



HR News

National Board Certified Teacher Stipends

Legislation to fund annual stipends for educators was passed by the Colorado State Legislature in 2012. HB12-1261 provided the platform for stipends to be given to those educators (teachers, counselors and principals) who are nationally certified by the National Board for Professional Teaching Standards.

Legislature again allocated funds for stipends for all National Board for Professional Teaching Standards-certified educators, to be paid in May 2019.

A \$1,600 stipend will be provided for all NBCTs who meet the following criteria:

- Employed in a public school in Colorado from October 1, 2018 to May 1, 2019
- Holds a valid certificate from NBPTS from October 1, 2018—May 1, 2019 (No other national certificates are valid for this distribution.)
- Holds a valid license in Colorado

An additional \$3,200 stipend will be provided to those NBCTs employed at schools that are designated as Turnaround Plan or High Priority Plan Schools.

To apply for the stipend, log in to your eLicensing account during the month of October 2018 and complete and submit an application to request a stipend. The application will only be available the month of October.

For the most up-to-date information regarding National Board stipends visit CDE's [National Board Stipend Page](#). Here you will also find a fact sheet that explains the timeline, roles and responsibilities of all parties involved in the process.

Featured Articles:

National Board Stipend 1

School Closures and Late Start Information 2-3

Classroom Coverage 4

Compensation for Classroom Coverage 4

October Wellness 5

Sprint Offer 6-7

School Closures & Late Start Information

With the winter season approaching, Human Resources would like to outline information related to school closures and late starts. APS policy EBCE and regulation EBCE-R, state the Superintendent of Schools or Chief of Strategic Management shall be responsible for the delayed start, early dismissal and/or closing of schools due to inclement weather or other emergencies.

For a late start or school closure, classified employees should follow the reporting hours instructions below. Licensed and Administrative/Professional Technical staff members are not required to report work hours or snow days as exempt employees.

School Closure

- If the decision to close schools due to inclement weather is made prior to the normal school opening time, no employee will be required to report for work unless directed otherwise by her/his immediate supervisor.
- All contracted employees (who work four or more hours per day) will be paid their regular salary for the day.
- Maintenance and operations and transportation employees will be required to work as directed by their supervisors. All other employees who are required to work (except administrators will be notified by their supervisors.
- If a full closure is for other than inclement weather, all employees will report for work at the normal starting time unless directed otherwise by their immediate supervisors, in which case the procedure for full closures due to inclement weather will be in effect as shown in steps one through three above.

Late Start

- If weather or other emergency conditions are severe, but not serious enough to close schools, the superintendent may announce a late start schedule for the opening of schools. All students will be on a one-hour delayed start time. Students will report to bus stops one hour later than original pick-up times.
- All employees are required to report to work in accordance with the announced later starting time, which may be earlier than the announced time for students.
- Employees who do not report for work will be charged with a leave of absence and will enter their absence in accordance with procedures and pay practices followed by the normal work day.
- In spite of a late start schedule, certain categories of employees such as a custodian and maintenance personnel, will be required to report to work at the normal time as determined by their immediate supervisors. In such cases, they will be awarded overtime pay to the extent they are required to work more than 40 hours in a week.





Early Dismissal

- The decision to dismiss schools early will only be made when faced with extreme conditions that develop during the school day.
- If conditions warrant, the superintendent working with the chief operating officer and the director of transportation will make a decision whether or not to close schools and dismiss early.
- School closure or late start schedules are communicated to local radio and television stations.
- If weather or emergency conditions are serious enough to close schools prior to the end of the school day, employees will remain on duty until dismissed by their immediate supervisor.
- The building principal shall develop a procedure as to how students will be dismissed. This procedure should be conveyed to parents, student and staff.

Notifications

If the decision is made to close schools the following procedures will be put into effect:

- An automated phone, e-mail and/or text message will be delivered to staff;
- An automated phone, e-mail and/or text message will be delivered to parents;
- Staff and parents should also tune into radio and TV stations when severe weather conditions or emergencies exist.
- In the event that weather or any other emergency should force the district to close schools, television and radio stations will be contacted;
- Information about weather or emergency related issues will be posted on the APS Web site, aurorak12.org and the APS mobile app, as soon as possible;
- Information will be posted on the district emergency line as soon as possible (303-326- 1080);
- A Community Connection alert will be sent to the key communicator network for school closures (not for delays).

Reporting Hours

In the event of a district closure employee absences will be handled as follows:

- If the closure is made prior to the start of the workday, employees will not be charged with an absence, and there will be no need to enter their absence. If an absence was submitted in advance , it will be deleted from the absence system; or
- If the closure is made after the start of the workday, regardless of the reason for the closure, employees who are absence that day will be charged for a full day's absence and will need to enter their absence accordingly.

