



# HR News

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## Semi-Annual Reminders

Human Resources would like to provide you with information on several important APS policies and regulations, as well as other types of district information. It is your responsibility to be familiar with all district policies and regulations and to abide by them.

District policies are accessible online. In addition to policies and regulations, there is other information available online on a variety of topics. Human Resources strongly encourages everyone to become familiar with its websites. HR also publishes the HR News, which is announced via the Superintendent's Bulletin. Please take the time to read each issue for important information that may affect your job.

## Notice of Nondiscrimination

### *Exhibit AC.1-E*

The Aurora Public Schools is committed to the policy that all persons shall have equal access to its programs, facilities, and employment and does not discriminate on the basis of race, color, religion, creed, national origin, ancestry, genetic information, gender, sexual orientation, age, disability or protected activity and provides equal access to the Boy Scouts and other designated youth groups. Career and technical education opportunities will be offered without regard to these protected classes.

In adhering to this policy, the Aurora Public Schools abides by Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and Titles VI and VII of the Civil Rights Act of 1964.

Questions, complaints or requests for additional information regarding the ADA, (Americans with Disabilities Act of 1990) Section 504 and Title IX may be forwarded to the designated ADA, Section 504 compliance coordinator.

Name and Title: Dion Arguelles, Director of Employee Relations  
 Office Address: 1085 Peoria Street  
 Aurora, Colorado 80011  
 Phone Number: (303)344-8060, ext. 28020  
 Days/Hours Available: Monday-Friday, 7:30 am - 4:30 pm



## **Nondiscrimination/Nonharassment of Employees**

### ***Policy GBAA***

The Aurora Public Schools is committed to the policy that no otherwise qualified employee shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any district program or activity on the basis of race, color, religion, creed, national origin, ancestry, genetic information, marital status, gender, age, disability or sexual orientation.

As part of this policy, the district is committed to maintaining a working environment for employees that is free from harassment based on an individual's race, color, religion, creed, national origin, ancestry, genetic information, gender (with or without sexual conduct), sexual orientation, age, disability or protected activity (opposition to prohibited discrimination or participation in the statutory complaint process). All such harassment, by district employees, students and third parties, is strictly prohibited. All members of the district community, employees, and students are required to promptly report conduct that could be in violation of this policy.

### **Reporting Suspected Discrimination and/or Harassment**

Any employee who believes that he or she may have experienced unlawful discrimination or harassment, or who believes that he or she has observed unlawful discrimination or harassment taking place, shall report this information immediately to his or her immediate supervisor. If the complaint involves the employee's immediate supervisor, the employee may report to the supervisor or administrator at the next level or may report directly to the chief personnel officer or a human resources director.

## **Discipline, Suspension & Dismissal of Classified Employees**

### ***Policy GDQD***

The board of education authorizes the superintendent to compose and implement regulations related to the suspension, discipline and termination of classified employees. Such regulations are designed to treat employees fairly while at the same time maintaining a productive and efficient workforce.

The conduct described below illustrates the kinds of behavior that could result in varying degrees of disciplinary action:

- A. Failure to carry out instructions or failure to perform a job in a satisfactory manner
- B. Insubordination
- C. Discourteous, offensive or abusive conduct or language
- D. Dishonesty
- E. Possessing, using, or distributing or being under the influence of alcohol, marijuana or any illegal drugs
- F. Excessive absences or tardiness
- G. Abusing sick leave privileges
- H. Failing to notify a supervisor prior to absence
- I. Falsifying district records of any kind
- J. Engaging in a work stoppage
- K. Failing to follow safety regulations or practices
- L. Provoking, instigating, or participating in a fight or scuffle
- M. Being convicted of a criminal offense

