

# Certified Employee Resource Guide



*Inspiring Innovation,  
Empowering Success*

Weld RE-4 is an Equal Opportunity Educational Institution and will not discriminate on the basis of age, religion, veteran status, sex, sexual orientation, marital status, color, race, creed, national origin, disability or conditions related to pregnancy or childbirth in its activities, programs or employment practices as required by Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973.

For employment related inquires, including complaints of discrimination or harassment in violation of the ADA, Section 504 and or Title IX, please contact: Director of Employee Services, [nikki.schmidt@weldre4.org](mailto:nikki.schmidt@weldre4.org), 1020 Main Street, Windsor, CO, 970-686-8000. For student related inquires, including complaints of discrimination or harassment in violation of the ADA, Section 504 and/or Title IX, please contact: Director of Exceptional Student Services, [jonpaul.burden@weldre4.org](mailto:jonpaul.burden@weldre4.org), 1020 Main Street, Windsor, CO 80550, 970-686-8000.

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# Welcome to the Weld Re-4 School District!

As a member of the RE-4 staff, you are part of an outstanding school district which prides itself on high student achievement, a caring and dedicated staff, and a shared community partnership with all of our stakeholders: students, parents, staff and the community.

We know that our certified staff, administrators, and classified employees form a team to provide our students with the best education possible. We hope that you find your employment with the district provides you a place to not only work in a great environment, but allows you an opportunity to grow and help nurture our students' futures.

The information outlined in this resource guide provides some background on your employment with the district. For a complete copy of all the Board of Education policies (which all employees are responsible for following) visit the home web page of the district at [www.weldre4.org](http://www.weldre4.org) Click on the District tab and under the Board of Education heading you will find the policies. Employment policies are found under the (G) Section.



## Who do I contact???

For specific questions on your job duties, time to report, schedules, etc. please check with your immediate supervisor. They will be responsible for creating the master schedule each year for your building. Your schedule will include plan time, duty time and required staff/department meetings. Schedules are subject to changes as needed. Your supervisor is there to answer your questions, evaluate your progress, and to ensure a safe work environment.

Your building's front office is your primary source for information specific to your site. They will check out building keys, assign your mail box, pin codes for copy machines (if required), and room assignments. Your front office/supervisor will also have information on how your site will communicate important messages, such as school closures.

The District Office is located at 1020 Main Street, Windsor. The District Office houses the Superintendent's Office, Employee and Business Services, Department of Instruction, Exceptional Student Services, Technology Department, and the Nutrition Services Department. Business hours are from 7:30 a.m. - 4:30 p.m., Monday through Friday. The main line number is 970-686-8000.

In addition, the Maintenance Department/Warehouse/Print Shop is located at 180 N. 8<sup>th</sup> St. and the Transportation Department is located at 110 N. 8<sup>th</sup> St. All departments have links on the district's website: [www.weldre4.org](http://www.weldre4.org) Please visit these sites to become familiar with each department, the services they offer, work orders, and contact information.

## Human Resources Information

### Employee and Business Services (Human Resources)

The employee side of the department is responsible for job postings, applications, employee compensation, benefits, evaluation administration, job descriptions, and oversees compliance with federal, state, local and employment regulations, reporting, and policy. You can find forms, resources and contacts on the web under the Employee Services tab under the "Departments" header on the district web page. This department can be reached by calling 970-686-8000.

### Employee and Business Services (Business Services)

The business services side of this department is responsible for all financial requirements for the district including: accounts payable, purchase requisitions, budgeting, state and federal reporting, auditing, risk management, grant accounting, cash management, fixed assets, and payroll and leave tracking. You can find forms, resources and contact information by clicking on the Business Services tab under the "Departments" header on the district web page. This department can be reached by calling 970-686-8000.

## District Policies

All employees are responsible for being familiar with, and adhering to, all district policies. District policies can be accessed from the district website by clicking on the School Board link under the “Departments” tab on the district home page or you can view a hard copy at the District Office during normal business hours. Policies specific to employment are listed under the (G) Section of the manual.

These include, but are not limited to: equal employment opportunity, technology acceptable use, leaves, vacation, evaluations, personnel records, sexual harassment and staff health and safety. The grievance policy and procedures are also listed in the manual. If you feel there is a violation of any policy, please refer to grievance policy AC-R Nondiscrimination/Equal Opportunity (Complaint and Compliance Process) for the appropriate reporting procedure. If you have any questions interpreting any policy please call the District Office at 970-686-8000.

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District policies are subject to changes and updates by the Weld RE-4 Board of Education throughout the year. Employees will receive emails via their district email account of all updates.

