

**EAST CENTRAL
BOCES
SALARY/PAY
SCHEDULES**

As of July 1, 2024

Revised April 17, 2024

**East Central Board of Cooperative Educational Services
820 Second Street, PO Box 910
Limon, Colorado 80828
Phone: 719-775-2342**

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	Labor College Students/ Adults
Steps						
A	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
B	\$16.25	\$16.25	\$16.25	\$16.25		
C	\$16.50	\$16.50	\$16.50	\$16.50		
D	\$16.75	\$16.75	\$16.75	\$16.75		
E	\$17.00	\$17.00	\$17.00	\$17.00		
F	\$17.25	\$17.25	\$17.25	\$17.25		
G	\$17.50	\$17.50	\$17.50	\$17.50		
H	\$17.75	\$17.75	\$17.75	\$17.75		
I	\$18.00	\$18.00	\$18.00	\$18.00		
J	\$18.25	\$18.25	\$18.25	\$18.25		
K	\$18.50	\$18.50	\$18.50	\$18.50		
L	\$18.75	\$18.75	\$18.75	\$18.75		
M	\$19.00	\$19.00	\$19.00	\$19.00		
N	\$19.25	\$19.25	\$19.25	\$19.25		
O	\$19.50	\$19.50	\$19.50	\$19.50		
P	\$19.75	\$19.75	\$19.75	\$19.75		
Q	\$20.00	\$20.00	\$20.00	\$20.00		
R	\$20.25	\$20.25	\$20.25	\$20.25		
S	\$20.50	\$20.50	\$20.50	\$20.50		
T	\$20.75	\$20.75	\$20.75	\$20.75		
U	\$21.00	\$21.00	\$21.00	\$21.00		
V	\$21.25	\$21.25	\$21.25	\$21.25		
W	\$21.50	\$21.50	\$21.50	\$21.50		
X	\$21.75	\$21.75	\$21.75	\$21.75		
Y	\$22.00	\$22.00	\$22.00	\$22.00		
Z	\$22.25	\$22.25	\$22.25	\$22.25		
* The steps continue at equal increments every step thereafter				East Central BOCES		
* 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; April 21, 2021, January 26, 2022, April 17, 2024						

Classified Pay Schedule - Salary Schedule B (These are at-will positions)

Job Title	Courier/IMC/Media/ Transportaiton	Administrative Assistant	AP & Payroll, Assistant to Finance Director	Special Education Administrative Assistant	Executive Administrative Assistant
Number of Days in Contract	241 day	241 day	241 day	241 day	241 day
Steps					
A	\$33,450	\$33,450	\$33,400	\$36,460	\$36,460
B	\$33,850	\$33,850	\$33,800	\$36,860	\$36,860
C	\$34,250	\$34,250	\$34,200	\$37,260	\$37,260
D	\$34,650	\$34,650	\$34,600	\$37,660	\$37,660
E	\$35,050	\$35,050	\$35,000	\$38,060	\$38,060
F	\$35,450	\$35,450	\$35,400	\$38,460	\$38,460
G	\$35,850	\$35,850	\$35,800	\$38,860	\$38,860
H	\$36,250	\$36,250	\$36,200	\$39,260	\$39,260
I	\$36,650	\$36,650	\$36,600	\$39,660	\$39,660
J	\$37,050	\$37,050	\$37,000	\$40,060	\$40,060
K	\$37,450	\$37,450	\$37,400	\$40,460	\$40,460
L	\$37,850	\$37,850	\$37,800	\$40,860	\$40,860
M	\$38,250	\$38,250	\$38,200	\$41,260	\$41,260
N	\$38,650	\$38,650	\$38,600	\$41,660	\$41,660
O	\$39,050	\$39,050	\$39,000	\$42,060	\$42,060
P	\$39,450	\$39,450	\$39,400	\$42,460	\$42,460
Q	\$39,850	\$39,850	\$39,800	\$42,860	\$42,860
R	\$40,250	\$40,250	\$40,200	\$43,260	\$43,260
S	\$40,650	\$40,650	\$40,600	\$43,660	\$43,660
T	\$41,050	\$41,050	\$41,000	\$44,060	\$44,060
U	\$41,450	\$41,450	\$41,400	\$44,460	\$44,460
V	\$41,850	\$41,850	\$41,800	\$44,860	\$44,860
W	\$42,250	\$42,250	\$42,200	\$45,260	\$45,260
X	\$42,650	\$42,650	\$42,600	\$45,660	\$45,660
Y	\$43,050	\$43,050	\$43,000	\$46,060	\$46,060
Z	\$43,450	\$43,450	\$43,400	\$46,460	\$46,460
AA	\$43,850	\$43,850	\$43,800	\$46,860	\$46,860
BB	\$44,250	\$44,250	\$44,200	\$47,260	\$47,260
CC	\$44,650	\$44,650	\$44,600	\$47,660	\$47,660
DD	\$45,050	\$45,050	\$45,000	\$48,060	\$48,060
EE	\$45,450	\$45,450	\$45,400	\$48,460	\$48,460
FF	\$45,850	\$45,850	\$45,800	\$48,860	\$48,860
GG	\$46,250	\$46,250	\$46,200	\$49,260	\$49,260
HH	\$46,650	\$46,650	\$46,600	\$49,660	\$49,660
II	\$47,050	\$47,050	\$47,000	\$50,060	\$50,060
JJ	\$47,450	\$47,450	\$47,400	\$50,460	\$50,460
KK	\$47,850	\$47,850	\$47,800	\$50,860	\$50,860
LL	\$48,250	\$48,250	\$48,200	\$51,260	\$51,260
MM	\$48,650	\$48,650	\$48,600	\$51,660	\$51,660
* The steps continue at equal increments every step thereafter			East Central BOCES		
* Step A is considered the Base Salary					
* Consideration of experience will be given					
Salary Schedule Adopted: April 29, 2015, Revised January 26, 2022, April 17, 2024					

