## Support Staff Salary Incentives

Salary incentives will be provided for classified staff members who obtain training to improve their job-related skills, as follows:

1.  Levels will be established for 30 contact hours, 60 contact hours, and 90 contact hours. There may be a mixture of contact and college hours with each college hour equaling 15 contact hours.

2.  The amount of money for each 30-hour step will be the same as the annual step for experience for each employee group.

3.  Courses taken must be job-related and pre-approved by the supervisor of the staff member, and the Superintendent. A course approval form with the supervisor's signature must be submitted to the administration office for the staff member's file.

4.  Courses must be taken outside the regularly scheduled workday.

5.  Credit will be given only for courses taken after July 1, 1994 for custodians, secretaries, bookkeeper and aides; July 1, 2000 for bus drivers and cooks. New employees will be given credit for hours earned after their date of hire. No credit will be allowed for classes taken before hiring.

6.  Written documentation showing that the course was completed and the number of hours completed must be submitted to obtain credit. Movement on the salary schedule may occur during any month as long as documentation is submitted by the monthly payroll deadline. Credit will not be given unless a pre-approval form and documentation of completion of the course are on file.

7.  Courses must be taken at the expense of the staff member.

8.  Credit will be given for attendance at district sponsored, non-required workshops, which occur outside the regular workday.  Effective July 1, 2001, all classified employees are expected to take First Aid/CPR and will no longer receive credit hours for these classes.

9.  Staff may use vacation days or personal days to take pre-approved courses.

10. Classified staff members in management or supervisor positions and all employees hired on a substitute or temporary basis are not eligible for additional credit hours.

Approved:     July 10, 2001
Revised:      September 10, 2002
Revised:      April 12, 2005
Revised:      November 20, 2008


Archuleta School District 50 JT, Pagosa Springs, Colorado