

Salary**A. Salary Range**

1. Mental Health employees will be compensated based on educational level and years of experience and placed accordingly on the salary schedule contained in teacher Policy 4141. ~~For the SY 2010-11 and SY 2011-2012, see section B-9 below. This salary schedule is also printed at the end of this policy. If all or some part of the 1.9% funding that the 2009 Colorado State Legislature directed local school districts to hold in reserve is released for expenditure in the 2009-2010 fiscal year on or before January 29, 2010, the Teacher Salary Schedule as well as other pay factors directly related to the salary schedule (e.g., EC), the SAIP schedule, RF base, supplementary pay schedule, Maximum Salary dollar amount, and curriculum daily rate shall be increased by a percentage equal to 5/19 of the percentage (rounded to the nearest one-hundredth of a percent) released for school district expenditures. For example, if the full 1.9% is released, then the salary factors shall be increased by 0.5%; similarly, if only 1.33% of the funding were to be released, then the salary schedule shall be increased by 0.35%. This increase in compensation shall be retroactive to July 1, 2009, for all employees paid on the Teacher Salary Schedule including Mental Health employees.~~

B. Salary Placement

1. A two-year master's degree in either social work or psychology is required within the definition of M.A. throughout the salary schedule.
2. Effective July 1, 2007, the Human Resources Department will recognize verified previous mental health experience and the mental health employee will advance one (1) vertical step on the salary schedule for each year of recognized service, up to a maximum of five steps as specified in (B)(4) below, provided the mental health experience meets one or both of the following conditions (a or b):
 - a). If the experience occurred (is) in a public school the following applies:
 - i) The experience must have occurred while the mental health employee held a valid teaching certificate/license issued by that state, and
 - ii) The experience must have been while under contract and the mental health employee was paid on the official salary schedule for certificated/licensed personnel of the District, and
 - iii) The mental health employee must have:
 - 1) Worked at least a fifty percent (50%) contract, and
 - 2) Worked four (4) or more hours per day for ninety (90) days or more, or
 - 3) Worked fifty percent (50%) or more, of the hours (360

hours or more) required of a full time alternative schedule.

Paid leave will be considered as time worked for the provisions of this policy. Unpaid leave will not count towards meeting the time requirements outlined above.

If the experience is in non-public schools and/or a clinical setting, the following applies:

- iv) The qualifying professional work experience (private, public, educational, or clinical) must have occurred after the date that the employee was conferred with the minimum degree required by the Cherry Creek School District for employment as a social worker or psychologist as specified in (B)(1) above.
 - a). Either the experience was in a clinical setting for a period of six (6) months or more of full time mental health experience during a twelve (12) month period, or
 - b). the experience was in a school setting and meets the requirements of provision (B)(2)(a) above.
 - v) Vertical Step Movement on the salary schedule will not be granted for internships and/or teaching at the college or university level.
3. Beginning with the 2001-2002 school year, when a mental health employee's salary cell plus experience credit payment would place a mental health employee's compensation beyond the recognized level (current step on the salary schedule plus one step for each recognized year of experience credit) that mental health employee would be moved/placed on that recognized level. The combination of salary step and experience credit recognition never exceeds the maximum compensation of the degree column.
 4. Pursuant to previously described criteria affecting recognition of prior mental health experience in the applicable provisions above, effective July 1, 2002, for Mental Health employees in their first year of employment with the District (either initial employment or after severance of at least ninety (90) days in the previous contract year), initial salary schedule placement will recognize verified prior experience up to five (5) years, i.e., placement up to step six (6) on the salary schedule in the appropriate educational column.

During SY 2010-11 and SY 2011-12, Mental Health employees hired under this provision shall be placed on the salary schedule consistent with the preceding paragraphs and paid at a rate equal to an employee with the same amount of experience and educational attainment who was employed by the District in the preceding school year and advanced vertically in SY 2010-

2011 and SY 2011-2012.

