



RE: Memorandum of Understanding

Negotiations between Poudre School District, Poudre Education Association (PEA), Association of Classified Employees (ACE), and Poudre Association of School Executives (PASE) were completed on May 28, 2020.

Below is a summary of the items agreed to during negotiations.

Compensation and Benefits

Implementation of Ballot Issue 4A (2019 Mill Levy)

- A subcommittee made up of representatives from each employee group negotiations team and district administrators collaborated to recommend a competitive starting salary for new educators to PSD, restructure the licensed salary schedule, recruit and retain licensed and classified staff, and recommend classified market rate adjustments that reflected the intended language in the 2019 Mill Levy Override approved by voters.
- 2019 unallocated one-time funds to be utilized to retain staff due to an anticipated state budget shortfall as the result of the COVID-19 Pandemic.

- ***Classified Compensation Market Adjustments***
 - Market adjustments for positions in the Instructional Support job family as well as a few in Transportation, School Clerical, and Child Nutrition.
 - A 4% movement through the range to maintain competitive wages for classified support staff with a cost of \$3.9 million; cost includes PERA/FICA.

- ***Administrators/Professionals***
 - No revenue from the 2019 Mill Levy will be used for administration or professional salaries.

- ***Licensed Compensation and Salary Schedule Restructure***
 - Implementation of the restructured licensed salary schedule for 2020-2021 with the purpose of increasing first-year teacher salaries to a competitive level and recruiting and retaining high quality teachers. Features of the restructured salary schedule are:

- Includes education lane adjustments and a step increase for current PSD educators.
- Allows future flexibility in adjusting the starting salary individually for each lane, as well as the percentages for bell curve through the middle of the schedule.
- Total cost of the restructured schedule is slightly over \$11 million; cost includes PERA/FICA.
- Minimum starting salary for a full-time licensed educator at \$44,000.
- Minimum of \$3,000 salary increase for all current PSD licensed full-time educators; range of salary increases are from \$3,000 - \$9,563.
- Licensed educators currently on Step 28 on the 2019-2020 salary schedule will remain on Step 28 in the restructured salary schedule.
- Licensed educators new to PSD in 2020-2021 will be placed at the lane for their highest completed degree and are awarded up to 9 years of verifiable service credit except in hard-to-fill (or high needs) areas.
 - No verifiable or one year of service credit will be placed on Step 1.
 - Two years of verifiable service credit will be placed on Step 2.
 - Three years of verifiable service credit will be placed on Step 3.
 - Four years of verifiable service credit will be placed on Step 4.
 - Five years of verifiable service credit will be placed on Step 5.
 - Six years of verifiable service credit will be placed on Step 6.
 - Seven years of verifiable service credit will be placed on Step 7.
 - Eight years of verifiable service credit will be placed on Step 8.
 - Nine years of verifiable service credit will be placed on Step 9.
- Retired PSD educators will be placed at 14 years of experience and be subject to the new education lane requirements on the current salary schedule unless SVEI was received in 2010 or 2011.
- Educators who have left PSD and are rehired after a break in service will be treated as new hires when determining step and lane placement.
- Lane placement to the restructured salary schedule is based on salary placement in effect on July 31, 2020.
- Lane placement of licensed educators from the previous salary schedule to the restructured salary schedule is:
 - **BA (Lane B) to BA.** Licensed staff in the Bachelor's lane with a step placement of Step 19 to Step 28 will have a salary increase of \$3,000 when compared to their placement on the 2019-2020 salary schedule.

- **BA+13 (Lane C) and BA+26 (Lane D) will be placed at BA+18.** This does not mean that employees currently at BA+13 (Lane C) will be “gifted” additional credits or have the equivalent of BA+18 credits, or that employees currently at BA+26 will “lose” credits or have the equivalent of BA+18, only that they will be placed at that salary level. To move to the next lane/advance salary, every employee in this lane must earn enough credits equivalent to BA+36. To move to the next lane, employees on BA+13 (Lane C) must complete more credits than the usual 18 semester hours/270 professional development hours to advance salary, and employees on BA+26 (Lane D) must complete less than the usual 18 semester hours/270 professional development hours to advance salary. Licensed staff in the BA+26 (Lane D) and placed at BA+18 lane with a step placement of Step 20 to Step 28 will have a salary increase of \$3,000 when compared to their placement on the 2019-2020 salary schedule.
- **BA+39 (Lane E) will be placed at BA+36.** Current PSD Licensed educators placed at BA+36 as of July 31, 2020, cannot advance past the BA+36 lane without earning a Master’s degree. PSD licensed educators currently placed at the BA+39 lane as of July 31, 2020, have until December 31, 2020, to get enough credits to move to the MA lane with BA+52 credits equivalent. If the licensed educator does not earn the credits equivalent to BA+52 by December 31, 2020, they will not be eligible to move to the MA lane without earning a Master’s degree.
- **BA+52 or Master (Lane F) will be placed at MA.** Only current PSD licensed educators who are currently placed in the BA+52 lane as of July 31, 2020, will be placed in the new MA lane. Exception: PSD licensed educators currently placed at the BA+39 lane as of July 31, 2020, have until December 31, 2020, to get enough credits to move to the MA lane with BA+52 credits equivalent. If the licensed educator does not earn the credits equivalent to BA+52 by December 31, 2020, they will not be eligible to move to the MA lane without earning a Master’s degree.
- **MA+13 (Lane G) and MA+26 (Lane H) will be placed at MA+18.** This does not mean that employees currently at MA+13 (Lane G) will be “gifted” additional credits or have the equivalent of MA+18

credits or employees currently at MA+26 (Lane H) will “lose” credits or have the equivalent of MA+18, only that they will be placed at that salary level. To move to the next lane/advance salary, every employee in this lane must earn enough credits equivalent to MA+36. To move to the next lane, employees on MA+13 (Lane G) must complete more credits than the usual 18 semester hours/270 professional development hours to advance salary, and employees on MA+26 (Lane H) must complete less than the usual 18 semester hours/270 professional development hours to advance salary.

