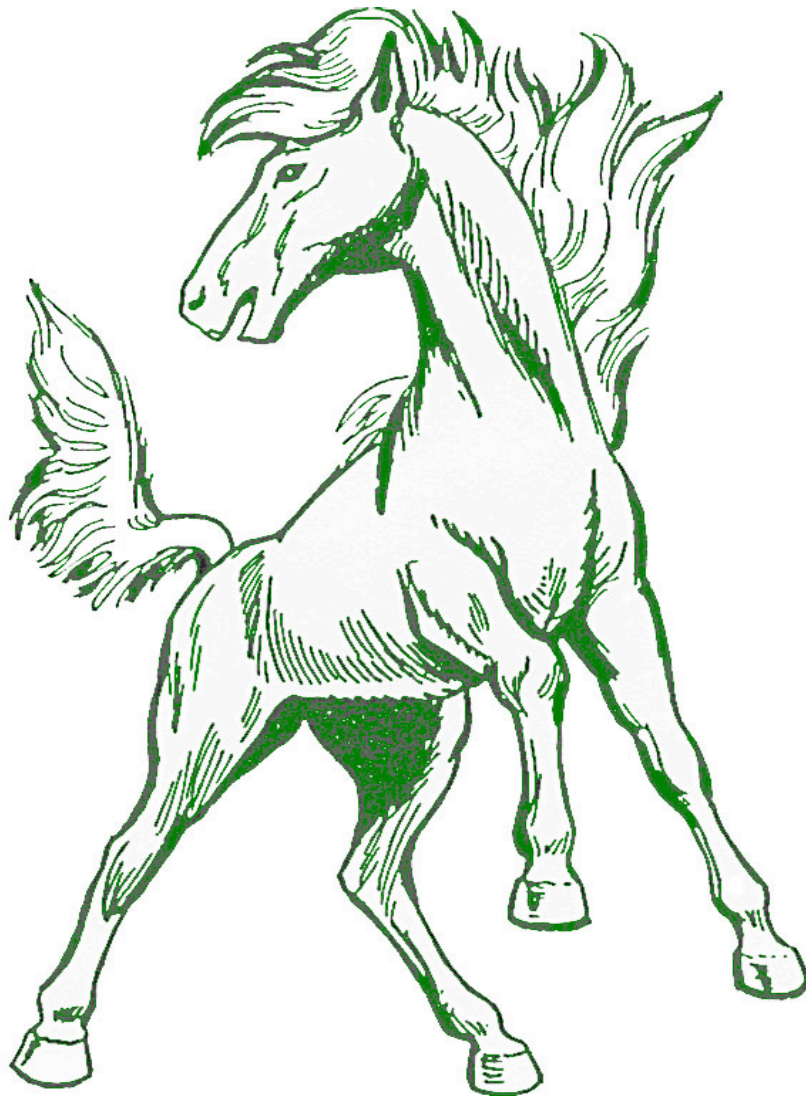


# **STAFF INFORMATION HANDBOOK FOR**

**MANITOU SPRINGS SCHOOL DISTRICT 14  
Manitou Springs, Colorado**

**2017 – 2018**



***Compassionate citizens contributing with knowledge and integrity to a  
dynamic world.***

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## **INTRODUCTION**

The purpose of this document is to provide the staff members of Manitou Springs School District 14 with general information about your school district. It is hoped that you will keep this for future reference, as it should answer most of your questions about the district and your position within it.

Manitou Springs School District 14 consists of Green Mountain Falls, Chipita Park, Cascade and Manitou Springs, with the west boundary being essentially contiguous with the El Paso County boundary at Crystola and the east boundary at the dividing line between Colorado Springs and Manitou Springs. The district also includes the Cedar Heights subdivision, which is in the city limits of Colorado Springs, and the Crystal Park area to the south of Manitou Springs. Our enrollment is about 1,500 students. Our district was organized in 1872. The Green Mountain Falls and Cascade school districts joined us in the late fifties, and Crystal Park residents voted to join the district in the mid-eighties, completing our current boundaries. We are fully accredited with the Colorado Department of Education and our schools are also accredited by the North Central Association of Colleges and Secondary Schools.

## **FACILITIES AND STAFF**

School District 14 is operated under the direction of a five member Board of Education, elected by the people of the district at large. Members are listed on the District website, [www.mssd14.org](http://www.mssd14.org). School Board meetings are normally held the fourth Monday of each month at 6:00 p.m. in the Multipurpose Room on the first floor of the Shared Integrated Learning Center (SILC), 405 El Monte Place, Manitou Springs.

The district administrative team is located at the Shared Integrated Learning Center (SILC) and consists of Edward Longfield, Superintendent; Tim Miller, Assistant Superintendent; and Laurie Wood, Director of Learning Systems and Partners for Healthy Choices (PHC). Additionally, the following employees are also located in the SILC building: Cat Olimb, Director of Technology; Zach Miller, Technology Specialist; Mat Krutka, iPad/Database Specialist; Jane Squires, Assistant Director of Partners for Healthy Choices; Angela Gieck, Student Liaison for Partners for Healthy Choices; Melissa McElhaney, Administrative Assistant; Suzi Thompson, Assistant CFO; Patti Hickox, Accounting Specialist; Laurie Guido, Payroll Specialist; Debra Richards, Administrative Assistant to the Superintendent/Secretary to Board of Education/Human Resources Specialist; Christina Baker, Data Specialist; Gayle Mendoza, AP Specialist/Building and Grounds Secretary; Maria Navaratne, Arts14 Director; Sherri Barbarick, Arts14 Assistant Director.

The SILC is located at 405 El Monte Place and is utilized for instruction by both the middle school and high school for courses in vocal music, instrumental music, art, theater, dance, yoga, computer science, SMARTE Design (science, math, art, research, technology, and engineering), and Arts14. The central administration offices are located on the first floor.

The District operates four schools: Ute Pass Elementary, Manitou Springs Elementary, Manitou Springs Middle, and Manitou Springs High.

Ute Pass Elementary School serves approximately 153 students and offers programs from Preschool through 6<sup>th</sup> grade. The principal of Ute Pass Elementary School is Mr. Chris Briggs-Hale. The school secretary is Ms. Dani Hains. The school address is 9230 Chipita Park Road, Chipita Park, CO, 80809.