East Central BOCES - Salary Schedule C Certified Salary Schedule-Teacher/Early Childhood Coordinator/SLPA

	BA	BA + 15	BA + 30	MA	MA + 15	MA + 30
A	\$43,870.00	\$44,570.00	\$45,270.00	\$49,120.00	\$49,820.00	\$50,520.00
B	\$44,570.00	\$45,270.00	\$45,970.00	\$49,820.00	\$50,520.00	\$51,220.00
C	\$45,270.00	\$45,970.00	\$46,670.00	\$50,520.00	\$51,220.00	\$51,920.00
D	\$45,970.00	\$46,670.00	\$47,370.00	\$51,220.00	\$51,920.00	\$52,620.00
E	\$46,670.00	\$47,370.00	\$48,070.00	\$51,920.00	\$52,620.00	\$53,320.00
F	\$47,370.00	\$48,070.00	\$48,770.00	\$52,620.00	\$53,320.00	\$54,020.00
G	\$48,070.00	\$48,770.00	\$49,470.00	\$53,320.00	\$54,020.00	\$54,720.00
H	\$48,770.00	\$49,470.00	\$50,170.00	\$54,020.00	\$54,720.00	\$55,420.00
I	\$49,470.00	\$50,170.00	\$50,870.00	\$54,720.00	\$55,420.00	\$56,120.00
J	\$50,170.00	\$50,870.00	\$51,570.00	\$55,420.00	\$56,120.00	\$56,820.00
K	\$50,870.00	\$51,570.00	\$52,270.00	\$56,120.00	\$56,820.00	\$57,520.00
L	\$51,570.00	\$52,270.00	\$52,970.00	\$56,820.00	\$57,520.00	\$58,220.00
M	\$52,270.00	\$52,970.00	\$53,670.00	\$57,520.00	\$58,220.00	\$58,920.00
N	\$52,970.00	\$53,670.00	\$54,370.00	\$58,220.00	\$58,920.00	\$59,620.00
O	\$53,670.00	\$54,370.00	\$55,070.00	\$58,920.00	\$59,620.00	\$60,320.00
P	\$54,370.00	\$55,070.00	\$55,770.00	\$59,620.00	\$60,320.00	\$61,020.00
Q	\$55,070.00	\$55,770.00	\$56,470.00	\$60,320.00	\$61,020.00	\$61,720.00
R	\$55,770.00	\$56,470.00	\$57,170.00	\$61,020.00	\$61,720.00	\$62,420.00
S	\$56,470.00	\$57,170.00	\$57,870.00	\$61,720.00	\$62,420.00	\$63,120.00
T	\$57,170.00	\$57,870.00	\$58,570.00	\$62,420.00	\$63,120.00	\$63,820.00
U	\$57,870.00	\$58,570.00	\$59,270.00	\$63,120.00	\$63,820.00	\$64,520.00
V	\$58,570.00	\$59,270.00	\$59,970.00	\$63,820.00	\$64,520.00	\$65,220.00
W	\$59,270.00	\$59,970.00	\$60,670.00	\$64,520.00	\$65,220.00	\$65,920.00
X	\$59,970.00	\$60,670.00	\$61,370.00	\$65,220.00	\$65,920.00	\$66,620.00
Y	\$60,670.00	\$61,370.00	\$62,070.00	\$65,920.00	\$66,620.00	\$67,320.00
Z	\$61,370.00	\$62,070.00	\$62,770.00	\$66,620.00	\$67,320.00	\$68,020.00
AA	\$62,070.00	\$62,770.00	\$63,470.00	\$67,320.00	\$68,020.00	\$68,720.00
BB	\$62,770.00	\$63,470.00	\$64,170.00	\$68,020.00	\$68,720.00	\$69,420.00
CC	\$63,470.00	\$64,170.00	\$64,870.00	\$68,720.00	\$69,420.00	\$70,120.00
DD	\$64,170.00	\$64,870.00	\$65,570.00	\$69,420.00	\$70,120.00	\$70,820.00

