOYEE RESOURCE GUIDE

Poudre School District

Welcome to Poudre School District

As a member of the PSD team, you are part of an outstanding school district considered a leader in public education at both state and national levels. In Poudre School District, we believe classified employees, administrators, teachers, and professional staff form a partnership to provide students with the finest education available. Our staff extends expertise, time, and caring to increase the academic achievement of each student and assists in maintaining a healthy and supportive environment for a quality education.

This resource guide will help you understand our district's organization and expectations. If you have any questions, please ask your supervisor or any member of the Human Resources Department.

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

POUDRE SCHOOL DISTRICT

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Who's Who at Poudre School District

Poudre School District Board of Education

Rob Petterson, *President*
Nate Donovan, *Director*
DJ Anderson, *Director*
Jim Brokish, *Director*
Kristen Draper, *Vice President*
Carolyn Reed, *Director*
Jessica Zamora, *Director*

Superintendent of Schools

Brian Kingsley

Superintendent's Cabinet

Julie Chaplain
Assistant Superintendent
Traci Gile
Assistant Superintendent

Insoon Olson
Assistant Superintendent

Erich WonSavage
Chief Human Resources Officer

Dave Montoya
Chief Finance Officer

Bud Hunt
Chief Technology Officer

Jeff Connell
Chief Operations Officer

Dwayne Schmitz
Chief Institutional Effectiveness Officer

Madeline Noblett
Chief Communications Officer

Lauren Hooten
Chief of Staff

Autumn Aspen
Legal & Policy Counsel

Employee Group Association Presidents

John Robinson - *Poudre Education Association (PEA)*

Bryan Davis - *Poudre Association of School Executives (PASE)*

Joni Baker - *Association of Classified Employees (ACE)*

What Else?

It's easy to find the information you need as an employee of Poudre School District. You can refer to this resource manual or these other sources for information for assistance:

- Poudre School District website (www.psdschools.org)
- Poudre School District intranet (for staff only)
    1) From PSD home page, click Staff
    2) Log in with your email username & password
- Human Resources Department
- Talent Ed (Records – Contracts and Employee Documents and Perform - Evaluations)
- Your own department/school
- Employee Agreement
- Department Directory
- District Policies
- Health and Dental Benefits Plan Summary
- PSD Document Library (forms and specific department documents)

Board of Education

The Poudre School District Board of Education utilizes a policy governance model. The Board of Education establishes the vision, direction, and policies that the Superintendent implements. They are guided by the PSD Vision: Poudre School District exists to support and inspire every child to think, to learn, to care and to graduate prepared to be successful in a changing world. The District Ends are aspirational goals for PSD from which the Superintendent can generate programming. The Ends are purposefully broad in order to support all students. The interpretation of the District Ends can be found in the sub-components, which guide the benchmarks for measuring progress.

District Ends

Foundations for Success: PSD students attain milestones to ensure long-term academic success. PSD measures and monitors individual student progress against these milestones.

- Students in Early Childhood Education through graduation demonstrate levels of achievement in learning skills and content knowledge consistent with high expectations across all academic areas in the Colorado Academic Standards and the State Board for Community Colleges and Occupational Education.
- Students successfully manage transitions.
- Students exhibit healthy behaviors in a school environment that supports excellent physical fitness, nutrition, and mental health.

Success in a Changing World: PSD students are prepared for college and workforce success. PSD ensures access and encourages participation in a wide range of experiences that reflect expectations of a changing world.

- Students demonstrate college and workforce readiness.
- Students exhibit these 21st century skills within appropriate academic areas and grade levels.

Above and Beyond: PSD students are challenged, motivated, and inspired to reach their personal level of excellence. PSD offers students a broad and diverse set of opportunities that cultivates their talents and offers multiple pathways to high levels of success.

- Students have opportunities to excel in their personal areas of interest.
- Students have opportunities for authentic experiences.

Connections: PSD students are academically and socially connected to their school and community. PSD provides engaging opportunities to support students' individual pursuits and interests.

- Students have opportunities to pursue avenues of personal connection with the world and people around them.
- Students have opportunities to develop and sustain enduring connections with their school communities.

Policies, Laws, and Regulations

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

The District has the responsibility to make these documents available to you, but the employee should read and seek answers to any questions about any law, policy, or regulation. One of the main purposes for this information guide is to provide new employees with important information. Being aware of the laws, policies, and regulations governing your employment will assist you in better knowing the responsibilities of your position and ensure PSD will continue to provide a safe and healthy environment for students and employees. A complete listing of District policies can be found on the website.

1. Highlight *Your District*
2. Click *District Policies*

Site-Based School Management – District Policy CFD.

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

Shared Decision-Making - Article 1 of the PSD Employee Agreement

Shared Decision-Making is a process in which appropriate members of the school community collaborate in making decisions, each sharing the responsibility for the results.

Employee Use and Possession of Drugs and Alcohol—District Policy GBEC - Mandated for All Public Employees by the Federal Drug Free Workplace Act

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

Tobacco-Free and Marijuana-Free District—District Policies ADC and JLCD

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

As required by Colorado law, primary caregivers are permitted to administer medical marijuana in a non-smokable form to students on District property and at District or school-sponsored activities and events in accordance with the terms and conditions specified in District Policy JLCD. As used in District Policy JLCD with regards to medical marijuana, a "primary caregiver" is defined as the student's parent or guardian, or a licensed physician or licensed nurse employed by the student's parent or guardian. Under no circumstances is a District employee permitted to administer medical marijuana to a student on District property or at a District or school sponsored event unless: (a) the employee is a parent or guardian of the student; (b) the employee is not on duty; and (c) the employee administers the medical marijuana in a non-smokable form to the student in strict compliance with the terms and conditions of Policy JLCD.

Staff Ethics/Conflicts of Interest – District Policy GBEA

No employee of the Board shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his duties and responsibilities in the school system. An employee shall not sell any books, instructional supplies, musical instruments, equipment, or other school supplies to any student or to the parents/guardian of a student who attends the school served by the employee unless prior approval has been obtained from the Board. Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of any employee be directly related to him or her.

Use of District Information Technology—District Policies GBEE and EHA

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

Educational Rights and Privacy Act, Colorado Open Records Act, and District Policy JRA/JRC. Employees shall also maintain the confidentiality of all personnel file information developed, sent, received and/or stored using District information technology as required under the Colorado Open Records Act and District Policy GBJ.

Nondiscrimination/Equal Opportunity —District Policies AC, AC-E and AC-R

No otherwise qualified person shall be denied access to, be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under, any District program or activity on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, marital status, veteran status, age or disability. Aggrieved individuals are encouraged to promptly report incidences of discrimination/harassment as provided in District Policy AC-R. All reports received by teachers, counselors, principals and other District employees shall be promptly forwarded to the appropriate Compliance Officer. The Compliance Officer for handling reports and complaints of unlawful discrimination/harassment against students and community members is the director of student services. The Compliance Officer for handling reports and complaints of unlawful discrimination/harassment against employees is chief human resources officer. The District shall take appropriate action to promptly and impartially investigate allegations of unlawful discrimination; shall promptly take effective action to stop unlawful discrimination when it is discovered and take steps to prevent a reoccurrence; shall impose appropriate sanctions on offenders in a case-by- case manner; shall take steps to protect anyone participating in good faith in an unlawful discrimination report, complaint or investigation from retaliation; and shall protect the privacy of all those involved in unlawful discrimination reports and complaints as required by law.

Harassment of Employees and Students – District Policies GBAA and JBB

Any action, conduct, or communication that constitutes harassment by employees, authorized volunteers, students and third parties is strictly prohibited. Harassment is defined as unwelcome verbal, written, or physical conduct based on race, color, religion, national origin, ancestry, sex, pregnancy, physical recovery from childbirth or a related condition, sexual orientation, marital status, veteran status, age, genetic information, disability, or protected activity that has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive work/educational environment; or that adversely affects a student's ability to participate in or benefit from District programs. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually explicit language or jokes, unwelcome touching of any kind, continued or repeated verbal remarks of a sexual or demeaning nature displays of sexually suggestive objects or pictures, and any other conduct of a sexual nature. The District is committed to providing a working and educational environment that is free from such harassment and insists that all employees and students be treated with dignity, respect, and courtesy.

Employees who believe they have been harassed in violation of District Policy GBAA or who believe they have observed such harassment of other employees should immediately report it to their school principal, the director of their department, or the chief human resources officer. Harassment reports, investigation results and District actions in response thereto shall be handled as confidentially as possible in order to protect the interests of both the complainant and the alleged harasser and to satisfy the District's obligation to comply with governing law and to prevent and stop harassment.

Employee Communications – District Policy GBEBD

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

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

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

Classified Employee Performance Trial Periods, Discipline and Dismissal – District Policy GDQD

Classified employees serve performance trial periods of ninety (90) calendar days for each new position in the district. If at any time during the trial period the employee, in the judgment of the supervisor, fails to demonstrate his/her ability to perform the work assigned, or is otherwise unsuited for the position, his/her employment may be dismissed, transferred to another position within the District, or have their performance trial extended with or without cause or notice.