## Placement on the Salary Schedule

Placement on the salary schedule is a function of the Employee Services Department. New teachers/service providers entering the school system will be placed on the salary schedule according to their preparation classification plus any credit for past experience. Please refer to board policy GCBA Allowance for Experience Credit on Salary Schedule. Once an applicant has been offered a position, a member of the department will assess the candidates work experience and transcripts based on the information submitted on the application and/or resume. Supervisors cannot quote salaries nor provide input on salary placement. Once hired, you will be required to submit official transcripts from all colleges in order to verify placement and highly qualified status.

All employee actions require approval of the board of education. Once approved, you will be sent your official hiring letter which will also include your Notice of Personnel Action Form (NPA). This form outlines your contract days, compensation rate, start date, etc. NPA's are updated and sent to employees each school year.

## Licensing and Highly Qualified

All certified employees are required to be licensed by the Colorado Department of Education. **It is the employee's responsibility to maintain a current license at all times while employed by the district.** Information on licensing, including the online application and requirements for renewing, can be found on the CDE website: [www.cde.state.co.us](http://www.cde.state.co.us).

Employees will submit renewed licenses to the Employee Services Department for updating your personnel file and for state reporting.

Employees who have an initial license at the time of hiring will complete the district induction program during their first year. You will be contacted by the induction program coordinator with meeting times during the first month of the school year.

As required by *No Child Left Behind* legislation, all employees of the Weld Re-4 School District will be highly qualified in their positions. As an employee, you will be required to submit official transcripts, PLACE/PRACTIS tests, and any other paperwork used to deem you as highly qualified for the position you are teaching.

## Evaluations/Employment File

All certified employees will receive an annual performance evaluation. Employees will receive a written or electronic copy of their evaluation that will also be placed in their employment file. Employment files are maintained by the Employee Services Department. You and your supervisor may review your file at any time during normal business hours. Please contact Employee Services, at 970-686-8037 to make an appointment to review your file. Restricted documents will be temporarily removed from your file before you look at it. State law defines restricted documents as college placement papers marked "confidential", reference letters, telephone reference summaries, screening notes, and district interview summaries.

Annual evaluations will be conducted according to the requirements of Senate Bill 191 and board policies GCOA Evaluation of Professional Staff, GCOA-R Windsor RE-4 Certificated Employee Evaluation System, GCOC Evaluation of Professional Staff (Administrators), GCOC-R Evaluation of Administrative Staff, and GCOE Evaluation of Evaluators. The District Accountability Committee serves as one of the advisory groups for implementation of our evaluation system. If you are interested in participating, please contact Amy Heinsma, Director of Instruction. Please be aware that evaluation information is shared with the Colorado Department of Education as part of required state reporting during the December Human Resources collection. In addition, CDE may use this data for improving the evaluation system.

Final Effectiveness Ratings for Teachers are determined in the following manner (subject to updates for CDE). Please visit with your supervisor for more details.

<b>Professional Practices Ratings:</b>		<b>Student Learning Outcome Data</b>		<b>Overall Rating</b>
Not Evident		Much Less Than Expected		Ineffective
Partially Proficient		Lower Than Expected		Partially Effective
Proficient	+	Expected	=	Effective
Accomplished		More Than Expected		Highly Effective
Exemplary				

### ***Electronic signatures and records***

The Board of Education promotes the efficiency of electronic communications. In furtherance of that preference and pursuant to Board policies and procedure, the Board has authorized the use of electronic signatures in connection with the transaction of district business. Pursuant to Board Policy EGA, District employees and persons conducting business with the District will be permitted to utilize an electronic signature on all documents. Such electronic signatures will have the full force and effect of manual signatures if the conditions of Policy EGA are satisfied. In addition, any electronic record filled with or issued by the District shall be given the full force and effect of a paper communication so long as the conditions of Policy EGA are satisfied.

### ***Electronic Evaluations***

In evaluating the employment performance of licensed personnel, the District, its agents or its authorized representatives will create electronically an evaluation report. This evaluation report will be maintained by the District as an electronic record. These evaluation reports must be signed and you must be provided a copy. These requirements will be satisfied when, upon completion of the evaluation, you and your evaluator affix your electronic signatures to the evaluation report and it is sent electronically to you.

