



Estes Park School District R-3  
1605 Brodie Avenue  
Estes Park, CO 80517

# **ADMINISTRATOR HANDBOOK**

JULY 1, 2016 THROUGH JUNE 30, 2017

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# **ADMINISTRATOR PERFORMANCE ASSESSMENT AND SALARY PLAN**

## **I. Full-Time Administrators**

School administration in the 21st century is a full-time commitment. As a member of the Administrative Team in Estes Park School District R-3, it is essential that each administrator devote one's full energies and focus to completing his or her job. Because administrators do not generally participate in extra-curricular activities as a coach or sponsor, compensation reflects the longer days beyond the eight hours generally expected of other employees, increased level of responsibility, and expectations of the community. Principals and other administrators are expected to be present and supervise all activities related to their specific positions. Administrators will be expected to account for their time by providing a written calendar of their expected contract days and when there is a change in their work schedule, providing a written request to the Superintendent.

### **Job Descriptions**

Estes Park R-3 administrators report directly to the Superintendent and may be given other duties as assigned by the Superintendent. Job descriptions have been developed for each administrator's position to provide guidelines for the performance and responsibilities of the particular position and may be changed as needed.

## **II. Work Year**

Administrative employee contracts are based on a specific number of days. Administrators are granted eight (8) accumulative sick days, and four (4) accumulative personal days during the fiscal year July 1 through June 30.

All administrators are considered year-round employees. The length of compensated contract days will vary dependent on the program of work established for the individual administrator. Estimated requirements for each level are included below:

	Workdays	Non-Contract Days
Principals and Assistant Principals	215	45
Directors and Management	230	31

Administrative calendars are meant as a guide for the individual administrative assignment. It is understood that all administrators are employed to carry out their specific assignments and that time in days and hours are used as necessary to complete assigned duties. Thus, the

“rated” number of days for any assignment represents a “base” line for each assignment. Administrators may adjust their calendar by requesting changes, in writing and in concert, with the Superintendent, with a copy provided to the assistant to the Superintendent.

Principals and Assistant Principals should schedule August 1 as the first day and June 30 as the last day in the office and include all teacher contract days in their work schedule.

### **III. Salary Differentials**

Salary differentials are determined by taking into consideration training and experience, performance, job responsibilities, innovation, student achievement, and the application of quality management principles and strategies. Upon initial employment with the school district, all administrative positions are granted up to ten years approved administrative job related experience for maximum placement on Step 11.

### **IV. Academic Incentive**

The expectation for all administrators is that they will actively pursue appropriate professional development as part of their job responsibilities.

### **V. Evaluation**

#### **COLORADO STATE MODEL EVALUATION SYSTEM FOR PRINCIPALS AND ASSISTANT PRINCIPALS**

Effective principals in the state of Colorado are responsible for the collective success of their schools, including the learning, growth and achievement of both students and staff. As the schools' primary instructional leaders, effective principals enable critical discourse and data-driven reflection about curriculum, assessment, instruction, and student progress, and create structures to facilitate improvement. Effective principals are adept at creating systems that maximize the utilization of resources and human capital, foster collaboration, and facilitate constructive change. By creating a common vision and articulating shared values, effective principals lead and manage their schools in a manner that supports schools' ability to promote equity and to continually improve their positive impact on students and families.

Please use the following link to access the evaluation form.

<http://www.cde.state.co.us/educatoreffectiveness/smes-principalexcelstandards>

- August 8, 2016: Notification of evaluation schedule
- October 28, 2016: Employee Self-Appraisal and Goal Identification conference completed
- February 6, 2017: Mid-year conference to review progress toward goal(s) completed
- May 13, 2017: One-page summary reflection by employee completed and submitted to Employee's supervisor
- June 6, 2017: Final summative conference and one-page narrative summary completed by the supervisor

### **Goal Reflection**

Each employee is required to construct a one-page narrative reflection on the progress made during the school year. This summary will be attached to the Supervisor narrative summative evaluation form.

### **Licensing and Education Requirements**

In addition to the qualifications for teachers, administrators ordinarily must have a M.A. degree with special training in their area, a minimum of five years teaching experience preferred, and licensed through the Colorado Department of Education in accordance with State law. The Directors of Business Services and Transportation and Auxiliary Services are not ordinarily licensed through Colorado Department of Education or have an advanced degree.