5. Initial salary placement for all other Mental Health employees hired prior to the 2002-2003 school year, was made in accordance with the EC (Experience Credit) payment schedule set forth below.
6. EC payments will be calculated by multiplying the EC factor by \$33,342 (the EC base) and then adding the EC adjustment. Annually thereafter, the EC base amount shall be increased by the same percentage that is used for increases to the salary schedule.

EC PAYMENT SCHEDULE

Years of Experience	EC Factor	SY 2009-2010 <i>Amount of EC Factor times the EC Base</i>	EC Adjustment	Total EC Payment SY 2009-2010
1	0.04	\$1,334	\$101	\$1,435
2	0.08	\$2,667	\$503	\$3,170
3	0.16	\$5,335	\$906	\$6,241
4	0.24	\$8,002	\$1,309	\$9,311
5	0.32	\$10,669	\$1,712	\$12,381

- a. Undergraduate courses qualify for horizontal advancement but only if they are taken and approved after the individual has been contracted by the District.

7. Returning Former Mental Health Employees

If a mental health employee resigns from the District and is re-employed within four (4) years, the mental health employee will be given full credit for in-District experience and full credit for out-of-district experience up to the limits of this policy (B) (2) above and commensurate with the mental health employee’s educational attainment.

Experience excluded from credit is: volunteer work, internships, graduate and/or post doctoral assistantships, and any training positions.

8. Horizontal Movement on the Salary Schedule

If a higher level of training is achieved, mental health employees must complete, sign, and submit a Professional Growth/Horizontal Advancement Completion Form to their principals for submission to the Office of Human Resources. The day the forms and documentation are received in the Office of Human Resources will be the effective date for change following approval by the Board. (Cross reference - Policy 4880, Professional Growth). A change in the horizontal status of a mental health employee shall be subject to correction only until June 30 of the school year in which the credits were

submitted. (Cross reference - Policy 4880, Professional Growth).

9. Salary Adjustment for SY 2010-2011 and SY 2011-2012
For SY 2010 -2011 and SY 2011-12, the increase in compensation for advancement on the salary schedule shall effectively be delayed one-half year. Therefore, in each year the mental health employee's salary shall be equal to one-half the salary of the previous year's salary step plus one-half the salary at the current year's salary step. The monthly salary in each year shall reflect an annual salary amount spread over the entire contract year.

10. Annual Salary

The annual salary will be computed by adding the daily per diem salary approved for each of the contract days on which the mental health employee is scheduled to work.

C. Short Term Employees

1. A mental health employee who works eighty-nine (89) days or less will receive the appropriate per diem salary for his/her education experience.
2. Employees on short-term contracts will not have sick or general leave, nor will they be eligible for other leaves of absence.

D. Vertical Movement on the Salary Schedule

1. Upon the mental health employee's completion of each successful year of service in the District, the District will grant one (1) step of vertical movement on the salary schedule. Vertical increases are not automatic, but are awarded on the basis of successful experience only for each school year as interpreted, evaluated, and administered by the Office of the Superintendent.
2. A mental health employee will advance on the salary schedule one (1) vertical step provided the mental health employee meets the following conditions:
 - i. Worked at least a fifty percent (50%) contract, and
 - ii. Worked four (4) or more hours per day for ninety (90) days or more, or
 - iii. Worked fifty percent (50%) or more, of the hours (360 hours or more) required of a full time alternative schedule.
3. Paid leave, sick leave or general leave, will be considered as time worked for the provisions of this policy. Unpaid leave will not count towards meeting the time requirements outlined above.
4. Vertical movement on the salary schedule is contingent upon the mental health employee earning at least six (6) semester hours or equivalent every

five (5) years. (Cross reference - Policy 4880, Professional Growth)