A classified employee's supervisor is authorized to issue oral and written reprimands and suspend an employee with pay pending possible further disciplinary action per Human Resources when discipline is warranted. Please refer to District Policy GDQD - Classified Employee Performance Trial Periods, Discipline and Dismissal and Article 6 – Classified Discipline and Grievance Procedures for more information.

Governmental Immunity

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

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

Employee Agreement

The Employee Agreement is the mutual agreement made between the three employee groups (ACE, PASE & PEA) and the Board of Education and is governed and construed according to the constitution, laws, and regulations of the State of Colorado and Poudre School District's policies. More than any other publication, the Employee Agreement contains important information for you about every aspect of your employment with PSD. You can find the Employee Agreement on the PSD website. https://www.psdschools.org/careers/new-employee-orientation

1. Highlight *Careers* and choose *New Employees*
2. Under Important PSD Resources click *2022-23 Employee Agreement*

Employee Associations

ACE

The Association of Classified Employees (ACE) was established in 1991 and is recognized by Poudre School District's Board of Education as the exclusive representative of all classified personnel employed by PSD. Membership is available to all classified employees who elect to pay monthly dues. For more information, go to the PSD website.

1. Click *Staff* and log in. Highlight *Employee Resources*. Click *Employee Groups*
2. Click *Association of Classified Employees (ACE)*

PEA

The Poudre Education Association (PEA) represents teachers and other licensed staff during negotiations, as well as the employee agreement. PEA officers are elected by dues-paying members and serve two-year terms. For more information, go to the PSD website.

1. Click *Staff* and log in. Highlight *Employee Resources*. Click *Employee Groups*
2. Click *Poudre Education Association (PEA)*

PASE

The Poudre Association of School Executives (PASE) negotiates on behalf of PSD administrators and professionals and makes sure that administrators and professionals are well-informed about district and state issues. PASE officers are elected by the PSD administrative team each year and serve one-year terms. For more information, go to the PSD website.

1. Click *Staff* and log in. Highlight *Employee Resources*. Click *Employee Groups*
2. Click *Poudre Association of School Executives (PASE)*

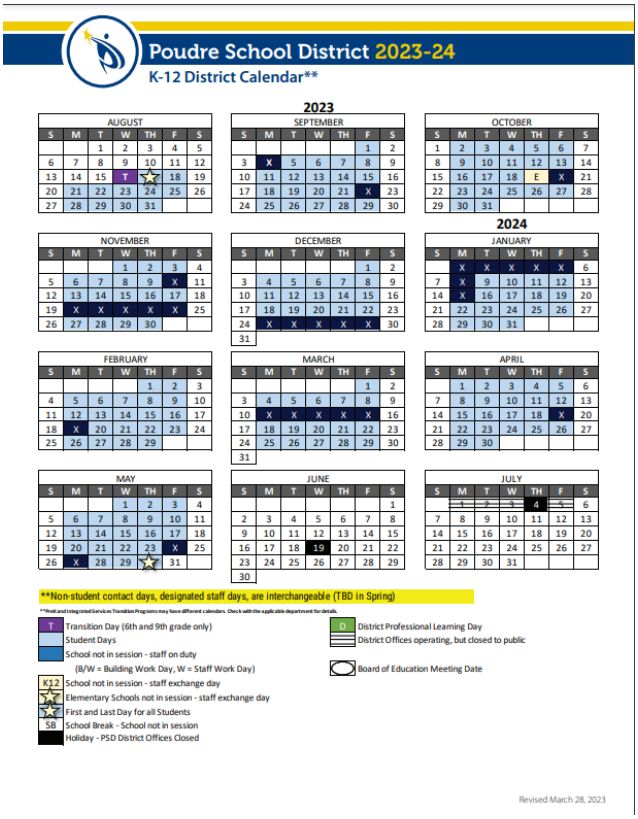
Workweek

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

Work Schedule/Staff Calendars

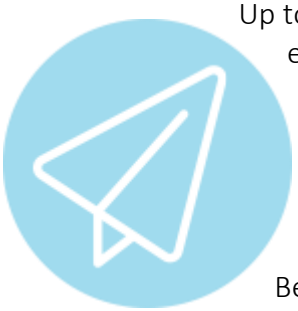
Staff calendars are separate from the Student Calendar; classified employee calendars and workdays per year can vary depending on job classification and are determined by each school or department. It's important to know how many days per year your assignment is and understand which days are paid workdays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

1. Highlight *Careers*
2. Click on *Working at PSD*
3. Under Quick Links Click on *Staff Calendars*
4. Click on *Classified*
5. Scroll down to find your calendar



Leave Time

Bereavement Leave



Up to five days of paid bereavement leave shall be granted for all eligible employees due to death of an employee's immediate family member per occurrence. For this purpose, “immediate family member” includes anyone who lives in the employee’s household plus persons not in the employee’s household including the employee’s child or custodial child; spouse, partner in a civil union, or domestic partner; sibling; parent; grandparent; or grandchild; including biological, step, in-law, and foster relatives. Bereavement leave shall not be cumulative. Refer to Employee Agreement Article 13.9 BEREAVEMENT LEAVE TIME

Jury Duty/Witness Leave Time 13.10

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

Other Leave

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

School Closures Due to Weather or Other Hazards

13.8 ADDITIONAL AUTHORIZED ABSENCES WITH PAY

13.8.1 School/Facility/District Closings, Delayed Start and Early Release Due to Hazardous Weather

When district facilities are closed due to hazardous weather district employeeswill not report to work unless directed otherwise by their department administrator and/or supervisor. Such employees will receive pay for the absence if the closure is on a scheduled workday for the employee.

13.8.2 When the Superintendent determines a delayed start for schools is necessary due to hazardous weather, all employees will receive pay for the absence if thedelay is on a scheduled workday for the employee.

13.8.3 When the Superintendent determines an early release for schools is necessary due to hazardous weather, building administrators shall ensure that sufficient staff remain on site until all students have been released to a parent/guardian or emergency contact. Staff who are permitted to leave early will not be required toenter leave time for their absence.

13.8.4 Employees who are considered essential personnel may be required to work on school/facility/district closure, delayed start and early release days to conduct work activities that must occur in the event of hazardous weather. Those employees will be compensated in accordance with section 12.17 of this agreement.

Additional compensation for non-exempt classified employees

12.16.2 Compensation for work conducted on school/facility/district closure, delay start andearly release days

12.16.2.1 If a school/facility/district is still operational, such as open for remote learning and/or modified operations, double hourly rate of pay does not apply.

12.16.2.2 When non-exempt classified employees who are considered essential personnel are required to work on days when school/facility/district closure has occurred they will be compensated for time worked at double their hourlyrate of pay.

12.16.2.3 When non-exempt classified employees who are considered essential personnel are required to report to work at their regular scheduled time whenschool/facility/district delay start has occurred they will be compensated for time worked at double their hourly rate of pay for any time worked when nonessential staff are not required to report their leave time for the absence.

12.16.2.4 When non-exempt classified employees who are considered essential personnel are required to work when school/facility/district early release has occurred and/or when district-wide afterschool and evening activities have been canceled due to hazardous weather or other emergency they will be compensated at double their hourly rate of pay for time worked, and may be released from work early due to hazardous weather or other emergency by their department administrator and/or supervisor. When such staff are permitted to leave work early by theirdepartment administrator and/or supervisor, they are not required to enter their absence for such time.

12.16.2.5 When staff who are considered essential personnel do not report to work as required by their administrator and/or supervisor they will be required to usetheir leave time for the amount of time their peers were required to work if such event occurs on a scheduled work day for that employee.

12.16.2.6 When staff who are considered essential personnel are required to work when school/facility/district closure, delay start, or early release has occurred and/orwhen district-wide afterschool and evening activities have been canceled due to hazardous weather or other emergency and are also on-call, they will be compensated per this section of the Employee Agreement as essential personnel over on-call pay.

Employees Healthy Families & Workplaces Act (HFWA)

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

Under the Act:

- Employees earn up to 1 hour of paid leave per 30 hours worked ("accrued leave"), up to 48 hours per year.
- Up to 80 hours of supplemental leave applies in a public health emergency (PHE), until 4 weeks after the PHE ends.
- Regular hours and pay set the accrual and compensation for leave, during which benefits continue.
- Up to 48 hours of unused accrued leave carries over for use the next year.

Accrued leave can be used for the following:

1. A mental or physical illness, injury, or health condition that prevents work, including diagnosis or preventive care;
2. Domestic abuse, sexual assault, or criminal harassment leading to health, relocation, legal, or other service needs;
3. Has a family member experiencing a condition described in category (1) or (2); *or*
4. In a PHE, a public official closed the workplace, or the school or place of care of the employee's child.

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

As a Coach, if you need to take leave time due to your own personal illness, illness of a family member, or for another qualifying reason listed above, you may take request time off from your coaching responsibilities without a reduction in your stipend. Notify your supervisor of your request.