Manitou Springs Elementary School serves approximately 452 students and offers programs from Preschool through 5<sup>th</sup> grade. The principal of Manitou Springs Elementary school is Mr. Russ Vogel. Mr. Vogel is assisted by Ms. Maria Masone, Assistant Principal. The school secretaries are Ms. Julie Meier and Ms. Sarah Rivera. The school address is 110 Pawnee Avenue, Manitou Springs, CO, 80829.

Manitou Springs Middle School serves approximately 372 students and offers programs from 6<sup>th</sup> through 8<sup>th</sup> grade. The principal of Manitou Springs Middle School is Mr. Ron Hamilton. Mr. Hamilton is assisted by Mr. Cameron Jones, Assistant Principal. The school secretaries are Ms. Jenny Burnell and Ms. Stacy Thomson. The school address is 415 El Monte Place, Manitou Springs, CO, 80829.

Manitou Springs High School serves approximately 500 students and offers programs from 9<sup>th</sup> through 12<sup>th</sup> grade. The principal of Manitou Springs High School is Mr. Glenn Hard. Mr. Hard is assisted by Mr. Jesse Hull, Assistant Principal, Ms. Kolleen Johnson, Assistant Principal, and Mr. John McGee, Athletics/Activities Director. The school secretaries are Ms. Wendy Skokan, Ms. Meleah Perkins, and Ms. Angie Glass. The school address is 401 El Monte Place, Manitou Springs, CO, 80829.

The school district also employs three directors to operate its support service programs, which include Buildings and Grounds, Food Service, and Transportation. The Director of Buildings and Grounds is Mr. Danny Gieck, assisted by Mr. David Payne, Coordinator of Custodial Services. The Director of Food Services is Ms. Paula Faucette. The food service program offers breakfast and lunch to students and staff. The Director of Transportation is Mr. John Harden. The transportation department provides busing to and from school for district residents and also provides transportation for our students participating in athletics or extracurricular activities.

Ms. LeAnn Sharon is our District nurse. She is assisted by Ms. Lisa Kadlec, paraprofessional health tech. The nurse schedule is posted in each school office and the nurse has a mailbox in each school for messages.

Mr. Pat Moran is the District's social worker, and Ms. Joyce Stafford is the District's psychologist.

The school district is also a member of the Ute Pass BOCES (Board of Cooperative Educational Services), which provides services to our students with special needs. The Ute Pass BOCES office is located on the first floor of the SILC. Ms. Marcy Palmer is the Executive Director. Ms. Kendal Kelly is the administrative assistant for Ute Pass BOCES, and Ms. Traci Woofter is the Medicaid Coordinator.

## **FINANCES**

The school district operates within a budget of approximately \$22 million. Included in this figure is the general fund, capital and insurance reserve funds, governmental grants, bond redemption, and food service. Over 70% of general fund expenditures go to support of instruction in the schools, with the balance going to administration, transportation, and central support.

Most of our revenues come from state funds and local property taxes. In addition, district voters approved mill levy overrides in 2000, 2006, and 2015 to support district operations. Also in 2000, a bond issue was passed by the voters to fund the new Shared Integrated Learning Center, classroom additions to both elementary schools, and renovations in all four school buildings.

Each building principal has a budget for textbooks, technology supplies, library materials, instructional supplies, and or equipment. In the high school, contact your department chair about purchases. In other buildings, see your principal for approval.

Classified employees in need of supplies or with equipment difficulties should see their supervisor for approval.

## **PROGRAMS**

Manitou Springs School District 14 has formed various partnerships and created programs to offer more support for its students. The following are brief descriptions of such partnerships/programs:

As described above, MSSD 14 belongs to the Ute Pass Board of Cooperative Educational Services. The Ute Pass BOCES is a cooperative effort of three local school districts to provide Special Education services as specified in the Colorado Educationally Handicapped Children's Act. The school districts forming the Ute Pass BOCES are Manitou Springs School District 14, Cripple Creek/Victor School District, and Woodland Park School District. For further information about this aspect of our program, contact Marcy Palmer or your building principal.

MSSD 14 operates a targeted assistance reading program with federal funding from Title I of the No Child Left Behind Act (2001). Classes are held at the elementary level. We also use federal funding to reduce class size during literacy instruction at Manitou Springs Elementary School and Ute Pass Elementary School.

Manitou Springs High School works cooperatively with the Area Vocational Program (AVP) conducted at Pikes Peak Community College and the International Beauty Academy (IBA). Our partnership enables junior and senior students to attend courses at Pikes Peak Community College.

MSSD 14 offers services for children identified as gifted and/or talented. The district employs full time Gifted and Talented Education (GATE) teachers to coordinate services. Ms. Amy Rockenbach serves secondary students as GATE Coordinator (9-12) / College & Career Educational Liaison, and Ms. Jennifer Jones serves students as GATE Coordinator (6-8). Increased rigor may be sought by students at MSHS and MSMS by taking honors classes as well. High school students may also participate in AP classes and the Post-Secondary Options

program and earn college credit while attending MSHS.

We also offer a variety of extracurricular programming for our students at all levels. Programs include but are not limited to the following: football, basketball, volleyball, soccer, track, wrestling, baseball, swimming, cheerleading, cross country, and golf. We have exceptional experiences available for students in fine arts as well including dance, drama, art, instrumental music, and vocal music. Our district has created the ARTS14 program to provide afterschool programs for students at little or no cost. Additionally, the district has a strong partnership with the Manitou Springs Arts Academy which also offers exceptional programs for our children. For more information, please contact Ms. Maria Navaratne, ARTS14 Director, at [ARTS14@mssd14.org](mailto:ARTS14@mssd14.org).

MSSD 14 employs Ms. Laurie Wood, Ms. Angela Gieck, and Ms. Jane Squires to operate the Partners for Healthy Choices (PHC) program. Ms. Wood, Ms. Gieck, and Ms. Squires work directly with various agencies within district boundaries and across Colorado to assist children and their families to choose to be healthy. PHC is in charge of our district wellness program, our expelled student program, and is involved in numerous initiatives associated with the school district. PHC is located on the first floor of the SILC building.

MSSD 14 is committed to serving the needs of the whole school, whole community, whole child – a collaborative approach to learning and health. We are uncommon in our ability to quickly identify needs of students and form programs to adequately support them. We encourage staff members to innovate and design relevant, engaging, and effective programs for children. Please contact Ed Longfield, Laurie Wood, or your building principal if you have ideas regarding making the Manitou experience even more exceptional for students—we stand ready to listen and support 21<sup>st</sup> Century ideas!

