

**EAST CENTRAL**

**BOCES**

**SALARY/PAY**

**SCHEDULES**

**East Central Board of Cooperative Educational Services**

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# Hourly Classified Pay Schedule - Salary Schedule A

(These are at-will positions)

Job Title	East Area Center Based Program Paraprofessional	West Area Center Based Program Paraprofessional	Center Area Center Based Program Paraprofessional	Custodial/ Maintenance	Part Time Labor High School students	Part Time Labor College Students/ Adults
<b>Steps</b>						
A	\$12.32	\$12.32	\$12.32	\$12.32	\$12.32	\$12.32
B	\$12.57	\$12.57	\$12.57	\$12.57		
C	\$12.82	\$12.82	\$12.82	\$12.82		
D	\$13.07	\$13.07	\$13.07	\$13.07		
E	\$13.32	\$13.32	\$13.32	\$13.32		
F	\$13.57	\$13.57	\$13.57	\$13.57		
G	\$13.82	\$13.82	\$13.82	\$13.82		
H	\$14.07	\$14.07	\$14.07	\$14.07		
I	\$14.32	\$14.32	\$14.32	\$14.32		
J	\$14.57	\$14.57	\$14.57	\$14.57		
K	\$14.82	\$14.82	\$14.82	\$14.82		
L	\$15.07	\$15.07	\$15.07	\$15.07		
M	\$15.32	\$15.32	\$15.32	\$15.32		
N	\$15.57	\$15.57	\$15.57	\$15.57		
O	\$15.82	\$15.82	\$15.82	\$15.82		
P	\$16.07	\$16.07	\$16.07	\$16.07		
Q	\$16.32	\$16.32	\$16.32	\$16.32		
R	\$16.57	\$16.57	\$16.57	\$16.57		
S	\$16.82	\$16.82	\$16.82	\$16.82		
T	\$17.07	\$17.07	\$17.07	\$17.07		
U	\$17.32	\$17.32	\$17.32	\$17.32		
<b>East Central BOCES</b>						
* The steps continue at equal increments every step thereafter						
* Step A is considered the Base Salary						
* Consideration of experience will be given						
Salary Schedule Adopted: April 29, 2015, Revised: June 14, 2017; April 25, 2018; November 18, 2020						

# Classified Pay Schedule - Salary Schedule B

(These are at-will positions)

Job Title	Courier/IMC/Media/ Transportation	Administrative Assistant	AP & Payroll, Assistant to Finance Director	Special Education Administrative Assistant	Executive Administrative Assistant
<b>Number of Days in Contract</b>	241 day	241 day	241 day	241 day	241 day
<b>Steps</b>					
A	\$28,250	\$28,250	\$29,350	\$32,450	\$32,450
B	\$28,650	\$28,650	\$29,750	\$32,850	\$32,850
C	\$29,050	\$29,050	\$30,150	\$33,250	\$33,250
D	\$29,450	\$29,450	\$30,550	\$33,650	\$33,650
E	\$29,850	\$29,850	\$30,950	\$34,050	\$34,050
F	\$30,250	\$30,250	\$31,350	\$34,450	\$34,450
G	\$30,650	\$30,650	\$31,750	\$34,850	\$34,850
H	\$31,050	\$31,050	\$32,150	\$35,250	\$35,250
I	\$31,450	\$31,450	\$32,550	\$35,650	\$35,650
J	\$31,850	\$31,850	\$32,950	\$36,050	\$36,050
K	\$32,250	\$32,250	\$33,350	\$36,450	\$36,450
L	\$32,650	\$32,650	\$33,750	\$36,850	\$36,850
M	\$33,050	\$33,050	\$34,150	\$37,250	\$37,250
N	\$33,450	\$33,450	\$34,550	\$37,650	\$37,650
O	\$33,850	\$33,850	\$34,950	\$38,050	\$38,050
P	\$34,250	\$34,250	\$35,350	\$38,450	\$38,450
Q	\$34,650	\$34,650	\$35,750	\$38,850	\$38,850
R	\$35,050	\$35,050	\$36,150	\$39,250	\$39,250
S	\$35,450	\$35,450	\$36,550	\$39,650	\$39,650
T	\$35,850	\$35,850	\$36,950	\$40,050	\$40,050
	\$36,250	\$36,250	\$37,350	\$40,450	\$40,450
<b>East Central BOCES</b>					
* The steps continue at equal increments every step thereafter					
* Step A is considered the Base Salary					
* Consideration of experience will be given					
Salary Schedule Adopted: April 29, 2015					





