



Douglas County
School District

Additional Pay Compensation Schedules A & B

Douglas County School District | 2022-2023 SY

Introduction

Dear Douglas County School District Leaders and Employees¹,

The purpose of this guide is to provide a comprehensive document identifying the DCSD Approved Additional Pay Compensation Schedules to identify the pay that staff will receive when selected for additional work.

This pay schedule aligns with Douglas County School District's Board of Education's end goal of Financial Well Being, and our Strategic Plan Theme 5, Equitable Distribution of Resources and the Strategic Initiative 2b, Review and determine the best practice guidelines that guide additional pay, including but not limited to athletics and activities, committees, instructional purposes, and one-time responsibilities and events.

In this respect, DCSD follows Colorado's Equal Pay for Equal Work Act, effective January 1, 2021, which aims to increase pay equity and transparency for employees performing substantially similar work. In part, this law sets forth rules regarding how employers notify their employees of the availability of vacant positions and additionally prohibits employers from relying on salary history as a basis for inequitable compensation for substantially similar work.² Use this guide for any [Internal position hiring process](#).

We understand this guidance may not capture every site's needs, so we will develop a diverse committee representative of school and department personnel who will review current and new additional pay requests at least annually to determine necessary revisions to these schedules each school year. For considerations of new pay or revisions to existing pay, please email requests to ScheduleABReview@dcsdk12.org.

Sincerely,

DCSD Compensation and Finance Departments

¹ The term employees refers to those who hold positions that are not covered in the Amalgamated Transit Union (ATU) contract. Employees who are part of this Local 1737 ATU Agreement should refer to the contract for guidance.

² It is for this reason that the District prohibits grandfathering in higher additional pay levels for current employees.

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Additional Pay Guidance - Resources

Additional Pays in Workday

It is prohibited for anyone to receive additional pay as a way to supplement their annual compensation or an hourly rate of pay. All additional pays must be tied to additional work performed at the approved additional pay rates established.

There are two ways Additional Pays are submitted into **Workday**:

1. Period Activity pays

These are school-based activity, athletic and extra responsibility pays that are paid out either one time or over a period of time. Examples include Class Coverage, Department Head Pay, as well as Schedule A Athletics, Activity, and Gameworker Pays.

2. One-Time pays

These are department-based additional pays and *not for school use* and employees must meet specific requirements to receive this pay. Examples include tuition reimbursement, employee referral pays, on-call pay, etc.

For more information on how to enter Additional Pays you may access the [Period Activity Pays](#) page. Period activity pay inquiries can be sent to payroll@dcsdk12.org or call the Payroll Main Number at (720) 433-0133. Please visit the Payroll Department [Google Site](#) for more detailed information.

District Timekeeping Guidelines for Classified (nonexempt) staff:

- Non-exempt employees are required to track their time in Kronos. If time is recorded by a timesheet, this must be recorded into Kronos by the Kronos Manager.
- For pay to be correct, best practice recommends Kronos Managers reconcile and approve employee's time weekly, by end of day Tuesday.
- Monthly time not corrected in Kronos by the communicated effective date each month, must be submitted via email to payroll@dcsdk12.org and will be processed in the following pay period.
- For more information, see DCSD Timekeeping Guidelines [here](#).

Kronos questions can be emailed to payroll@dcsdk12.org or call the Payroll Main Number at (720) 433-0133. Please visit the [Kronos Google Site](#) for more detailed information.

Employees Volunteering

Generally, federal wage and hour regulations prohibit public employers from permitting their employees to volunteer for work similar to that for which they are employed. To avoid running afoul of federal wage and hour laws, we recommend following the compensation schedules and paying all staff for work performed.

Employees who would like to volunteer for a paid position must first complete and sign the [DCSD Volunteer Acknowledgment Form](#) before volunteer work is performed. Signed forms must be scanned to ScheduleABReview@dcsdk12.org.

Leave of Absences

Schedule A/B pay for employees who are on a Leave of Absence, must be reviewed and adjusted by the School/Department in order to monitor and apply equitable pay for the work performed before or after a leave (i.e. if an employee has fulfilled the work, we want to make sure the employee is paid, and if work is partially performed before a leave and taken over by another employee, we want to make sure pay is equally distributed).

Paying Classified Staff Stipends vs Hourly Rate of Pay

DCSD follows Federal and State Department of Labor (DOL) and Fair Labor Standards Act (FLSA) compliance guidelines. Classified (nonexempt) employees are required to clock in/out to ensure all Classified staff are paid for all hours worked in a workweek and paid at the appropriate straight time and/or overtime rates. Paying a flat stipend is prohibited when classified staff are performing the same work as their position's job responsibilities describe. This is because flat stipends do not ensure the appropriate rates of pay are being applied.

Classified staff can be paid a stipend when the work performed is entirely different than the work performed in their classified position(s) and the work is performed outside of any other position's work hours, (i.e., Classified staff can have a coach position and can be paid a stipend similar to how all other coaches are paid. Another example is if a Classified employee applies to be Student Council Sponsor and is paid a stipend for that work performed after school hours similar to another sponsor who is also paid a stipend but happens to also hold another position as a teacher).

Pay Discrepancies

All employee pays and timecards are subject to internal annual audits by the District Finance/Payroll office, external annual audits by an Independent Auditing firm, and the Department of Labor.

In the event a wage or compensation error is discovered, DCSD will reconcile pay for a period of time no greater than 12 months from the date of discovery. DCSD or the employee shall notify the other party of the error immediately and any additional pay adjustment or approved repayment arrangement will be made between both parties as timely as possible.

Overpayments will be revised on the employee's W-2 within the applicable calendar year. Repayments will be extended up to one school year for active employees unless a special agreement for more time is approved by the Director of Payroll and/or Chief Finance Officer.

If employment ends and there is an outstanding overpayment, the remaining balance will be recovered from the employee's final pay. If funds are not available to recover from the employee's final pay, the employee will be notified in writing and repayment of these funds will be due within 30 days of the date of separation, unless a new repayment arrangement is made in writing. Unrecovered overpayments may be sent to a collections agency to recover payment in full.