# GENERAL POLICY INFORMATION

## PERSONNEL GOALS

The Board of Education and the staff of Manitou Springs District 14 are dedicated to serving children by providing an extraordinary educational experience. The foundation of this experience is undoubtedly strong relationships. We strive to recruit and retain employees who are passionately committed to serving students, who are relentless in their pursuit of delivering a relevant, rigorous learning experience, and who are creative and innovative in designing opportunities that engage and connect children to a whole, new child learning system. This will require individuals to function in interdependent teams—depending on one another for support, for reflection, and for growth.

The Board of Education and Administration are committed to compensate district employees at a level commensurate to the importance of the profession of education. Our goal, during this very difficult economic downturn, has been to keep as many individuals employed as possible—especially those closest to the students. As economic conditions improve, the district is committed to increase salaries and provide quality benefits at the lowest cost possible.

## EQUAL OPPORTUNITY

The Board subscribes to the principle of the dignity of all people and their labors. It also recognizes that it is both culturally and educationally sound to have persons of diverse backgrounds represented on the school district's staff. It is, therefore, the district's policy to offer equal opportunity in the selection, development, promotion, and dismissal of personnel. Equal employment opportunity shall apply to all people without regard to race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation (which includes transgender), disability, age, genetic information, and conditions related to pregnancy or childbirth.

Every available opportunity will be used to ensure that all traces of discrimination are eliminated from all activities associated with our school system.

## EMPLOYMENT REQUIREMENTS

Upon securing employment with the school district, employees are required to provide the following information to satisfy employment requirements:

### Licensed Employees:

- Official transcript(s)
- Copy of current Colorado Teacher License or Special Services License/Certificate
- Completed fingerprint/background check (Photo ID and Social Security card required)

### Classified Educational Support Personnel:

- Completed fingerprint/background check (Photo ID and Social Security card required)

## SAFETY AND HEALTH

The safety and health of district employees is given paramount consideration and attention at all levels. The Board encourages employees to develop and maintain practices that promote health



and safety programs. The Board also recognizes that certain positions require physical examinations and expects both the employee and supervisor to ensure that this requirement is met in a timely manner.

## **REPORTING AN ABSENCE**

### **INSTRUCTIONAL STAFF, SECRETARIES, AND PARAPROFESSIONALS:**

1. **Beyond Normal School Hours:** All instructional employees, secretaries, and paraprofessionals are required to contact their designated substitute caller to arrange for a substitute for the absence(s). He/she should also contact his/her building principal to notify of the absence(s).
2. **During Normal School Hours:** All instructional employees, secretaries, and paraprofessionals are required to contact their building principal to request absence from work. The administrator will then notify the employee if permission has been granted for the absence from work. Once permission has been granted, the employee will then contact the designated substitute caller to arrange for a substitute for the absence(s).
3. The designated substitute caller will email the teacher, secretary or paraprofessional with the name of their substitute and the day(s) absent. The designated substitute caller will daily prepare a summary report containing the name of the absent employee, the portion of the day absent, and the scheduled substitute.
4. The school administrator or designee will obtain the teacher and substitute signatures on the sub form and submit it to the Central Office. In order to pay substitutes in a timely manner, it is necessary to submit completed substitute forms on a daily basis via the in-district mail system.

### **NON-INSTRUCTIONAL STAFF:**

1. Non-instructional staff shall contact their immediate supervisor to request leave from work.

FAILURE OF EMPLOYEES TO REQUEST/REPORT ABSENCES MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.

## **TOBACCO USE BY STAFF**

Use of all tobacco products by staff members of Manitou Springs School District 14 shall be prohibited at all times on school property, in all school-owned buildings, and in any vehicle owned or leased by the school district. Staff members are also prohibited from using tobacco while on duty in the presence of students, including trips away from school district property.

## **ALCOHOL AND CONTROLLED SUBSTANCES USE AND ABUSE**

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or a controlled substance is prohibited in Manitou Springs School District 14. This policy shall apply to all school district employees. The definition of a controlled substance shall be the same as that found in the policy regarding student alcohol use/drug use. Observance of this policy is a condition of employment.

## **PERSONNEL RECORDS**

Personnel records will be maintained in the Central Office for all regular employees. An employee can make an appointment to review his/her file. This appointment is necessary to schedule time with a Central Office representative. If an employee drops by without an appointment, he/she may have to wait until a representative is available to assist the employee. It is incumbent upon the employee and his/her supervisor to provide the Central Office with appropriate records and documents in accordance with local and state statutes and district policy. It is the responsibility of each certified/licensed staff member to provide a copy of their current certificate/license to the Central Office for their personnel file. **The Central Office will not release information about employees unless written authorization is provided by the employee or the data is requested by officials who have legal authority to have access to such information.**

## **REIMBURSEMENT FOR TRAVEL EXPENSES**

Mileage for approved use of private vehicles will be reimbursed by the district at a rate equivalent to the state employees' reimbursement rate. Reimbursement is requested by submitting a mileage reimbursement form (with map) to the immediate supervisor, who will sign and forward it to the finance office. Other expenses that have received prior approval by a supervisor, such as meals, lodging, conference registrations, etc., will be reimbursed by submitting to the business office a purchase order signed by the supervisor. Reimbursement rates for conferences, trainings, and meetings will be established by the Colorado State Travel Management Travel Program. Reimbursement rates for activity/athletic trips will be per athletic/activities department or transportation department (for drivers) guidelines.

## **TECHNOLOGY GUIDELINES**

Our District is becoming increasingly dependent upon technology and we are very excited about the skills, creativity, and ambitions of our employees as we move forward. As the District computer/technology capabilities grow and develop, it becomes more critical that employees adhere to the following regarding the use of hardware, software, and websites. This document is not intended to stifle or restrict employees, but is being put into place to help all of us do our jobs more effectively. Employees are required to complete an AUP form annually.

### **The intent is to:**

- Provide maximum efficiency in purchasing, maintenance, and repair.
- Insure maximum efficiency in the operation of the District network.
- Insure all software is legally licensed and supported through professional development.
- Promote MSSD 14 to future students/parents.

### **Hardware**

- Computer or peripheral (printers, scanners, cameras, etc.) purchases shall be processed through, and approved by, the Director of Technology.
- Only District-purchased and/or approved computers are to be connected to the District network. See your building computer technician before connecting any device to the network.
- Only District-purchased and/or approved computers or peripherals will be supported/repaired by the District.