**East Central BOCES - Salary Schedule E**  
**Certified Salary Schedule-Occupational Therapist/Speech Pathologist- 186 day contract**

	<b>BA</b>	<b>BA + 15</b>	<b>BA + 30</b>	<b>MA</b>	<b>MA + 15</b>	<b>MA + 30</b>
A	\$37,000.00	\$37,700.00	\$38,400.00	\$42,000.00	\$42,700.00	\$43,400.00
B	\$37,700.00	\$38,400.00	\$39,100.00	\$42,700.00	\$43,400.00	\$44,100.00
C	\$38,400.00	\$39,100.00	\$39,800.00	\$43,400.00	\$44,100.00	\$44,800.00
D	\$39,100.00	\$39,800.00	\$40,500.00	\$44,100.00	\$44,800.00	\$45,500.00
E	\$39,800.00	\$40,500.00	\$41,200.00	\$44,800.00	\$45,500.00	\$46,200.00
F	\$40,500.00	\$41,200.00	\$41,900.00	\$45,500.00	\$46,200.00	\$46,900.00
G	\$41,200.00	\$41,900.00	\$42,600.00	\$46,200.00	\$46,900.00	\$47,600.00
H	\$41,900.00	\$42,600.00	\$43,300.00	\$46,900.00	\$47,600.00	\$48,300.00
I	\$42,600.00	\$43,300.00	\$44,000.00	\$47,600.00	\$48,300.00	\$49,000.00
J	\$43,300.00	\$44,000.00	\$44,700.00	\$48,300.00	\$49,000.00	\$49,700.00
K	\$44,000.00	\$44,700.00	\$45,400.00	\$49,000.00	\$49,700.00	\$50,400.00
L	\$44,700.00	\$45,400.00	\$46,100.00	\$49,700.00	\$50,400.00	\$51,100.00
M	\$45,400.00	\$46,100.00	\$46,800.00	\$50,400.00	\$51,100.00	\$51,800.00
N	\$46,100.00	\$46,800.00	\$47,500.00	\$51,100.00	\$51,800.00	\$52,500.00
O	\$46,800.00	\$47,500.00	\$48,200.00	\$51,800.00	\$52,500.00	\$53,200.00
P	\$47,500.00	\$48,200.00	\$48,900.00	\$52,500.00	\$53,200.00	\$53,900.00
Q	\$48,200.00	\$48,900.00	\$49,600.00	\$53,200.00	\$53,900.00	\$54,600.00
R	\$48,900.00	\$49,600.00	\$50,300.00	\$53,900.00	\$54,600.00	\$55,300.00
S	\$49,600.00	\$50,300.00	\$51,000.00	\$54,600.00	\$55,300.00	\$56,000.00
T	\$50,300.00	\$51,000.00	\$51,700.00	\$55,300.00	\$56,000.00	\$56,700.00
U	\$51,000.00	\$51,700.00	\$52,400.00	\$56,000.00	\$56,700.00	\$57,400.00
V	\$51,700.00	\$52,400.00	\$53,100.00	\$56,700.00	\$57,400.00	\$58,100.00
W	\$52,400.00	\$53,100.00	\$53,800.00	\$57,400.00	\$58,100.00	\$58,800.00
X	\$53,100.00	\$53,800.00	\$54,500.00	\$58,100.00	\$58,800.00	\$59,500.00
Y	\$53,800.00	\$54,500.00	\$55,200.00	\$58,800.00	\$59,500.00	\$60,200.00

**East Central BOCES**

**Salary Schedule adopted: April 29, 2015**

The letters along the left hand side of the salary schedule represent steps. They do not represent years of service.

2014 employees were placed on the salary schedule step that was as close to their 2014-15 salary, which included a \$600 raise for their 2015-16 contract.









