



**Douglas County  
School District**



# **Additional Pay Compensation Schedules A & B**

**Douglas County School District | 2023-2024 SY**

# Introduction

Dear Douglas County School District Leaders and Employees<sup>1</sup>,

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.<sup>2</sup> 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](mailto:ScheduleABReview@dcsdk12.org).

Sincerely,

DCSD Compensation and Finance Departments

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<sup>1</sup> 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.

<sup>2</sup> 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](mailto: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](mailto: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](mailto: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](mailto: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).

Please see this [Classified Staff - Extra Responsibility Pay or Additional Hours Worked Guidance](#) to help you navigate the pay for your scenario. If you don't see a scenario listed, please reach out to

## **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](mailto:staffing@dcsdk12.org).

## **Additional Resources:**

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

[Days Per Year by Position Type](#)

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

[Guidance for Short Term FTE Overages and Additional Pay for General Education Staff \(Certified and Classified Staff\) 2023-2024 SY](#)

[Guidance for the Assignment of Additional Pay for Student Support Services Staff \(Certified and Classified Non-discretionary\) 2023-2024](#)

# 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 <a href="#">CO DOL Guidance</a>	Pay at employees regular/overtime hourly rate of pay for all hours worked		X
	Licensed	\$270/evening  *REMS follows a separate expeditionary learning program.		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 2022-23.

## 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
<b>Two</b> 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 <b>two</b> 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

LEVEL	YEAR	
	1-3	4+
I	\$2040	\$2448
II	\$1632	\$2040

## Middle School Coach Positions

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	4 stipends	



**Other Middle School Positions**

<b>Additional Pay Name</b>	<b>Position Types</b>	<b>Approved Amount</b>	<b>Funding Source</b>	
			<b>District</b>	<b>School</b>
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
<b>BASKETBALL</b>				
Game Worker	AdminProTech Classified Licensed	\$60		X
Game Manager	AdminProTech Classified Licensed	\$75		X
<b>CROSS COUNTRY</b>				
Game Worker	AdminProTech Classified Licensed	\$60		X
<b>FOOTBALL - FLAG</b>				
Game Worker	AdminProTech Classified Licensed	\$60		X
Game Manager	AdminProTech Classified Licensed	\$75		X
<b>TRACK</b>				
Game Worker	AdminProTech Classified Licensed	\$75		X
<b>VOLLEYBALL</b>				
Game Worker - 2 events	AdminProTech Classified Licensed	\$60		X
Game Manager	AdminProTech Classified Licensed	\$75		X
<b>WRESTLING</b>				
Game Worker	AdminProTech Classified Licensed	\$60		X
Game Manager	AdminProTech Classified Licensed	\$75		X

Sport	Position Types	Approved Amount	Funding Source	
			District	School
District Meet Scorer	AdminProTech Classified Licensed	\$300		X
<b>TOURNAMENT - ANY SPORT</b>				
Game Worker	AdminProTech Classified Licensed	\$125		X

# Schedule A High School Activities

LEVEL	YEAR	
	1-3	4+
II	\$3,872	\$4,588
III	\$3,295	\$3,863
IV	\$2,711	\$3,231
V	\$2,525	\$3,084

## 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 Year 1-3	3 stipends	
ESports	AdminProTech Classified Licensed	Level V	2 stipends	
Newspaper - Head Sponsor	AdminProTech Classified Licensed	Level III	1 stipend	
Orchestra - Director	AdminProTech Classified Licensed	Level V	1 stipend	
Percussion Specialist	AdminProTech Classified Licensed	Level II		X
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	\$2000	1 stipend	
Choreographer	AdminProTech Classified Licensed	\$1356		X
Color Guard or Winter Guard	AdminProTech Classified Licensed	\$2000	1 stipend	
Link Crew	AdminProTech Classified Licensed	\$1089	2 stipends	
Technical Director	AdminProTech Classified Licensed	\$1356		X
Unified Coach	AdminProTech Classified Licensed	\$510	3 stipends	
Unified Coordinator	AdminProTech Classified Licensed	\$2550	1 stipend/district	

**Additional High School Positions:**

Additional Pay Name	Position Types	Approved Amount	Funding Source
<b>Eight</b> of the following are funded by the district. All additional are funded by the school.	AdminProTech Classified Licensed	\$857	District - Each school is entitled to <b>eight</b> full stipends funded by the district. All additional stipends are funded by the school.
Climbing, Diversity, Drumline, 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., or other club approved by the District Athletic and Activities Director.			