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- N. Carelessness with or intentionally damaging property
- O. Temporarily or permanently removing, possessing or using district property without authorization
- P. Threatening, intimidating or coercing others
- Q. Horseplay or practical jokes that can or do result in injury damage to property
- R. Failing to report situations that could be injurious to personnel or equipment
- S. Possessing, on district property, any object that can be considered a weapon
- T. Making false, vicious or malicious statements about another employee or the district
- U. Engaging in conduct, on/off the job, which adversely affects the employee's ability to do his/her job or which reflects adversely on the district

## Computer and E-mail Policy

### *Policy EGAEA*

The e-mail and computer systems of the Aurora Public Schools constitute a system which is to be used by district employees to accomplish the business purposes of the school district. Anyone using this system should be aware that computer files and e-mail messages are not confidential.

Both retrieval authorized by district policy and unauthorized retrieval may occur. In addition, e-mail messages may constitute public records under the Colorado Open Records Act. Consequently, employees should utilize some other method of creating, storing and conveying confidential, private or personal information they wish to remain confidential. By using this system, users agree to abide by the e-mail policy and regulation and confirm that they have read and understand the terms of that policy.

## Internet Social Networks

While employees are free to utilize blogs and social network sites during your non-work time and on their personal computers, any blog or Internet communication that:

- Contains content that indicates the employee's involvement in criminal conduct, or
- Contains inappropriate online conduct that negatively affects the employee's performance, or
- Seriously diminishes the reputation or standing in the community of the employee or district, or
- Divulges confidential district or student-related information, may subject the employee to discipline or termination.

We also caution against posting or sending personal, private or sensitive photos via the web or cell phones. Sensitive information (such as personal photos) that may be contained in a cell phone or laptop may be accessible to a wide audience if the phone or laptop is lost or stolen. Once these pictures are in cyberspace, it is nearly impossible to control access to them.

Parents entrust us with the duty to impart basic societal values and qualities of good citizenship to their children. When using Internet social networks or cell phone functions, please remember that we act as role models for our students and must fulfill our professional duties at all times.



facebook



## Reporting Child Abuse/Child Protection

### *Policy JLF*

The Colorado Child Protection Act of 1987 states that certain persons, among them any school official or employee, who has reasonable cause to know or suspect that a child has been abused or neglected, are required to make an immediate oral report (or cause a report to be made) to the county department of human services in which the child resides, or to local law enforcement (in instances of non-interfamilial abuse).

The oral report must be followed promptly by a written report. It is not the responsibility of school personnel to make a determination if abuse or neglect has occurred. Human services or local law enforcement will make that decision.

If you are uncertain as to whether reasonable cause exists, you should nevertheless make a report to human services or law enforcement and allow those agencies to determine whether an investigation is warranted. Even if suspected abuse involves a case which is very old, and even if the suspected perpetrator is also a minor, a report must be made.

## Legal Notice Posters

By law, each site is required to display employment notices which address certain legal issues, including wage and hour requirements. Please verify that you have such notices at your site, and that they are in a place that is readily accessible to all employees.

Please contact Dion Arguelles, Director of Employee Relations, at ext. 28020 if you do not have the posters.

### **The required notices are:**

- Federal Minimal Wage - Rights Under the Fair Labor Standards Act
- Equal Employment is the Law
- Rights under the Family Medical Leave Act of 1993
- Your Rights under USERRA (Uniformed Services Employment and Reemployment Rights Act)
- Colorado Civil Rights Commission Notice to Workers re: Unemployment Insurance

## Colorado Law Regarding Nursing Mothers

The Workplace Accommodations for Nursing Mothers Act requires employers who have one or more employees to provide reasonable unpaid break time or permit an employee to use paid break time, meal time, or both, each day to allow the employee to express breast milk for her nursing child for up to two years after the child's birth.

The employer is required to make reasonable efforts to provide a room, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public, which may be used by an employee to express breast milk.

## Tuesday P.M. Meetings

Whenever possible, please avoid scheduling regular meetings on the 2nd and 4th Tuesday afternoons as this is the time when the Aurora Education Association schedules its meetings.