## **VI. Attendance at Board Meetings and Other Meetings**

The Board of Education conducts work sessions and regular meetings jointly on the fourth Monday of each month unless otherwise noted. Administrators are required to attend regular board meetings as needed. Attendance at the Board of Education work sessions is only required when administrators are requested to attend. The Superintendent of Schools will schedule Administrative Team meetings several times a month. All administrators are required to attend those meetings as listed in the schedule. If administrators are required to attend other meetings outside the district related to their position, the administrator's absence shall be reported in writing to the superintendent's assistant.

## **ADMINISTRATOR'S RELATED ECONOMIC BENEFITS**

### **I. Health Insurance**

The District provides health insurance coverage. Membership for the employee only is fully paid by the District. Dependent children may be covered through the month in which the dependent turns age 26 as long as unmarried and fully dependent upon the subscriber for support. If dependent is mentally and/or physically disabled prior to the age of 26 and incapable of self-support, coverage continues as long as incapacity and dependency is documented annually as requested by the insurance company.

### **II. Dental Insurance**

The District also provides dental insurance coverage. Employee coverage is fully paid by the District. Membership for an employee's spouse and/or family is optional, and will be fully paid by the employee. Dependent children may be covered through the month in which the dependent turns age 26 as long as unmarried and fully dependent upon the subscriber for support. If dependent is mentally and/or physically disabled prior to the age of 26 and incapable of self-support, coverage continues as long as incapacity and dependency is documented annually as requested by the insurance company.

### **III. IRS Code 125 Cafeteria Plan**

The District provides a cafeteria plan in accordance with the Internal Revenue Code and applicable Internal Revenue Service Regulations. The purpose of the Plan is to provide all eligible employees of the District with the opportunity to pay for medical and dental insurance premiums (which are not paid by the District), childcare, out of pocket medical expenses and some optional insurances as offered by American Fidelity Assurance Company on a before-tax basis by means of salary reduction.

### **IV. Group Life Insurance/Accidental Death and Dismemberment**

The District provides a \$40,000 group term life insurance plan with a double indemnity provision and pays the entire cost of the plan for the employee's coverage.

### **V. Sick and Personal Leave**

- A. Administrative personnel are entitled to eight sick leave days per year for 230 day contracted administrators and seven sick leave days per year for 215 day contracted administrators. Employees are credited with the

full sick-leave allowance at the beginning of the contract year. The days shall be used only for personal illness or medical appointments or illness or medical appointments of dependents.

- B. Administrative personnel are entitled to four (4) accumulative personal days. Administrative personnel can accrue up to a maximum of six (6) personal leave days that can be used consecutively during any school year. Although personal days are earned by accrual, the days allowed annually shall be credited at the beginning of the contract. Personal days shall be used only for such things as financial business, legal business or other types of business that cannot be attended to after regular working hours.
- C. If an administrator does not complete his/her work year and has used more sick days than have been earned and/or accumulated, the District will prorate the final check.
- D. The District encourages administrators not to use their sick leave unless necessary. At the end of each completed contract year, unused sick and personal leave for that particular year can be turned in for reimbursement (unless the administrator is a member of the Sick Leave Bank and has less than 100 accrued sick leave days) as follows:

1 - 11 days - \$100 per day

Reimbursement must be applied for in the District Office by May 31.

- E. Upon separation from the District, an administrator with three or more years of satisfactory service shall be eligible to receive pay for unused accrued sick leave (maximum of 100 days) according to the following calculation:

Administrator's Current Per Diem Rate x Reimbursement Factor = Amount of Reimbursement for each unused sick leave day.

Experience	Reimbursement Factor
3-5 years	.20
6-8 years	.25
9-11 years	.30
12 and above years	.35

## VI. Leave Request Process

The District uses AESOP as a means of documenting employees' absences. Administrators are required to complete AESOP when absent from the District for sick, personal, or bereavement leave; district required

absences (except for known required meetings); jury duty; and professional leave.

It is the Administrator's responsibility to approve AESOP Leave Requests for employees under their supervision and to screen the requests carefully to prevent the possibility of excessive building absences in a single day, i.e. Mondays or Fridays. Administrators should note that the Superintendent has sole authority to approve absence requests during restricted time. Restricted time is defined as one day prior to or following any such holiday or break and the first and last week of school. Therefore, Administrators should not approve leave requests during restricted time.