Family and Medical Leave Act of 1993 (FMLA) - GBGF

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

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

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

Please refer to District Policy GBGF for additional information on FMLA.

Leave Time Rollover Information

Overview

Employees with an ending balance in any leave category (i.e., sick, personal leave, and vacation) at the end of the current school year will see those same figures as their beginning balances in the appropriate leave categories at the beginning of the new school year.

Sick Leave rollover information (all paid employees)

The sick leave ending balance at the end of the current school year will become the sick leave beginning balance at the start of the new school year.

Personal Leave rollover information (all paid employees)

1. If the employee's personal ending balance is *equal to or less than* the equivalent of 5 days (the maximum accrual amount) at the end of the current school year:
   - The personal leave ending balance will become the personal leave beginning balance at the start of the new school year.
2. If the employee's personal leave ending balance is *greater than* the equivalent of 5 days (the maximum accrual amount) at the end of the current school year:
   - The personal leave ending balance will become the personal leave beginning balance at the start of the new school year. The excess of 5 days will be shown as used in the *Used YTD column* for personal leave. In addition, the same figure times 1.5 (time and one half) will be shown in the *Earned YTD column* for sick leave on the employee's August 31 Check Stub.

Leave carryover example—

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

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

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

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

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

Reporting Absences

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

PSD uses two different systems for reporting absences. Child Nutrition, Custodial, and Transportation employees use Kronos for requesting and reporting absences. All other staff use a web-based system called SmartFind Express for reporting absences. Refer to the *Employee Quick Reference Guide to SmartFind Express (SFE)* under the Quick References section at the back of this guide.

You can access SmartFind Express from the District website.

1. Click *Staff* and log in
2. Under Quick Links Click *Absences Reporting*
3. Click on *SmartFind Express (Absence Reporting)*

You can access Kronos from the District website. (ONLY for Child Nutrition, Custodial, Transportation)

1. Click *Staff* and log in
2. Under Online Tools Click *Kronos*

Requesting Substitutes

Most licensed positions and some classified positions such as Special Education/Integrated Services Paraprofessionals may require a substitute when there is an absence. For these positions, upon entry of your absence you may also request a substitute to cover in your absence. The system does allow you to request a specific sub. Please check with your school about pre-arranging substitutes and requesting substitutes for your absence.

Payroll

The District's Payroll Department is located in the lower level of the JSSC building next to Human Resources. Your total compensation package is a combination of your salary and benefits. Employee salary increases are determined during the annual negotiations process and must be approved by the Board of Education. District wide pay increases are based on funds available and allocated to each employee group. It is important to review your monthly Check Stub and understand your pay. For payroll questions you may contact or email payroll-l@psdschools.org.

Payday

Poudre School District employees are paid once per month. Payday is the last business day of the month.

Salaries and Wages

New hires are evaluated upon hire and placed in the pay range based on their related experience and education to the job description requirements. Such salary schedule placement is made based upon consideration of internal salary equity and budgetary limitations, as well as the qualifications, skills, abilities, and experience of the newly hired employee. Placement on the salary schedule is determined by the Chief Human Resources Officer or designee.

Pay Definitions and Options

Classified Salaried Employee - An employee who normally works 260 days and is paid a consistent monthly rate based on an annual salary schedule. These employees are not eligible for overtime pay (exempt). The salary is paid over a 12-month period (August – July).

Classified Prorated Employee - An employee who is paid an hourly or salaried rate from a salary schedule. If pay is based on an hourly rate, the annual salary is calculated based on total days worked, times hours per day, times hourly rate and paid over a 12-month period (August– July).

Classified Hourly Employee - An employee who is paid an hourly wage from a salary schedule. These employees are eligible for overtime pay (non- exempt). See explanations below for different types of hourly pay.

Less than 12-month employees (174-230 working days) have the following pay options:
An employee must be prorated if any voluntary payroll deductions are elected, not including federal tax, state tax, PERA, PERA 401(k), and tax-sheltered annuities. Voluntary deductions include dependent health or dental insurance, vision insurance, dues, flexible spending accounts, etc.

A prorated employee working all scheduled contract days in the year will receive one-twelfth of the annual salary amount on the monthly payday. The monthly amount received includes scheduled pay amounts but does not reflect amounts earned as of the pay date. It also includes any exceptions (leave time taken, non-paid absences, and additional time) from the 16th of the previous month through the 15th of the current month.

Annual salary for employees based on an hourly rate is determined by multiplying the scheduled number of days to work, times the scheduled hours per day, times the hourly rate. For example:

185 days per year X 6 hours per day X $15.00 per hour = $16,650. This amount is divided by 12 months to arrive at gross pay of $1,387.50 per month.

A scheduled hourly employee will have regularly scheduled work hours and will receive pay for the scheduled work hours for that month (hours from the 1st of the month through the end of the month) and any exceptions from normal scheduled hours (leave time taken, non-paid absences and additional time) between the 16th of the previous month and the 15th of the current month.

NOTE: Employees should plan accordingly for the June and July pay periods. Most hourly (non-prorated) employees will not receive a paycheck in June and July due to the fact the May paycheck will cover hours from May 1 through May 31. The only hours that may be owed are additional/overtime hours from the last two weeks in May.

A timecard hourly (varied hours) employee will have no regularly scheduled work hours and will receive pay only for hours reported on a timecard from the 16th of the previous month through the 15th of the current month.

12-month employees (260 working days) fall under one of the following pay options:

A prorated employee working all scheduled contract days in the year will receive one-twelfth of the annual salary amount on the monthly payday. The monthly amount received is based on an hourly rate and includes scheduled pay amounts but does not reflect amounts earned as of the pay date. It also includes any exceptions (leave time taken, non-paid absences, and additional time) from the 16th of the previous month through the 15th of the current month. These employees are also eligible for overtime pay.

Annual salary for employees based on an hourly rate is determined by multiplying the scheduled number of days to work, times the scheduled hours per day, times the hourly rate. For example:

260 days per year X 8 hours per day X $12.00 per hour = $24,960. This amount is divided by 12 months to arrive at gross pay of $2,080 per month.

A salaried, exempt employee is an employee who is not eligible for over-time pay. This includes administrative employees and classified employees paid from the "Y" salary schedule. The monthly pay for salaried, exempt employees is based on an annual rate from an annual salary schedule and paid over twelve months.

Licensed Employee

A teacher documented as probationary or non-probationary status and licensed to teach through Colorado Department of Education. These employees are salaried; therefore, they are exempt and not eligible for overtime pay. The monthly pay for salaried, exempt employees is based on an annual rate from an annual salary schedule and paid over twelve months.

Special Service Professional (SSP)

A licensed special service professional through the Colorado Department of Education. These employees are salaried; therefore, they are exempt and not eligible for overtime pay. The monthly pay for salaried, exempt employees is based on an annual rate from an annual salary schedule and paid over twelve months.

Professional Employee

An employee in a professional position. These employees are salaried; therefore, they are exempt and not eligible for overtime pay. The monthly pay for salaried, exempt employees is based on an annual rate from an annual salary schedule and paid over twelve months.

Administrative Employee

An employee in a leadership, administrative, or professional position. These employees are salaried; therefore, they are exempt and not eligible for overtime pay. The monthly pay for salaried, exempt employees is based on an annual rate from an annual salary schedule and paid over twelve months.

Timecards

All timecards should be completed from the 16th of the previous month through the 15th of the current month.

Employees who are required to complete a timecard are responsible for ensuring that a properly completed timecard (including the supervisor's signature) is turned in to the Payroll Department by the 15th of the month.

All other prorated, salaried, and scheduled hourly employees turn in a timecard only when needed to report a deviation from normally scheduled hours.

Classified substitutes and hourly employees with no scheduled hours are responsible for ensuring that a properly completed timecard is turned in to Payroll by the 15th of the month. Time reported should include hours worked from the 16th of the previous month through the 15th of the current month and must have the signature of a supervisor.

When the 15th falls on a weekend, timecards are due the previous Friday.

Late timecards (received after the 15th) will be accepted, but payment will not be issued until the following payday.