Early Childhood & SLPA Contracted Days: 186

Teacher Contracted Days: Set by each District & BOCES Admin.

East Central BOCES

Salary Schedule adopted: April 29, 2015, Revised January 26, 2022, June 29, 2022, **April 17, 2024**

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

East Central BOCES - Salary Schedule G Coordinators Salary Schedules

	Staff Development Coordinator 186 Days	Gifted & Talented Coordinator 186 Days	Special Education Coordinator 195 Days	Impact Team Coach - 186 days Shared Tech. Coordinator-241 days	Alternative Licence Coordinator VNETs Coordinator - 175 days	Migrant Education Graduation Advocate 200 Days
A	\$61,800.00	\$58,425.00	\$61,250.00	\$56,175.00	\$50,550.00	\$31,700.00
B	\$62,500.00	\$59,125.00	\$61,950.00	\$56,875.00	\$51,250.00	\$32,400.00
C	\$63,200.00	\$59,825.00	\$62,650.00	\$57,575.00	\$51,950.00	\$33,100.00
D	\$63,900.00	\$60,525.00	\$63,350.00	\$58,275.00	\$52,650.00	\$33,800.00
E	\$64,600.00	\$61,225.00	\$64,050.00	\$58,975.00	\$53,350.00	\$34,500.00
F	\$65,300.00	\$61,925.00	\$64,750.00	\$59,675.00	\$54,050.00	\$35,200.00
G	\$66,000.00	\$62,625.00	\$65,450.00	\$60,375.00	\$54,750.00	\$35,900.00
H	\$66,700.00	\$63,325.00	\$66,150.00	\$61,075.00	\$55,450.00	\$36,600.00
I	\$67,400.00	\$64,025.00	\$66,850.00	\$61,775.00	\$56,150.00	\$37,300.00
J	\$68,100.00	\$64,725.00	\$67,550.00	\$62,475.00	\$56,850.00	\$38,000.00
K	\$68,800.00	\$65,425.00	\$68,250.00	\$63,175.00	\$57,550.00	\$38,700.00
L	\$69,500.00	\$66,125.00	\$68,950.00	\$63,875.00	\$58,250.00	\$39,400.00
M	\$70,200.00	\$66,825.00	\$69,650.00	\$64,575.00	\$58,950.00	\$40,100.00
N	\$70,900.00	\$67,525.00	\$70,350.00	\$65,275.00	\$59,650.00	\$40,800.00
O	\$71,600.00	\$68,225.00	\$71,050.00	\$65,975.00	\$60,350.00	\$41,500.00
P	\$72,300.00	\$68,925.00	\$71,750.00	\$66,675.00	\$61,050.00	\$42,200.00
Q	\$73,000.00	\$69,625.00	\$72,450.00	\$67,375.00	\$61,750.00	\$42,900.00
R	\$73,700.00	\$70,325.00	\$73,150.00	\$68,075.00	\$62,450.00	\$43,600.00
S	\$74,400.00	\$71,025.00	\$73,850.00	\$68,775.00	\$63,150.00	\$44,300.00
T	\$75,100.00	\$71,725.00	\$74,550.00	\$69,475.00	\$63,850.00	\$45,000.00
U	\$75,800.00	\$72,425.00	\$75,250.00	\$70,175.00	\$64,550.00	\$45,700.00
V	\$76,500.00	\$73,125.00	\$75,950.00	\$70,875.00	\$65,250.00	\$46,400.00
W	\$77,200.00	\$73,825.00	\$76,650.00	\$71,575.00	\$65,950.00	\$47,100.00
X	\$77,900.00	\$74,525.00	\$77,350.00	\$72,275.00	\$66,650.00	\$47,800.00
Y	\$78,600.00	\$75,225.00	\$78,050.00	\$72,975.00	\$67,350.00	\$48,500.00
Z	\$79,300.00	\$75,925.00	\$78,750.00	\$73,675.00	\$68,050.00	\$49,200.00
	Salary Schedule Adopted: April 29, 2015				East Central BOCES	
	Revised: June 14, 2017, Nov. 18, 2020; Apr. 21, 2021, Jan. 26, 2022, June 29, 2022, April 17, 2024					
	The letters along the left hand side of the salary schedule represent steps. They do not represent years of service.					