#### **VII. Sick Leave Bank**

The District supports participation in the Sick Leave Bank as a way to mitigate the impacts of serious illness or injury. Employees voluntarily contribute sick leave days to the bank. This provides colleagues with access for (up to) 20 days of sick leave in excess of their personal accrual. It is contrary to the intent of our sick leave bank to permit a draw by employees that have chosen to cash in their unused sick leave. Employees that choose to surrender unused sick leave for cash value are prohibited from participation in the Sick Leave Bank. Please refer to Administrative Policy GBGH for further details regarding the Sick Leave Bank.

#### **VIII. Long-Term Disability Insurance**

The District provides and pays the total premium for the Long-Term Disability Insurance Policy for administrators.

#### **IX. Workers' Compensation Insurance**

The District pays the total premium for workers compensation insurance which provides that all employees are insured while at work.

If an employee is injured on the job, he/she must immediately file a First Report of Injury with the Payroll/Benefits Administrator but in no circumstances later than 48 hours in person. The District strongly urges all employees to report accidents within 24 hours. (All accidents and injuries are to be reported even if the employee stays at work or does not go to a doctor.) If the employee does not file an accident report, the employee may lose salary continuation benefits.

All employees receiving monies from the workers' compensation insurance company shall be granted a leave-of-absence without pay and may keep any monies received from the insurance company.



Employees will have the first three days of absence charged against sick leave. An employee must seek medical treatment, except in emergencies, at the Timberline Medical LLC at 131 Stanley Avenue, Estes Park, CO 80517, (970) 586-2343. Emergency medical attention is to be sought at Estes Park Medical Center at 555 Prospect Avenue.

**X. Family Medical Leave**

In accordance with the family medical leave act (FMLA provisions of entitlement, district policy requires that employees who have been granted family medical leave are required to use their accumulated sick leave in conjunction with the FMLA leave (i.e. a portion or all of the 12-week family medical leave will consist of accumulated employee sick leave time, except for five days). For further details regarding family medical leave, including eligibility, refer to the district's administrative policy on federally-mandated family leave GBGF.

The administrator shall notify the Superintendent in writing of the administrator's desire to take such a leave at least 30 working days before the requested effective date of the leave. In the event of emergency or unforeseen circumstances, the Superintendent may waive the time limit.

The written request shall include the following information.

1. The date the leave is to begin.
2. The reason for the requested leave.
3. The duration of the leave.

**XI. Bereavement Leave**

Each administrator shall be granted five days of non-accumulative bereavement leave for use in the case of the death of the administrator's immediate family, including spouse or domestic partner, parents, grandparents, sisters, brothers or children. A short period of bereavement leave (2 days) may be approved by the Superintendent in the case of the death of a member of the administrator's extended family, i.e. brother-in-law, mother-in-law. Up to five days additional leave may be used from the administrator's accumulated sick leave, on the approval of the Superintendent. In the case of the death of a student or staff member, one day of bereavement leave will be allowed.

**XII. Jury Duty**

Leave shall be granted to any administrator who is called to a court-ordered appearance for jury duty without jeopardy to the administrator's

employment or salary. Per Diem payments by the court shall be refunded to the school district, less the court-paid mileage. Administrators are to complete AESOP and send a copy of the subpoena/summons to the Superintendent.

**XIII. Long-Term Leaves of Absence**

Employees on an approved leave of absence may return to the same or similar position upon returning from leave at the discretion of the Superintendent of Schools with approval by the Board of Education.

**XIV. Professional Growth Activities**

Administrators have monies allocated for professional growth activities.

The District may pay for memberships in professional organizations that pertain directly to the individual administrator's primary assignment and responsibility (Examples: CASE, NAESP, NASSP, ASCD, AASA, ASBO). Such membership shall be considered a part of the Professional Growth Plan of the individual administrator.

Other uses of the monies include seminars and professional meetings, including normal costs of attendance such as registration, lodging, food, transportation and purchase for the administrator's personal use of supplies and equipment, such as professional magazines, computer hardware and software, as approved by the Superintendent.

Professional/school business leave should be requested in AESOP for any activity taking the administrator outside the District area and should be reported to the Superintendent through the administrative assistant.