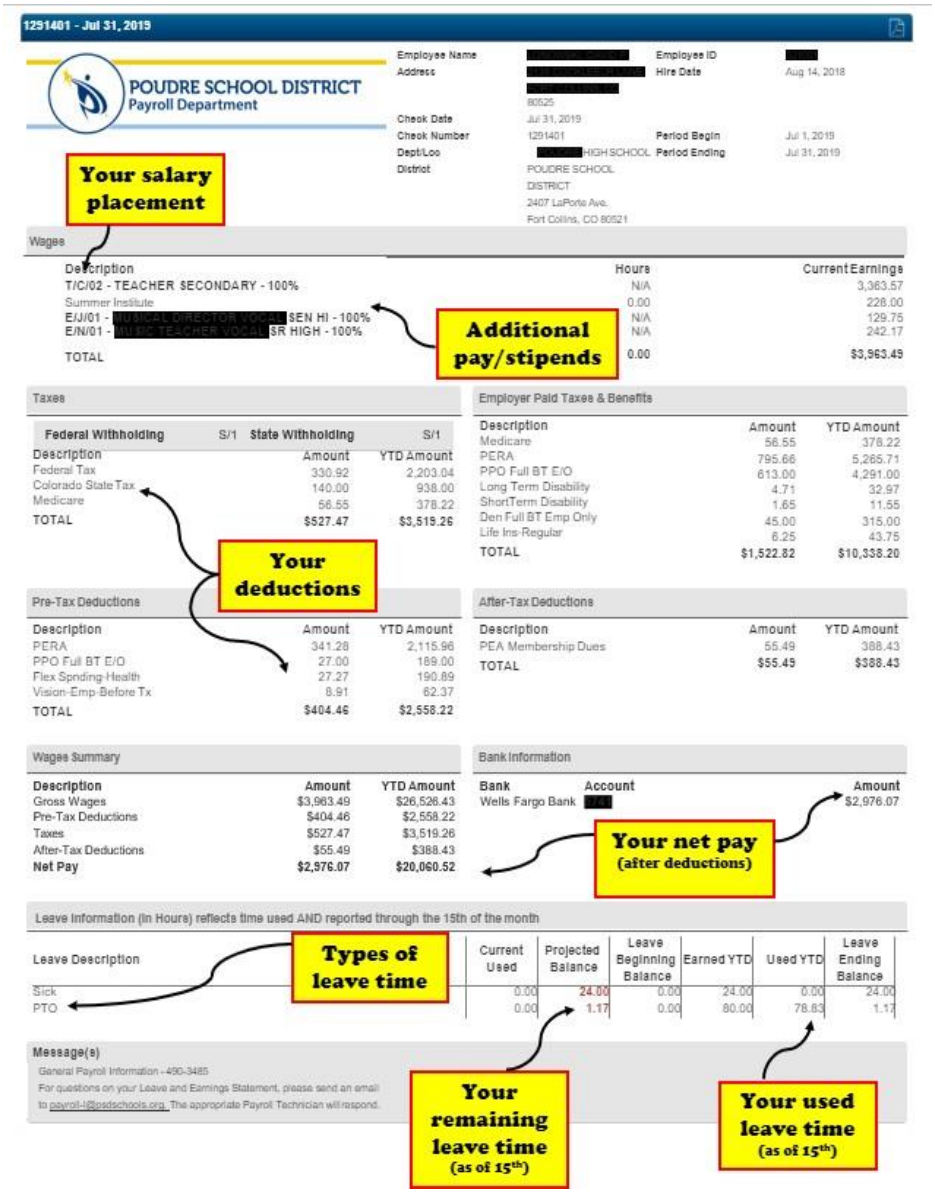
Pay advances are not available.

Check Stub

Each month, normally two to five days prior to payday, every employee to be paid will receive an email informing that his or her Check Stub is available through Employee Online. Specific instructions on how to access Employee Online will be included in each email and is also included below. This statement includes the following information: current gross and net pay, deductions from pay, changes to leave time, current pay assignments and current name and address.

Please refer to a sample of a Check Stub that can be located in the S.A.F.E. on the PSD intranet. Go to the district's website, click Staff and log in.

1. Under Quick Links, Click *S.A.F.E.* (School Accounting Financial E-Tools)
2. Search "Check Stub" from the search feature in the top left-hand corner
3. Click *Check Stub Sample*



Employee Online

Using Employee Online you may:

- View/print Check Stubs
- View/print W2's
- View tax, direct deposit and deferred compensation information
- View leave transaction information
- Change emergency contact information
- View job information
- View leave time information
- Link to required forms

To access Employee Online go to the district's website, click Staff and log in.

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

Tax-deferred Compensation Program

In general, tax-deferred compensation programs allow employees to exclude a portion of their salary from current taxable income. State and federal income taxes are deferred on the excluded portion until it is withdrawn from the account and actually received by the employee. Income taxes are thereby postponed on the "sheltered" amount until a later time when the employee's level of taxable income will presumably be smaller and therefore taxed at a lower rate than it is currently. Roth options are also available which allows employees to put part of their salary into accounts on an after-tax basis which do not decrease your federal and state taxable income. The district currently offers three tax-deferred compensation programs – Tax Sheltered Annuities (TSA's) under IRS Code Section 403(b), PERA's 401(k), and a 457(b) program through Empower Retirement.

Advantages of deferred compensation programs include:

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

You should be aware of some restrictions that may apply:

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

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

401(k), 403(b), and 457 Information

Internal Revenue Service (IRS) regulations allow employees to put part of their salary into special accounts without paying taxes on that money or on the earnings it generates until it is withdrawn (usually at retirement). Because this money is taken out of your pay before taxes (tax-deferred), you pay lower federal and state income taxes now. The District offers three programs for you to select from if you decide to set aside some of your compensation on a tax-deferred basis.

Tax Sheltered Annuities and Custodial Accounts – 403(b) - The Internal Revenue Code Section 403(b) permits employees of educational institutions to exclude a portion of their salary from current taxable income through purchase of an annuity or custodial account. The District has several approved providers who offer 403(b)'s to PSD employees. Employees can choose a traditional pre-tax investment, Roth option, or a combination of both.
Most vendors offer mutual fund investment platforms which offer lower management fees and a diversified choice of funding options. In addition, employees have a self-directed option available which allows employees that would prefer not to utilize a licensed financial professional to participate in select funds on their own.

457 Plan– Flexible Tax-Deferred Savings Plan – Empower Retirement is the sole provider for this plan which allows an employee to increase the tax-deferred amount each year by combining the contribution limits of a 401(k) account and/or a 403(b) account with a 457 account. The 457 Plan has a separate contribution limit then the 401(k)/403(b) limit. Note: The Roth option is NOT currently available under the 457 plan.

PERA's 401(k) - The PERA 401(k) Plan was established on July 1, 1985, to enhance the retirement savings opportunities of PERA members. The 401(k) Plan provides all Colorado PERAmembers the option to voluntarily invest some of their income tax deferred. Any active and contributing member of PERA or retiree working in a PERA- covered position is eligible to contribute to the Plan from his or her PERA employer income. Employees can choose a traditional pre-tax investment, Roth option, or a combination of both.

Contact Information

The 401(k) plan is available through PERA and administered by Empower Retirement. Enrollment kits and information are available at www.copera.org or by calling 1-800- 759-7372.

The 457(b) plan is available through Empower Retirement. Enrollment information is available at www.empower-retirement.com/participant or by calling 1-866-467-7756.

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

- AIG, Lindsay Batezel (970-699-2849) or Craig Fischer (720-288-2780)
- Equitable Advisors, Max Shaffer (970-224-2800)
- Security Benefit, Matt Goodwin (970-223-2377) or Randy Petrilli (970-215-6149)
- NEA Direct Invest, Self-Direct Option, no advisor contact – only available through Security Benefit

Enrollment

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

- To enroll in PERA's 401(k) plan, you may obtain an enrollment kit from PERA.
- To enroll in a 403(b) plan, you must contact one of PSD's Approved Providers listed above. The forms for enrolling are available through the representative, PSD Payroll Department, or online from the PSD website at www.psdschools.org -> Staff -> Quick Links -> S.A.F.E. -> Payroll Forms -> Voluntary Deduction Election.
- To enroll in the NEA DirectInvest 403(b) option, you must contact NEA DirectInvest to setup your account and funding elections. You must then complete the NEA DirectInvest 403(b) Tax Sheltered Annuity Salary Reduction Agreement available by contacting PSD benefits at PSDBenefits@psdschools.org.
- To enroll in the 457(b) plan, you must enroll by using the Empower Retirement online system at www.empower-retirement.com/participant or by calling 1-866-467-7756.

Changes

Changes in contribution elections to the 457(b) plan must be made using the Empower Retirement online system at www.empower-retirement.com/participant or by calling 1- 866-467-7756 toll-free.

To make changes to your PERA 401(k) or 403(b) contribution election, use the PSD Voluntary Deductions Election Form available from the PSD Payroll Department or online at www.psdschools.org -> Staff > Quick Links -> S.A.F.E. -> Payroll Forms -> Voluntary Deductions Election.

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

Contribution Limits

The following charts show a brief summary of the limits and catch-up provisions for each plan for the 2022 calendar year. Many of these provisions have specific limitations, and some provisions can be used in combination while others cannot. PSD cannot give financial or tax advice and strongly recommends that you discuss specific aspects of a plan with the respective plan representatives or a financial advisor. Employees using the catch-up provisions available under the 457(b) or 403(b) plans are required to submit a new calculation each calendar year. Please consult your plan representative to complete this form.