For more information on pay that involves a change in position, please contact staffing@dcsdk12.org.

Additional Resources:

[FAQ Additional Pays Schedule A & B](#)

[Days Per Year by Position Type](#)

[HR/Payroll Effective Dates Begin/End SY](#)

Schedule A Elementary Activities

Elementary School Activity Sponsor Positions:

Additional Pay Name	Position Types	Approved Amount	Funding Source	
			# District Funded Per School	School
Extracurricular Choir	AdminProTech Classified Licensed	\$45/hr, minimum 1 hr; total hours per activity must be pre-approved by budget holder	District Funding up to a total of \$2,520 each school year for all Schedule A	X
Outdoor Education	Classified *See CO DOL Guidance	Pay at employees regular/overtime hourly rate of pay for all hours worked		X
	Licensed	\$270/evening		X
Student Council	AdminProTech Classified Licensed	\$45/hr, minimum 1 hr; total hours per activity must be pre-approved by budget holder		X

*Additional Elementary School Sponsor Position(s):

Additional Pay Name	Position Types	Approved Amount	Funding Source	
			# District Funded Per School	School
Listed below	AdminProTech Licensed	\$45/hr, minimum 1 hr; total hours per activity must be pre-approved by budget holder	See funding above	X
	Classified	Hourly rate of pay if working in their Classified position or \$45/hour if outside of work schedule/duties		X

List of Elementary School clubs such as... Art Club, Battle of the Books, Intramurals, Math Olympiad, Newspaper, Red Shirt Rookies (UNIFIED), Robotics, Science Fair, Spelling Bee, Web Leader, Yearbook, Young Ameritowne, or others as determined by the school Principal

The form must be completed and submitted to the School Administrator before the school-sponsored activity is started, [Request for Approval - School Sponsored Elementary Enrichment](#)

Schedule A Middle School Activities

	MIDDLE SCHOOL STEPS							FUNDING SOURCE	
	1	2	3	4	5	6	7	District	School
Band Sponsor	\$1356	\$1514	\$1676	\$1817	\$2007	\$2165	\$2326	1 stipend	
Orchestra Sponsor	\$1356	\$1514	\$1676	\$1817	\$2007	\$2165	\$2326	1 stipend	
Vocal Sponsor	\$1356	\$1514	\$1676	\$1817	\$2007	\$2165	\$2326	1 stipend	

Returning Activities Sponsors will be paid according to the same step and level as 2021-22.

Other Middle School Positions:

Additional Pay Name	Position Types	Approved Amount	Funding Source	
			# District Funded Per School	School
Drama Director	AdminProTech Classified Licensed	\$2834	2 stipends	
Student Council	AdminProTech Classified Licensed	\$1356	1 stipend	
Unified Coach	AdminProTech Classified Licensed	\$510	3 stipends	
Unified District Coordinator	AdminProTech Classified Licensed	\$2550	1 stipend/District	
Activity Director	Licensed	\$1836		X
Summer Transition Programs (Elementary students going into Middle School)	AdminProTech Licensed	\$45/hour		X
	Classified	Hourly rate of pay if working in their Classified position or \$45/hour if outside of work schedule/duties		X

Additional Middle School Position:

Additional Pay Name	Position Types	Approved Amount	Funding Source
Two of the following are funded by the district. All additional positions are funded by the school.	AdminProTech Classified Licensed	\$857/per activity	District - Each school is entitled to two full stipends funded by the district. All additional positions are funded by the school.
Archery, Battle of the Books, Destination Imagination, eSports, Math Counts, NJHS, Photography, Publications, Robotics, Science Olympiad, TSA, Web Leader or others as determined by the school Athletic/Activity Director			

Schedule A Middle School Athletics

Coach Position	MIDDLE SCHOOL LEVELS	
	Level I	Level II
Returning Coach (Hired prior to 2019-20) - see sports listed below	\$2448	\$2040
New Coach (Hired 2019-20 or later) - see sports listed below	\$2040	\$1632

Coach	Position Types	Approved Amount	Funding Source	
			District	School
Basketball - 7th Boys	AdminProTech Classified Licensed	Level II	2 stipends	
Basketball - 7th Girls	AdminProTech Classified Licensed	Level II	2 stipends	
Basketball - 8th Boys	AdminProTech Classified Licensed	Level II	2 stipends	
Basketball - 8th Girls	AdminProTech Classified Licensed	Level II	2 stipends	
Cross Country - Boys	AdminProTech Classified Licensed	Level II	2 stipends	
Cross Country - Girls	AdminProTech Classified Licensed	Level II	2 stipends	

Football - Flag - 7th Grade	AdminProTech Classified Licensed	Level II	2 stipends	
Football - Flag - 8th Grade	AdminProTech Classified Licensed	Level II	2 stipends	
Track - Boys	AdminProTech Classified Licensed	Level II	2 stipends	
Track - Girls	AdminProTech Classified Licensed	Level II	2 stipends	
Volleyball - 7th Girls	AdminProTech Classified Licensed	Level II	2 stipends	
Volleyball - 8th Girls	AdminProTech Classified Licensed	Level II	2 stipends	
Wrestling	AdminProTech Classified Licensed	Level I	2 stipends	
Additional Coach Stipend	AdminProTech Classified Licensed	Level II	2 stipends	

Other Middle School Positions:

Additional Pay Name	Position Types	Approved Amount	Funding Source	
			District	School
Athletic Coordinator	AdminProTech Classified Licensed	\$1814	2 stipends	
Athletic Director	Licensed	\$3672		X

Schedule A Middle School Game Worker

Middle School Game Worker Positions:

Sport	Position Types	Approved Amount	Funding Source	
			District	School
BASKETBALL				
Game Worker - 2 events	AdminProTech Classified Licensed	\$40		X
Game Worker - 3 events	AdminProTech Classified Licensed	\$55		X
Game Manager	AdminProTech Classified Licensed	\$55		X
CROSS COUNTRY				
Game Worker	AdminProTech Classified Licensed	\$40		X
FOOTBALL - FLAG				
Game Worker	AdminProTech Classified Licensed	\$40		X
Game Manager	AdminProTech Classified Licensed	\$55		X
TRACK				
Game Worker - Track Event	AdminProTech Classified Licensed	\$50		X
Game Worker - Field Event	AdminProTech Classified Licensed	\$70		X
VOLLEYBALL				
Game Worker - 2 events	AdminProTech Classified Licensed	\$40		X

Game Worker - 3 events	AdminProTech Classified Licensed	\$50		X
Game Manager	AdminProTech Classified Licensed	\$55		X
WRESTLING				
Game Worker	AdminProTech Classified Licensed	\$40		X
Game Manager	AdminProTech Classified Licensed	\$55		X
District Meet Scorer	AdminProTech Classified Licensed	\$300		X
TOURNAMENT - ANY SPORT				
Half Day - 4 hours or less	AdminProTech Classified Licensed	\$75		X
Full Day - more than 4 hours	AdminProTech Classified Licensed	\$125		X

Schedule A High School Activities

LEVEL	STEP									
	1	2	3	4	5	6	7	8	9	10
II	\$2970	\$3145	\$3333	\$3508	\$3694	\$3872	\$4046	\$4234	\$4409	\$4588
III	\$2579	\$2717	\$2862	\$3003	\$3145	\$3295	\$3434	\$3577	\$3719	\$3863
IV	\$2063	\$2196	\$2324	\$2455	\$2579	\$2711	\$2836	\$2970	\$3101	\$3231
V	\$1803	\$1953	\$2088	\$2227	\$2370	\$2525	\$2662	\$2805	\$2946	\$3084

Returning Activities Sponsors will receive the same step and level as 2021-22.

High School Sponsor Positions:

Additional Pay Name	Position Types	Approved Amount	Funding Source	
			# District Funded Per School	School
Band - Director	AdminProTech Classified Licensed	Level II	1 stipend	
Drama - Director	AdminProTech Classified Licensed	Level V	5 stipends	
Drama - Assistant Director	AdminProTech Classified Licensed	Level V - max step 3	3 stipends	
Newspaper - Head Sponsor	AdminProTech Classified Licensed	Level III	1 stipend	
Orchestra - Director	AdminProTech Classified Licensed	Level V	1 stipend	
Percussion Specialist	AdminProTech Classified	Level II		1 stipend/season

	Licensed			
Speech & Debate - Head Sponsor	AdminProTech Classified Licensed	Level III	1 stipend	
Speech & Debate - Assistant Sponsor	AdminProTech Classified Licensed	Level IV	1 stipend	
Student Government - Head Sponsor	AdminProTech Classified Licensed	Level III	1 stipend	
Vocal Music - Director	AdminProTech Classified Licensed	Level III	1 stipend	
Yearbook - Head Sponsor	AdminProTech Classified Licensed	Level III	1 stipend	

Other High School Positions:

Additional Pay Name	Position Types	Approved Amount	Funding Source	
			# District Funded Per School	School
Auditorium Manager	AdminProTech Classified Licensed	\$1966	1 stipend	
Choreographer	AdminProTech Classified Licensed	\$1356		1 stipend/season
Drill Squad	AdminProTech Classified Licensed	\$1356	1 stipend	
Link Crew	AdminProTech Classified Licensed	\$1089	2 stipends	
Technical Director	AdminProTech Classified Licensed	\$1356		1 stipend/season
Unified Coach	AdminProTech Classified Licensed	\$510	3 stipends	
Unified District Coordinator	AdminProTech Classified Licensed	\$2550	1 stipend/District	

Additional High School Positions:

Additional Pay Name	Position Types	Approved Amount	Funding Source
Eight of the following are funded by the district. All additional are funded by the school.	AdminProTech Classified Licensed	\$857/per activity	District - Each school is given eight full stipends funded by the district. All additional stipends are funded by the school.
Climbing, Diversity, Drumline, eSports, FCA, French Honor Soc., HERO, Interact, Key Club, Mock Trial, Model Congress, Model U.N., MuAlpha, NAHS, NHS, Peace Jam, Photography, Robotics, SADD, Sources of Strength, Spanish Honor Soc., <i>or other club approved by the District Athletic and Activities Director.</i>			

Schedule A High School Athletics – HEAD COACHES ONLY

Coach Position	HIGH SCHOOL HEAD COACH LEVELS	
	Level I	Level II
Returning Head Coach (Hired prior to 2019-20)	\$7140	\$6426
New Head Coach (Hired 2019-20 or later)	\$5100	\$4386

High School Head Coach Positions:

Position Name	Position Types	Approved Amount	District Funded
Baseball	AdminProTech Classified Licensed	Level I	1 stipend
Basketball - Boys	AdminProTech Classified Licensed	Level I	1 stipend
Basketball - Girls	AdminProTech Classified Licensed	Level I	1 stipend
Cheer	AdminProTech Classified Licensed	Level II	1 stipend - 2 seasons
Cross Country - Boys	AdminProTech Classified Licensed	Level II	1 stipend
Cross Country - Girls	AdminProTech Classified Licensed	Level II	1 stipend
Field Hockey	AdminProTech Classified Licensed	Level I	1 stipend - MV only
Football	AdminProTech Classified Licensed	Level I	1 stipend
Golf - Boys	AdminProTech Classified	Level II	1 stipend