## New December Pay Date

In years past the payroll date in December was on the last working day before winter break. Starting in 2015, the December pay will align with the rest of the months and be paid on the last day of the month that District Offices are open for business.

Click [here](#) to view the 2015-16 payroll calendar.

## Employee I.D. Badges

All APS employees must wear their identification badges at all times when on APS property. Please do NOT attach your keys to the same lanyard that holds your I.D. Should you lose the lanyard, this would present a serious security risk.

If your current I.D. badge is expiring or you need a new one, the HR Employee Services team at Educational Services Center - 4 will be happy to help you obtain a new one!

If you misplace your I.D. a replacement fee of \$10 will be charged.

The Employee Services office does I.D. Badge replacements from 7:30 a.m. to 4:15 p.m. Monday through Friday.

## NCLB Requirements - Licensed

The No Child Left Behind Act (NCLB) requires teachers in core content areas to be “highly qualified” for their assignments. In Colorado, teachers are considered “highly qualified” when they possess an initial or professional teaching license or an interim or alternative authorization with an endorsement in the content area in which they are teaching.

The Colorado Department of Education offers options for meeting the “highly qualified” criteria.

**Option #1**— Demonstrate content expertise via the PLACE/Praxis II or 24 semester hours (secondary only) **AND** possess one of the following CDE license or authorizations:

- Initial or professional teacher license with an endorsement for the area(s) being taught OR
- Interim authorization with an endorsement in the area being taught OR
- Alternative authorization, with an endorsement in the area being taught

For teachers who have an initial or professional license or an interim or alternative authorization, but are teaching outside of their area of endorsement:

**Option #2**—pass the PLACE or PRAXIS II exam in the additional content area(s) being taught OR

**Option #3**—possess 24 semester hours of credit in the additional content area(s) being taught

Hours will be verified by the Division of Human Resources and must be relevant to the acquisition of knowledge and skills in the non-endorsed content area being taught. Note: Elementary teachers must pass the content exam to be “highly qualified” (Option #2). Twenty-four hours of elementary content no longer meets the “highly qualified” criteria.

## NCLB Requirements - Classified

The federal No Child Left Behind Act (NCLB) requires Title 1 classified staff with direct, classroom, instructional support responsibilities to meet “highly qualified” standards as defined in the act.

In APS, our goals are not only to meet the NCLB requirements but also to train and support classified staff with instructional responsibilities in their roles as we increase student achievement.

To those ends, we chose to develop a training and assessment program as our NCLB compliance plan. All classified staff with instructional responsibilities are required to take these classes, not just employees at Title 1 schools.

The classes content includes conditions of learning, positive behavior support, diverse learners, reading, writing and math. Probationary employees are given one year to complete the training as a condition of employment.

### Transferring to a NCLB Required Position (Non-Probationary Staff)

Non-probationary classified employees who have not completed NCLB courses but who are interested in transferring to a position that requires NCLB, must pass the Accuplacer Exam (given through the Classified HR Office) and sign a compliance plan that acknowledges the requirement to complete the NCLB certification program within one year of the new position. If the employee fails to pass the NCLB training, he/she must agree to be placed in a non-NCLB required position for which they are qualified.

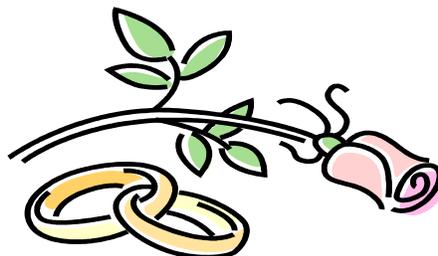
The classified NCLB [2015-16 class schedule](#) is available on the HR website. We recommend that you check the schedule at various times throughout the year as changes may occur.

**Note:** The compliance plan is only required if the employee is selected for the position.

## Name/Address Changes

Summer brings life changes such as marriage. Please remember to change your name with the compensation office and all information with the benefits office including life insurance, PERA account, 401(k) and/or 403(b) and beneficiaries if applicable.