**XV. Legal Liability Insurance**

The School District provides a School District Legal Liability Insurance Policy for all regular employees. This policy will pay on behalf of the individual for loss which he/she shall become legally obligated to pay because of a job-related wrongful act.

**XVI. Public Employees' Retirement Association**

Estes Park School District R-3 is a member of the Public Employees Retirement Association. Both the employee and the employer make contributions based on a percent determined annually by the state legislature.

Benefits are determined on the basis of highest average salary (HAS), number of years in the plan and age at retirement.

Details of P.E.R.A. membership and benefits may be obtained from the P.E.R.A. office (800-759-7372) or online at [www.copera.org](http://www.copera.org).

The District assumes no responsibility for P.E.R.A. policies and recommends that employees direct questions to a P.E.R.A. consultant.

## **XVII. Employee Responsibility Policies**

In the signing of contracts, all employees agree to abide by all Administrative Policies and Procedures and signify that observance of policies and procedures are a condition of employment. Non-compliance with Board and Administrative policies or procedures could result in disciplinary action up to and including termination of employment.

Following is a sampling of employee responsibility policies/procedures as listed on administrator contracts:

- A. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcoholic beverage is prohibited in Estes Park School District R-3 as stated in Administrative Policy GBEC, Drug -Free Workplace. The employee is to notify the Superintendent if he/she is convicted of violating a criminal drug/alcohol statute in the workplace no later than *five days* after the date of such conviction.
- B. The Board is committed to connecting all employees with each other and with resources around the world for improved communication, collaboration, and connectivity to current information. Each licensed and approved user is responsible for utilizing the Internet in a manner that complies with Administrative Policy GBEE, Staff Internet Use.
- C. In accordance with the Family Educational Rights and Privacy Act (FERPA), the School District will disclose personally identifiable information from student records only to school officials within the school system who have a legitimate educational interest without written consent of the parent.

Administrative Policy JRA/JRC, "Student Records/Release of Information on Students" details the confidentiality of privileged information and disclosure of any part of a student records.

- D. Confidentiality of information pertaining to employee records/personal information is limited to need to know in accordance with acceptable business practice. This shall include but not be limited to such items as,

salary, attendance, grievance correspondence, medical information and all personnel related correspondence.

#### **XVIII. Sexual Discrimination and Harassment (Administrative Policy GBAA)**

The district is committed to learning and working environment that is free from sexual discrimination and harassment. It shall be a violation of policy for any member of the district staff to discriminate against another on the basis of sex or harass another staff member or student through conduct or communications of a sexual nature.

##### **Grievance Procedure**

All employees shall have a ready means of resolving any claim of sexual discrimination. Grievance procedures for sexual harassment are set forth in GBAA-R and GBAA-E. All other complaints regarding sexual discrimination shall be filed with the superintendent.

Filing of a grievance or otherwise reporting sexual discrimination or harassment shall not reflect upon the individual's status or affect future employment or work assignments. All matters involving sexual discrimination or harassment complaints shall remain confidential to the extent possible.

Notice of this policy shall be circulated to all District schools and departments and incorporated in employee and student handbooks.

#### **XIX. Mandatory Reporting of Child Abuse / Child Protections Policy JLF**

Pursuant to the Child Protection Act, any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by statute, shall immediately report or cause a report to be made to the appropriate county department of social services or local law enforcement agency.

Reports of child abuse or neglect, the name and address of the child, family or informant or any other identifying information in the report shall be confidential and shall not be public information.

The district shall provide periodic in-service programs for all teachers in order to provide them with information about the Child Protection Act, to assist them in recognizing and reporting instances of child abuse and to instruct them on how to assist victims and their families.

School employees and officials shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school official or employee to prove that the child has been abused or neglected.

The Superintendent has developed procedures to carry out this policy. Refer to Administrative Policy JLF-R for more information.

**XX. Human Resources**

The Superintendent assumes ultimate responsibility for and direction over the District's Administrative Policies and Procedures relating to human resources including all legal aspects of these. All Administrators are required to understand and implement all Administrative Policies and Procedures. Administrators should refer to the Administrative Policies and Procedures when questions or concerns arise. Administrators are encouraged to consult with the Superintendent on all aspects of employee discipline, non-renewal, and/or termination before taking action, unless required by law due to exigencies related to safety or other such circumstances.