



HR News

Deadline for Submitting Salary Advancement Credit

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With the spring season soon approaching, we would like to remind licensed staff that the deadline for submitting salary advancement credits, for the 2019-20 school year, to Human Resources is April 30, 2020. Given that our offices are closed at this time, please email original documents, along with your employee ID, to the Human Resources Assistant that works for your community. You can find the assistant assignments by clicking [here](#). Documents must include all pages (legend and e-script verification if applicable).

Please follow the guidelines below as noted in Article 12 of the Master Agreement.

1. It is recognized that the attainment of appropriate additional educational experience through the completion of college course work from an institution defined in this Article, and from in-service programs and workshops specified by the Board, is desirable and helps ensure better qualified teaching personnel. In order to encourage professional growth, the provisions set forth in the following Sections of this Article shall govern for educational (horizontal) advances on the Teacher Salary Schedule (Appendix A).

2. Educational (horizontal) advancement shall be allowed for the completion of 15 semester credits of college course work for each group in the salary schedule from the bachelor’s degree to the doctorate under the following guidelines:

- Courses that are not authorized for re-licensure credit in Colorado cannot be used for educational advances.
- Credits must have been completed after the teacher’s most recent and highest degree was conferred.
- It shall be the individual teacher’s responsibility to secure verification that the courses submitted for educational advancement meet the criteria as described in this Article.

3. To be utilized for horizontal advances, course credits must meet the following criteria:

- Credits must be earned from either a four-year or two-year* degree-granting and regionally accredited institution located in the

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Deadline for Submitting Salary Advancement Credit

United States, or earned from a four-year degree-granting foreign college or university approved by the ministry of education or equivalent educational agency within that country, provided documentary evidence of the study is validated by an official of the institution in English, and the study would be acceptable to the Colorado Department of Education.

**Credits completed after August 20, 2008 at a two-year degree granting and regionally accredited institution located in the United States, and which meet the requirements specified elsewhere in this article may be considered for horizontal advancements.*

- Credits must be acceptable to the Colorado Department of Education for added endorsement, license renewal, or No Child Left Behind “highly qualified” status.
 - Credits earned at a two-year degree-granting and regionally accredited institution must be guaranteed transferable to a Colorado four-year degree-granting and regionally accredited institution.
4. To be utilized for horizontal advances, the course work or degree must be submitted on the official transcript of the accredited institution. It shall be the responsibility of the teacher requesting horizontal advancement on the salary schedule to secure all necessary transcripts and verifications and to ensure that they are delivered to the Human Resources Office as soon as available.
 5. Horizontal advances for completion of course work or degree requirements shall become effective on the first day of the month following the month that the transcript (or degree conferring transcript if applicable) is submitted to the Human Resources Office. The salary change shall be computed on the basis of the number of duty days remaining in the teacher’s contract year on the first day of the applicable month. If there are no duty days remaining at that time, the salary increase shall not take place until the first duty day of the next contract year.
 6. The Board shall grant credit for salary advances to teachers who successfully complete programs or workshops specified by the Board and approved by the Colorado Department of Education as being equivalent to post-degree academic credit, provided such programs or workshops shall benefit the teacher’s professional growth in teaching in the Aurora Public Schools. Evidence of completed course work shall be submitted to the licensed professional development office in a timely manner.
 7. The Board of Education and the Aurora Education Association understand the importance of ongoing professional development. It is understood that the Board has an ongoing interest in providing professional development, which the District determines to be important in addressing its goals, and that some of that professional development can be expected to occur during the duty day. Professional development provided during the duty day will be aligned to the teacher professional learning standards and planned by the school leadership team. A member of the leadership team, or designee, will build the course for re-licensure credit. It is also understood that teachers have individual needs for their own professional development, including work toward re-licensure. Therefore, the Board and the Association agree that the District shall provide evidence of completion of such professional development, specifically evidence of the number of hours spent in such District, or building, determined professional development.

Benefits Open Enrollment– Coming Soon



This year's open enrollment period will begin on Friday, May 1, 2020 and close on Sunday, May 31, 2020 at 11:59 P.M. The open enrollment period allows employees to:

- Make changes to their Kaiser, Delta Dental, EyeMed and Sun Life plan/s
- Change their current medical and/or dental insurance coverage status, i.e. adding or deleting self and/or eligible dependents
- Initiate or re-enroll in a Medical Flexible Spending Account, a Dependent Care Flexible Spending Account or a Health Savings Account. Employees are required to re-enroll in these accounts annually.

Stay tuned, more information to come.



CompPsych– COVID-19 Support

COVID-19 Webinar Series

Overview

The COVID-19 pandemic presents a range of challenges and stressors in our personal and professional lives. ComPsych’s trainers have designed a series of webinars to offer guidance and best practices to help you navigate the unique situations that many people will encounter over the coming weeks.

Webinar Logistics

The specific cities representing various time zones you see listed below are just examples – feel free to attend whatever time works best for you, regardless of your actual location. Once you register, the system will convert the time to your own location, and allow you to add it to your calendar.