	Licensed		
Golf - Girls	AdminProTech Classified Licensed	Level II	1 stipend
Gymnastics	AdminProTech Classified Licensed	Level II	1 stipend - P, RC only
Ice Hockey	AdminProTech Classified Licensed	Level I	1 stipend - C, CV, MV only
Lacrosse - Boys	AdminProTech Classified Licensed	Level I	1 stipend
Lacrosse - Girls	AdminProTech Classified Licensed	Level I	1 stipend - C, CV, RC, TR only
Poms	AdminProTech Classified Licensed	Level II	1 stipend - 2 seasons
Soccer - Boys	AdminProTech Classified Licensed	Level I	1 stipend
Soccer - Girls	AdminProTech Classified Licensed	Level I	1 stipend
Softball	AdminProTech Classified Licensed	Level I	1 stipend
Swim/Dive - Boys	AdminProTech Classified Licensed	Level I	1 stipend - DC, HR, P only
Swim/Dive - Girls	AdminProTech Classified Licensed	Level I	1 stipend - all except CV
Tennis - Boys	AdminProTech Classified Licensed	Level II	1 stipend
Tennis - Girls	AdminProTech Classified Licensed	Level II	1 stipend
Track - Boys	AdminProTech	Level I	1 stipend

	Classified Licensed		
Track - Girls	AdminProTech Classified Licensed	Level I	1 stipend
Volleyball - Boys	AdminProTech Classified Licensed	Level I	1 stipend
Volleyball - Girls	AdminProTech Classified Licensed	Level I	1 stipend
Wrestling - Boys	AdminProTech Classified Licensed	Level I	1 stipend
Wrestling - Girls	AdminProTech Classified Licensed	Level I	1 stipend - DC, MV only

Schedule A High School Athletics – ASSISTANT COACHES ONLY

High School Assistant Coach Levels*:

LEVEL	STEP									
	1	2	3	4	5	6	7	8	9	10
III	\$2579	\$2717	\$2862	\$3003	\$3145	\$3295	\$3434	\$3577	\$3719	\$3863
IV	\$2063	\$2196	\$2324	\$2455	\$2579	\$2711	\$2836	\$2970	\$3101	\$3231
V	\$1803	\$1953	\$2088	\$2227	\$2370	\$2525	\$2662	\$2805	\$2946	\$3084

*Returning Assistant Coaches will receive the same step and level as 2021-22.

High School Assistant Coach Positions:

Position Name	Position Types	Approved Amount	District Funded
Baseball	AdminProTech Classified Licensed	Level IV	3 stipends
Basketball - Boys	AdminProTech Classified Licensed	Level III	3 stipends
Basketball - Girls	AdminProTech Classified Licensed	Level III	3 stipends
Cheer	AdminProTech Classified Licensed	Level V	1 stipend - 2 seasons
Cross Country - Boys	AdminProTech Classified Licensed	Level V	1 stipend
Cross Country - Girls	AdminProTech Classified Licensed	Level V	1 stipend
Field Hockey	AdminProTech Classified Licensed	Level IV	2 stipends - MV only
Football	AdminProTech Classified	Level III	8 stipends

	Licensed		
Golf - Boys	AdminProTech Classified Licensed	Level V	.5 stipend
Golf - Girls	AdminProTech Classified Licensed	Level V	.5 stipend
Gymnastics	AdminProTech Classified Licensed	Level V	1 stipend - P, RC only
Ice Hockey	AdminProTech Classified Licensed	Level IV	1 stipend - C, CV, MV only
Lacrosse - Boys	AdminProTech Classified Licensed	Level IV	2 stipends
Lacrosse - Girls	AdminProTech Classified Licensed	Level IV	2 stipends - C, CV, RC, TR only
Poms	AdminProTech Classified Licensed	Level V	1 stipend - 2 seasons
Soccer - Boys	AdminProTech Classified Licensed	Level IV	2 stipends
Soccer - Girls	AdminProTech Classified Licensed	Level IV	2 stipends
Softball	AdminProTech Classified Licensed	Level IV	2 stipends
Swim/Dive - Boys	AdminProTech Classified Licensed	Level IV	1.5 stipends - DC, HR, P only
Swim/Dive - Girls	AdminProTech Classified Licensed	Level IV	1.5 stipends - all except CV
Tennis - Boys	AdminProTech Classified Licensed	Level V	1 stipend
Tennis - Girls	AdminProTech	Level V	1 stipend

	Classified Licensed		
Track - Boys	AdminProTech Classified Licensed	Level IV	2 stipends
Track - Girls	AdminProTech Classified Licensed	Level IV	2 stipends
Volleyball - Boys	AdminProTech Classified Licensed	Level IV	1 stipend
Volleyball - Girls	AdminProTech Classified Licensed	Level IV	3 stipends
Wrestling - Boys	AdminProTech Classified Licensed	Level III	2 stipends
Wrestling - Girls	AdminProTech Classified Licensed	Level III	1 stipend - DC, MV only

Other High School Positions:

Additional Pay Name	Position Types	Approved Amount	School Funded
Athletic Coordinator	AdminProTech Classified Licensed	\$1814	School Funded

Schedule A - Camps

SPORTS/ACTIVITIES CAMPS/CLUBS

- Head Coaches and Sponsors may hold off-season activities.
- Dates, times, locations and fees associated with the activity must be approved through the School Activity/Athletic Director by filling out a [Request to Hold Activity](#) form.
- All participants must turn in [Registration Form](#) before participating that releases the participating school and the Douglas County School District from all liability.
- Upon completion of the activity, a [Sports/Activities Reconciliation form](#) needs to be completed, approved by the School Athletic or Activities Director and processed by the school bookkeeper.
- A copy of the completed Sports/Activities Camp Reconciliation form needs to be emailed to Derek Chaney, the DCSD Director of Athletics and Activities.

SALARIES

POLICY/PROCEDURE: DCSD sponsors the activity under the direction of a district employee.

- No special insurance requirements need to be met.
- The coach/sponsor would be covered for liability as well as workers' compensation.
- Salaries generated through proceeds would be paid through the District's payroll process with appropriate taxes being deducted.
- The school site deposits all the money from the activity into Fund 26.
- If coach/sponsor wants to use excess funds from camp to purchase equipment rather than receive compensation, it should be coded to Fund 26 using the District purchasing process.
- If the coach/sponsor wants to use funds in excess of the activity expenses to pay salaries to him/herself – the rate paid is \$45.00 per hour. The salary section of the Camp Reconciliation form should be completed. The reconciliation sheet & instructions may be found in [DCSD Activities & Athletics on the Camps tab](#). You can then download the form to your computer desktop, the sheet will perform the math functions required, including PERA/Medicare calculations.
- The salary plus PERA and Medicare must be covered by the proceeds from the activity.