Classroom Coverage When No Substitute is Available

The following substitute coverage plan is encouraged as a means for covering classrooms when a substitute is requested but not available. Schools may not use this process as a primary means for covering absent teachers.

- 1) The first option is to schedule substitutes who have arrived for other assignments to cover classes for additional teachers during the primary assignment's planning periods.
- 2) The second option allows principals to assign classified staff who have a One-Year Substitute Authorization to serve as substitutes in an emergency when a substitute is unavailable.

- Classified staff with a One-Year Substitute Authorization who provide classroom coverage when a sub is unavailable will be paid a flat rate in addition to their regular rate.

NOTE: All classified employees serving in this capacity must have a One-Year Substitute Authorization. The site secretary should e-mail the sub office the name(s) of the employees that have been authorized by the principal to obtain a One-Year Substitute Authorization. The instructions will then be sent.

- 3) The third option allows principals to assign teachers to cover classes during their regularly scheduled planning periods when a substitute is unavailable.
 - Teachers who cover a class when a sub was requested but unavailable are paid a district standard hourly rate in addition to their regular salary.
 - The building's Leadership Team should guide the development and annual review of a class coverage plan. The goal of the plan is to share the burden caused by the absence equitably and to maximize student instruction.

Compensation for Classroom Coverage

Teachers:

Teachers who cover a colleague's class will be paid on an hourly basis rounded up to the nearest quarter hour at the standard rate of \$30 per hour. Following are some examples:

- If a teacher covers a class for 40 minutes, the teacher is paid \$22.50 based on a \$30 per hour standard rate. (40 minutes rounded up to the nearest quarter hour = 45 minutes = .75 hour; $\$30 \times .75 = \22.50)
- If a teacher covers a class for 90 minutes, the teacher would be paid \$45. (90 minutes = 1.5 hours; $\$30 \times 1.5 = \45)

Clarification for elementary coverage:

Classroom teachers who give up their non-contact time to cover specials when the specialist (including classified tech and media employees) is absent, should be paid via a time sheet at \$30 per hour. Compensation shall be paid on a pro rata basis when teachers substitute for split class coverage. Teachers shall receive pay only when a sub was requested but was unavailable.

Classified Staff:

Designated classified staff may cover classes if they hold a One-Year Substitute Authorization. Classified staff will be paid at the flat rate (not hourly rate) of \$25 for any coverage from .5 to 3.75 hours, and \$50 for any time over 3.75 hours. Please keep in mind that classified staff must still be able to fulfill their regular responsibilities in order to receive additional compensation for classroom coverage.

THIS OCTOBER, FOCUS ON PREVENTATIVE CARE

With the school year in full swing and the holidays right around the corner, life is probably pretty busy. Take the time to check in with your doctor this month.

- **Breast Cancer Awareness Month** -
Second to skin cancer, breast cancer is the most common cancer in women. Encourage the women in your life, age 40 and above, to get a mammogram. Early detection is key.
- **Dental Hygiene Month** -
Nothing feels better than freshly cleaned teeth from your dentist. Is it time for your 6 month cleaning? If not, keep brushing, flossing, and rinsing!
- **Flu season is here** -
The CDC recommends everyone 6 months and older should get a flu vaccine. Starting October 1, Kaiser is offering free flu shots (both in appointments and walk in) for members. Protect yourself and your family from the dreaded flu this season.



If you haven't already, please register on APS's staff wellness portal at aps.totalwellbeinglife.com. Once registered, you can sign up for different wellness challenges to earn points. The more points you earn, the more incentives you will receive, including a \$50 Amazon gift card!

Did you know APS has a Healthy Schools Coordinator who focuses on the wellness of staff and students? Email her, Rachel Phillips at rmphillips@aurorak12.org.



Sprint Works™ for employees of **K-12 Education**

Switch to Sprint and save a lot of bones.