Contracted employees may now make address and telephone number changes in Oracle Self-Service. If you are not familiar with how to log into Oracle Self Service, please contact the Help Desk at ext 28203. Instructions on how to access Oracle Self-Service including an FAQ can be found at: <http://hr.aurorak12.org/resources/oracle-self-service/>





## Job Description Reviews

Each year Aurora Public Schools participates in an annual job description and salary comparison review in order to remain competitive in the metro-area market. These job description and salary studies are conducted by Oehm's Consulting Services (OCS), which conducts similar studies for 30 other Colorado school districts. APS uses this third-party consultant to perform an impartial market analysis and to present objective data and recommendations. Furthermore, OCS has the experience, training, and databases to support the results of the market review process.

APS began this process of using a consulting firm in 1996. At that time, Human Resources met with representatives from OCS, the Classified Employee Council, and the School Executives of Aurora to develop the job description review process and present it to the Board of Education for action.

As part of the job description review process, APS job incumbents and supervisors review each job description on a three-year cycle. During the review cycle year, employees and supervisors review the most recent job description and suggest changes according to current practices, education, license requirements, etc. The edited job descriptions are submitted to OCS for salary market surveys. OCS provides data and recommendations based on comparisons of metro area districts similar in student population and demographics. When conducting a review, OCS gathers information from job descriptions, job postings, and/or through direct contact with a Human Resources representative.

The districts that APS is compared to in the market surveys include: Adams 12, Adams 14, Adams 50, Boulder Valley, Brighton, Cherry Creek, Denver, Douglas County, Jefferson County, and Littleton. Many metro municipalities and government institutions are also included when applicable.

The following factors are considered when analyzing job descriptions:

- Minimum experience
- Minimum education
- Essential duties and responsibilities based on the frequency and percentage of time allocated to the duty. Jobs are considered a "match" if at least 70% of the essential duties align with marketed position.
- Supervisory duties

The final decisions of salary adjustments are made by the Division of Human Resources in collaboration with division heads based on OCS recommendations and internal equity. Human Resources looks for a trend of 2-3 consecutive years of at least 5% above or below market of the position's mid-point salary range before considering an adjustment. If a trend of being either above or below market is found, Human Resources meets with the appropriate division head to review the results and determine if adjustments are warranted. If there are adjustments to job descriptions and/or salary ranges, they are normally applied at the beginning of the following contract year.

The mid-point of the range is used as the comparison for two primary reasons. First, it equalizes the districts' different compensation systems that may have wide percentage swings between minimum and maximum salaries within a range and/or within steps. The mid-point is averaged by the minimum and maximum of the ranges, thereby making it a more accurate comparison. Secondly, OCS recommends that decisions be made based on where most employees are impacted. According to OCS, on average, most employees across all salary schedules are near the mid-point of their range.

The job description categories scheduled for review this year include:

- Paraeducators, Educational Assistants, Campus Monitors, Family Liaisons, and other related jobs
- Division of Equity and Learning
- Print Services
- Pickens Technical College
- Related Administrative and Professional/Technical Positions



