



HR News

HR Director Assignments 2016-17

Human Resources is changing! Employees will begin to see changes in Human Resources as we work towards accelerating learning for every APS student. One of these changes includes the HR Director Assignments. This year three HR Directors will support principals at the school sites and only one HR Director will support all APS Divisions and Departments.

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Human Resources Director
School and Division Support Assignments
2016-17

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

Reporting Child Abuse & Blood-borne Pathogens

All newly contracted employees must complete the child abuse reporting and standard precautions against blood-borne pathogens training online within 60 days of employment.

As a matter of good practice, we are also asking schools and departments to review these online training opportunities with all staff members at least once every three years. Each online course can be reviewed in approximately one-half hour at a regularly scheduled staff meeting. Projecting the content slide shows and working through the assessments as a group will ensure that staff members understand their responsibilities as mandated reporters of suspected abuse and how to protect themselves and others against blood-borne pathogens. Staff may review both of these trainings in the same school year or in separate school years as long as they are covered at least once every three years.

The training web sites may be accessed from <http://hr.aurorak12.org/benefits/new-employee-orientation/online-orientations/>. You may wish to incorporate these reviews into an upcoming in-service day. Individuals may use the online training at any time.

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!

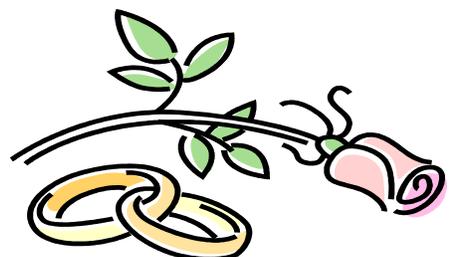
If you misplace your I.D. a replacement fee of \$10 will be charged.

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

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.

The job description categories scheduled for review this year include:

- Maintenance and Operations
- Planning/Construction
- Security
- Information Technology
- Related Administrative and Professional/Technical Positions

Benefits

As we settle in for the new school year, we would like to remind you of an important aspect of the Aurora Public Schools Healthcare Plans. Since our healthcare plans allow you pay your monthly premiums on a pre-tax basis, Section 125 of the IRS Code regulates when you may enroll and make changes to your elections – an election represents who is covered under your APS healthcare plan. For continuing employees, you can only change your healthcare elections during the Open Enrollment period in the spring. For newly hired employees, you have 30 days from your start date to make your healthcare elections.

The only exceptions are “Qualifying Events”, which allow you to make mid-year changes to your healthcare elections. Section 125 Qualifying events include:

- Change in the Employee's legal marital status
- Change in the number of dependents
- Change in employment status that affects benefit eligibility
- Dependent satisfies or ceases to satisfy dependent eligibility requirements
- Change in residence that affects the Employee's eligibility for coverage
- Commencement or termination of adoption proceedings
- HIPAA Special Enrollment Rights
- Judgments, Decrees or Orders (e.g. divorce, etc.)
- COBRA Events
- Entitlement to Medicare or Medicaid
- Significant changes in cost
- Significant curtailment of coverage
- Significant changes in coverage under the plan of the Employer of a spouse or dependent
- Addition or elimination of a benefit package option
- Separation from service
- FMLA Leave



Benefits

As an employee of the Aurora Public Schools, you are eligible for health, dental, retirement, and additional benefits.

Who is covered under the Aurora Public Schools benefits plans?

All licensed employees working 3.75 hours or more a day and all classified employees working at least 6 hours a day are eligible. Classified employees working 4 or more hours, but fewer than 7, are eligible to receive coverage at a prorated rate. Spouse and dependent coverage is also available at an additional cost to employees. If you have a change in your contract from last year and now qualify for benefits based on the aforementioned qualifications, please contact the benefits office.

Once employed, when does coverage begin?

If you start on or before the 15th of the month, your benefits start the 1st of the following month. If you start after the 15th, your benefits will start on the 1st of the second month. If you elect not to enroll in the medical and dental plans within 30 days of your employment, you must wait until the open enrollment period, which is the month of May, for coverage commencing July 1. If you wish to decline benefit coverage, please complete a [waiver form](#) (also available through the benefits office).

What is the cost for medical and dental insurance?

APS subsidizes 95% of medical insurance and 75% of dental insurance for licensed employees working 3.75 or more hours a day and for classified employees working 6 or more hours a day. You also have an option to cover your spouse and/or dependents at an additional cost.

Does APS offer life insurance and/or short/long-term disability benefits?

Life Insurance

All active full time and part time employees working at least 0.5 FTE (Full Time Teacher Equivalency) are covered under the district life insurance policy. This is a district paid benefit that has a coverage amount of twice the employee's annual salary. The cost of coverage in excess of \$50,000 must be included in income using the IRS Premium Table and is subject to Medicare taxes. On your statement of earnings this is reflected as "GTL" (Group Term Life).

Long-term/Short-term Disability

For the first 60 months of employment, APS employees are covered under the district long-term disability policy. Employees must work at least 0.5 FTE to receive this benefit. The policy pays up to 60% of your monthly salary but no more than \$1500 per month. The waiting period is 180 days.

After 60 months of employment, employees are covered by a short term disability plan through PERA.

Additional information about these plans can be found on the benefits web site at:

<http://hr.aurorak12.org/benefits/>

Note: It is very important to make sure that the benefits office has a current life insurance beneficiary form on file for you. Many employees forget about this benefit and when life events occur (i.e. marriage, divorce, etc.), the beneficiary form is not changed. If a claim were to be submitted, the company that administers the life insurance policy would pay to whomever is named on the beneficiary form. Please inform family members that you have a life insurance benefit with the district. You may change your beneficiary information at any time by contacting the benefits office at ext. 28038 or ext. 28073.

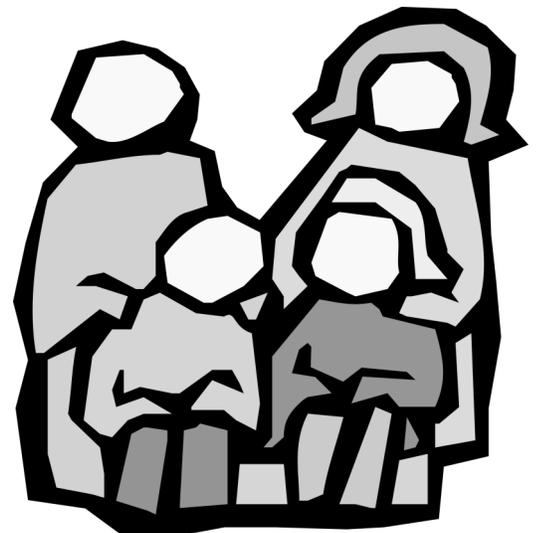
All newly contracted employees must review the online tutorial and complete the necessary paperwork for benefits.

For more information, please visit the benefits web site at: <http://hr.aurorak12.org/benefits/>

Benefits– Life Insurance

Note: It is very important to make sure that the benefits office has a current [life insurance beneficiary form](#) on file for you. Many employees forget about this benefit and when life events occur (i.e. marriage, divorce, etc.), and the beneficiary form is not changed. If a claim were to be submitted, the company that administers the life insurance policy would pay to whomever is named on the beneficiary form. Please inform family members that you have a life insurance benefit with the district.

For more information, please contact the benefits office at ext. 28073 or ext. 28038 or visit the benefits web site at: <http://hr.aurorak12.org/benefits/>





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