## Schedule A Activities DC Oakes/Eagle Academy

LEVEL	YEAR	
	1-3	4+
III	\$3,295	\$3,863
V	\$2,525	\$3,084

### DC Oakes High School

Additional Pay Name	Position Types	Approved Amount	Funding Source	
			# District Funded Per School	School
Drama - Director	AdminProTech Classified Licensed	Level V	2 stipends	
Outdoor Ed	Classified *See <a href="#">CO</a> <a href="#">DOL</a> <a href="#">Guidance</a>	Pay at employees regular/overtime hourly rate of pay for all hours worked		X
	Licensed	\$45/hour		X
Student Government - Head Sponsor	AdminProTech Classified Licensed	Level III	1 stipend	

### Eagle Academy High School

Additional Pay Name	Position Types	Approved Amount	Funding Source	
			# District Funded Per School	School
Student Government - Head Sponsor	AdminProTech Classified Licensed	Level III	1 stipend	

# Schedule A High School Athletics HEAD and ASSISTANT COACHES

COACH	LEVEL	YEAR	
		1-3	4+
Head	I	\$5100	\$7140
	II	\$4386	\$6426
Assistant	III	\$3295	\$3863
	IV	\$2711	\$3231
	V	\$2525	\$3084

## High School Coach Positions:

Position Name	Position Types	Approved Amount	District Funded
Baseball	Admin, Classified, Licensed, Protech	Level I	1 Head stipend
		Level IV	3 Assistant stipends
Basketball - Boys	Admin, Classified, Licensed, Protech	Level I	1 Head stipend
		Level III	3 Assistant stipends
Basketball - Girls	Admin, Classified, Licensed, Protech	Level I	1 Head stipend
		Level III	3 Assistant stipends
Cheer	Admin, Classified, Licensed, Protech	Level II	1 Head stipend - 2 seasons
		Level V	2 Assistant stipends - 2 seasons
Cross Country - Boys	Admin, Classified, Licensed, Protech	Level II	1 Head stipend
		Level V	1 Assistant stipend
Cross Country - Girls	Admin, Classified, Licensed, Protech	Level II	1 Head stipend
		Level V	1 Assistant stipend
Field Hockey	Admin, Classified, Licensed, Protech	Level I	1 Head stipend - MV only
		Level IV	2 Assistant stipends - MV only
Flag Football	Admin, Classified, Licensed, Protech	Level I	1 Head stipend
		Level V	0 Assistant stipends - school funded only
Football	Admin, Classified, Licensed, Protech	Level I	1 Head stipend
		Level III	8 Assistant stipends
Golf - Boys	Admin, Classified, Licensed, Protech	Level II	1 Head stipend

