

## Pay and Benefits

### A. Benefits

#### 1. Schedules of Benefits

The BOCES has designed three separate Schedules of Benefits for its employees: Schedule A, Schedule B, Schedule C. **See Section I for these Schedules.** The premise for each of the schedules is the number of days in the employee's Employment Agreement. The benefits are detailed on each of the schedules.

Employees other than those on Benefit Schedule A are required to have an individual employee calendar on file in the Human Resources office. **HR will email you a blank calendar to complete each fiscal year to return and maintain in the HR office.** Special Education staff have different calendars depending on the positions they hold.

Employee calendar's shall be approved by the immediate supervisor.

#### 2. Family Leave Medical Act

Pursuant to the Family and Medical Leave Act (FLMA) of 1993, employees are qualified for leave for the reasons and provisions as specified in the Act. To be eligible for leave under this policy, an employee shall have been employed for at least 12 months and shall have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave. A full-time classroom teacher shall be deemed to be eligible for family leave. If an employee is entitled to paid leave under another policy, the employee shall take the paid leave first. An eligible employee shall be entitled to a combined total of 12 weeks leave per year under particular circumstances that are critical to the life a family.

Family leave is taken for the purpose of either childbirth, child care, adoption, or case of illness in the employee's immediate family.

The complete BOCES policy regarding Family Leave is detailed on the CBOCES website, [www.cboces.org](http://www.cboces.org), about us, Board policies, Section G-personnel, GBGF, GBGF-R.

### 3. Sick Leave Bank

In accordance with BOCES policy GBGH under personnel on the CBOCES'S website, under Board Policies in addition to the regular sick leave allotted to each BOCES employee (see Policy GBGG), a Sick Leave Bank has been established by the Centennial BOCES for use by any BOCES employee whose accumulated sick leave is inadequate for an extended illness or disabling condition. An employee may be required to furnish satisfactory medical proof of illness or disability.

Each BOCES staff member employed at .5 FTE, or more, is eligible to join the Bank, and may do so voluntarily by contributing two (2) days from his/her eligible sick leave. These days will be removed from the individual's sick leave eligibility and will be transferred to the Bank total.

#### **Eligibility**

Participation in the bank is voluntary. Upon an employee's hiring, the opportunity to join the Bank will be offered. If the employee wishes to join the Bank, the first two days of unused sick leave days will be donated to the bank. All other employees may join by September 1 of any year. Employees who choose not to contribute to the Bank will not have the opportunity to take advantage of the Bank.

#### **Participation In and Utilization of Bank**

To find out more about the use of the bank please refer to the policy, CBOCES Policy- under Personnel GBGH. The Membership Application to become a member and the Sick Leave Bank Application Form are included for your information.

### 4. Leaves

Leaves available to BOCES employees that are not detailed on the Schedules of Benefits are as follows:

- Jury Duty and Witness Leave (Policy: GBGK)
- Staff Victim Leave (Policy: GBGL)
- Military (Policy: GBGI)

All employees taking available leaves must request leave on the portal and obtain supervisor approval. [www.cboces.org](http://www.cboces.org), go to employee services, employee online IV, login username 1<sup>st</sup> initial, last name, password Cboces123, (when authenticate check spam email for code), employee

resources, attendance, request time off, follow prompts.

## 5. Insurance and Other Benefits

For employees who work less than 1.0 FTE, the BOCES paid benefit amount is pro-rated commensurate with the employee's FTE. This definition is detailed in the BOCES Policy GCBD and on the Schedule A,B, or C.

<b>Group Insurance Benefit Package</b>
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- |  |   |
|--|---|
| <input type="checkbox"/> Major Medical Insurance | <input type="checkbox"/> P.E.R.A.             |
| <input type="checkbox"/> Life Insurance          | <input type="checkbox"/> Long Term Disability |

The BOCES pays employee coverage as per the Schedule of Benefits. Dependent coverage may be purchased by employee.

## 6. Workers' Compensation

Workers' Compensation Insurance is maintained by the BOCES to pay costs and benefits in connection with accidents or covered occupational diseases which arise out of and in the scope of employment.

You are required to report your accident to your supervisor and the Centennial BOCES Human Resource Department immediately. Effective July 1, 1998, all employees must obtain treatment for work-related injuries and illnesses from one of the following:

**CHAMPS**  
1900 16th St.  
Greeley, CO 80631  
970/350-2471

**Longmont Clinic**  
1925 W. Mountain View  
Longmont, CO 80501  
303/776-1234

**McKee Medical Center**  
2000 Boise Ave  
Loveland CO 80537  
970/669-4640

**Colorado Medical Group**  
1000 Lincoln Street, Suite 101  
Ft. Morgan, CO 80701  
970/867-5681

In the event of a life or limb-threatening emergency, you will be taken to the nearest hospital or emergency care facility. The medical providers designated above, if needed, will provide follow-up care. Other information may be obtained by contacting the Human Resource office.

## 7. Retirement Compensation

All personnel are required by law to join the Public Employees Retirement Association (PERA). PERA membership requires a payroll deduction of 10% for participating employees and 20.9% by the BOCES or as set by the State of Colorado Statutes.

Retirement compensation is determined by the Public Employees Retirement Association and is based on years of membership, salary received during employment, full time equivalence and options selected by the retiree.

## 8. Expense Reimbursement

In accordance with BOCES Policy DKC\* under Fiscal Management the BOCES will reimburse employees for work related expenses. **Receipts** must accompany all requests for reimbursement with the exception of the mileage pay form.