Annual Contribution Limit	2023
401(k)	$22,500
403(b)	$22,500
457(b)	$25,500
Age 50+ catch-up	$7,500

Combined Annual Limits	2023
401(k) and 403(b)	$22,500
401(k) and 457(b)	$45,000
403(b) and 457(b)	$45,000

Combined Annual Limits with Age 50+ Catch-Up	2023
401(k) and 403(b)	$23,000
401(k), 403(b) and 457(b)	$52,500

"Standard" Catch-Up Elections	401(k)	403(b)	457(b)
15 years of services with the same employer	Not available	Up to $15,000 lifetime	No
3 years before normal retirement age	Not available	Not available	Up to twice the annual contribution limit

Access to Retirement Savings	401(k)	403(b)	457(b)
10% early withdrawal penalty for withdrawals prior to age 59½	Yes	Yes	N/A
Rollover to other plans allowed	Yes	Yes	Yes

Access to Retirement Savings	401(k)	403(b)	457(b)
10% early withdrawal penalty for withdrawals prior to age 59½	Yes	Yes	N/A
Rollover to other plans allowed	Yes	Yes	Yes

Your Employee Records

Although the Records Center maintains all personnel files, you and your supervisor may review your file at any time. Please contact Human Resources to make an appointment (490-3488). A Human Resources staff member will temporarily remove restricted documents from your file before you look at it. State law defines restricted documents as college placement papers marked "confidential," reference letters, telephone reference summaries, personnel action log and screening notes, and district interview summaries.

Human Resources

The Human Resources Department, located in the Johannsen Support Services Center, advertises jobs, recruits' applicants, provides orientation for new employees, sets salaries, administers benefits, provides performance evaluation administration and oversees compliance with federal, state, local, and district employment regulations. Human Resources can be reached at 490-3488 or visit the Human Resources website by going to the Careers page from the main website.

Required Training - Vector

All employees must take several online required trainings through Vector yearly including:

- Child Abuse Reporting
- Crisis Response
- Equity and Diversity in the Workplace
- School Health and Blood-Borne Pathogens
- Sexual Harassment Awareness
- Suicide Prevention Refresher
- Time Out, Seclusion and Restraint (depends on position)
- Other trainings specific to their position

New classified employees are also required to attend the Classified Employee Onboarding

Benefits

The Benefits Department is part of the Human Resources organization and manages the District's health and dental insurance programs as well as life insurance, vision insurance, flexible spending accounts, disability, financial investments including 401(k), 457(b), and 403(b) plans, leaves of absence, retirements and more. You can find benefit information, including the Health and Dental Benefit Plan Document and Plan Summary on the PSD intranet.

1. Click *Staff* and log in. Highlight *Employee Resources.* Click *Benefits*
2. Click on the desired Benefits option
3. You may also call the Benefits Department directly at 970-490-3382

PSD Benefit Eligibility
Effective August 1, 2023

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

Administrative and Licensed Employees

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

Classified Employees

Standard Assignment in Days	**Hours Per Day**		
151	Less than 6.90	6.90 – 8.00	-
177	Less than 5.89	5.89 – 8.00	-
178	Less than 5.86	5.86 – 8.00	-
180	Less than 5.79	5.79 – 8.00	-
182	Less than 5.73	5.73 – 8.00	-
185	Less than 5.63	5.63 – 7.99	8.00
186	Less than 5.60	5.60 – 7.95	7.96 – 8.00
190	Less than 5.49	5.49 – 7.78	7.79 – 8.00
195	Less than 5.35	5.35 – 7.58	7.59 – 8.00
200	Less than 5.21	5.21 – 7.39	7.40 – 8.00
205	Less than 5.09	5.09 – 7.21	7.22 – 8.00
209	Less than 4.99	4.99 – 7.08	7.09 – 8.00
210	Less than 4.96	4.96 – 7.04	7.05 – 8.00
215	Less than 4.85	4.85 – 6.88	6.89 – 8.00
220	Less than 4.74	4.74 – 6.72	6.73 – 8.00
225	Less than 4.63	4.63 – 6.57	6.58 – 8.00
230	Less than 4.53	4.53 – 6.43	6.44 – 8.00
262	Less than 3.98	3.98 – 5.67	5.65 – 8.00

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

NOTE: Employees electing benefits requiring they pay any portion of the premium will be paid on a prorated basis.

Poudre School District
Health, Dental, and Vision Rates
EFFECTIVE AUGUST 1, 2023

REMINDER: The monthly employee share for medical premiums can be reduced by $25 per month for participating in PSD's wellness program on an annual basis. See page 17 for additional information.

		Eligibility Requirements *8 hours per day (classified) or 100% (licensed)		Eligibility Requirements *5.63 - 7.99 hours per day (classified) or 70 - 99.99% (licensed)	
	Total Premium	**Monthly Employer Paid Benefit**	**Monthly Employee Share**	**Monthly Employer Paid Benefit**	**Monthly Employee Share**
PPO-1 Plan					
Employee Only	734.00	703.00	31.00	618.00	116.00
Employee/Spouse	1579.00	703.00	876.00	618.00	961.00
Employee/Children	1312.00	703.00	609.00	618.00	694.00
Employee/Family	1746.00	703.00	1043.00	618.00	1128.00
PPO-2 Plan					
Employee Only	649.00	618.00	31.00	618.00	31.00
Employee/Spouse	1388.00	618.00	770.00	618.00	770.00
Employee/Children	1153.00	618.00	535.00	618.00	535.00
Employee/Family	1531.00	618.00	913.00	618.00	913.00
Dental DPPO Plan					
Employee Only	50.00	50.00	0.00	50.00	0.00
Employee/Spouse	114.00	50.00	64.00	50.00	64.00
Employee/Children	114.00	50.00	64.00	50.00	64.00
Employee/Family	158.00	50.00	108.00	50.00	108.00
Dental DHMO Plan					
Employee Only	15.86	15.86	0.00	15.86	0.00
Employee/Spouse	29.70	15.86	13.84	15.86	13.84
Employee/Children	35.59	15.86	19.73	15.86	19.73
Employee/Family	53.67	15.86	37.81	15.86	37.81

VISION:

Monthly Premium	
Employee Only	$8.34
Employee + One	$15.99
Employee + Two or more	$25.81

NOTE: Employees electing benefits requiring they pay any portion of the premium will be paid on a prorated basis.

Employee Health and Wellness

PSD is committed to providing employees every opportunity to work well and live well. Benefited employees and their benefited dependents, and non-benefited employees can participate in a variety of free or low-cost wellness activities. Some activities include: biometric screenings, cooking classes, employee health clinic, onsite flu shots, discounted and free fitness classes, health and fitness assessments, health coaching, medical premium discounts, mindfulness classes, district wellness challenges, and cash recognition through our WellWorks For You Portal. You can view all our comprehensive wellness program components, register for the Wellworks Portal, view discounts, and additional offerings on the Employee Health and Wellness website.

1. Click *Staff* and log in
2. Click *Employee Health and Wellness*

Medical Premium Discount - Employees new to PSD currently on our medical plan that complete a biometric screening AND the Know Your Numbers Health Risk Assessment by June 30, 2024, will receive a medical premium discount of $25 monthly for the following year. Employees must meet these two requirements:

1. Annual Preventative Screening- you must complete an annual screening either through one of the PSD onsite biometric screenings or with your physician.
2. Know Your Number Health Assessment- you must complete the health assessment located on the WellWorks Portal. This comprehensive assessment evaluates your risk for disease and provides you with a personalized risk reduction plan to help you take control of your health. You can find the assessment on the WellWorks PSD Wellness Portal under "My Health Assessment" and "Know Your Numbers".

Employee Assistance Services (EAS)

EAS is a confidential problem-solving consultation service available to help employees and their immediate family members solve personal issues before they may affect family or work relationships, health or job performance. EAS services are available regardless of your enrollment in a district health plan. Services are part of the district's overall benefit package and are offered at no additional charge. If you are interested in knowing more about EAS, you can call directly at (970) 488-4925 or visit the EAS website on the PSD intranet.

1. Click *Staff* and log
2. Click *Employee Health and Wellness*
3. Click on *Employee Mental Health Services*

Employee Health Clinic

PSD provides benefited employees and their dependents with increased access to care through an employee health clinic. Any PSD Employee on a regularly scheduled assignment can utilize this benefit, dependents must be enrolled in a PSD health plan to be eligible for clinic services. *Please note the clinic can't see patients 12-months-old and younger.*

The walk-in clinic provides free visits and is open Monday through Friday 7:00 am – 5:00 pm, Saturday and Sunday 9:00 am – 5:00 pm. The clinic is located on the first floor of the CSU Health and Medical Center, 151 West Lake Street in Fort Collins. While not designed to replace existing relationships with primary care physicians, the clinic is an alternative for many non-life-threatening symptoms and services including:

- Sore throat, cold and flu
- Bladder, ear and sinus infections
- Upper respiratory infections
- Skin disorders such as acne, rashes, sunburn, insect bites, bee stings
- Minor fractures
- Minor lacerations
- Gastrointestinal disorders such as vomiting, diarrhea, heartburn
- Eye infections
- Sprains
- Minor surgical procedures such as wart removal, ear irrigation, nail avulsion
- Minor burn care
- Mild asthma exacerbations
- Headaches
- Select generic medications (at no cost to member for first prescription)

Lifestyle Health Program

Everyone's journey to health is unique. That is why we have created a team of healthcare professionals dedicated to helping you live your best life.