		Level V	1 Assistant stipend
Golf - Girls	Admin, Classified, Licensed, Protech	Level II	1 Head stipend
		Level V	1 Assistant stipend
Gymnastics	Admin, Classified, Licensed, Protech	Level II	1 Head stipend - P, RC only
		Level V	1 Assistant stipend - P, RC only
Ice Hockey	Admin, Classified, Licensed, Protech	Level I	1 Head stipend - C, CV, MV only
		Level IV	2 Assistant stipends - C, CV, MV only
Lacrosse - Boys	Admin, Classified, Licensed, Protech	Level I	1 Head stipend
		Level IV	2 Assistant stipends
Lacrosse - Girls	Admin, Classified, Licensed, Protech	Level I	1 Head stipend - C, CV, RC, TR only
		Level IV	2 Assistant stipends - C, CV, RC, TR only
Poms	Admin, Classified, Licensed, Protech	Level II	1 Head stipend - 2 seasons
		Level V	2 Assistant stipends - 2 seasons
Soccer - Boys	Admin, Classified, Licensed, Protech	Level I	1 Head stipend
		Level IV	2 Assistant stipends
Soccer - Girls	Admin, Classified, Licensed, Protech	Level I	1 Head stipend
		Level IV	2 Assistant stipends
Softball	Admin, Classified, Licensed, Protech	Level I	1 Head stipend
		Level IV	2 Assistant stipends
Swim/Dive - Boys	Admin, Classified, Licensed, Protech	Level I	1 Head stipend - DC, HR, P only
		Level IV	1.5 Assistant stipends - DC, HR, P only
Swim/Dive - Girls	Admin, Classified, Licensed, Protech	Level I	1 Head stipend - all except CV
		Level IV	1.5 Assistant stipends - all except CV
Tennis - Boys	Admin, Classified, Licensed, Protech	Level II	1 Head stipend
		Level V	1 Assistant stipend
Tennis - Girls	Admin, Classified, Licensed, Protech	Level II	1 Head stipend
		Level V	1 Assistant stipend
Track - Boys	Admin, Classified, Licensed, Protech	Level I	1 Head stipend
		Level IV	2 Assistant stipends
Track - Girls	Admin, Classified, Licensed, Protech	Level I	1 Head stipend
		Level IV	2 Assistant stipends
Volleyball - Boys	Admin, Classified, Licensed, Protech	Level I	1 Head stipend



		Level IV	2 Assistant stipends
Volleyball - Girls	Admin, Classified, Licensed, Protech	Level I	1 Head stipend
		Level IV	3 Assistant stipends
Wrestling - Boys	Admin, Classified, Licensed, Protech	Level I	1 Head stipend
		Level III	2 Assistant stipends
Wrestling - Girls	Admin, Classified, Licensed, Protech	Level I	1 Head stipend - DC, MV only
		Level III	1 Assistant stipend - DC, MV only

**Other High School Positions:**

<b>Additional Pay Name</b>	<b>Position Types</b>	<b>Approved Amount</b>	<b>School Funded</b>
Athletic Coordinator	Admin, Classified, Licensed, Protech	\$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 Extracurricular Activities](#) 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 (Classified, Licensed, Admin)	Approved Amount	Funding Source	
			District	School
<b>BASEBALL</b>				
• Announcer/Scorer	All	\$50 per game		X
<b>BASKETBALL</b>				
• Announcer - Varsity only	All	\$50 per game		X
• Game Manager	All	\$100 per event		X
• Officials - Lower Level games	All	2 or 3 officials: \$60 per game		X
• Scorer	All	\$40 per game		X
• Ticket Seller/Taker	All	\$60 per event		X
• Timer	All	\$40 per game		X
<b>FIELD HOCKEY</b>				
• Announcer	All	\$50 per game		X
• Ticket Taker/Seller	All	\$40 per event		X
<b>FOOTBALL</b>				
• Announcer	All	\$50 per game		X
• Chains	All	\$40 per game		X
• Game Manager	All	\$100 per event		X
• Spotter	All	\$40 per game		X
• Ticket Seller/Taker	All	\$50 per event		X
<b>ICE HOCKEY</b>				
• Announcer	All	\$50 per game		X
• Ticket Taker/Seller	All	\$50 per event		X
<b>LACROSSE - BOYS AND GIRLS</b>				
• Announcer	All	\$50 per game		X
• Game Manager	All	\$45 per event		X
• Ticket Taker/Seller	All	\$40 per event		X
<b>SOCCER - BOYS AND GIRLS</b>				
• Announcer	All	\$50 per game		X