The following forms have been adopted to help facilitate this process:

### (i) Mileage Pay Form

- (a) This form should be turned in at **monthly** and mileage will be paid through the financial system
- (b) The form may need supervisor approval, but not necessarily required.
- (c) Mileage at the end of the fiscal year (June 30th) must be turned in for processing no later than July 5<sup>th</sup>.

### (ii) Travel Expense Advance

- (a) Optional form and it may be filled out prior to attending a work related conference.
- (b) Form is in triplicate.
- (c) The **Estimated Expense** column is completed at least three weeks prior to conference
- (d) Prior approval of supervisor and Executive Director is required
- (e) Copy of form submitted for payment processing through financial system
- (f) After conference, **Actual Expenses** column is completed and receipts are attached

- i) Supervisor approves **Actual Expenses**
  - ii) If Balance Due is to the Employee, a copy of the form plus receipts is submitted through the financial process for employee reimbursement
  - iii) If Balance Due is to the Employer, a copy of the form plus receipts is submitted to supervisor for reimbursement to BOCES
- (iii) **Out of State Travel Approval**
  - (a) The Executive Director **must approve travel to an out of state conference in advance.**
  - (b) Approval should be obtained prior to conference registration.
- (iv) **General Expense Reimbursement**
  - (a) Form accommodates reimbursement to staff for work-related expenses
  - (b) Staff member is conducting workshop out-of-town and needs to pick up supplies, refreshments, etc.
  - (c) **Receipts must be attached** to form
  - (d) Approval of supervisor obtained
  - (e) **A receipt must accompany all expenses for which an employee requests reimbursement**
  - (f) To claim breakfast, the employee must depart from home or the BOCES office prior to 6:00 a.m. To claim dinner, the BOCES business function must extend past 6:00 p.m.

Automobile Mileage Allowance: A mileage allowance will be paid for the use of privately owned automobiles on BOCES' business.

For further information regarding Expense Reimbursement see Policy Manual Section DKC\* and the accompanying regulations.

## **B. Payroll Information**

### **1. Pay Day**

Payday is normally the last working day of the month.

### **2. Salary Schedules**

Centennial BOCES currently has three salary schedules for its employees.

- (i) **Classified Professional and Support Staff Salary Schedule**
  - (a) BOCES Professional and Support Staff are on a Performance Pay Plan.
  - (b) Performance Pay Plan is utilized in conjunction the Employee's current Performance Evaluation
- (ii) **Licensed Salary Schedule**
  - (a) Certificated staff newly hired are given credit for a maximum of 12 years Credit for previous experience
  - (b) BOCES also has a provision for educational advancement on the Licensed Salary Schedule.
  - (c) Request for Educational Advancement on the Salary Schedule must be completed and submitted on or before April 1st for the employee to be eligible for educational advancement pay for the ensuing year.
  - (d) Detailed information is provided on the Request for Educational Advancement on the Salary Schedule Form 1/3 of the credits 2/3 of the

advancement credits must be college or university credit hours. The other 1/3 may be professional development credits.

(iii) Instructional Support Staff Salary Schedule

Salary Schedules are reviewed and updated every two years via salary surveys. Salary Schedules are viewable on [www.cboces.org](http://www.cboces.org), financial transparency, salary & benefit schedules.

**3. Payroll/Personnel Changes to Employment Agreement**

A Payroll/Personnel Change Form is utilized when the following changes occur during a fiscal year:

- (i) Address Change
- (ii) Salary amount change
- (iii) FTE change\Contract day change
- (iv) Assignment Change
- (v) Job Classification Change

Change is initiated by supervisor and approved by Executive Director

**4. Salary Check Deductions**

a. Required Deductions

- (1) Federal withholding
- (2) State withholding
- (3) PERA
- (4) Medicare deduction (1.45%) for persons employed after April 1, 1986.
- (5) Unemployment

b. Deductions Authorized upon Written Request by Employee

- (1)BOCES approved tax sheltered annuity contracts
- (2)United Way Program
- (3)BOCES approved Group Insurance(s)
- (4)St. Vrain Valley Schools and Weld County Schools Credit Unions
- (5)Direct Deposit
- (6)PERA Survivors Insurance
- (7)PERA 401-k
- (8)BOCES approved Section 125 Plans
  - (a) Unreimbursed Medical
  - (b) Dependent Day Care
  - (c) BOCES approved insurance premium deductions

**5. Payroll Processing Deadlines and Requirements**

- a. Time card and sub forms are to be approved, signed and submitted to the Human Resources office in Greeley by the 15th of the month. If the 15th falls on Saturday or Sunday, time cards must be submitted on the preceding Friday. The Human Resources office must approve any exception to this requirement.
- b. Payday is normally the last working day of the month.

**6. Overtime and/or Comp Time (Non-exempt Staff)**

In accordance with law, overtime, when approved in advance by the appropriate supervisor, shall be paid at the rate of time and one-half for all hours worked in excess of 40 hours per week or 12 hours per day.

Certain positions are identified as exempt according to the Fair Labor Standards Act and therefore, do not qualify for overtime. Questions can be directed to your supervisor and the Human Resources Office.

**Emergency Closings**

The Executive Director will decide emergency closings. In case of bad weather, the Executive Director will consult with superintendents and other member district employees and make a decision about whether or not the offices will be closed. Telephone trees will be utilized to contact employees. Please don't try to call the Executive Director or Program Director to find out if you are to report to work; that ties up the phones and the calls cannot be made. Please wait for your designated person to call. If it is necessary to close the office during the day the Executive Director will notify the Program Directors and they will let you know when the offices are closing. Please see your director for an updated telephone tree. The Communication Specialist also posts any closings on the CBOCES's website for that day, as well.