The Lifestyle Health Program is available to assist benefited employees and dependents who are at risk for or have chronic health issues. The Lifestyle Health Program provides support and tools to improve nutrition, fitness, and overall health. The program is completely voluntary and confidential. Together with your team made up of a nurse, a dietitian, and an exercise physiologist, you will come up with a plan to improve and or manage the health outcomes that you want to focus on. The medical services provided through the Lifestyle Health Services program are completely voluntary and confidential.

With support from UCHealth, the Lifestyle Health Program is available and includes:

- Health assessments with a wellness coordinator
- Individualized care plans
- Nutrition, health and exercise coaching
- Connection to and/or coordination with the primary care physician
- Coordination with Employee Assistance Services for mental health support

You can contact Lifestyle Health from the PSD website.

1. Click *Staff* and log in
2. Click *Employee Health and Wellness*
3. Click on *Lifestyle Health Program*

Risk Management

The Risk Management Department manages the district's Workers' Compensation program, including reporting of claims, reviewing of physician reports, assistance with modified duty, return to work physicals, and safety in the workplace.

Your rights under the Workers' Compensation Act

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

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

General Safety Precautions

PSD is dedicated to providing and maintaining safe and healthful working conditions and to promoting continuing safety awareness at all levels. It is the responsibility of each employee to follow safe work practices as part of all operations. Employees are expected to follow all precautions and safety rules to protect themselves and their fellow workers. Accidents are typically caused by unsafe acts or conditions. You are the most important factor in eliminating these unsafe exposures. Please report any safety concerns you have to your supervisor immediately.

The Employee's Report of a Work-Related Injury and other Risk Management forms and information can be found on the PSD intranet.

1. Click *Staff* and log in
2. Under Quick Links, click Departments, then Department Directory
3. Click R-Z, then Risk Management (Staff Only)
4. Click the desired Risk Management resource

Mileage Reimbursement

It is PSD's policy to reimburse all employees for mileage claimed in the course of conducting necessary and legitimate district business. If you use your personal car for district business, you will be reimbursed for the use of your personal car, with the exclusion of any home-to-work mileage, at a rate established annually during the budget process.

All employees shall receive their regular mileage reimbursement from either the Accounting Department or their site. To claim regular mileage reimbursement, follow these instructions:

Use actual odometer miles, or use the mileage amounts on the current PSD Mileage Chart. The chart is provided as an aid only; it is not used to verify mileage amounts. This chart can be found on the PSD intranet.

1. Click *Staff* and log in
2. Highlight *Staff Support and Resources*
3. Click *S.A.F.E.*
4. Search Mileage in the upper left-hand corner
5. Click *Mileage Chart - to and from PSD sites*

Submit an approved Mileage Reimbursement Form to your site for reimbursement, or, submit the completed form to the Accounting Department for processing.

The Mileage Reimbursement Form can be found online on the PSD intranet

1. Click *Staff* and log in
2. Highlight *Staff Support and Resources*
3. Click *S.A.F.E*.
4. Search Mileage
5. Click *Mileage Reimbursement Form*

Extra Duty

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

Financial Services (Accounting and Budget)

The district's accounting and budgeting services are located in the lower level of the JSSC building next to Human Resources. Staff is available to provide meaningful support related to all aspects of financial transactions that occur within your school or site.

Office managers and bookkeepers in schools and other locations are able to perform many financial transactions at their sites and also have responsibilities related to these transactions.

For general questions related to how to handle a financial transaction, start with your site's office manager or bookkeeper. You can also contact the Financial Assistance and Support Team (FAST) at 490-3403 or fast@psdschools.org.

Professional Development

The district has a comprehensive Professional Development and Training program for all employees. A catalog of course offerings is available online throughout the year. The Professional Development Department also works with schools and other sites to provide training relevant to that particular site's needs. Call the Professional Development Office at 970-490-3623 or check out the Professional Development website by going to the PSD intranet.

1. Click *Staff* and log in
2. Highlight *Professional Learning*
3. Click *PSD Professional Development*
4. Click *Professional Development Course Catalog* (under Quick Links). Reconfirm your log in credentials

Facility Services

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

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

1. Highlight *Your District*
2. Click *Department Directory*
3. Click on *Departments E-L*
4. Scroll down to and click *Facility Services*

Your Department or School

Your own department or school, via your immediate supervisor, determines your work schedule, when breaks and lunch occur, specific tasks and duties that may not be detailed on your job description, and site performance and safety standards. Your supervisor is responsible for providing you the tools, training, and resources to enable you to do your job well. He or she is there to answer your questions, evaluate your progress, and ensure that you work in a safe environment. If your supervisor does not have a copy of your job description, you can find it on the PSD website.

1. Highlight the Careers page
2. Click *Working at PSD*
3. Under Quick Links Click on *Job Descriptions*
4. Click on *Job Category you are assigned*
5. Click on the applicable job family. Click your job title

School Safety and Security

The safety and well-being of our students, staff and parent community are of the utmost importance to the District. Your employment with the District should be free of physical harm, threatening behavior, harassment, and intimidation. To insure your safety and the safety of those you work with, PSD has a Security Department that oversees a variety of safety and security systems, including an employee identification badge system that provides access to your work location and alarm systems that protect buildings against illegal entry and vandalism. These badge access and alarm systems have been installed at schools and work sites throughout the district.

A proximity card will be issued to you that will provide you keyless entry to your building and/or your work area within a building. This is a plastic credit-card-sized card issued by PSD's security department that, when presented in front of a proximity reader, allows the user to enter designated buildings and areas within buildings and acts as an I.D. badge. Staff members are required to wear their I.D. badge at all times and must not be loaned to anyone for any reason. If you lose your badge, please report it immediately.

For additional information about the Security Department, crisis response procedures, threat assessments, bomb threats, the School Resource Officer (SRO) program, Safe Schools Tip Line, and safety precautions, call Security at 490-3608 or go the District website.

1. Highlight *Your District*
2. Click *Department Directory*
3. Click *Departments R-Z*
4. Scroll down to and click *School Safety and Security*

Customer Support Center 490-3333

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

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

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

Information Technology

Information Technology is the team that plans, builds, implements, and maintains all technology systems throughout PSD. The IT Department is located in the district Information Technology Center (ITC) building within the Support Services Center complex.

To learn more about the IT Department please visit their website. Go to:

1. *Highlight Your District*
2. *Click Department Directory*
3. *Click Departments E-L*
4. *Scroll to and click Information Technology*

For staff resources related to Information Technology, such as links to various PSD Internal Applications, "How to" videos and resource guides, visit the IT Intranet:

1. *Click Staff and log in*
2. *Highlight Staff Support and Technical Resources*
3. *Click Technical Support*
4. *Click IT Intranet Staff Resources right side navigation, under Staff IT Resources (or goto https://it.psdschools.org)*

Computer or Phone Problems

Information Technology Support Center technicians are available 7:30 am to 4:30 pm, Monday through Friday to answer questions at 490-3456 or at helpdesk@psdschools.org or you can fill out a ticket through Information Technology Support Center Online at help.psdschools.org. The IT Department will track, notify and fix issues in a timely manner.

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

Job Classification Information

Classified Staff

Overtime and Compensatory Time (Classified)

The U.S. Department of Labor's Fair Labor Standards Act (FLSA) defines classified employees as either exempt or nonexempt. Exempt employees are not subject to the minimum wage and overtime provisions of the FLSA. Exempt employees have a fixed salary and do not receive additional wages for additional hours worked beyond their scheduled hours. If you are an exempt employee you do not earn overtime or compensatory time, and your job title and pay range is found on the Classified Exempt Salary Schedule (Y).

Nonexempt employees are subject to the minimum wage and overtime provisions of the FLSA and are paid an hourly rate of pay for all hours worked. If you are a nonexempt employee your job title and pay range is found on the Classified Hourly Salary Schedule (H).
Nonexempt employees are also eligible to earn overtime. Overtime, at time-and-one-half, results when a nonexempt employee works in excess of forty (40) hours in any designated workweek. Additional work hours that do not cause the employee to exceed 40 hours for the workweek are paid at the employee's regular hourly rate of pay.

The exempt and nonexempt salary schedules can be found online on the PSD website.

1. Highlight Careers
2. Click Working at PSD
3. Under Quick Links, Click Salary Schedules
4. Click on the salary schedule you wish to view

Compensatory time off (comp time) is a popular option for nonexempt school district employees. If you are nonexempt and have permission from your supervisor to work extra time beyond your normally scheduled hours, you can record the additional time on a Comp Time Authorization Form as Earned Comp Time and then take time off later as if it were vacation. If the additional time you work causes you to exceed 40 hours for a given week, the comp time you earn is treated just like overtime and earned at time-and- one-half.

The Comp Time Authorization Form can be found online on the PSD staff intranet page.