- Starting with the 2020/2021 school year, newly hired special services professionals will be placed at an MA+18 if the position for which they are assigned requires the completion of an approved specialist-level program from a regionally accredited institution with a minimum of 60 graduate-level semester hours.
- PSD SSPs who are currently placed on the MA (Lane F) as of July 31, 2020, and the position for which they are assigned requires the completion of an approved specialist-level program from a regionally accredited institution with a minimum of 60 graduate-level semester hours will have their transcripts reviewed by Human Resources. If Human Resources determines that the SSP’s graduate level program qualifies for the MA+18 lane they will be moved to the MA+18 lane. Current PSD SSPs that are placed on the new salary schedule at an MA+18 or above are not eligible for the transcript review process.
- **MA+39 (Lane I) to MA+36.** This does not mean that employees currently at MA+39 (Lane I) will “lose” credits or have the equivalent of MA+36, only that they will be placed at that salary level. To move to the next lane/advance salary, every employee in this lane must earn enough credits equivalent to MA+54. To move to the next lane employees on MA+39 (Lane I) must complete more than the usual 18 semester hours/270 professional development hours to advance salary.

- **EdS or MA+52 (Lane J) to MA+54.** Current PSD employees on MA+52 (Lane J) will not be required to complete additional 2 semester credits to remain on this lane/column.
- **PHD (Lane K) to PHD.**
- Employees who did not set up their credit banks by the May 10, 2020, deadline will be allowed to do so during a 1-month period during fall 2020.
- Waiver from the Employee Agreement Article 12.9.8 to only allow one lane change adjustment period for 2020-2021- lane changes will not be processed or effective for classes completed by August 31, 2020 until January 1, 2021. Lane changes for classes completed after August 31, 2020 will be processed and effective in the following fiscal year per the Employee Agreement in effect at the time. Allowing one lane change for 2020-2021 is needed to determine true compensation costs associated with the restructured licensed salary schedule for budgetary purposes.

Salary:

The following points were agreed upon during negotiations for 2020-2021 regarding salaries and benefits for all employees:

- No Cost-of-Living (COLA) increase for all employees.
- No additional market adjustments or movement in the range for classified staff outside of the 4A implementation.
- No market adjustments or movement in the range for administrators or professional staff.

Benefits:

- Plan design changes to PPO1/PPO2 medical plans, dental, and vision.
- Health premium increase of 4% for both employee and employer premium will be included in the 2020-2021 budget for PPO1 and PPO2 Plans.
- Dental premium increase of 4% for both employee and employer premium will be included in the 2020-2021 budget.
- Medical flexible spending account increase limit to \$2,750.
- Employees will continue to have the opportunity to save \$25 per month on their monthly premium if they meet specific participation requirements in PSD's wellness program.
- Additional 1.0 EAS Counselor and .50 EAS Administrative Assistant to be funded through PSD's Benefits Plan

- Additional .50 Benefits/Wellness Department Technician to be funded through PSD's Benefits Plan

Employee Agreement Language Revisions/Additions/Deletions:

1. Article 4.14 – Items to continue to review and work on:
 - a. Workload Committee will meet during the 2020/2021 school year to focus on 2-3 work/life balance challenges and provide the District with recommendations/best practices to implement.
 - b. Article 14.3 – Work collaboratively with the district and ACE to bring revised language forward around privatization of district services to the 2021/2022 negotiations.
 - c. Article 15.1 – Review data regarding employees impacted by language change.
2. Article 5.5–Employee Association Rights – adopted new language on employee association rights.
3. Articles 8, 9 and 10– updated language to reflect that classified, principal, administrator, professional, and licensed evaluations are completed electronically.
4. Article 12.5 – added PCA and PGA department leaders to receive extra duty pay.
5. Article 12.9 – updated language to reflect that licensed lane change requests are completed electronically
6. Article 12.17 – clarified and expanded language for compensating non-exempt classified personnel who are considered essential personnel that are required to report to work on school/facility/district closure, delayed start, and early release days.
7. Article 13.10 - clarified and expanded language regarding additional authorized absences with pay regarding school/facility/district closure, delayed start, and early release due to hazardous weather.
8. Article 13.17.9 – updated language to align with Article 15 changes that were approved in 2018.
9. Employee Agreement Language Clean-Up – Language clarifications and updates were made where necessary in the Employee Agreement without changing the intent of the language. All revisions were reviewed by each employee group president and each employee group executive board.

The parties to the Poudre School District Employee Agreement are the Association of Classified Employees, the Poudre Association of School Executives, the Poudre Education Association, and the Board of Education. By signing below, authorized representatives of the parties confirm that the parties agree to the foregoing changes to the Employee Agreement that have been negotiated for the period July 1, 2020 through June 30, 2021. The parties understand and agree that after this Memorandum of Understanding is fully executed, language in the Employee Agreement will be revised in accordance with the changes outlined in this Memorandum of Understanding and Employee Agreement as so revised shall be approved by the parties and signed by their authorized representatives.

Sue Torres

Association of Classified Employees President

Tom List

[Tom List \(Jun 5, 2020 18:36 MDT\)](#)

Poudre Education Association President

BrettLarsen

[Brett Larsen \(Jun 7, 2020 08:55 MDT\)](#)

Poudre Association of School Executives President

Christy ZS

[Christy ZS \(Jun 10, 2020 09:17 MDT\)](#)

Poudre School District Board of Education President