E. Project Pay

1. The purpose of project pay is to encourage and reward work done by a mental health employee that is outside of regular hours and job descriptions and meets the specifically identified district needs as represented by the Executive Director of Student Achievement Services, or designee.
 - a. Project topics will be generated by the district with input from the mental health team. The Executive Director of Student Achievement Services, or designee, will provide a list of projects from which any mental health team member may choose and apply.
 - b. If more than one team member applies to do the same project, the Executive Director of Student Achievement Services, or designee, will determine to whom the project is awarded, based on the quality of the plans submitted by the applicants.
 - c. Since there may be fewer projects than requests, there is no guarantee that each team member applying will receive a project. However, team members may apply for and receive more than one project.
 - d. Reimbursement will vary depending on the scope and estimated time involved in the project. A dollar amount and starting and completion dates will be determined by the executive director of student achievement, or designee, before listing the project. Final approval of the completed project will be determined by the Executive Director of Student Achievement Services, or designee.
 - e. Groups as well as individuals may apply for a project. The dollar amount of reimbursement for the project will not change, regardless of the number of people involved in the project.
 - f. The Executive Director of Student Achievement Services, or designee, will select a committee to assist with the process of generating projects, monitoring the applications, and approving the final product. The committee will be composed of representatives from the District, student achievement services, and the mental health team.

F. Compensation for Mental Health Employees at Maximum

1. Student Achievement Incentive Plan (SAIP)
 - a) The intended goal of the SAIP program is to increase student achievement within the District. The implementation of the SAIP plan will directly impact student achievement and will be beyond the scope of a regular assignment. SAIP activities may occur anytime during the

mental health employee's workday when the mental health employee is not involved in regular contract compensated work.

- b) The SAIP plan should include one or more of the following:
 - involve students directly, or
 - provide training of staff members, or
 - focus programs on annual District and/ or Building or individual student achievement goals.
- c) A mental health employee or group of employees may apply for the student achievement incentive program and receive compensation the contractual year after the mental health employee(s) attainment of the maximum step in column BA+30 or greater.
- d) Plans may be designed at the building level in conjunction with the principal, and be made available for mental health employee's to utilize as their plan in supporting District and/or building student achievement goals. This section in no way should limit the type of plan a mental health employee and a principal (or designee) may reach agreement upon. Mental health employees are encouraged to develop and implement creative and innovative plans to meet the goals in (1) (B) above.
- e) Compensation will be based on the educational level of the mental health employee as listed on the SAIP Payment Schedule below.
- f) For a complete set of procedural guidelines refer to Administrative Procedure 4870.1
- g) The District and the Association shall jointly agree upon the forms, which implement Student Achievement Incentive Plan (SAIP).

SAIP Payment Schedule

	<u>BA+30</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>	<u>MA+45</u>	<u>MA+60</u>	<u>MA+75 OR DOCTORATE</u>
SY 09-10 10-11 and 11-12	\$1,631	\$2,106	\$2,242	\$2,378	\$2,443	\$2,506	\$2,521

2. Special Professional Growth Plan (105 Plan)

The Special Professional Growth Plan is intended to provide mental health employees with a vehicle to continue to grow professionally and be compensated for that professional growth. It is not meant as maintenance of the status quo.

- a) Eligibility

- i. Mental health employees shall become eligible to participate in a Special Professional Growth Plan during the contractual year the mental health employee reached the maximum step on the teacher salary schedule in column MA+30 or greater.
- b) Plan Components
 - i. The plan must cover more than the minimum for State re-licensure (six semester hours.)
 - ii. The plan can include professional growth in any or all of the six (6) areas listed in Policy 4880 section 5 "Activities for Horizontal Advancement."
 - iii. For a complete set of procedural requirements refer to Administrative Procedure 4870.3 and 4870.4
- c) Plan Approval Process
 - i. Beginning with school year 2010-2011 a mental health employee may only submit a Special Professional Growth Plan for approval on or before the following dates:
 - 1) On or before September 1st or
 - 2) On or before February 1st
 - ii. The agreement on the plan must be reached between the principal (or designee) and the mental health employee, before a mental health employee may begin work on the Special Professional Growth plan.
 - iii. Once agreement is reached between the mental health employee and the principal (or designee) and Administrative Procedure 4870.3 has been completed it must be submitted to the Office of Human Resources.
- d) Compensation
 - i. Mental health employees will be paid a new maximum salary and receive an additional five percent (5%) (105% of the maximum step) in column MA+30 or greater, as indicated on the Teacher's salary schedule upon satisfactory completion of the Special Professional Growth Plan.
 - ii. The mental health employee's new maximum salary payment will begin immediately after completion of the plan. The new maximum salary of 105% will be based on the educational level of the mental health employee and salary cell placement during

the time payments are made for the Special Professional Growth Plan.