1. Click *Staff* and log in
2. Under Quick Links, Click *S.A.F.E.* (School Accounting Financial E-Tools)
3. Search "*Comp Time Authorization Form*" from the search feature in the top left-hand corner

Volunteerism (Classified)

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

Leave Time (Classified)

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

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

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

Personal Leave (Classified)

The equivalent of approximately five (5) personal leave days are granted annually to all classified employees. Time will accrue in hours based on eligible assignments. Personal leave must be taken on a scheduled workday, except for Child Nutrition Department and Transportation Department employees who may use their personal leave during school vacation periods. Unused personal leave can be accumulated up to five days. If any employee accumulates more than the five days based on assignment, those in excess shall be automatically transferred to the employee's sick leave at anaccrual rate of 1 to 1.5. There is no reimbursement for personal leave upon separation of employment. Refer to Employee Agreement Article 13.

Holidays (Classified)

Eleven (11) paid holidays are granted to all eligible 260-day employees. The dates shall be established each year in accordance with the school calendar. These paid holidays are established from August 1 through July 31 of each contract year. All classified employees working less than a 260-day assignment receive Thanksgiving and Christmas day as paid holidays if the holidays fall within their eligible assignment. Refer to Employee Agreement Article 13.6 - HOLIDAYS (PAID CLASSIFIED, ADMINISTRATIVE AND PROFESSIONAL ON 260-DAY ASSIGNMENTS).

Vacation (Classified)

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

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

Vacation time may be carried forward from one year to the next year. However, vacation projected maximums will be limited to two times an employee's annual accrual rate. Therefore, an employee can only carry over one times the employee's annual accrual rate. Any vacation time remaining above this limit on July 16th each year will be forfeited. The payout upon termination of employment will be the actual current balance. Vacation leave shall be earned beginning the first month of employment. Refer to Employee Agreement Article 13.7 VACATION (CLASSIFIED, ADMINISTRATIVE AND PROFESSIONAL ON 260-DAY ASSIGNMENTS)

Sick Leave Time (Classified)

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

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

   Unused sick leave time is cumulative from year to year with no limitationon the number of hours accrued. Prior approval is not required for sick leave use; however, employees are required to inform the appropriate supervisor of their absence at the earliest possible time. Supervisors may require a certification of illness by a physician at any time. Thereis no reimbursement for sick leave upon separation of employment from the district except as otherwise provided in procedure. Refer to Employee Agreement Article 13.4 SICK LEAVE TIME.

Professional Development (Classified)

The district has a comprehensive Professional Development and Training program for all employees. A catalog of course offerings is available online throughout the year. Classified employees are welcome to attend these courses, and most are at no cost. The Professional Development Department also works with schools and other sites to provide training relevant to that site's needs. All classified employees are invited to attend the classified professional development training days, held two times each year. Call the Professional Development Office at 970-490-3623 or check out the Professional Development website by going to the PSD intranet.

5. Click *Staff* and log in
6. Highlight *Professional Learning*
7. Click *PSD Professional Development*
8. Click *Professional Development Course Catalog* (under Quick Links). Reconfirm your log in credentials

Classified Professional Growth (Classified)

The Classified Professional Growth program rewards learning and acquiring new skills while fostering career development and performance improvement. Classified employees who participate in this program receive a monetary stipend and are automatically eligible for the program after completing one year of employment with PSD. Employees may begin taking classes upon initial hiring. Eligible classified employees may receive one stipend per school year. The stipend is a gross amount of $400 for 40 hours of class/training time. Applications are available online in the Document Library. A completed application must be submitted by October 1st for payment on the November payroll check, or by April 1st for payment on the May check. To view the specific guidelines for the Classified Professional Growth Program, go to the ACE (Association of Classified Employees) webpage.

Performance Evaluation (Classified)

Classified employees receive an annual performance evaluation after the first year of employment. Evaluations are required every three years thereafter. The evaluation process includes the use of multi- source input. Refer to Employee Agreement Article 8 EVALUATION OF CLASSIFIED EMPLOYEES to understand the evaluation process, purpose, and timeline.

Evaluations are conducted online using Talent Ed – Perform. To access Perform go to the district's website, click Staff and log in.

1. Under Online Tools, Click *Talent Ed - Perform*
2. Log in using your district credentials
3. Click *Perform*

Break Periods (Classified)

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

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

Lunch (Classified)

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

Licensed Staff

Teaching Conditions (Licensed)

Professional Responsibilities

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

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

Designation of Days (Licensed)

Designation of Days

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

- *Teacher Work Time* – Reserved for teacher use within his/her building; not available foradministrative meetings or assignments. Teachers are required to be present in the building.
- *Exchange Days* – Provided for conferences and/or other school related activities whenthey occur outside the normal bell schedule.
- *Transition Days* – Provided to ease transition for students between school levels (5th to 6th grade, 8th to 9th grade). Teachers not participating in transition activities or support for these students have on-site teacher work time.
- *District Professional Learning Days* – Days and placed in the calendar to support paid professional development of staff.
- *Building Time* – Building staff working together to address building and districtgoals.
- *Building/Workdays (B/W)* – Exist evenly in the calendar across the school year in order to allow for the work of the building and of individual teachers to get accomplished.
- *Constitution of the Calendar* – Calendar will have 2 district professional learning days, 5 B/W days, 2 workdays, 2 K-12 exchange days, 1 additional elementary only exchange day, 1 transition day. The calendar will have 175 elementary student-contact days and 176 secondary student-contact days.
- *Floating Workday* – One full substitute day, which may be split into half days proratedbased on teacher's contract percentage. See Article 11.2.8 for more information on how to request and use floating workdays.

Planning Time (Licensed)

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

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

Evaluation Process (Licensed)

The evaluation process must be completed annually for all licensed staff. Evaluation of licensed employees will be based equally on elements and indicators of effective instruction and measures of student academic growth, and will use multiple, fair, and valid strategies to determine overall effectiveness. The District will ensure that student academic growth can be reliably and statistically attributed to individual licensed staff members. Staff should clearly understand which students' growth data will be attributed to them.

Information Sharing Meeting - The evaluator shall be responsible for holding an information-sharing meeting within the first thirty school days of each school year to ensure that each staff member is familiar with the evaluation process, including the performance areas or dimensions, criteria and indicators, performance levels and ratings, important dates, and forms to be used. These information-sharing meetings may occur individually or in groups.

Self-Evaluation - The licensed employee shall complete a self-evaluation to be shared with the evaluator at the discretion of the licensed employee.

Performance Growth Plan - The evaluator and licensed employee shall meet at the beginning of each school year to discuss a Professional Growth Plan to be created by the licensed employee by the end of the first quarter of the school year.

Progress Meeting - The evaluator and employee being evaluated shall meet to discuss the licensed employee's progress prior to the end of the first semester. Unless there are noted concerns, this conference may be combined with a post-observation conference.

Formal Observations - A formal observation is a classroom visitation by the evaluator of at least 30 uninterrupted minutes, resulting in a written observation record and a post-observation conference within five school days. A post-observation conference is a required meeting between the evaluator and the licensed employee within five school days of a formal observation for the purpose of discussing the observation and other factors related to the employee's performance. Probationary licensed employees shall receive at least two formal documented observations, followed by observation conferences, each academic year.

Formative Observations - A formative observation is a less-structured method of data collection which may be documented and used for teacher evaluation (i.e. walkthroughs, parent/teacher conferences, committee work with peers, etc.)

Summative Evaluation - After the required number of formal observations and conferences has been completed, every licensed employee shall receive a written summative evaluation report each year using the District evaluation form.

Lane Changes/Professional Growth (Licensed)

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

Licensed staff employed in Poudre School District are placed on the Licensed Salary Schedule according to level of experience (step) and level of education (lane). Course work beyond degrees may be accepted for horizontal movement on the salary schedule if the course work contributes to the professional assignment or professional growth of the staff member.

Lane change for the first master's degree or earned doctorate may be completed by providing evidence of the degree with transcript or a legible copy of the diploma.

All hours applied to lane change are subject to approval by the Chief Human Resources Officer or his or her designee, assisted by the Professional Growth Committee established forthis purpose.

You may apply for a lane change using Employee Recordsat https://psdschools.tedk12.com/records.

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

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

OR

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

OR

- Poudre School District Professional Development coursework taken for Lane Change credit.

Hours that will not count for Lane Change credit include:

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

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

Lane Change/Salary Adjustment Timeline*		
Adjustment period	August – December	January – May
Courses taken/completed	January 1 - August 31	September 1 – December 31
Lane change submission period	Any time June - December 10 -any lane change submitted after December 10 will be processed and effective during the next adjustment period	Any time January – May 10 -any lane change submitted after May 10 will be processed and effective during the next adjustment period
Lane change application deadline	December 10	May 10
Salary adjustment effective (prorated when turned in after August 10)	August 1 (paid August 31)*	January 1 (paid January 31)*

*For the 2020-2021 school year, there will be only one lane change adjustment period. Lane changes for classes completed by August 31, 2022, will not be processed or effective until January 1, 2023. Lane changes for classes completed after August 31, 2022, will be processed and effective in the following fiscal year per the Employee Agreement in effect at the time.