• Game Manager	All	\$45 per event		X
• Ticket Taker/Seller	All	\$40 per event		X
<b>SOFTBALL</b>				
• Announcer/Scorer	All	\$50 per game		X
<b>VOLLEYBALL</b>				
• Announcer	All	\$50 per match		X
• Game Manager	All	\$100 per event		X
• Line Judge - Varsity Only	All	\$40 per match		X
• Scorer/Timer	All	\$40 per match		X
• Ticket Seller/Taker	All	\$60 per event		X
<b>WRESTLING</b>				
• Announcer	All	\$50 per event		X
• Scorer	All	\$40 per event		X
• Ticket Seller/Taker	All	\$30 per event		X
<b>TOURNAMENT - ANY SPORT</b>				
• Half Day - 4 hours or less	All	\$75		X
• Full Day - more than 4 hours	All	\$125		X

# Schedule A - STADIUMS

## DC, ECHOPARK, HALFTIME HELP Stadium Worker Positions:

Sport	Position Types (Classified, Licensed, Admin)	Approved Amount	Funding Source	
			District	School
<b>FIELD HOCKEY</b>				
• Varsity	Classified, Licensed	\$50 per game	X	
• JV (same day/double)	Classified, Licensed	\$25 additional	X	
• Level 3 (same day)	Classified, Licensed	\$25 additional	X	
<b>FOOTBALL</b>				
• Computer/Filmer/Scorer/Timer	Classified, Licensed	\$85 per event	X	
• *Event Manager - DC and Shea	Classified, Licensed	\$125 per event	X	
• *Event Manager - EchoPark	Classified, Licensed	\$150 per event	X	
• Gate, Parking Lot, Security	Classified, Licensed	\$70 per event	X	
<b>LACROSSE - BOYS AND GIRLS</b>				
• Varsity	Classified, Licensed	\$50 per game	X	
• JV (same day/double)	Classified, Licensed	\$25 additional	X	
<b>SOCCER - BOYS AND GIRLS</b>				
• Varsity	Classified, Licensed	\$50 per game	X	
• JV (same day/double)	Classified, Licensed	\$25 additional	X	
<b>TRACK</b>				
• Event Manager	Classified, Licensed	\$30/hour	X	
<b>TRACK TIMING SYSTEM</b>				
Full day meet w/two total timers				
• Timer	Classified, Licensed	\$450/track meet		X
• Lead Timer	Classified, Licensed	\$550/track meet		X
Full day meet w/ three total timers				
• Timer	Classified, Licensed	\$300/track meet		X
• Lead Timer	Classified, Licensed	\$400/track meet		X
Half day meet w/two total timers				
• Timer	Classified, Licensed	\$200/track meet		X
• Lead Timer	Classified, Licensed	\$300/track meet		X
Half day meet w/ three total timers				

• Timer	Classified, Licensed	\$135/track meet		X
• Lead Timer	Classified, Licensed	\$230/track meet		X
<b>OTHER EVENTS AND RENTALS</b>				
• Event Manager	Classified, Licensed	\$30/hour	X	X

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

**OTHER STADIUM POSITIONS**

	Position Types (Classified, Licensed, Admin)	Approved Amount	Funding Source	
			District	School
<b>MANAGER/SUPERVISOR POSITIONS</b>				
• Stadium Manager - DC	AdminProTech Classified Licensed	\$15,000/year	1	
• Stadium Manager - EchoPark	AdminProTech Classified Licensed	\$15,000/year	1	
• Stadium Manager - Halftime Help	AdminProTech Classified Licensed	\$15,000/year	1	
• Concessions Supervisor	AdminProTech Classified Licensed	\$21,000/year	1	