## **Software**

- Any software installed or downloaded onto a District computer must be approved by the Director of Technology. To begin the process, employees should confer with the building computer technician or the building principal.
- Only District-purchased and/or approved software may be installed or downloaded onto District computers or onto the District network.
- Only District-approved software will be supported.

## **Websites**

- Employees wishing to create a website for their classroom or department should begin by speaking with their building computer technician or the Director of Technology.
- Although you may use any software you like to create a website, the District will only support district-approved software.
- Websites must be appropriately designed and further the **Vision, Mission, and Learner Goals** of the District, and should be reviewed by the building principal or your immediate supervisor.
- Information posted on the websites must be kept up to date. It is better not to have a website than to have obsolete information posted.
- No last names of students or directory information of students (phone numbers, addresses, names of parent/guardians) may appear on the websites. Posting of student photos must be checked against the media release signed by parents.

## **Disposal**

Law prohibits the disposal of computer hardware through “traditional” means like tossing them in the trash dumpster! They must be disposed of according to Colorado rules and regulations. Please check with the building computer technician, principal, or Director of Technology regarding the appropriate disposal of any computer hardware.

## **EVALUATION OF STAFF**

Supervision and evaluation of School District 14 staff shall take place in accordance with the procedures stated in the Performance Evaluation Handbook. This document specifies the procedures to be carried out annually for both certified and classified staff. A copy of the employee’s evaluation shall be on file in the Central Office. For a copy of the staff evaluation handbook contact your immediate supervisor.

## **GRIEVANCE PROCEDURE**

Teachers, counselors or certified/licensed media personnel with grievances shall take their grievance to the appropriate building principal. If satisfaction is not gained at this level, the employee may meet with the Superintendent of Schools. If still dissatisfied, the employee may then request a hearing before the Board of Education. All requests for Board hearings must be made through the Superintendent, and only after the steps outlined above have been completed. The Superintendent is obligated to set up a meeting between the employee and the Board as promptly as possible. All grievances must be received directly from an individual employee speaking on his/her own behalf. Decisions rendered by the Board of Education are final. (Please refer to Policy GBK and GBK-R.)

Any classified employee with a grievance should follow Policy GBK and GBK-R.

## **LICENSED CONTRACTS**

It is the responsibility of all certified/licensed employees to ensure that their certificate/license is current at all times, and to provide a copy of the certificate/license to the Central Office, to be placed in their personnel file. Failure to maintain a current certificate/license will be handled in accordance with state statute.

Licensed teachers new to Colorado or the teaching profession must have three (3) consecutive years of “effective” ratings on the yearly evaluation to move from probationary to non-probationary status.

Licensed teachers who have achieved non-probationary status may enter into a probationary period once again by receiving two (2) consecutive years of “ineffective” ratings on the yearly evaluation.

## **OVERTIME/COMPENSATORY TIME FOR CLASSIFIED PERSONNEL**

All classified employees must submit time sheets to the District business office. These are due by the fifth day of the month. Overtime for any classified employee must be preauthorized by the Superintendent or Assistant Superintendent. When a supervising administrator requests approval of work beyond a 40 hour work week or 12 hours in any given day for a classified employee, the supervisor must contact the Superintendent or Assistant Superintendent for justification of the additional expense prior to the work being completed.

Overtime will be granted only for emergencies or workloads clearly beyond the original assignment. Compensation will be in the form of overtime pay at the time-and-a-half rate. All approved overtime will be paid to the employee during the next normal payroll cycle.

## **COMPENSATION**

Employees are paid on the 25<sup>th</sup> of each month or the closest working day to the 25<sup>th</sup>. The Board of Education normally reviews the salary schedules on an annual basis and adopts schedules based upon resources, recommendations compared to surrounding districts, and due consideration of the district’s fiscal limitations. Increases to the salary schedules, if granted, occur in July for year-round employees and September for all additional personnel of the district.

# **EMPLOYEE BENEFITS**

## **LIFE INSURANCE**

Any employee who is at least .50 FTE is also provided, at the district's expense, with a \$20,000 term life insurance policy and accidental death and dismemberment policy; reduction to this amount begins at age 65. Any administrator and/or director in the District shall receive life insurance coverage equal to the employee's salary rounded to the nearest thousand dollars.

## **DISABILITY PROGRAM**

PERA provides programs for short-term disability and disability retirement for vested members who meet the requirements. Contact PERA for more information.

## **WORKERS' COMPENSATION**

All district employees are covered by workers' compensation insurance. This insurance is provided by the district at no cost to you. If you are injured on the job, you must report it to your supervisor and to the Assistant Superintendent in writing immediately (in no event beyond 24 hours after the injury). If you need medical treatment, Concentra, Healthquest, Integrity Urgent Care, and EmergiCare are the district's designated providers. You must use one of these providers in order to be covered by our worker's compensation insurance, unless your injury is life threatening, in which case you should seek medical attention at the nearest hospital emergency room.

**ATTACHMENT A: Pinnacol Assurance First Report of Injury (pg. 31)**

**ATTACHMENT B: Workers Compensation: Designated Medical Providers for Work Related Injuries (pg. 32)**

## **UNEMPLOYMENT INSURANCE**

The school district carries unemployment insurance at no cost to employees. Employees who terminate employment with the school district may be eligible for unemployment insurance benefits.

## **FLEXIBLE BENEFIT (CAFETERIA) PLAN**

The Flexible Benefit Plan allows you to pay for certain eligible health care expenses which are not reimbursed by any health care plan and/or child care expenses on a tax advantaged basis. You may direct that a portion of your salary be deducted before taxes to reimburse yourself for any of these expenses. Contact the finance office for further details.

## **HEALTH SAVINGS ACCOUNT (HSA)**

A health savings account (HSA) option is available to employees who are enrolled in the Kaiser Permanente HDHP plan.

## **PAYROLL DIRECT DEPOSIT PROGRAM**

District employees participate in the District's payroll direct deposit program. This will be established with the employee's primary financial institution, bank or credit union where they maintain checking and/or savings accounts.

## **TAX SHELTER PLANS**

Colorado PERA [401(k) Plan / 401(k) Roth Plan / 457 Plan / 457 Roth Plan]  
Public Employees' Retirement Association  
1300 Logan Street  
Denver, CO 80203-2386  
(800)759-7372  
[www.copera.org](http://www.copera.org)

### Discontinued Plans:

AIG VALIC (Discontinued due to low participation. Current participants are eligible to continue.)

