



# HR News

## Welcome Back!

The Division of Human Resources would like to welcome all employees to the 2019-20 school year. We look forward to an exciting and successful year.

### Featured Articles:

- |   |          |   |
|---|----------|---|
| <b>Employee ID Badges</b>                   | <b>1</b> | 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. |
| <b>Name/Address Changes</b>                 | <b>1</b> | 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.  |
| <b>Job Description Review</b>               | <b>2</b> | If you misplace your I.D. a replacement fee of \$10 will be charged.  |
| <b>Salary Advancement</b>                   | <b>3</b> | The Employee Services office does I.D. Badge replacements from 7:30 a.m. to 4:15 p.m. Monday through Friday.  |
| <b>2018-19 Work Year Calendars</b>          | <b>3</b> |   |
| <b>HR Staff and Director Assignments</b>    | <b>4</b> |   |
| <b>Child Abuse and Bloodborne Pathogens</b> | <b>5</b> |   |

## Employee I.D. Badges

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## Name/Address Changes

With summer may come changes. Be sure to notify Human Resources, including the Benefits office, of these changes so can make updates to items such as insurance, PERA account, 401(k) and/or 403(b) and beneficiaries.

Contracted employees may make address and telephone number changes in Oracle Self-Service. If you do not know your login, please contact the APS Help Desk at ext. 28203. Instructions for accessing Oracle Self-Service can be found at :

<https://hr.aurorak12.org/resources/hr-applications/>





## 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.

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
- 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.

The job description categories scheduled for review this year include:

- Maintenance and Operations
- Planning/Construction
- Security
- Information Technology
- 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 Performance Matters. When calculating Performance Matters credits, 15 licensed semester contact hours and salary advancement contact hours equals 1 semester credit. Teachers are responsible for turning in an official Performance Matters transcript which can be accessed through the system. Visit the professional learning [website](#) for contacts and 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 1<sup>st</sup> for the next school year. Click [here](#) to view the licensed salary schedule.

## 2019-20 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 2019-20 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 Staff and Director Assignments 2019-20

Northwest Learning Community	Northeast Learning Community	Central Learning Community	South Learning Community
Katrina Smith Human Resources Director	Sherry Hon Human Resources Director	Erin Brophy Human Resources Director	Kristen Stueber Human Resources Director
Assistant: Desiree Quintelier Technician: John Hogan Compensation: Nicole Boyle Benefits: Joyce De La Rosa	Assistant: Rose Sandoval Carrasco Technician: Chris Addington Compensation: Kim Brown Benefits: Joyce De La Rosa	Assistant: Adrian Cowan Technician: Lucy Compean Compensation: Rachael Roalofs Benefits: Sebastian Kelly	Assistant: Safia Mashkooor Technician: Daisy Leday Compensation: Helen Mitchell Benefits: Sebastian Kelly
<b><u>CHILD DEVELOPMENT CENTERS</u></b> Jamaica	<b><u>CHILD DEVELOPMENT CENTERS</u></b> Laredo	<b><u>CHILD DEVELOPMENT CENTERS</u></b> n/a	<b><u>CHILD DEVELOPMENT CENTERS</u></b> Meadowood
<b><u>ELEMENTARY SCHOOLS</u></b> Tollgate (I) Kenton Lyn Knoll (P) Montview Peoria Park Lane Fulton (P)	<b><u>ELEMENTARY SCHOOLS</u></b> Altura Elkhart Laredo Sable Sixth Avenue Vaughn	<b><u>ELEMENTARY SCHOOLS</u></b> Century Crawford (I) Iowa Jewell Lansing Paris (I) Virginia Court Wheeling Yale	<b><u>ELEMENTARY SCHOOLS</u></b> Arkansas Dalton Dartmouth Side Creek Vassar
<b><u>P- 8 SCHOOLS</u></b> Quest	<b><u>P- 8 SCHOOLS</u></b> Clyde Miller Vista PEAK Exploratory (I)	<b><u>P- 8 SCHOOLS</u></b> Mosley	<b><u>P- 8 SCHOOLS</u></b> Aurora Frontier Boston Murphy Creek Harmony
<b><u>MIDDLE SCHOOLS</u></b> North South	<b><u>MIDDLE SCHOOLS</u></b> East	<b><u>MIDDLE SCHOOLS</u></b> Aurora Hills	<b><u>MIDDLE SCHOOLS</u></b> Columbia Mrachek
<b><u>HIGH SCHOOLS</u></b> Aurora Central (I) William Smith (P)	<b><u>6-12</u></b> Aurora West (I)  <b><u>HIGH SCHOOLS</u></b> Hinkley	<b><u>HIGH SCHOOLS</u></b> Gateway	<b><u>HIGH SCHOOLS</u></b> Rangeview
<b><u>SPECIAL PROGRAMS</u></b> Early Beginnings Options	Vista PEAK Preparatory (I)	<b><u>SPECIAL PROGRAMS</u></b> APS Avenues Pickens Technical College	
Superintendent	Finance	Equity in Learning	Support Services



## 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.