Activities directed by non-DCSD personnel must follow directions on the [Office of Facility Rentals website](#).

Schedule A - High School Game Worker

High School Game Worker Positions:

Sport	Position Types (AdminProTech, Classified, Licensed)	Approved Amount	Funding Source	
			District	School
BASEBALL				
Announcer/Scorer	AdminProTech Classified Licensed	\$50 per game		X
BASKETBALL				
Announcer - Varsity only	AdminProTech Classified Licensed	\$50 per game		X
Game Manager	AdminProTech Classified Licensed	\$100 per event		X
Officials - Lower Level games	AdminProTech Classified Licensed	2 officials: \$48.90 per game 3 officials: \$42.14 per game		X
Scorer	AdminProTech Classified Licensed	\$40 per game		X
Ticket Seller/Taker	AdminProTech Classified Licensed	\$40 per event		X
Timer	AdminProTech Classified Licensed	\$40 per game		X
FIELD HOCKEY				
Announcer	AdminProTech Classified Licensed	\$40 per game		X
Ticket Taker/Seller	AdminProTech Classified Licensed	\$40 per event		X
FOOTBALL				
Announcer	AdminProTech	\$50 per game		X

	Classified Licensed			
Chains	AdminProTech Classified Licensed	\$40 per game		X
Game Manager	AdminProTech Classified Licensed	\$100 per event		X
Spotter	AdminProTech Classified Licensed	\$40 per game		X
Ticket Seller/Taker	AdminProTech Classified Licensed	\$50 per event		X
ICE HOCKEY				
Announcer	AdminProTech Classified Licensed	\$50 per game		X
Ticket Taker/Seller	AdminProTech Classified Licensed	\$50 per event		X
LACROSSE - BOYS AND GIRLS				
Announcer	AdminProTech Classified Licensed	\$40 per game		X
Game Manager	AdminProTech Classified Licensed	\$45 per event		
Ticket Taker/Seller	AdminProTech Classified Licensed	\$40 per event		X
SOCCER - BOYS AND GIRLS				
Announcer	AdminProTech Classified Licensed	\$40 per game		X
Game Manager	AdminProTech Classified Licensed	\$45 per event		
Ticket Taker/Seller	AdminProTech Classified Licensed	\$40 per event		X

SOFTBALL				
Announcer/Scorer	AdminProTech Classified Licensed	\$50 per game		X
VOLLEYBALL				
Announcer	AdminProTech	\$40 per match		X

	Classified Licensed			
Game Manager	AdminProTech Classified Licensed	\$55 per event		X
Line Judge - Varsity Only	AdminProTech Classified Licensed	\$40 per match		X
Scorer/Timer	AdminProTech Classified Licensed	\$40 per match		
Ticket Seller/Taker	AdminProTech Classified Licensed	\$40 per event		
WRESTLING				
Announcer	AdminProTech Classified Licensed	\$40 per event		X
Scorer	AdminProTech Classified Licensed	\$40 per event		X
Ticket Seller/Taker	AdminProTech Classified Licensed	\$30 per event		
TOURNAMENT - ANY SPORT				
Half Day - 4 hours or less	AdminProTech Classified Licensed	\$75		X
Full Day - more than 4 hours	AdminProTech Classified Licensed	\$125		X

Schedule A - STADIUM WORKER

DC, ECHOPARK, HALFTIME HELP Stadium Worker Positions:

Sport	Position Types	Approved Amount	Funding Source	
			District	School
FIELD HOCKEY				
Varsity	AdminProTech Classified Licensed	\$50 per game	X	
JV (same day/double)	AdminProTech Classified Licensed	\$25 additional	X	
Level 3 (same day)	AdminProTech Classified Licensed	\$25 additional	X	
FOOTBALL				
Concessions Manager	AdminProTech Classified Licensed	\$100 per event	X	
Computer/Filmer/Scorer/Timer	AdminProTech Classified Licensed	\$85 per event	X	
*Event Manager - DC and Shea	AdminProTech Classified Licensed	\$125 per event	X	
*Event Manager - EchoPark	AdminProTech Classified Licensed	\$150 per event	X	
Gate, Parking Lot, Security	AdminProTech Classified Licensed	\$70 per event	X	
LACROSSE - BOYS AND GIRLS				
Varsity	AdminProTech Classified Licensed	\$50 per game	X	
JV (same day/double)	AdminProTech Classified Licensed	\$25 additional	X	
SOCCER - BOYS AND GIRLS				
Varsity	AdminProTech Classified	\$50 per game	X	

	Licensed			
JV (same day/double)	AdminProTech Classified Licensed	\$25 additional	X	
TRACK				
Event Manager	AdminProTech Classified Licensed	\$30/hour	X	
TRACK TIMING SYSTEM				
Full day meet		\$1000 total pay		
Half day meet		\$750 total pay		
OTHER DCSD EVENTS				
Stadium Manager	AdminProTech Classified Licensed	\$30/hour		X

*Event Manager receives pay only when Stadium Managers are unable to attend.