Sprint
Brighter Future For All™

Switch and get

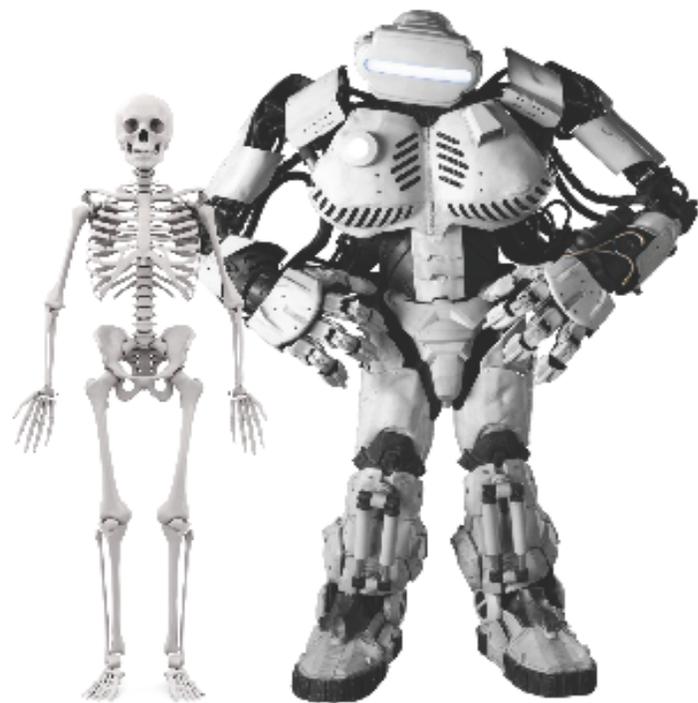
\$200
via Prepaid Mastercard*
for activating 2 new lines

Verify eligibility at sprint.com/verify
Req. new acct. activ. with 1 ported line on Unlimited Basic.

Plus, for
One Day Only – 10/13/18

Get
\$100
via Prepaid Mastercard for each
add'l. new line with a leased phone

Register online at sprint.com/offers
Lines 3-10 are eligible. Req. port and 60 days of service on a new line before card ships. Register by 11/4/18.



**Sizzling
Sprint
Saturday**

**Saturday,
October 13, 2018**

Visit Your Local Sprint Store
For Additional Details.
www.sprint.com/storelocator

Be sure to mention this code.
Corporate ID: **GDVRT_ZZZ**



Limited time offers. Activ. Fee: Up to \$30/line. Credit approval req. SWP Prepaid Card Offer: Sel. SWP with qualifying corp. id. \$100 per line. While supplies last. Limit 2 per new acct. Acct. must remain active for 60 days & in good standing at time of processing. Allow 10-12 wks. for delivery. Excl. CL, select SWP add'l. line, tablet activ. upgrades, replacements, and ports made between Sprint entities or providers associated with Sprint. Sprint reserves the right to change or cancel this offer at any time. \$100 10/13/18 Only Offer: Excludes tablets. Req. port from other carrier to Sprint. Allow 10-12 weeks after registration for Prepaid Card to arrive. Phone must be active for 60 days and remain in active and in good standing through the card fulfillment process. Excl. 11+ Corporate-liable, prepaid & ports made between Sprint and related entities. Prepaid Mastercard: Card is issued by MetaBank®, Member FDIC, pursuant to license by Mastercard International Incorporated. Mastercard is a registered trademark, and the circles design is a trademark of Mastercard International Incorporated. No cash access or recurring payments. Unused funds will forfeit after the valid thru date. Card terms and conditions apply. SWP Offers: Sel. SWP only. Offers avail. for eligible company employees or org. members (ongoing verification). Subject to change according to the company's/org's agreement with Sprint. Offers are avail. upon request. Other Terms: Offers/coverage not avail. everywhere or for all phones/networks. May not be combinable with other offers. Accounts that cancel lines within 30 days of activating on promo pricing may void savings. Restrictions apply. See store or sprint.com for details. © 2018 Sprint. All rights reserved. Sprint & logo are trademarks of Sprint. Other marks are the property of their respective owners. N185817



Sprint WorksSM for Educational Professionals



Teachers, administrators, and other education staffers enjoy special savings through the Sprint Works Program. It's our thanks for your good work.



SPRINTworksSM

Already A Customer?
Request your discount:
www.sprint.com/verify

More Information: <http://sprint.co/2CiNB27>

Bring this code to the closest Sprint store along with proof of employment in Pre-K or K-12 Education, such as your work badge or paystub.
Corporate ID: **GDVRT_ZZZ** 

Call Sprint Sales: 866-639-8354
Visit a local Sprint Store: sprint.com/storelocator

Activ. Fee: Up to \$30/line. Credit approval req. SWP Offers: Sel. SWP only. Offers avail. for eligible company/agency employees or org. members (ongoing verification). Subject to change according to the company's agency/org's agreement with Sprint. Offers are avail. upon request. Other terms: Offers/coverage not avail. everywhere or for all phone/networks. May not be combinable with other offers. Accounts that cancel lines within 30 days of activating on promo pricing may void savings. Restrictions apply. See store or sprint.com for details. © 2018 Sprint. All rights reserved. NT5943