**East Central BOCES SPED**  
**Extra Duty Pay Schedule**

• Employee Advisory Committee Coordinator	\$500
• Team Leader/Supervisor (no evaluator trng.)	\$1800
• Team Leader/Supervisor/Evaluator	\$2200
• Mentor	\$250
• Private School Coordinator	\$700
• Alternative District Assessment Coordinator	\$700
• Sped FTE Data Analysis	\$5,000
• Autism Programming Consultant	\$350
• Autism Assessment Team Member	\$100
• Autism Team Coordinator*	\$2,800
• Para Cluster Coordinator	\$1,500
• Early Childhood Cluster Coordinator*	\$1,500
• Deaf & HoH Coordinator	\$700
• Crisis Response Team Coordinator*	\$1,400
• SWAAAC Team Coordinator*	\$1,400
• CPI Coordinator*	\$2,800
• RTI Coordinator*	\$1,400
• Itinerant Paraprofessional/Aide/COTA/SLPA Supervisor	\$1000/person they supervise <i>Prorated based on the assistant's FTE they are assigned to supervise</i>
• University Intern Supervisor	<i>Based on per diem unless the University pays Supervisor</i>

\* Some Coordinator Position are shared by two people – so that stipend is split between the coordinators

**Adopted by the Board:** April 29, 2015, **Revised:** June 14, 2017  
These compensation levels will be in effect until revised by the Board.

**Credit Hours = college/official CEU/CDE Credit (15 contact hours = one credit)**

Staff is responsible for submitting their credit update to the Executive Director or designee prior to the start of their contract. College transcripts, official CEU Credit and CDE Credit must be submitted for approval with 15 contact hours = 1 credit hour.

**Advancement on Salary Schedule (Certified Staff Only):**

Licensed staff is responsible for submitting their credit update to the Executive Administrative Assistant. The employee shall notify the East Central BOCES by July 30<sup>th</sup> in writing of any change in hours or salary schedule. Your official transcript shall be submitted as soon as possible.

No changes in salary shall be made any time after July 30<sup>th</sup>, unless approved by the Executive Director or his/her designee. Pay adjustments for degreed advancement will follow university semester deadlines:

**September 30<sup>th</sup>, January 31<sup>st</sup>, and July 30<sup>th</sup>**

No new contract will be issued without proper documentation; receipt of your Colorado license with the correct endorsement or official transcripts. No salary will be retroactive.

**Incentive Plan**

Until changed by the Board, compensation for professional growth will be \$500 per year for a full-time employee. A full-time employee must verify that 30 hours have been spent toward the advancement of skills in the identified priority areas. Time spent in leading staff improvement activities or developed skills should include planning time as well as actual presentation time if the time spent is during non-working hours. Independent reading must be documented by a summary and/or overview of the selected material with evidence that information was shared with area teams, at teacher or parent in-service opportunities, or with peers who benefit from the information. Incentive plan money may also be accessed for professional development opportunity reimbursement. Incentive plan money is available from July 1 to June 15 of each year. Employees must complete and submit the incentive plan form to the Executive Director.

**Professional Growth Plan**

A professional growth plan is required of all licensed/certified staff members, both part-time and full-time.

Plans will be designed by staff members and approved by the assigned evaluator. The annual growth plan must be approved by the assigned evaluator. A degree, or endorsement program, may be approved as part of a growth plan, if the program could reasonably benefit the staff member and the BOCES.

1. Professional growth plans will consist of experiences meeting the following criteria:
  - BOCES-wide goals and priorities
  - Team goals and priorities
  - Individual professional growth needs that are congruent with BOCES needs
  - Curriculum/subject area and educational course work clearly tied to the individual's area of endorsement.

2. Until changed, BOCES-wide staff development goals and priorities include the following components:

Every staff member will be familiar with, and implement to the greatest extent possible:

- Research-based teaching and learning models, such as mastery teaching, mastery learning, standard-based curriculum, cooperative learning, learning styles, etc.
- The most recent research based effective practices and technologies within his/her field of specialty
- Consultative/collaborative/integrative special education delivery models
- The legal aspects (federal, state and local) of special education
- The body of research relating to family dynamics and how to facilitate strategies for intervention

## **STAFF BENEFITS**

Benefits, in addition to basic salary, are recognized by the Board as an integral part of the total compensation plan for staff members. The benefits extended to the licensed staff shall be designed to promote their present and future economic security and provide incentive for professional development that will be of benefit to the member districts.

### **Health and Life Insurance**

All regular employees who work 32 hours a week or more are eligible to participate in the agency's health insurance plan. The health insurance benefit with East Central BOCES consists of health, dental and vision insurance plus a prescription plan. East Central BOCES pays the charge for the employee's coverage; if family coverage is desired, the employee pays the difference between the charge for employee coverage and the charge for family coverage. To be eligible for insurance an employee must work 32 hours or more per week. These employees may also participate in a tax-sheltered, salary reduction annuity program if they so choose. Included in the package also is a \$20,000 life insurance policy.