NOTE: In the event of a Lightning Delay, an additional amount will be added at the District Athletic Directors' discretion

Schedule B - Academic and Department Pay

Additional Pay Name	Description of Pay-Requirements	Eligible Position Types	Approved Amount	Funding Source	
				District/Department	School
Facility Rentals Event Manager	This includes Auditorium and Stadium events.	AdminProTech Classified Licensed	\$30/hour	X	
Building Leadership Team	Each school has the opportunity to create a building leadership team (BLT) to support their individual building needs. Selected candidates must be paid in accordance with this guidance.	Classified	Pay at employees' regular/overtime hourly rate of pay for all hours worked each workweek.		X
	Maximum hours and participants allowed must be pre-approved and communicated by the Administrator/Budget Holder before work is performed.	Licensed	\$45/hour, during planning periods and/or after school hours		X
Class Coverage (excludes Long Term Subs)	Classified Sub Guidelines	Classified	See description link for details on pay	SPED only	X
	When an open Licensed position is not filled by a substitute, sites can ask other Licensed Teachers to cover class(es) during their off/planning period(s).	Licensed	\$30/hour	SPED only	X
Classified Mentor Program	Mentors assist in the onboarding of new classified employees and provide two-way communication to and from the District for all classified staff.	Classified	Eligible for payment upon completion of course requirements.	X	

	<p>Visit the DCSD Professional Development Site for more detailed requirement information.</p> <p>Payment must be processed and approved by the Director of Professional Development.</p>				
Committee Pay	<p>Must be approved in advance for extra roles/duties staff take on that is:</p> <ul style="list-style-type: none"> • above and beyond their job description, • different responsibilities than the position they hold, • tasks are performed outside of the normal schedule, • Staff is paid at the listed hourly rate of pay and maximum hours allowed must be pre-approved and communicated by Administrator/Budget Holder) 	Classified	Pay at employee's regular/overtime hourly rate of pay for all hours worked each workweek.		X
		Licensed	\$45/per hour		X
CO-TOP (Comprehensive Training Opportunities for Paraprofessionals)	<p>Participants must be enrolled in Canvas Professional Learning Co-Top Course.</p> <p>Payment must be processed and approved by the Director of Professional Development.</p>	Classified EA IV, EA V positions only	Eligible for payment upon completion of course requirements.	X	
CTSO Stipend Pay	Must be processed and approved by the CTO Coordinator.	Licensed	<p>Teachers who are the only CTSO Advisors receive \$1,000 each (\$500 in Dec and \$500 in May).</p> <p>Teachers who are Co-Advisors receive \$500 each (\$250 in Dec and \$250 in May).</p>	X	
Department Head Pay	Additional Pay for school Licensed staff who manage a group of other licensed staff in their same subject matter expertise.	Licensed	<p>\$1,680 for 3-6 staff members</p> <p>\$137 per person beyond 6 (See payment details below)</p>	X	

Extended Days	<p>Pay for days worked above their contract. Prior approval is needed from Budget Analyst and EDOS. Up to five days maximum for short-term project needs.</p> <p>*Must be included in the school's SBB</p>	Licensed	Per Diem rate per day based on Budget/EDOS approval.		X
Grant Funded Additional Pays	Grants must be approved by the Grant and Federal Program Manager and grant stipends must follow all District Additional Pay Schedule Guidance.	AdminProTech Classified Licensed	See Grant and Federal Program Manager for approved grant payments.	X	
Healthy Schools Leads (Grant Funded)	<p>Participants are selected to work with Health, Wellness & Prevention Department on specific initiatives to engage students in healthy programs.</p> <p>*Classified can receive stipend only if work performed is outside of the classified position's work hours.</p>	*Classified Licensed	\$350 a school year	X	
International Baccalaureate Diploma Programme Teachers - HS Only	Stipend paid for teaching IB Diploma Programme classes at the High School level.	Licensed	\$1500/semester	X	
Instructor Pay	<p>Staff must be pre-approved by Budget Holder to teach approved district courses outside of work hours. Staff must have valid license/certificate/*SME/budget holder approval to teach designated course(s).</p> <p><i>*SME=Subject Matter Expert</i></p>	AdminProTech Classified Licensed	\$45/hour	X	
Interim Position Pay	<p>Must be approved in advance of work performed by Budget Holder, Cabinet Leader, and Director of Compensation</p> <p>Leaders must complete the Request for Interim Pay form HERE</p> <p>The Director of Compensation will determine if a new position is added or if the rate will be added to the current position rate/hours worked.</p>	AdminProTech Classified Licensed	Director of Compensation sets Interim Pay Allowance added to Annual Salary	X	X
		Classified	22-23 SY Request for Interim Pay Form increased hourly rate of	X	X

			pay for all hours worked		
Interpreter/Translators	An interpreter is a person specially trained to convert oral messages from one language to another. A translator is a person specially trained to convert written text from one language to another.	Classified	Must have a position. Pay at employees' regular/overtime hourly rate of pay for all hours worked each workweek.	X	
	Licensed Staff may be paid as Additional Pay. Classified staff must have a separate position. Sign Language Interpreters must have a separate position.	Licensed	\$45/hour <i>Sign Language Interpreters must have a position.</i>	X	
Lab Safety Coordinator (Lab Safety Coordinator Positions only)	O&M Department Budget Holder must approve payment for each Teacher who meets the criteria for this program	Licensed	Annual Stipend: \$300 Middle School \$500 High School	X	
On-Call Pay (Departments only)	Must be approved in advance of work performed by Cabinet Leader and Director of Compensation	AdminProTech Classified Licensed	Rates pre-approved by Director of Compensation	X	
Principal Mentors	An opportunity for current/veteran principals in each region/feeder to mentor new principals for their first school year, Meetings are facilitated by EDOS.	AdminProTech	\$1,000/year	X	
Referral Program Pay (O&M, Nutrition, and Transportation Departments only)	Must be approved in advance of work performed by Cabinet Leader and Director of Compensation	AdminProTech Classified Licensed	Rates pre-approved by Director of Compensation	X	
Student Teacher Mentors	See guidance below. For more information, visit the Student Teacher Program page on the district website.	Licensed	Stipend up to \$600	X	
Summer School Extended School Year (ESY) Only	Extended School Year (ESY) is a program for eligible students with disabilities that are provided beyond the regular school year. ESY eligibility is considered each year for every student with a disability and is based on a student's individual progress on their goals and objectives. All ESY positions are posted and employees must apply for this new position.	Classified	Requires a new Hourly Wages position. Clock in/out and pay at the employee's hourly rate of pay for all hours worked each workweek.	X	
		Licensed	Requires a new Hourly Wages Position. \$45/ hour for each position.	X	
Summer School	Courses offer students an opportunity to earn credit	AdminProTech	AP/Principals \$3,600		X