**HR Support Contacts for 2015-16**

Primary HR Support for Divisions	Myla Shepherd	Sherry Hon	Kristen Stueber	
Division or Department	<ul style="list-style-type: none"> <li>• Division of Equity in Learning (except ECE)</li> </ul>	<ul style="list-style-type: none"> <li>• Division of Finance</li> <li>• Division of Acct &amp; Research</li> </ul>	<ul style="list-style-type: none"> <li>• Division of Support Services (except Transportation)</li> </ul>	
		Katrina Smith		
		<ul style="list-style-type: none"> <li>• Division of Human Resources (including Substitute Services)</li> <li>• Division of the Superintendent</li> <li>• Transportation Department</li> <li>• Early Childhood Education Department</li> </ul>		
Employment: Classified	Apps: Gail Smith	Vacant	Jody Mahoney	
Employment: Lic & AP/T	Apps: Lucy Compean	Kim Miller	John Hogan	
Compensation: Classified	Rachael Roalofs		Deb DeVries	
Compensation Lic & AP/T	Diane Simmons		Natalie Riepe	
Benefits	Joyce De La Rosa		Domenica Ortega	
TE Budgets, Licenses & Employment Verification	Helen Mitchell		John Hogan	
<b>District-Wide Support &amp; Services</b>				
District Receptionist	Sarah Torres			
Clerical Support	Karen Parks-McClinon			
Substitute Services & Leave Reporting	Eula Campbell			
Extended Leaves of Abs	Patty Shaw			
CIs Professional Dev	Carolyn Lamb			
Address/Name Change, Educational Salary Advances, Leave Accruals	Eleisa McMillon			
Job Descriptions	Giovanni Quintana			
Oracle & Technical Support	Carl Walker & Barb Huber			
Educator Effectiveness	Erin Brophy			
Employee Relations	Dion Arguelles			
Division-Wide Support	Tammie Hegge & Damon Smith			



**HR Support Contacts, cont.**

Learning Community A	Learning Community P	Learning Community S	Learning Community E
Katrina Smith Human Resources Director	Sherry Hon Human Resources Director	Myla Shepherd Human Resources Director	Kristen Stueber Human Resources Director
Aurora Central	Hinkley	Gateway	Rangeview
North	East	Aurora Hills	Columbia
South	Clyde Miller	Century	Mrachek
Boston	Altura	Iowa	Aurora Frontier
Crawford	Elkhart	Jewell	Murphy Creek
Kenton	Laredo	Lansing	Arkansas
Montview	Sable	Peoria	Dalton
Paris	Sixth Avenue	Virginia Court	Dartmouth
Park Lane	Vaughn	Wheeling	Side Creek
Jamaica CDC	Laredo CDC	Yale	Vassar
Early Beginnings			Meadowood CDC
Learning Community L	Learning Community L	Learning Community L	Learning Community L
Aurora Quest P-8	Vista Peak Preparatory	Pickens Technical College	Aurora West College Preparatory Academy
Fulton Academy of Excellence	Vista Peak Exploratory	APS Online	William Smith
Community Campus P-8	Lynn Knoll	Fletcher Community School	Tollgate

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Request your discount:  
[sprint.com/verify](http://sprint.com/verify)

Use this code for the Sprint Discount Program.  
Corporate ID: **GDSKO\_WCA\_ZZZ**



Additional Questions: [allison.a.hamden@sprint.com](mailto:allison.a.hamden@sprint.com)

Activ. Fee: \$36/line. Credit approval req. 50P Discount: Avail. for eligible company employees or org. members (ongoing verification). Discount subject to change according to the company's/org.'s agreement with Sprint and is avail. upon request for select monthly svc charges. Discount only applies to talk 450 and primary line on Talk Share 700; and data service for Sprint Family Share Pack, Sprint \$50 Unlimited Plan and Unlimited, My Way, Unlimited Plus Plan and Sprint Family Share Plus plans. Not avail. with no credit check offers or Mobile Hotspot add-on. Sprint Buyback: Offer ends 9/30/15. Limit of 5 returned devices per active mobile number during one 12 month period, 3 per transaction. Phone must be deactivated and all personal data deleted before recycling. Device will not be returned. Credit varies depending on phone condition and valuation. Credit applied to store purchase or account within 3 invoices. Also available at [sprintbuyback.com](http://sprintbuyback.com). Other Terms: Offers and coverage not available everywhere or for all devices/networks. Restrictions apply. See store or [sprint.com](http://sprint.com) for details. ©2015 Sprint. All rights reserved. Sprint and the logo are trademarks of Sprint. Other marks are the property of their respective owners.

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