### **Retirement**

Agency employees shall participate in the Public Employee's Retirement Association (PERA), to which both the employee and the agency make monthly contributions, unless exempted by law and the employee chooses not to participate.

### **Workmen's Compensation**

All employees are covered under Workmen's Compensation Insurance Plan and will be entitled to all the prescribed benefits.

### **Mileage reimbursement**

Mileage is reimbursed at a rate of \$ .05 per mile less than the federal rate for the use of a personal vehicle for travel within the administrative unit and work related approved conferences and meetings. The federal rate is monitored monthly.

### **Staff Leave and Absences:**

The Board has provided a plan for leaves and absences designed to help members of the staff maintain their physical health, take care of family and other personal emergencies, improve professionally, and discharge important and necessary obligations. Proper notification of leaves is the responsibility of the employee. **BOCES does offer a Leave Bank that employees may participate in on a volunteer basis.**

1. **General Leave:** Paid general leave shall be available for any employee working at least 20 hrs. a week at a rate of one day for each 18.6 days (full eight hour days or equivalent) worked up to twelve days per year. All absences shall be counted against general leave...i.e. staying home with a sick child or family member, and all leave other than extra bereavement, maternity, or professional. Unused days may be accumulated up to fifty. Unused leave days over fifty must be redeemed for \$50 per unused day. Eligible employees who retire or resign can redeem all unused general leave days at the rate of \$50 per unused day.
2. **Bereavement Leave:** Two paid bereavement leave days shall be available to any employee working at least half-time. It may be used for death within the immediate family (spouse, children, parents, brothers, sisters and grandparents). After the initial two paid bereavement days have been used, additional bereavement leave will be deducted from general leave. Approval for bereavement leave necessitated by death of a person other than an immediate family member, bereavement leave necessitated by any other extenuating circumstances, or additional bereavement leave not deducted from general leave may be approved by the Executive Director.
3. **Maternity/Paternity Leave:** Maternity leave is a leave granted to a female employee during the period of her pregnancy and/or for the period of time a female employee is temporarily disabled because of, or contributed by, her pregnancy, miscarriage or childbirth. An employee on maternity leave for medical necessity as determined by the employee's physician shall receive pay, insurance and other benefits to the same extent and on the same basis as if she were using general leave (this leave will be deducted from general leave). Any additional maternity leave granted by the Executive Director shall be without pay or other general leave benefits.
4. **Professional Leave:** The Executive Director or his/her designee may grant leaves for employees to attend conferences, workshops, conventions, etc., related to the employee's work may be granted without payroll deductions, and a portion or all expenses may be paid by the BOCES. The BOCES has the right to pay all expenses necessitated by a professional growth experience, to pay part of the expenses, or to pay none of the expenses.
5. **Other Leave:** Generally, requests for extended leaves of absences (over sixty days) and/or sabbatical leaves will not be granted. However, the Executive Director will consider individual requests.

**Paid Vacation** *(241 day contract employees only)*

For all year round (241 day contract) employees whose contracts specifically state a number of PAID vacation days the following applies. Those days may NOT be accumulated beyond the contract year end (June 30<sup>th</sup> of each year) AND the employee MUST be reimbursed their per diem for any and all unused PAID vacation days as of June 30<sup>th</sup>, to be paid in June payroll. Any exception to this procedure must be approved by the Executive Director in his/her authority under the East Central Board of Cooperative Educational Services.

***The following are vacation days granted to 12 month employees:***

Exec. Director/SPED Director/Asst. SPED Director/Federal Programs = 12 days

12 month classified staff = 8 days

**Paraprofessional Benefit Information:**

**Insurance** - Paraprofessionals who work full-time will be paid over twelve months. The pay is based on an hourly rate of pay multiplied by the school calendar student days, prorated over twelve months. Full-time employees will receive an insurance benefit equal to the amount for an employee for the twelve months.

**Leave Days** - Paraprofessionals who work more than 28 hours per week should receive 1 general leave day for every 18.6 days worked. Para-professionals can accumulate up to 40 days; employee will be paid for over 40 days at a rate of \$25/day. Employee retiring or resigning will also be paid for unused leave days at a rate of \$25/day.