Eagle Academy only	through in-person classes as well as online work through Edgenuity.	<p>Classified</p> <p>If Classified staff are working an existing support position, track all summer school hours in Kronos and work with Payroll Dept to create a separate journal entry to move to another funding source if applicable.</p> <p>If Grant-funded, see the Grant Department on how to re-class.</p>	Pay at employee's regular/overtime hourly rate of current position; pay for all hours worked each workweek.		X
Summer School eDCSD only	Courses offer students an opportunity to earn credit through in-person classes as well as online work through Edgenuity.	<p>AdminProTech</p> <p>Classified</p> <p>If Classified staff are working an existing support position, track all summer school hours in Kronos and work with Payroll Dept to create a separate journal entry to move to another funding source if applicable.</p> <p>If Grant-funded, see the Grant Department on how to re-class.</p>	<p>AP/Principals</p> <p>\$3,600 per session</p> <p>Apply for an additional support position or if classified staff hold an existing support position, pay at employee's regular/overtime hourly rate of current position; pay for all hours worked each workweek.</p>		X

		Licensed	<p>Counselors \$45/hour</p> <p>Teachers \$160/per student, per session at a minimum of 5 students.</p>		X
	AP's/Principals who work Summer School, perform in a principal capacity, called Coordinator.	AdminProTech	AP/Principals \$3,600		X

Summer School High Schools	Lead Coordinator, initiates all meetings and work involved to coordinate all-district HS summer school programs is the overall point person for this program.	AdminProTech	Each high school contributes \$225 (\$75 for Eagle only) toward the Lead Coordinator stipend		X
	District Edgenuity Technology Coordinator	AdminProTech Licensed	Technology Coordinator \$1,500	X	
		Classified If Classified staff are working an existing support position, track all summer school hours in Kronos and work with Payroll Dept to create a separate journal entry to move to another funding source if applicable. If Grant-funded, see the Grant Department on how to re-class.	Apply for an additional support position or if classified staff hold an existing support position, pay at employee's regular/overtime hourly rate of current position; pay for all hours worked each workweek.		X
	Deans who work Summer School, perform in a principal capacity, called Coordinator.	Licensed	Dean \$4,400.00 Teacher \$2,800.00/course		X X
Tool Allowance (Mechanics Only)	A taxable income to purchase of tools needed to perform the work required for the position.	Classified	\$1,000 Annually	X	
Tutoring For ELD & Student Assistance Departments Only	Must be pre-approved with qualified Licensure and paid only by these departments. Includes Center-based, individual, and Home Visits	Licensed	\$45/hour	X	
Wellness Incentive Champions	Benefits Department Health and Wellness Incentive Program (see detailed description below)	AdminProTech Licensed Classified	Level 1 \$250 Level 2 \$350 Level 3 \$450	X	

Schedule B - Other Academic and Department Pays

Additional Pay Name	Description of Pay-Requirements	Eligible Position Types	Approved Amount	District/Department	School
Extra Responsibility Pay	<p><i>Must be approved in advance</i> for extra roles/duties staff take on that is either/or:</p> <ul style="list-style-type: none"> • above and beyond their job description, • Responsibilities of work performed are different than the position currently held, • tasks are performed outside of the normal schedule, • has not been identified in this guidance as a separate additional pay category, • Staff is paid at the listed hourly rate of pay, • Maximum hours allowed must be pre-approved and communicated by Administrator/Budget Holder before work is performed. 	AdminProTech Licensed	\$45/hour	X	X
		Classified	Pay at employee's regular/overtime hourly rate of pay for all hours worked each workweek, OR Pay stipend only if work performed is not paid hourly, and work performed is entirely different than classified position(s), OR Prior approval needed with HR before work is performed to determine if an additional position is added when applicable.	X	X

Description of Academic and Department Pays

Building Leadership Team Stipends

Enter payments into Workday through Manage Period Activity Pays, using the period activity “5140 - Extra Responsibility Pay - Building Leadership Teams”.

We want to encourage you to include a variety of staff in your BLT teams. When including Classified staff, they must remain clocked in during their BLT participation and receive their hourly rate of pay and must be paid 1 and ½ times their hourly rate of pay for any hours worked in a workweek over 40 hours.

Department Head Pay

Typically, Department Head Pays are paid throughout the school year starting in October. Please be sure to have the final date of payment on May 31st. This date matches the end of the school calendars and will ensure that this additional payment is fully paid out prior to any separations or changes in positions.

In Workday, enter this pay as Manage Period Activity Pay Assignments

For Department Head Pay, use Category 9000 - Period Activity Allowances it will display all of the Department Head Pay choices based on Schedule A requirements.

Teachers in a Department	Pay Amount per School Year
3 - 6	\$1,680.34
7 or more	\$1,680 plus \$137 per person beyond 6

Examples:

Departments with 4 Teachers = \$1,680, Department with 7 teachers = \$1,817, Department with 8 teachers = \$1,954, Department with 9 Teachers = \$2,091, Department with 10 teachers = \$2,228, Department with 11 teachers = \$2,365, Department with 12 teachers = \$2,502, Department with 13 teachers = \$2,639, and Department with 14 teachers = \$2,776.

Exceptions to the above table, are fixed amounts:

- DC Oakes High School and Plum Creek Academy = \$1,680 each

Student Teaching Mentor Teacher Guidelines

For more detailed information, you may also click on this [link](#)

- Minimum of 3 years of teaching experience in the subject area in which your student teacher is earning their certification
- Overall Rating of a 3 or 4 on CITE
- Mentor application process is through Human Resources Director and Staffing Generalist
- Current principal's recommendation
- Signed Mentor Agreement upon receipt of Student-Teacher match
- Mentors will participate in required training/coaching, in order to receive the DCSD stipend.

Wellness Champs Roles & Responsibilities - Benefits Department Health and Wellness Incentive

Additional Pay for site Wellness Champions

- Currently, we have 81 Wellness Champions. Our goal is to have a direct liaison at each building site or department in our district to create and promote Wellbeing programs and events specific to each building's culture. We currently have Wellness Champions contacts at all district buildings and schools in Douglas County School District!
- This is an annual program. We begin meeting with Wellness Champs to set their building's goal in August and they continue in their role throughout the school year.
- We offer an annual stipend that is a tiered opportunity for growth and challenge.