	Executive Director	Special Education Director	Federal Programs Director	Assitant Special Ed. Director	Technology Director / Asst. Federal Programs Director	Financial Services Director
A	\$112,350.00	\$101,115.00	\$78,650.00	\$78,650.00	\$73,025.00	\$63,000.00
B	\$113,350.00	\$102,115.00	\$79,650.00	\$79,650.00	\$73,875.00	\$63,850.00
C	\$114,350.00	\$103,115.00	\$80,650.00	\$80,650.00	\$74,725.00	\$64,700.00
D	\$115,350.00	\$104,115.00	\$81,650.00	\$81,650.00	\$75,575.00	\$65,550.00
E	\$116,350.00	\$105,115.00	\$82,650.00	\$82,650.00	\$76,425.00	\$66,400.00
F	\$117,350.00	\$106,115.00	\$83,650.00	\$83,650.00	\$77,275.00	\$67,250.00
G	\$118,350.00	\$107,115.00	\$84,650.00	\$84,650.00	\$78,125.00	\$68,100.00
H	\$119,350.00	\$108,115.00	\$85,650.00	\$85,650.00	\$78,975.00	\$68,950.00
I	\$120,350.00	\$109,115.00	\$86,650.00	\$86,650.00	\$79,825.00	\$69,800.00
J	\$121,350.00	\$110,115.00	\$87,650.00	\$87,650.00	\$80,675.00	\$70,650.00
K	\$122,350.00	\$111,115.00	\$88,650.00	\$88,650.00	\$81,525.00	\$71,500.00
L	\$123,350.00	\$112,115.00	\$89,650.00	\$89,650.00	\$82,375.00	\$72,350.00
M	\$124,350.00	\$113,115.00	\$90,650.00	\$90,650.00	\$83,225.00	\$73,200.00
N	\$125,350.00	\$114,115.00	\$91,650.00	\$91,650.00	\$84,075.00	\$74,050.00
O	\$126,350.00	\$115,115.00	\$92,650.00	\$92,650.00	\$84,925.00	\$74,900.00
P	\$127,350.00	\$116,115.00	\$93,650.00	\$93,650.00	\$85,775.00	\$75,750.00
Q	\$128,350.00	\$117,115.00	\$94,650.00	\$94,650.00	\$86,625.00	\$76,600.00
R	\$129,350.00	\$118,115.00	\$95,650.00	\$95,650.00	\$87,475.00	\$77,450.00
S	\$130,350.00	\$119,115.00	\$96,650.00	\$96,650.00	\$88,325.00	\$78,300.00
T	\$131,350.00	\$120,115.00	\$97,650.00	\$97,650.00	\$89,175.00	\$79,150.00
U	\$132,350.00	\$121,115.00	\$98,650.00	\$98,650.00	\$90,025.00	\$80,000.00
V	\$133,350.00	\$122,115.00	\$99,650.00	\$99,650.00	\$90,875.00	\$80,850.00
W	\$134,350.00	\$123,115.00	\$100,650.00	\$100,650.00	\$91,725.00	\$81,700.00
X	\$135,350.00	\$124,115.00	\$101,650.00	\$101,650.00	\$92,575.00	\$82,550.00
Y	\$136,350.00	\$125,115.00	\$102,650.00	\$102,650.00	\$93,425.00	\$83,400.00
Z	\$137,350.00	\$126,115.00	\$103,650.00	\$103,650.00	\$94,275.00	\$84,250.00
Salary Schedule adopted: April 29, 2015, Revised: Jan. 26, 2022, April 17, 2024					East Central BOCES	
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East Central BOCES SPED
Extra Duty Pay Schedule