Ameriprise Financial Services (Discontinued due to lack of participants.)

AXA Advisors, LLC

## **MEDICAL COVERAGE**

Manitou Springs School District 14 sponsors two DHMO plans and one HDHP plan with Kaiser Permanente. Classified employees who work twenty hours or more and 0.5 FTE certified or licensed employees are eligible and encouraged to participate in a district-sponsored health insurance plan with at least an individual coverage. The district pays \$388.16 per month toward the cost of the individual plan. The employee pays \$90.15, \$51.79, or \$14.80 per month toward the cost of the individual plan, based on the plan selected. The district pays \$760.64 per month toward the cost of the family plan. The employee pays \$507.51, \$405.81, or \$307.73 per month towards the cost of the family plan, based on the plan selected.

All new employees who choose medical coverage must enroll in a plan they select within 30 days of their date of employment. If an employee chooses not to enroll in the district health plan, the district will require a signature for refusal of coverage.

A change of enrollment period is held annually each spring for a July 1st effective date. During this change of enrollment period, all participating employees have the option to change enrollment in the district-sponsored health insurance plan. If a dependent is added by marriage or birth of a child, the employee has 30 days to add this dependent to the plan coverage.

Any health insurance premiums deducted from an employee's paycheck are to pay for the following month's coverage.

## **PROFESSIONAL LIABILITY**

The Board of Education of Manitou Springs School District 14 has purchased a school entity liability policy for the district with the Colorado School District Self Insurance Pool.

This policy provides:

Bodily Injury/Property Damage: The school district and all of its employees are covered in suits of bodily injury/property damage which arise out of the operation of the school district while the employee is acting in the scope of his/her duty and under the direction of the school district. This also includes personal injury claims - libel, slander, defamation of character, wrongful eviction (suspension/expulsion), false arrest, and corporal punishment.

Teacher Liability Insurance: All professional staff are protected against bodily injury/property damage claims, and personal injury claims that arise out of the performance of "professional services" while acting in the scope of their duty at the direction of the school district.

Wrongful Acts Policy: The school district and all of its employees are protected against any suits of wrongful acts for which the employee/school district is legally liable. This coverage includes the cost of any judgments, settlements, court costs, costs of investigation, and defense.

Excluded from this coverage would be those involving contractual liability (failure to provide a contracted service), acts resulting in personal profits/advantage, various criminal acts (please contact the Assistant Superintendent for more clarification), and any other liabilities uninsurable by law. Any punitive damages (fines) resulting from a suit also are not covered.

## **ANNUAL LEAVE**

**Licensed/Certified Staff** - All full time District teachers, counselors, and media specialists receive 8 days of annual leave each year. All District administrators receive 12 days of annual leave each year. Annual leave will be prorated for any staff contracted for less than full time. Annual leave may be used for any purpose by the employee. Unused annual leave will accumulate indefinitely as accumulated leave. During any given year, all employee absenteeism will first be deducted from that year's annual leave. After that, given the current year's annual leave is exhausted, employee accumulated leave, if available, may be used for further absenteeism due to illness. It is the District's recommendation that employees save annual leave days in order to build up accumulated leave for use in emergency or unexpected situations.

If an employee has used up all annual leave and needs to be absent due to a family emergency, accumulated leave, if available, may be used with the permission of the Superintendent. When all accumulated leave is exhausted, further absenteeism will be charged against the employee at the daily rate of compensation for that employee.

The Superintendent may investigate the appropriateness of the use of leave for either illness or family emergency, and deny the use if such leave by the employee is determined inappropriate, at which time the leave would be charged against the employee.

**Classified Staff** - Classified employees who work more than 202 days per year receive 12 days annual leave each year. Classified employees working 202 days or less receive 8 days of annual leave yearly. The yearly anniversary date for adding annual leave shall be July 1. Annual leave for classified employees will be prorated for any staff working less than a full year. The annual leave may be used by the employee for any purpose. Unused annual leave will accumulate indefinitely as accumulated leave.

During any given year, all employee absenteeism will first be deducted from that year's annual leave. After that given year's annual leave is exhausted, accumulated leave, if available, may be used for further absenteeism due to employee illness. It is the District's recommendation that

employees save annual leave days in order to build up accumulated leave for use in emergency or unexpected situations.

If an employee has used up all annual leave and needs to be absent due to a family emergency, accumulated leave may be used with the permission of the Superintendent. When all accumulated sick leave is exhausted, further absenteeism will be charged against the employee at the daily rate of compensation for that employee.

The Superintendent may investigate the appropriateness of the use of leave for either illness or family emergency, and deny the use if such leave by the employee is determined inappropriate, at which time the leave would be charged against the employee.

A day of leave per employee is defined as the same number of hours as a work day for the employee. Thus, an employee who works 4 hours per day for 180 days per year receives 8 four-hour days of annual leave per year.

## **LEAVE BANK**

A leave bank is established in the district for all classified employees who work 20 hours or more per week and all certified employees who work halftime or more. Employees not meeting this minimum requirement who were members of the bank in December 2008 may remain in the bank. The purpose of the bank is to provide additional leave days for participants who have extended illnesses causing them to use all annual and accumulated sick leave. Any district employee, as defined above and new to the district, may join the leave bank by donating one day of leave to the bank within 30 days of their initial employment. No employee may join the bank after their initial 30 days of employment, except those whose employment status increases from less than half time to half time or more (certified) or from less than 20 hours per week to 20 hours per week or more (classified). In such cases, the employee must join the bank within 30 days of this change of employment status. The Superintendent of Schools may be contacted for approval for use of leave bank days when extenuating circumstances merit such a request.

Participants may not withdraw days from the bank more than twice during any school year.

Participants will add days to the leave bank through the "one day" yearly donation until a reserve of 200 days is accumulated in the bank. No further days will be added to the bank until the reserve has dropped to 150 days. Then, at the beginning of the school year immediately following the date the bank's reserve has dropped to 150 days, a further day will be assessed each participant until the reserve is again at or above 200 days. The employee must contribute additional days as needed in order to remain a participant in the bank and shall designate if the added days are to be deducted from annual or accumulated leave.

A participant may withdraw from the bank at any time by submitting his/her intention to the Superintendent in writing. Any participant who withdraws, forfeits all days he or she previously donated to the bank. The Board of Education will review the operation of the leave bank periodically to determine if it is in the best interests of the district's fiscal management to continue the bank. Should the Board rescind this policy and dismantle the employee leave bank,



each participant shall have the balance of his non-used contributed day(s) credited back to his individual accumulated leave account.

