



HR News

Welcome Back!

The Division of Human Resources would like to welcome all employees to the 2017-18 school year. We look forward to an exciting and successful year.

Featured Articles:

- Employee ID Badges 1
- Name/Address Changes 1
- Job Description Review 2-3
- Salary Advancement 3
- 2017-18 Work Year Calendars 4
- HR Director Assignments 4

Employee I.D. Badges

All 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.

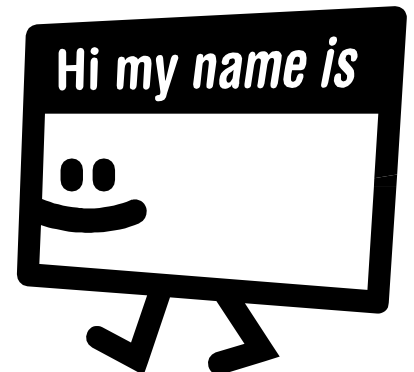
If you misplace your I.D. a replacement fee of \$10 will be charged.

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

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 make address and telephone number changes in Oracle Self-Service. If you are not familiar with how to log in to Oracle Self Service, please contact the APS Help Desk at ext. 28203. Instructions for accessing 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 sixteen years ago. 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.

Job Description Reviews

The job description categories scheduled for review this year include:

- Nutrition Services
- Secretarial/Clerical
- Budget and Finance
- Communications
- Division of the Superintendent
- Grants/Federal Programs
- Human Resources
- Transportation
- Related Administrative and Professional/Technical positions

Salary Advancement Guideline

Licensed employees are eligible for educational salary advances after completing 15 semester credits of college course work under the following guidelines noted in Article 12 of the Master Agreement:

- Credits are those completed after the teacher's most recent and highest degree conferred
- Credits are earned from a four-year degree granting and regionally accredited institution (Courses completed at a two-year degree granting regionally accredited institution are accepted if completed after August 20, 2008, and are guaranteed transferable to a Colorado four-year degree-granting and regionally accredited institution).
- Courses that are not authorized for re-licensure credit in Colorado cannot be used for educational advances.

For professional learning courses, licensed employees should make sure all credits are listed in SABA. When calculating SABA credits, 15 licensed semester contact hours and salary advancement contact hours equals 1 semester credit. Teachers are responsible for turning in an official SABA transcript which can be accessed through the system. Visit <http://equityinlearning.aurorak12.org/professional-learning/avatar-info/> for more information.

To be considered for educational salary advancement, mail or drop off an official transcript to the Employee Services Office located at ESC 4, 1085 Peoria St, room 108. Copies will not be accepted and cannot be used as a placeholder while waiting for the official transcripts. Authorized electronic transcripts from the school are accepted. If there are not enough credits to advance to the next lane they will need to be returned.

Educational salary advances will become effective on the first day of the month following the month the transcript was received. Licensed employees are eligible to turn in transcripts for salary advancement throughout the school year until the last day in April. The Compensation Office will begin accepting transcripts again July 1st for the next school year. Please visit <http://hr.aurorak12.org/work-for-aps/salary-schedules/licensed-salary-schedule/> for the licensed salary schedule.





2017-18 Work Calendars for Classified & Admin/PT Employees

Please visit the Directories and Calendars web site at: <https://sites.google.com/aurorak12.org/apsnet/calendars> for the 2017-18 work calendar. The calendar includes start and end dates, in-service days, and non-work days for 177, 187, 205, 210, 215 and 12-month Classified and A/PT employees.

HR Director Assignments 2017-18

Human Resources looks forward to working with and supporting you! Please contact us at anytime or visit our website at <http://hr.aurorak12.org/>

Human Resources Director School and Division Support Assignments 2017-18

Learning Community A	Learning Community P	Learning Community S	Learning Community E	Innovation Zone
Katrina Smith Human Resources Director	Sherry Hon Human Resources Director	Erin Brophy Human Resources Director	Kristen Stueber Human Resources Director	Erica Garcia Director, Personnel and Talent Acquisition Office of Autonomous Schools
North	Hinkley	Gateway	Rangeview	Aurora Central
South	East	Aurora Hills	Columbia	Aurora West College Preparatory Academy
Fletcher	Clyde Miller	Mosley	Mrachek	Boston
Fulton Academy of Excellence	Altura	Century	Aurora Frontier	Crawford
Kenton	Elkhart	Iowa	Murphy Creek	Paris
Lyn Knoll	Laredo	Jewell	Arkansas	
Montview	Sable	Lansing	Dalton	
Park Lane	Sixth Avenue	Virginia Court	Dartmouth	
Peoria	Vaughn	Wheeling	Side Creek	
Early Beginnings	Laredo CDC	Yale	Tollgate	
Jamaica CDC			Vassar	
			Meadowood CDC	
Learning Community L				
Vista Peak Preparatory	Aurora Quest P-8	Pickens Technical College	William Smith	
Vista Peak Exploratory		APS Online		
Division Support				
Superintendent	Finance	Equity in Learning	Support Services	