- iii. Payment for the completion of the Special Professional Growth Plan, at the mental health employee's new maximum salary (salary cell plus five percent), shall be for three (3) years.
- e) Submitting the completed plan
 - i. The principal (or designee) will review with the mental health employee the submitted Special Professional Growth Plan documentation. After completing the review, the principal (or designee) and the mental health employee will, complete Administrative Procedure 4870. 4 that recommends to the Office Of Human Resources that the mental health employee receives payment as outlined above.
- f) Re-application
 - i. In order to continue payments, a mental health employee must reapply for the Special Professional Growth Plan upon completion of a plan.
 - ii. Upon the completion of a special professional growth plan, a mental health employee may subsequently be paid and be working towards completion of another Special Professional Growth Plan, so that once begun, a 105% payment could be continuous.
- g) The District and the Association shall jointly agree upon the forms, which implement the Special Professional Growth Plan (105% Plan).

3. Longevity Schedule

A mental health employee becomes eligible after being employed by the District as a full-time mental health employee for eighteen (18) consecutive years. Beginning in the nineteenth (19th) consecutive year of service, the mental health employee shall receive longevity pay according to the schedule shown on the bottom of the salary schedule.

Any mental health employee who has completed the Experience and Longevity Plan or is currently receiving payments from the Experience and Longevity Plan will not be eligible for this longevity pay.

G. Maximum Salary (MaxSal)

1. Mental Health Employees whose base salary was ~~were at the last experience step~~ the maximum salary shown on their respective columns of the salary schedule during the ~~2008-2009~~ 2009-2010 school year shall receive a one-time only increase equivalent to \$816.00. The \$816.00 will be paid in equal ~~payable~~

monthly amounts of \$68.00.

Mental Health Employees whose base salary was the maximum salary shown on their respective columns of the salary schedule during the 2010-2011 school year shall receive a one-time only increase during the 2011-2012 school year equivalent to \$816.00. The \$816.00 will be paid in equal monthly amounts of \$68.00.

2. Effective January 1, 2005, Mental Health Employees who are on the twentieth step (or more) on the Cherry Creek Teachers Salary Schedule will receive an additional experience recognition payment of \$174.00 per month (\$2,088 annual total).

H. Serving as Substitute Teacher

1. A mental health employee who is directed to substitute for any class period, if such assignment takes place during the time referenced in 4870 (E), will be compensated at one-fifth (1/5) of the curriculum pay rate, see section (J) below, per class period at the secondary level (6-12) or equivalent at the elementary level.
2. If two (2) or more teachers/mental health employees cover a class, then each teacher/mental health employee shall be paid in accordance with subsection (H)(1), above, divided by the number of teachers/mental health employees who covered that class period or periods.
3. Full-time teachers/mental health employees who substitute on a day for which they are not contracted will be paid at the curriculum rate for the first ten (10) days of substituting. If substituting in a position for more than ten (10) days, teachers/mental health employees will be paid at the short-term substituting rate from the first (1st) day of the assignment.

I. Additional Pay for Additional Responsibilities

Additional pay will be approved for additional responsibilities which exceed the normal job requirement and hours with pre-approval from the Executive Director of Student Achievement Services, or designee.

J. Curriculum Development

Compensation for curriculum development during the ~~2009-2010~~ 2010-2011 through 2011-2012 school years will be \$161.00 per day.

K. Team Leader

Based upon approved job descriptions, mental health team leaders will receive release time or R.F. (see Teacher Policy 4141 (2) (N)), or in a combination thereof, for these responsibilities. The selection of the team leader(s) will be made jointly with the Executive Director of Student Achievement Services, or designee, and the mental health team. The final decision will be that of the Executive Director of Student Achievement Services, or designee, who will make appropriate

recommendations to the Board.