In order to apply for days from the bank, the member must first have depleted all annual and accumulated leave days. In case of sickness, the participant must also provide a statement from his or her physician stating the nature of the illness and prognosis of time needed for recovery. The number of days available for each member of the bank will be determined by the status of the member's annual and leave accumulation when the extended illness occurs. The table below depicts the number of eligible days for a member based on leave status.

<b>Days of annual leave plus accumulated leave on first day of illness</b>	<b>Number of leave bank days which may be requested</b>
0	4
1	6
2	8
3	10
4	12
5	14
6	16
7	18
8 or more	20

### **PROFESSIONAL LEAVE**

Absence from regular assigned duties for participation in professional activities shall not be charged to an employee's leave account, provided the employee has received the prior approval of his/her principal or immediate supervisor, and provides supporting documentation to the Central Office.

### **LEAVE WITHOUT PAY**

Any staff member may request a leave of absence without pay from the District. The request must include the reason, along with the starting and ending dates of the leave. The Board shall determine if the leave is to be granted and, if so, for what period of time based upon the staff member's request and the needs of the district. Requests must be submitted to the Superintendent.

Health and life insurance sponsored by the District may be continued during the leave of absence at the employee's expense.

### **MATERNITY/PATERNITY LEAVE**

Employees who become pregnant or whose spouse becomes pregnant may use unused and accumulated leave days (after annual leave is exhausted) for a maximum of 30 school days beginning with the birth of the child. These 30 school days must fall within 42 calendar days of the birth of the child. If the employee chooses to stay at home with the baby beyond the 30 days allowed by this policy, he/she must apply for a leave of absence without pay. The Board will

determine the dates of this leave, if granted, based on the employee's request, requirements of the Family Leave Act, and the needs of the district.

## REIMBURSEMENT FOR UNUSED ACCUMULATED LEAVE

To qualify for reimbursement for unused accumulated leave, the employee must apply for and be approved for their PERA retirement. Employees retiring from School District 14 shall be reimbursed for accumulated leave as follows:

Formula:

5-9 years of service	20% of the base per diem pay up to 40 days total
10-14 years of service	30% of the base per diem pay up to 50 days total
15-19 years of service	40% of the base per diem pay up to 60 days total
20 or more years of service	50% of the base per diem pay up to 100 days total

Calculation of per diem pay:

**Teachers:** Minimum B.A. teacher salary as it appears on the salary schedule divided by the number of contract days.

**Administrators/Directors:** The minimum Administrator and Director Salary Schedule salary for the position the employee holds at the time of retirement. The per diem will be determined by dividing that minimum pay by the number of contract days specified for the administrator/director.

**Classified:** The minimum hourly rate for the classification the employee holds at the time of retirement times the number of hours per day the employee worked at the time of retirement.

The district will endeavor to pay employees for unused accumulated leave in the month following retirement.

## RETIREMENT PLAN

All Manitou Springs School District 14 employees are automatically enrolled in the state retirement program through Public Employees' Retirement Association (PERA), rather than through the federally sponsored Social Security Plan. Under the PERA plan, the employee contributes 8% of their gross monthly income toward the retirement fund. The school district contributes an amount equal to 19.15% (effective January 1, 2016) of the employee's monthly salary. For further information about the benefits PERA has to offer, please contact PERA at 1-800-759-7372.

## TRANSITIONAL RETIREMENT

Retired employees may apply to the Board of Education for a transitional retirement year. The application and approval process will be consistent with Board Policy GCQEB and PERA guidelines. If approved, employment will be on an "at will" basis and the employee will receive no district benefits except health insurance in accordance with Board Policy for regular employees.

## **SALARY/WAGE INCREASES**

Provided the Board of Education has approved a budget that allows for salary/wage increases, these will be applied as a percentage to each employee's salary/wage. Increases to the activities and coaching salary schedule will be considered separately from the other salary/wage schedules.

## **DISTRICT HOLIDAYS**

The following 14 holidays are established for school year 2017-2018 by Manitou Springs School District 14 for the full-time, twelve-month employees of the district:

- Independence Day, July 4
- Labor Day, Sept. 4
- Thanksgiving Holiday, Nov. 23 - 24
- Christmas, Dec. 25 - 29
- New Year's, Jan. 1 - 2
- Martin Luther King Day, Jan. 15
- Washington's Birthday, Feb. 19
- Memorial Day, May 28

When a holiday occurs on Saturday or Sunday, the district will close on a weekday to be determined by the Superintendent to observe that holiday. Should the Board of Education's yearly adopted school calendar designate any of the above holidays as student attendance days, then all staff shall be expected to work on those days.

Nine- and ten-month employees shall follow the holiday schedule as established in the yearly school calendar.

**Note:** There are 14 paid holidays in a 260-day work year, 15 holidays (14 paid, 1 unpaid) in a 261-day work year, and 16 holidays (14 paid, 2 unpaid) in a 262-day work year. A work year consists of all Mondays through Fridays, from July 1 through June 30.

## **VACATION**

Year round classified employees are eligible for 10 days vacation each year during the first 5 years of employment with the district, and 15 days each year thereafter.

Vacation days must be taken during the summer months when school is not in session unless otherwise approved by the Superintendent.

During the first year of employment, vacation days will be prorated from the date of employment through June 30<sup>th</sup>. During the employee's fifth year of employment, days will be prorated from July 1<sup>st</sup> through the five-year employment anniversary date based on 10 days, and from the employment anniversary date through June 30<sup>th</sup> based on 15 days.

Vacation days may not be accumulated. If they are not used during the July 1 - June 30 work year, they are forfeited unless special arrangements are approved by the Superintendent.

Classified employees resigning their employment with the district, having given two-weeks notice, will be entitled to receive payment for any unused prorated earned vacation time. If the employee has taken more vacation time than would have been earned on a prorated basis on their resignation date, then the employee will owe to the district the corresponding per diem pay for the excess days.

## **MISCELLANEOUS**

### **PONY MAIL**

The “Pony” is the District's internal mail service. District mail is picked up and delivered on a daily basis. Most items are delivered through the Pony in one or two days.