Leave Time and Leaves of Absence (Licensed)

What type of leave time do licensed teachers and SSP's get?

- Full-time teachers and SSP's receive 5 days of Personal Time per school year. Please refer to Article 13.3 in the Employee Agreement for more information.
- Teachers and SSP's accrue Sick Leave at a rate of 1 day for each month of assignment.
- Teachers and SSPs also are eligible for Bereavement Leave; Jury Duty/Witness Leave; Leave to Care for a Terminally Ill Spouse, Domestic Partner, Partner in a Civil Union or Child; Medical leave; Military or Other Government Assignment Leave.
- Teachers and SSPs may be eligible for other unpaid leaves depending on years of service with the District.

What are Variance Days?

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

How does absence reporting and sub placement work?

- PSD uses a web-based system (SmartFind Express) for reporting absences and requestingsubstitutes. PSD employees can access the system viainternet or phone.
- Licensed employees are required to enter their own absences that are related to Personal Time and Sick Leave.
- Office managers report teacher and SSP absences that are for approved PSD Professional Development training, school business/onsite activities, seminars and workshops. Office managers are NOT permitted to enter employee absences for Personal Time/SickLeave.
- Please notify your principal/supervisor as soon as possible if you intend to use Personal Time.

Who are PSD substitutes?

- The substitute pool consists of approximately 600 licensed and classified substitutes.
- Licensed substitutes must hold either a valid Colorado teaching license or Colorado substitute authorization.

Can employees/schools request a specific substitute?

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

What if our school experiences an issue with a substitute?

- Your office manager can access the SmartFind system and place a sub on your school's Do Not Use list. If there is a serious concern that requires immediate action, please contact Dawn Clifton at490-3078 or an HR Director. If warranted, HR may notify the substitute in writing and/or schedule a meeting.

Can student teachers' sub?

- Student teachers CAN substitute, but ONLY for their cooperating teacher, while they are in a student teaching program. This arrangement may need approval by the college/university supervisor and Human Resources. More information will be provided at the student teacher orientation.

Administrative/Professional Staff

Leave Time and Leaves of Absence (Admin/Prof)

General Information (Admin/Prof)

Annual accrual for leave time is July 16 through July 15. Leave time must be taken and reported by July 15 of each year to be counted towards the current year's leave balance. Time taken and/or reported July 16 or later will be counted towards the following year's leave balance. Hourly leave time based on work assignment is credited to employees August 1st of each year. Appropriate prorated leave time will be credited at the beginning of employment for employees hired after August 1st. Leave time may be used directly upon employment unless otherwise stated in the Employee Agreement.

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

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

Types of Leave Time for Administrative and Professional Employees

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

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

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

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

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

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

- One or more years of employment—the equivalent of approximately 20 working days per year

Additionally, administrative or professional employees with 21 or more years of service receive added leave time equivalent to one additional day for each year of service to a maximum of 25 days of vacation.

Requests to use vacation leave must be approved by the employee's supervisor and/or department head in advance of the leave being used.

Vacation accrual from one leave year to the next leave year can be carried over as follows:

- *Effective July 16, 2006, one year's worth of vacation accrual*. Any additional vacation accrual will be forfeited. The vacation payout upon termination of employment or retirement will be the actual current balance.

Administrators and professionals are also eligible for Bereavement Leave; Jury Duty/Witness Leave;Leave to Care for a Terminally Ill Spouse, Domestic Partner, Partner in a Civil Union or Child; Medical leave; Military or Other Government Assignment Leave.

Administrators and professionals may be eligible for other unpaid leaves depending on years of servicewith the District.

Important Contact Information Phone Numbers, Websites, and E-Mail Addresses

Effective August 1, 2022

BENEFITS CONTACT INFORMATION		
If you have questions about . . .	Please call . . .	Or e-mail or view the website . . .
CAREER INCENTIVE:		
Administrative & Licensed Employees	Diane Dickerson Payroll: 970-490-3280	dianed@psdschools.org
Classified Employees	Melissa Johnson, Benefits Services: 970-490-3435	melj@psdschools.org
DENTAL BENEFITS:		
Claims Questions/ Provider Directory/ID Cards	Cigna Dental: 1-800-244-6224	www.cigna.com
EMPLOYEE ASSISTANCE SERVICES:		
Mental Health/Substance Abuse Services	EAS: 970-488-4925	http://eas.psdschools.org
FLEXIBLE SPENDING ACCOUNTS:		
Dependent Care and Health Care	UCHealth Plan Administrators: 970-224-4600	
LEAVES OF ABSENCE:		
Medical Leaves Due to Having a Baby	Melissa Johnson, Benefits Services: 970-490-3435	melj@psdschools.org
All Other Leave Questions	Marissa Campos, Benefits Services: 970-490-3680	mcampos@psdschools.org
MEDICAL BENEFITS:		
Claims Questions/Explanation of Benefits	UCHealth Plan Administrators: 970-224-4600	tpa.uchealth.org
Medical ID Cards	UCHealth Plan Administrators: 970-224-4600	tpa.uchealth.org
PPO-1/PPO-2 Provider Directories	UCHealth Plan Administrators: 970-224-4600	tpa.uchealth.org
Pre-Authorizations	UCHealth Plan Administrators: 970-224-4600	tpa.uchealth.org
PERA (PUBLIC EMPLOYEES RETIREMENT ASSOCIATION):		
All Questions	PERA: 1-800-759-7372	www.copera.org
PHARMACY BENEFITS:		
Claims, Reimbursement or ID Cards	Optum: 1-800-880-1188	www.optumrx.com
Mail Order Customer Care	Optum: 1-800-881-1966	www.optumrx.com
RETIREMENTS:		
All Questions	Melissa Johnson, Benefits Services: 970-490-3435	melj@psdschools.org
VISION BENEFITS:		
All Questions	Vision Service Plan: 1-800-877-7195	www.vsp.com

PSD BENEFITS SERVICES STAFF			
Courtney Rickard	Employee Last Names A - L	970-490-3382	crickard@psdschools.org
Bianca Figueroa	Employee Last Names M – Z	970-490-3499	bfigueroa@psdschools.org
Marissa Campos	Leaves of Absence Questions	970-490-3680	mcampos@psdschools.org
Melissa Johnson	Benefits Manager	970-490-3435	melj@psdschools.org
Benefits Services E-Mail			PSDbenefits@psdschools.org

PSD PAYROLL STAFF			
General Payroll Questions – Employment Verifications			payroll-l@psdschools.org
Joshua Chapman	Employee Last Names A – E	970-490-3299	jchapman@psdschools.org
Kendal Kelly	Employee Last Names F – K	970-490-3258	kkelly@psdschools.org
Aimee Mohr	Employee Last Names L – R	970-488-6686	amohr@psdschools.org
Lynette Koepp	Employee Last Names S – Z	970-488-4003	lkoepp@psdschools.org
Diane Dickerson	Payroll Manager	970-490-3541	dianed@psdschools.org

Poudre School District's

Employee Quick Reference Guide to SmartFind Express (SFE)

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

User/Access ID_____ Password/PIN_____

(YOUR PSD EMPLOYEE ID)

For assistance in retrieving a misplaced Password/PIN,
please contact your school's office manager or the IT Help Desk at 970-490-3456

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

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

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

Telephone Access: (*available only after registration)*

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

MENU OPTIONS:

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

REASONS FOR ABSENCE:

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

Online Access: (*available only after registration)*

1. Access the system: https://poudre.eschoolsolutions.com
2. Enter your Access ID & PIN and review announcements

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

TO CREATE AN ABSENCE

1. Select Create an Absence.
2. Your Location and Classification will auto fill.
3. Select the Reason for this from the drop-down menu.
4. Indicate if a sub is required for this absence.
5. Select Start and End Dates for your absence. (MM/DD/YYYY)
6. Select Start and End Times for your absence.
   Default times are listed; to change use the HH:MM am/pm format.
7. If the times for the sub are different than the absence times, please enter the adjusted sub times. Pleasebe schedule sub to arrive 30 minutes prior to class.
8. For a multiple day absence, select the Modify Schedule.
   - Your default work schedule is shown
   - Remove the checkmark(s) from the Work Days boxes that do not apply
9. Select the Continue button
10. To request a specific sub, enter the sub's access IDnumber or use the Search feature to locate by name
11. Indicate if the requested sub has accepted thisjob
    Yes: Sub is prearranged (sub will not be called)
    No: Call will be placed to that sub
12. Enter special instructions for the sub to view
13. Select the Continue button
14. Select the Create Absence button to receive a Job #

SIGN OUT AND WEB BROWSER INFORMATION

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

Revised July 2018

Educate...Every Child, Every Day

Poudre School District exists to support and inspire every child to think, to learn, to care, and to graduate prepared to be successful in a changing world.