Level 1 \$250

- Coordinate with your building administrator to discuss your 2019-2020 school year Staff Wellness goal for your site. Enter this into your Staff Wellness Action Plan.
- Promote all district-wide Wellness programs at your location by forwarding emails from Staff Wellness Coordinator and by promoting and encouraging staff to participate in a fun and personal way.
- Attend at least 3 Staff Wellness Meetings during the school year. The first beginning of the year meeting is required. The End-of-the-Year Celebration meeting is optional and does not count as one of the 3 required meetings.
- Complete Wellness Champ Action Plan (tracking log) - this will be emailed to you by Holly Giron.

Level 2 \$350

- Complete Level 1 responsibilities, plus
- Coordinate at least one, on-site wellness challenge, such as:
 - Exercise Challenge (planks, squats, sit-ups, etc.)
 - Water consumption
 - Wellness BINGO
 - Book club
 - Other Approved by Staff Wellness
- Or coordinate a weekly exercise/program for at least 6-weeks, such as:
 - Walking club
 - On-site Fitness Class
 - Request this through Holly Giron at the Instructor must be approved and background checked by Staff Wellness. The instructor will be paid through a Kaiser Workplace Wellness Fund.

Level 3 \$450

- Complete Level 1 and 2 responsibilities, plus
- Form at least 1 team (at least two individuals) from your site that will participate in a team challenge or event. Examples: Epic Event, Colfax Marathon, any fun run/5K, healthy cooking event, or volleyball league.
- Or Implement a Lactation/Mindfulness Room Makeover
- Or Implement a High Five Board, Wellness Wall, or Wellness Warrior Recognition Program at your site.

Additional Pays Glossary of Terms

Additional pays are payments employees may receive when they work additional duties that may not be part of their regular position's rate of pay according to their job description.

Administrative, Professional, and Technical (APT or AdminProTech) Employees - APT employees are paid an annual salary, are exempt from minimum wage and overtime wage regulations, and hold positions that do not require CDE licensure but may require professional or technical expertise. Examples of these positions at DCSD are Principals, Assistant Principals, Coordinators, Directors, Managers, etc.

Classified (Non-Exempt) Employee - a term referred to employees who work in positions that are paid an hourly rate. We also refer to Classified employees as "nonexempt" which is a term the Fair Labor and Standards Act (FLSA) uses to refer to employees who are entitled to minimum wage and overtime pay. Examples of these positions at DCSD found in both school and departments are Bookkeepers, Clerical positions, Custodians, Educational Assistants, Health Assistants, Preschool Instructors, etc.

Compensation Plan - A term used in Workday to determine the rate of pay, pay schedule, and exempt or non-exempt status for each position. Use this resource for an in-depth review of [DCSD Compensation Plans](#).

Exempt - A term the Fair Labor Standards Act (FLSA) uses to refer to employees who are paid at the Department of Labor (DOL) annual salary threshold and perform job duties that are executive, professional, and administrative in nature, and as a result, are exempt from minimum wage and overtime wage rules. Some examples of these positions are Principals, Assistant Principals, Managers, Directors, etc.

Full-Time Equivalent (FTE) - A term used to reference the number of hours worked by one employee in a work week on a full-time basis listed in Workday as a percentage. FTE in Workday is based on a 40-hour full-time work week, which is equivalent to 100% FTE. To calculate an employee's FTE, divide the employee's scheduled hours in a workweek by 40 hours (DCSD's full-time workweek). For example, employees scheduled to work 40 hours per week are 100% FTE or 1.0 FTE. Employees scheduled to work 20 hours per week are 50% FTE or .50 FTE. FTE and scheduled weekly hours are listed in Workday on the Job - All Positions page.

Licensed (also known as Certified) Employee - A term that refers to employees who hold a licensed credential from the Colorado Department of Education (CDE), work in a position related to that licensure, and are paid an annual salary. Examples of these positions are Teachers (all levels and grades), Counselors, Deans, PLS, etc.

Overtime hours- A term that refers to the hours worked by Classified non-exempt employees. Colorado Department of Labor statute 4.1 states employees shall be paid time and one-half of the regular rate of pay for any work in excess of any of the following (A) 40 hours per workweek; (B) 12 hours per workday; or (C) 12 consecutive hours without regard to the start and end time of the workday

Per Diem - A method of calculating an employee's daily rate of pay.

- Classified non-exempt staff calculates per diem by multiplying their hourly rate by the hours worked per day. For example, \$12.00 per hour x 8 hours = \$96.00 per diem rate.
- Licensed/Administrative Professional Technical (APT) Exempt staff calculate per diem by dividing their annual salary by the number of days worked per year. For example, if a teacher's annual salary is \$50,000 and the teacher works 185 days per year, the per diem rate is \$270.27 ($\$50,000 \div 185 = \270.27). If an APT employee's annual salary is \$50,000 and the employee works 260 days per year, the per diem rate is \$192.31.

Pro-rated - A term that refers to an employee's compensation calculated as a proration. We refer to this as annual salary pro-rated by FTE %. For example, if an employee makes \$50,000 annual salary with an FTE of 50%, their pro-rated annual salary is \$25,000 ($\$50,000 \times 50\%$). If an employee makes \$50,000 annual salary with an FTE of 100%, their pro-rated annual salary is \$50,000 ($\$50,000 \times 100\%$).

Straight time hours- A term that refers to the hours worked by Classified non-exempt employees in one work week that is greater than their scheduled hours but does not exceed 40 hours in a workweek. This time is paid at the employee's regular rate of pay.

Workweek - An established start and end time for classified non-exempt employees for the purposes of calculating hours worked to include straight time and overtime hours. DCSD's work week starts at 12:01 a.m. Sunday and ends at 12:00pm-midnight on Saturday.