- L. Environmental Education Overnight Supervision
Effective July 1989, mental health employees will be paid one hundred dollars (\$100) per night to supervise students on fifth/sixth grade environmental education overnight trips which are part of the core curriculum.
- M. Supplementary Pay
All of the provisions of teacher Policy 4142 and Administrative Procedure 4142.1 apply to mental health employees.
- N. Mentor Pay
Effective with the 2006-2007 school year, a mental health employee appointed to serve as a mentor to a mental health employee new to the District will be paid five hundred dollars (\$500.00) provided the mental health employee has completed the district course on mentoring. Mental health employees who have not completed the district course on mentoring will be paid three hundred fifty dollars (\$350.00). These payments will be made in June in a lump sum and will cover all additional responsibilities connected with the activity of a mentor.
- O. Payment for National Board for Professional Teaching Standards Certification
Effective July 1, 2001, should the National Board of Professional Teaching Standards establish standards for mental health employees, any mental health employee who has achieved such certification will immediately receive this special professional growth payment of five percent (5%) of their salary (salary cell plus experience credit) upon submitting appropriate documentation (certificate or letter from the National Board) to the principal and the Assistant Superintendent of Human Resources. These payments shall continue so long as the mental health employee holds national board certification.
- P. Compensation for Additional Responsibilities
Effective July 1, 2007, each mental health employee shall receive an additional 0.50% of his or her salary based on placement on the salary schedule in recognition of additional responsibilities due to increased time, testing, etc. in meeting the educational needs of students.
- Q. Pay Cycles
1. Effective July 1, 2007, all mental health employees employed during the 2006- 2007 school year, and continuously thereafter, shall remain on their current pay cycles for the remainder of their careers in Cherry Creek.
- R. All mental health employees who are hired beginning July 1, 2007, shall be paid subject to the following:
- a) Mental health employees on a traditional calendar (i.e., students attend classes from August through the following June), shall be paid September through August (see exception Q) (4) below.)

- b) Mental health employees on a 4-track year-round school calendar (i.e., students attend classes from July through the following June) shall be paid August through July (see exception (Q) (4) below.)
- S. The only exception to paragraphs 1 and 2 above that can result in a change in pay cycle shall be if the mental health employee elects to exercise the following option: Any mental health employees moving from a traditional calendar to a 4-track year-round calendar, either by transfer or by District calendar change for that school, shall be offered the option of changing their pay cycle to (Q)(2)(b) above. Such Mental health employees shall have the option to begin payments for the new contract year in August (resulting in two payments being received in one month).

Written notification to the District to initiate this payment must be submitted by the affected mental health employees no later than July 10 of the new contract year. However, if a mental health employee transfers to a 4-track year-round school between July 10 and July 31, the mental health employees shall have five (5) working days to provide written notification to the District to exercise the above provision. No changes shall be made after the August payroll.

If such notification is not submitted, the mental health employee(s) shall remain on the traditional pay cycle.

- T. All mental health employees entering the District in their first year shall be offered the option to have their annual salary divided over thirteen (13) months provided they work at least fifteen (15) contract days in the month of their first payment. At the end of the mental health employees first year of employment the mental health employees shall be paid according to the applicable pay cycle identified in (Q)(2) above.
- U. With the exception of those mental health employees in their first year of employment in the District who choose the preceding option, all mental health employees will be paid the same annualized salary based on their salary schedule placement in 12 monthly installments.