Important Information about Capacity Limits and Recordings

The live dates have capacity limitations, and it is likely that some of these webinars will exceed capacity. If that happens, some people will receive a message informing them that the session is full when they try to join. Although the webinar itself has capacity limitations, we are not limiting the number of people who can register. By allowing everyone to register, we are able to gather email addresses and send all registrants a recording of the session within 24 hours of the live webinar. Rest assured, if you are unable to get in to the live session, you will receive an email with access to the recording.

Being An Effective Manager During The COVID-19 Pandemic

Date/Time	Registration Link
Thursday, April 9th at 8pm US Central time Chicago (Wed April 1st 9am in Shanghai, Hong Kong, Singapore)	https://register.gotowebinar.com/register/1835434957234423819
Fri Apr 10th at 7am US Central time Chicago (1pm London, 2pm Paris-Madrid-Milan, 8pm Singapore)	https://register.gotowebinar.com/register/7232610983033390859
Fri Apr 10th at 2pm US Central time Chicago (8pm London, 9pm Paris-Madrid-Milan)	https://register.gotowebinar.com/register/7936860275251832843

Description: The way we manage our departments and staff, as well as our personal lives, during this time of the coronavirus pandemic is new to everyone. One could say we are all in this together and to an extent that is true. However, we are also all individuals so we will all face the crisis differently. One thing we have in common as managers though is that we are still responsible for the productivity of our departments and staff. In this session we’ll give you some suggestions and tips to help you in your job as a manager



Kaiser Permanente– COVID-19 Support

What should I do if I think I have symptoms? If you develop symptoms (fever, cough, trouble breathing) or you believe you've been exposed, it's important to contact us first so we can direct you to the most appropriate care.

- Call the 24/7 advice number **303-338-4545** (TTY **711**) to speak with a licensed care provider or to schedule a telephone or video appointment.
- Chat with a doctor on kp.org or on the KP app.
- Visit kp.org/getcare. Select your region and follow the steps to complete a **COVID-19 e-visit** under the online section.
 - After completing a series of questions, a registered nurse will respond to you within 4 hours of receiving your questionnaire.

How can I protect myself from the coronavirus? Kaiser Permanente Infectious Disease Specialist, Dr. Amy Duckro, shares common sense advice on protecting yourself from the coronavirus in this short [video](#).

Temporary changes to care delivery: As a reminder, some of our locations have temporarily stopped providing in-person care. This will help us increase the availability of video and phone visits and protect our members, staff, and community. However, several of our locations remain open for various services including pharmacy, urgent care, primary care, pediatrics, and specialty.

Pharmacy updates:

Mail order: Whenever possible, we are encouraging our members to refill maintenance medications through mail order.

Members can get prescriptions delivered with no shipping costs through the mobile app, by calling **1-866-523-6059** (TTY **711**), or at kp.org/rxrefill.

- Members may use mail order to request a larger quantity of medication. Most plans cover 90 days through the mail.
- For members with less than a 30-day supply of medication on hand, pharmacists may refill supplies up to 90 days.
- A vacation supply is also available that can double the supply one (1) time per year for the copay price.

Pharmacy locations: Please see the [medical offices and services flyer](#) for current pharmacy locations.



Coronavirus 2019 (COVID-19)

What you need to know

You may be feeling concerned about the coronavirus, also referred to as COVID-19. If so, you're not alone. Here are frequently asked questions with the latest information and advice to help you feel prepared.

What is coronavirus?

Coronavirus disease 2019 (COVID-19) is a type of virus that causes respiratory illness – an infection of the airways and lungs.

What are the symptoms?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of fever, cough, or shortness of breath – similar to the flu.

How does it spread?

The virus is thought to spread person to person – mainly between people who are in close contact with one another (within about 6 feet) through tiny droplets made when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

How can I protect myself and my loved ones?

Some people are more vulnerable to the virus, including older adults and people with chronic conditions. But everyone should take steps to protect themselves.

- Avoid close contact with people who are sick.
- Wash your hands with soap and water regularly for at least 20 seconds. Alcohol-based hand sanitizers are also effective.
- Try not to touch your eyes, nose, and mouth with unwashed hands.
- Stay home when you're sick (except to get medical care). Keep sick children home from school.
- Cough or sneeze into a tissue or your elbow. Wash your hands afterwards.
- Clean and disinfect frequently touched objects and surfaces.

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- Call the advice number 303-338-4545 (TTY 711) to speak with a licensed care provider or to schedule a telephone or video appointment
- Chat with a doctor on kp.org or on the KP app.
- Visit kp.org/getcare and click on "24/7 advice."

How is Kaiser Permanente responding?

We're committed to the health and safety of our members, patients, employees, and doctors. We have been working on confronting highly infectious diseases for years, and we're confident we can safely treat patients who have been infected with this virus, with very little risk to our other patients, members, and employees.

We're prepared to have our patients tested for the coronavirus (COVID-19). If testing is warranted, we'll make the appropriate arrangements. Rest assured that your health is our top priority.



For more information, please visit the Centers for Disease Control and Prevention website at cdc.gov for the latest coronavirus information.