### **USE OF SOCIAL MEDIA (GUIDELINES)**

District 14 encourages the use of the district-issued staff and student email accounts as the primary means for communication between teachers and various staff members and students. Additionally, the use of blog pages and wiki sites are appropriate means to communicate information that is connected to instruction, student learning and/or classroom assignments. Given the enormous popularity of social media such as FaceBook and Twitter, the district **strongly encourages** its employees to use extreme caution and care when accepting students as friends and/or followers when utilizing personal social media accounts. The district supports and encourages the use of school- or district-sponsored social media sites and tools such as email to communicate with students regarding school or district issues.

District 14 has a long-standing history of developing strong, appropriate relationships between staff and students. We believe this must continue in order to support the widely diverse needs of our children. Equally important to our mission is the utilization of technology in innovative ways to expand learning beyond the classroom, making learning the constant and time/support the variables. It is imperative; however, that each staff member carefully consider how such powerful tools are used and the intended and unintended exposure of one’s personal life it may create.

# STAFF LICENSURE

## Highly Qualified Teachers and No Child Left Behind (NCLB) Act of 2002

The No Child Left Behind (NCLB) Act of 2002 is the law that reauthorizes the Elementary and Secondary Education Act. This reauthorization shapes all the federally funded education programs and sets the parameters for each state to hold its schools accountable. The law contains four basic education reform principles, which are:

- stronger **accountability** for student achievement results;
- increased **flexibility and local control**;
- expanded **options** for parents;
- an emphasis on **teaching methods** that have been proven to work and assurance of highly qualified\* teachers in the classroom

\*One aspect of the “emphasis on teaching methods that have been proven to work” is a requirement that all teachers must be deemed “highly qualified” by the beginning of the 2006-2007 school year if they teach in one of nine core areas. Please note that the law is one thousand pages long and “highly qualified” teachers is only one part.

However, ensuring the highly qualified status of our teachers is the first essential step in designing a professional development plan to assist teachers who don’t meet the standards set in NCLB. The Manitou Springs District 14 professional development plan will be funded through district/school instructional budgets and Title II grants. These resources are the direct connections to an emphasis on teacher training, quality instructional methods and strategies, data-driven decision-making, research-based best practices, and teacher collaboration.

The nine core academic subjects as defined by ESSA are:

- English/Language Arts/Reading
- Mathematics
- Science
- Foreign Language
- Civics & Government\*
- Economics\*
- Arts
- History\*
- Geography\*

\* If a teacher has a secondary social studies endorsement on his/her license or a major or minor in social studies (a minimum of 24 semester hours in the content area), they will be considered highly qualified. This decision is also aligned in the way science teachers will be qualified to teach all areas of science.

According to ESSA, highly qualified teachers must:

**Option I:** Highly Qualified teachers are those who are licensed by the state and fully qualified (24 or more content semester hours that have been verified by the school district) in each/all core-academic content area(s) in which they are teaching.

A fully licensed teacher is one who has a current valid Colorado: Initial (Provisional) License, Professional License, or Alternative Teaching License, with an endorsement in the [core] academic content area(s) in which s/he is teaching.

To qualify for Colorado's teacher's license(s), the teacher must:

Hold a Bachelor's, or higher degree, and have completed: A Colorado State Board of Education approved teacher preparation program in Elementary Education or in a Secondary Education content area in an accepted institution of higher education, or be participating in an approved Alternative Teacher Licensing preparation program, and:

**For Elementary Education:**

The Elementary Education teacher shall have passed the adopted Elementary Education content assessment (based on the adopted Elementary Education teacher preparation standards, which include English/Language Arts, Science, Mathematics, Social Studies, Humanities, Wellness, and Physical Education, at the Elementary Education level).

For a content area CDE-approved endorsement on a teacher's license, in addition to the 24 content semester hours the applicant must pass the appropriate PLACE or PRAXIS test. Visit online for more information regarding PLACE/PRAXIS tests for educator assessments: [http://www.cde.state.co.us/cdeprof/content\\_tests.htm](http://www.cde.state.co.us/cdeprof/content_tests.htm).

**For Middle School Education:**

Colorado does not have a Middle School endorsement. If the Middle School teacher is a generalist, responsible for teaching students up through the sixth grade, in all or most, of the core-academic content areas, s/he shall have passed the adopted Elementary Education content test (see above - Elementary Education teacher requirements).

If the Middle School teacher is responsible for teaching a specific secondary core- academic content area(s), and is teaching at the 7th grade level or higher, s/he shall have acquired the equivalent of 24-semester hours in the core academic contact area(s) being taught. In addition, passage of the appropriate PLACE or PRAXIS test is highly recommended.

**For Secondary Education** (excluding Middle School ~ see above):

The core-academic Secondary Education content-area teacher shall have acquired a minimum of 24 semester hours in the core-academic content area(s) being taught and have passed the adopted Secondary, or K-12, content-area test(s), (PLACE or PRAXIS) in each/all content area(s) being taught.

For more information on adding an endorsement to an educator's license, visit online at [http://www.cde.state.co.us/cdeprof/Licensure\\_addendowment\\_info.asp](http://www.cde.state.co.us/cdeprof/Licensure_addendowment_info.asp)

**Options II & III:** Colorado teachers teaching outside of their licensed and endorsed core-

academic content area(s) can become “Highly Qualified” by:

Option II:

Providing documented evidence of having completed 24-semester hours, or its equivalent, in the core-academic content area(s) being taught, OR

Option III:

Having passed the adopted, or a national certification core content-area test(s) (PLACE or PRAXIS) in the content area(s) being taught.

An educator who holds a Colorado Initial (formerly termed “Provisional”) or Professional License, but who is teaching in a core academic content area outside of his/her endorsed content area(s), may be considered “Highly Qualified,” if that educator:

Has acquired 24-semester hours of credit in any additional [core] academic content-area(s) being taught, as verified by the school district of employment. The school district shall keep all related documents on file, electronically or in hard copy.

Once a Colorado teacher has been determined to be “Highly Qualified,” by any Colorado school district, that recognition shall be reciprocal throughout the State.

(Taken directly from the Highly Qualified Guidance Teachers in Colorado – Guidance for the Implementation of Federal Programs Document on the CDE web page.)

\*Note: In our Title I schools, any paraprofessionals hired for the Title I program must meet an additional list of qualifications. The district will comply with this hiring rule and will assist all formerly hired instructional paraprofessionals in reaching highly qualified status.