July 2009-2010 through June 2012
 Teachers Salary Schedule*
 Level of Education Training

Salary Step in CCSD	BA+ License	BA+ 15 SH	BA+ 30 SH	MA	MA+ 15 SH	MA+ 30 SH	MA+ 45 SH	MA+ 60 SH	MA+ 75 SH/DOC
1	1.00	1.05	1.10	1.12	1.17	1.22	1.27	1.32	1.34
	\$35,634	\$37,416	\$39,197	\$39,910	\$41,692	\$43,473	\$45,255	\$47,037	\$47,750
2	1.00	1.05	1.10	1.12	1.17	1.22	1.27	1.32	1.34
	\$36,914	\$38,760	\$40,605	\$41,344	\$43,189	\$45,035	\$46,881	\$48,726	\$49,465
3	1.00	1.05	1.10	1.12	1.17	1.22	1.27	1.32	1.34
	\$38,347	\$40,264	\$42,182	\$42,949	\$44,866	\$46,783	\$48,701	\$50,618	\$51,385
4	1.00	1.05	1.10	1.12	1.17	1.22	1.27	1.32	1.34
	\$39,276	\$41,240	\$43,204	\$43,989	\$45,953	\$47,917	\$49,881	\$51,844	\$52,630
5	1.08	1.13	1.18	1.20	1.25	1.30	1.35	1.40	1.42
	\$42,418	\$44,382	\$46,346	\$47,131	\$49,095	\$51,059	\$53,023	\$54,986	\$55,772
6	1.16	1.21	1.26	1.28	1.33	1.38	1.43	1.48	1.50
	\$45,560	\$47,524	\$49,488	\$50,273	\$52,237	\$54,201	\$56,165	\$58,128	\$58,914
7	1.24	1.29	1.34	1.36	1.41	1.46	1.51	1.56	1.58
	\$48,702	\$50,666	\$52,630	\$53,415	\$55,379	\$57,343	\$59,307	\$61,271	\$62,056
8	1.31	1.36	1.41	1.43	1.48	1.53	1.58	1.63	1.65
	\$51,452	\$53,415	\$55,379	\$56,165	\$58,128	\$60,092	\$62,056	\$64,020	\$64,805
9	1.38	1.43	1.48	1.50	1.55	1.60	1.65	1.70	1.72
	\$54,201	\$56,165	\$58,128	\$58,914	\$60,878	\$62,842	\$64,805	\$66,769	\$67,555
10	1.42	1.49	1.54	1.56	1.61	1.66	1.71	1.76	1.78
	\$55,772	\$58,521	\$60,485	\$61,271	\$63,234	\$65,198	\$67,162	\$69,126	\$69,911
11		1.53	1.60	1.62	1.67	1.72	1.77	1.82	1.84
		\$60,092	\$62,842	\$63,627	\$65,591	\$67,555	\$69,519	\$71,482	\$72,268
12			1.64	1.68	1.73	1.78	1.83	1.88	1.90
			\$64,413	\$65,984	\$67,947	\$69,911	\$71,875	\$73,839	\$74,624
13				1.72	1.79	1.84	1.89	1.94	1.96
				\$67,555	\$70,304	\$72,268	\$74,232	\$76,195	\$76,981
14					1.83	1.90	1.95	2.00	2.02
					\$71,875	\$74,624	\$76,588	\$78,552	\$79,338
15						1.94	1.99	2.04	2.06
						\$76,195	\$78,159	\$80,123	\$80,909
Maximum	\$55,772	\$60,092	\$64,413	\$67,555	\$71,875	\$76,195	\$78,159	\$80,123	\$80,909

* A regular contract for teachers (non-probationary) will be 185 days. A regular contract for probationary teachers on Step 1 will be 188 days. A regular contract for probationary teachers on Step 2 will be 187 days. A regular contract for probationary teachers on Step 3 will be 186 days. Any teacher may, however, with Board approval, contract for more/less days than the regular contract.

Longevity Schedule

Years of Service in CCSD	Payment	Years of Service in CCSD	Payment
19	\$1,000	25	\$2,000
20	\$1,000	26	\$2,000
21	\$1,000	27	\$2,000
22	\$1,000	28	\$2,000
23	\$1,000	29	\$3,000
24	\$2,000	30+	\$3,000

Revised: June 8, 2009
 Adopted: August 10, 2009
 Effective: July 1, 2009

_____ **for the Association**

_____ **for the District**

Date: _____