# Schedule B - Academic and Department Pay

Additional Pay Name	Description of Pay-Requirements	Eligible Position Types	Approved Amount	Funding Source	
				District/Department	School
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)	<a href="#">Classified Sub Guidelines</a>	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
	Long-Term Class Coverage (Licensed teacher covering classes for 11+ days and less than a semester, with planning and grading responsibilities)	Licensed	\$45/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 <a href="#">DCSD Professional Development Site</a> for more detailed requirement information.</p> <p>Payment must be processed and approved by the Director of Professional Development.</p>				
Committee Pay	<p><b>Must be approved in advance</b> for extra roles/duties staff take on that is:</p> <ul style="list-style-type: none"> <li>• above and beyond their job description,</li> <li>• different responsibilities than the position they hold,</li> <li>• tasks are performed outside of the normal schedule,</li> <li>• Staff is paid at the listed hourly rate of pay and maximum hours allowed must be pre-approved and communicated by Administrator/Budget Holder)</li> </ul>	Classified	Pay at the 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
Facility Rentals Theater Manager	Funding Source is Facility Rentals only and their designees who meet the specific criteria.	AdminProTech Classified Licensed	\$45/hour	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 &amp; Prevention Department on specific initiatives to engage students in healthy programs.</p> <p>*Classified can receive a 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><b>Must be approved in advance</b> of work performed by Budget Holder, Cabinet Leader, and Director of Compensation</p> <p><b>Leaders must complete the Request for Interim Pay form <a href="#">HERE</a></b></p>	AdminProTech Classified Licensed	Director of Compensation sets Interim Pay Allowance added to Annual Salary	X	X

	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.	Classified	22-23SY Request for Interim Pay For Increased hourly rate of pay for all hours worked	X	X
Interpreter/Translators	An <b>interpreter</b> is a person specially trained to convert oral messages from one language to another. A <b>translator</b> 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	
Proctoring AP and SAT Exams	For proctoring outside of normal school schedules (ie. after hours, weekends, etc.)	Classified	Pay at employee's regular/overtime hourly rate of pay for all hours worked each workweek.		X
		Licensed	\$45/hour		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	
School Technology Support - Summer work only	Managing school technology resources during summer transition between school years.	Classified Licensed	\$45/hour		X
Student Teacher Mentors	See guidance below. For more information, visit the <a href="#">Student Teacher Program page</a> on the district website.	Licensed	Stipend up to \$600	X	
	Extended School Year (ESY) is a program for eligible students		Requires a new Hourly Wages position.		

Summer School Extended School Year (ESY) Only	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	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 Eagle Academy only	Courses offer students an opportunity to earn credit through in-person classes as well as online work through Edgenuity.	AdminProTech	AP/Principals \$3,600		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.	Pay at employee's regular/overtime hourly rate of current position; pay for all hours worked each workweek.		X
		Licensed	\$2,800		X
Summer School eDCSD only	Courses offer students an opportunity to earn credit through in-person classes as well as online work through Edgenuity.	AdminProTech	AP/Principals \$3,600 per session		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 the employee's regular/overtime hourly rate of current position; pay for all hours worked each workweek.		X

		Licensed	Counselors \$45/hour  Teachers \$160/per student, per session at a minimum of 5 students.		X
Summer School High Schools	AP's/Principals who work Summer School, perform in a principal capacity, called Coordinator.	AdminProTech	AP/Principals \$3,600		X
	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 Dept 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.		Dean \$4,400.00		X
		Licensed	Teacher \$2,800.00/course		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><b>Must be approved in advance</b> for extra roles/duties staff take on that is either/or:</p> <ul style="list-style-type: none"> <li>• above and beyond their job description,</li> <li>• Responsibilities of work performed are different than the position currently held,</li> <li>• tasks are performed outside of the normal schedule,</li> <li>• has not been identified in this guidance as a separate additional pay category,</li> <li>• Staff is paid at the listed hourly rate of pay,</li> <li>• Maximum hours allowed must be pre-approved and communicated by Administrator/Budget Holder before work is performed.</li> </ul>	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

## Additional Guidance for the 2023-2024 SY

[Guidance for Short Term FTE Overages and Additional Pay for General Education Staff \(Certified and Classified Staff\) 2023-2024 SY](#)

[Guidance for the Assignment of Additional Pay for Student Support Services Staff \(Certified and Classified Non-discretionary\) 2023-2024](#)

# 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.