● Alternative District Assessment Coordinator	\$700
● Autism Programming Consultant	\$420
● Autism Assessment Team Member	\$120
● Autism Team Coordinator*	\$3,360
● CPI Coordinator*	\$3,360
● Crisis Response Team Coordinator*	\$1,680
● Early Childhood Cluster Coordinator*	\$1,800
● Employee Advisory Committee Coordinator	\$600
● Mentor	\$300
● Out of District Coordinator	\$3,500
● Para Cluster Coordinator	\$1,800
● Private School Coordinator	\$700
● Sped FTE Data Analysis	\$5,350
● Supervisor of COTA or SLP-COTA	\$1200/person they supervise <i>Prorated based on the assistant's FTE they are assigned to supervise</i>
● Supervisor/Evaluator	\$2,640
● SWAAAC Team Coordinator*	\$1,680
● University Intern Supervisor	<i>Based on per diem unless the University pays Supervisor</i>

* When coordinator positions are shared by more than one person the stipend is split between the coordinators.

Adopted by the Board: April 29, 2015, **Revised:** June 14, 2017, April 17, 2024
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 30th 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 30th, unless approved by the Executive Director or his/her designee. Pay adjustments for degreed advancement will follow university semester deadlines:

September 30th, January 31st, and July 30th

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

Updated to match Board Policies January 26, 2022

The following is a Summary of Board Policy and nothing herein is considered policy and if either are in conflict the Policy shall supersede this summary of 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 (See Policy GCBD)

All regular employees who work 30 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 30 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 \$25,000 life insurance policy.

Retirement – PERA (See Policy GCBD)

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 (See Policy GCBD)

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

Mileage reimbursement (See Policy DKC-R)

Mileage is reimbursed at a rate of \$0.05 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.

The following is a Summary of Board Policy and nothing herein is considered policy and if either are in conflict the Policy shall supersede this summary of benefits.

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 (See Policy GBGG for full description and rules):** Paid general leave shall be available for any employee working at least 20 hours 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, but must fulfill entire contract to receive all days issued, otherwise days will be deducted. All absences shall be counted against general leave...i.e. staying home with a sick child or immediate family member, and all leave other than extra bereavement, maternity, or professional.

Starting January 1, 2021, any employee who works less than the above minimum requirements will still be entitled to at least 1 hour of paid general leave for every 30 hours worked, up to a maximum of 48 hours (6 days) per year.

For general leave purposes, the term "immediate family" shall be defined as father, mother, sister, brother, child, grandparents, spouse, or partner in a civil union. Exceptions may be made by the Executive Director.

General leave shall not apply during vacation leave, paid holidays or leaves of absence.

2. **Bereavement Leave (See Policy GBGJ):** Two days of paid bereavement leave will be granted to all eligible employees in case of the death of an employee's immediate family member (father, mother, sister, brother, child, grandparents, spouse, or partner in a civil union). Absence necessitated by a death in the employee's family of someone other than a member of the immediate family may be given the same consideration as a death in the immediate family upon recommendation of the employee's immediate supervisor and approval of the Executive Director. Employee absences which extend beyond two days due to a death in the family shall be charged to the employee's general or vacation leave, at the employee's option.
3. **Maternity/Paternity Leave (See Policy GBGE).**
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 EC BOCES. EC 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.

The following is a Summary of Board Policy and nothing herein is considered policy and if either are in conflict the Policy shall supersede this summary of benefits.

Paid Vacation – Professional Staff (See Policy GCD) (241 day contract employees only)

All full-time professional staff, those working at least 241 days per fiscal year, shall be entitled to annual vacation leave up to 12 days. Vacation days not used will be paid out at per diem at the end of the fiscal year (June payroll). A written notice (file: GCD-E) will be used to request any vacation days to be paid or carried over and approved by the Executive Director. Vacation days carried over and not used by December 31st will be lost and not paid. New employees whose term of service is less than one full year shall be entitled to paid vacation in the ratio that their length of service bears to a full year.

Paid Vacation – Classified Staff (See Policy GDD) (241 day contract employees only)

All full-time support staff, those working at least 241 days per fiscal year, shall be entitled to annual vacation leave up to 8 days. Vacation days not used will be paid out at per diem at the end of the fiscal year (June payroll). A written notice (file: GCD-E) will be used to request any vacation days to be paid or carried over and approved by the Executive Director. Vacation days carried over and not used by December 31st will be lost and not paid. Vacations shall be scheduled at the convenience of the BOCES and as nearly as possible at the convenience of the employee. New employees whose term of service is less than one full year shall be entitled to paid vacation in the ratio that their length of service bears to a full year.

Holidays for 241 day Contract Employees (See Policies GCD, GDD)

The following days are considered paid holidays for support staff:

- New Year's Day
- Martin Luther King Jr. Birthday
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day