General Timeline of Evaluation Activities

	<b>DO Responsibility</b>	<b>Administrator Responsibility</b>	<b>Teacher Responsibility</b>
August to October	<p>Gather initial data to share with principals for pre-conferences/goal-setting meetings.</p> <p>Begin review of potential assessments for use in evaluation</p> <p>Determine offerings of potential professional development that aligns with need</p>	<p>Schedule Pre-Conferences and set goals with teachers in building</p> <p>Determine evaluation times for the year and begin evaluations and walkthroughs</p>	<p>Participate in any required training</p> <p>Do Self-Assessment within first two weeks of school</p> <p>Become familiar with current data and building and /or department goals.</p>
December - February	<p>Support buildings with data or professional development</p> <p>Continue reviewing potential assessments and data use for evaluations.</p>	<p>Evaluations and walkthroughs</p> <p>Midyear Conference with Staff</p>	<p>Schedule a Midyear conference with Administrator</p> <p>Review data and goals to determine midyear adjustments</p>
March-May	<p>Review process and gather feedback on implementation and determine assessment priorities and/or decisions for the following year</p> <p>Process and collect all evaluations for staff</p>	<p>Evaluations and walkthroughs</p> <p>End of year conference with staff to determine final ratings and final written evaluation</p>	<p>Schedule end of year conference with administrator</p> <p>Discuss your evaluation and data scores with administrator</p> <p>Review data and generate possibilities for goals</p>

## Benefits

Benefits are managed by the Employee Services Department. This department manages employee's life, health, dental, vision, flexible spending accounts, disability, financial investments, leave of absence and retirements. You can find more information about benefit plans and contact information on the district web site under the Employee Services tab. If hired for a benefitted position, you will be contacted by the department to set up a time to go over your benefit package and make selections. If you have questions please call the payroll/employee benefits department at 970-686-8019.

## Payroll

Employees of the RE-4 School District are paid on the first business day of each month. Salary increases are determined by the board of education during the budget process in the spring of each year. An employee must work at least one full semester, or 90 consecutive days, in order to earn any approved salary step. Certified employees have the opportunity to earn a salary increase for furthering their education. Please refer to board policy GCIE Professional Improvement for details.

## I-Visions---Employee Services Portal

Pay stubs are available electronically through the I-Visions Employee Portal on the district website under the Staff tab. Once your employee email has been set up, you will have access to the portal. User name and password is authenticated using active directory and will be the same for your email account, I-Visions, and district log-in. The portal contains your pay stubs, pay history, attendance and leave balances, withholding forms and a host of other employee driven data. Leave balances are updated in I-Visions no later than 24 hours after the leave was used.

## Absence Management---Employee Leave System

The district uses *Absence Management* for employee leave tracking. If you are going to be absent from work for any reason you can log into the system via our website under the Staff Resources tab or call Absence Management at 1-800-942-3767 and record your absence. The system will generate a substitute if required for your position. Please log absences as soon as you know of them in order to secure substitutes as needed. Leave time is subject to your supervisor's approval. You will receive an email from the *Absence Management* system with your login and pin information. If you do not receive this email, please contact Employee Services at 970-686-8017. Please note that it is the employee's responsibility to track their leave usage to avoid over use. If you have exhausted all your leave, you must complete a leave exception form to request leave without pay, which is subject to Superintendent approval.



## Leave Policies

Certified leave policies can be found in the GCC section of board policies. Please review these policies to ensure you understand the amount of leave granted each year. The district also offers a sick leave bank which is described in policy GBM. Please note that the sick leave bank can only be used for serious health conditions, and must be approved in advance by the Superintendent. The bank was not established to allow employees to be paid for sick days once they have exhausted all of their own sick leave. Therefore, only request the use of sick leave bank for serious health conditions. Requests for sick leave bank usage should be requested prior to the absence. Sick leave bank will be granted upon the date of final approval, and will not be granted retroactively.

## Overtime and Compensatory Time

The U.S. Department of Labor's Fair Labor Standards Act (FLSA) defines certified employees as exempt.

### *Exempt:*

Exempt employees are not subject to minimum wage and overtime provisions of the FLSA. Exempt employees have a fixed salary and do not receive additional compensation for additional hours worked beyond their scheduled hours. Exempt employees will not earn overtime or compensatory time.

## Work Calendars

Once the school calendar and the budget for the next school year have been finalized, work calendars will be created. Work calendars are laid out by employee contact days. Each calendar represents a different group of positions/days and the calendar type is listed at the top of each calendar. Employees can refer to their Notice of Personnel Action form to see how many days they are required to work. The work calendars are available on the district website under the District/Calendar tab.

## Workman's Compensation

Safety for our students and employees is of the utmost importance in the Weld RE-4 School District. If you see an unsafe situation, please report this immediately to your supervisor. If you have a work related injury, you are to immediately report it to your supervisor. You or your supervisor will need to contact Employee Services at 970-686-8000 in order to report the injury. In the cases of a non-life threatening situation you will be given information as to where to seek treatment, if necessary. All life threatening situations should be handled by calling 911.

## Required Training

All employees are required to annually complete the Universal Precautions, Child Abuse Reporting and Harassment workshops which will be conducted through *Canvas*, the district's learning management system. In addition, some positions required additional certifications such as CPR, First Aid, or CPI Restraint Training. Your supervisor will inform you of any additional trainings/certificates that your position will require.