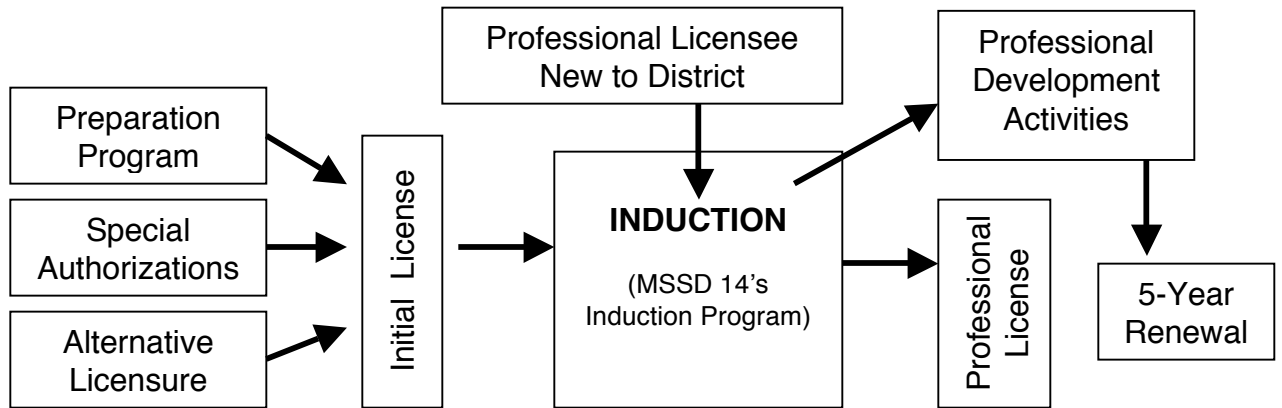
## **COLORADO EDUCATOR LICENSURE**

The Professional Development Program has been authorized by CDE to approve inservice credit for recertification purposes.

Teacher licensure is the educator’s individual responsibility. A valid and current Colorado license is required for employment as a teacher, counselor, principal, administrator, or Special Services provider in the public schools in Colorado. Failure to maintain a valid license may result in loss of pay and jeopardize employment with a school district.

This licensing system for educators in Colorado is a two-tiered system, beginning with an Initial License for educators new to the state or profession, and a Professional License for experienced educators who have completed an approved Induction Program. Prior to receiving an Initial License, a candidate must demonstrate proficiencies in appropriate areas through the PLACE or PRAXIS assessment system. CDE will evaluate teacher transcripts to determine any necessary/needed testing requirements for teachers moving to Colorado from any other state, added endorsements, or for other special circumstances.

## **Professional Licensure Flowchart**



### Temporary Authorizations

- Valid for one year
- May be issued to accommodate special or unique hiring needs of school districts including substitute teachers
- May be renewed once if the person can demonstrate continued extreme hardship in completing the requirements for an initial license

### Alternative Teacher License

Issued to an applicant who has earned a bachelor's degree from an accredited institution and possesses subject matter knowledge appropriate for teaching in the public schools; requires successful completion of the appropriate content area assessment; valid for one year while the holder completes an alternative teacher program at an approved school, school district, Board of Cooperative Services or higher education institution.

### Initial License

- Valid for three years
- Issued upon completion of an approved preparation program or an alternative teacher program
- Demonstration of proficiencies (PLACE/PRAXIS tests)
- Entitles the holder to perform services in any public school in Colorado and is the standard entry-level license in Colorado
- During the Initial License period, the holder must complete an approved induction program, which includes a formal mentorship and ongoing professional development activities

An Initial License can be renewed indefinitely if the holder can show good cause for inability to complete an induction program, except incompetence. If the person's district has a waiver from induction, the person can obtain a Professional License by demonstrating completion of the district's plan for support, assistance, and training.

If induction is completed while holding a special authorization, it does not need to be repeated while holding an Initial License.

Applicants prepared in states other than Colorado who have completed an approved preparation program and hold (or are eligible to hold) a standard certificate or license in their preparing state may be eligible for a one-year Interim Authorization if the required assessment has not been completed. The Interim Authorization may be renewed one time (for a maximum of two years.)

### Professional License



Issued to the holder of an Initial License who has successfully completed an approved induction program offered by a school or school district in Colorado. Valid for five years and renewable.

Renewal must include completion of ongoing professional development activities as follows:

- Professional development activities can be completed at any time during the five-year period for which the professional license is valid.
- Professional development activities can be used to renew one or more licenses.
- Professional development activities must meet the equivalent of six (6) semester hours of college or inservice credit or 90 clock hours of documented professional development activity or the completion of the professional portfolio.
- Each licensee shall choose renewal activities that will aid the licensee in meeting the standards for a professional educator (refer to following pages for CDE specifications).

A person who holds a professional license may convert it to **Inactive Status** by notifying the Colorado Department of Education in writing and simultaneously transferring the professional license to CDE. While on inactive status, the expiration date of the license is suspended. The holder may return the professional license to **Active Status** at any time by notifying CDE in writing and requesting the return of the license.

CDE shall reissue the license with a new expiration date reflecting the period remaining on the license when earlier surrendered. All professional development activities intended to be used for licensure credit toward renewal must be completed during the five years preceding the license expiration date. (Credit for relicensure must be obtained within the 5-year period of the current license.) Credits may **not** be carried over to future licensure periods.

The State Board of Education may, at its discretion, issue a Professional License to any applicant who is certified by a nationally recognized teacher certification organization that is approved by the State Board (National Board for Professional Teaching Standards).

The descriptions of Colorado's licenses reflect the requirements common to all licenses issued. Additional requirements may exist depending upon the candidate's area of specialization. Further information about licensing requirements may be obtained by contacting the Educator Licensing Unit of the Colorado Department of Education.

Renewal applications may be found by visiting the CDE webpage. Note new URL:  
[http://www.cde.state.co.us/index\\_license.htm](http://www.cde.state.co.us/index_license.htm)

## **RENEWAL OF EDUCATOR LICENSURE**

The Colorado Department of Education (CDE) has recently revised its teacher licensure requirements. Please read the following information carefully. For specific questions, please contact Ed Longfield at Central Office ([elongfield@mssd14.org](mailto:elongfield@mssd14.org)), or by phone at Ext. 2024.

To renew a professional license, educators will submit an application for renewal, pay the renewal fee, and provide evidence of six semester (nine quarter) hours of credit or 90 clock hours of professional development activities. These activities and/or credits must relate to Colorado Professional Educator Standards, which are further defined by additional new state requirements. Under a new state statute, intended to keep teacher knowledge of his/her content area(s) up-to-date, educator licensure renewal credits must be related to the teacher's current

endorsement area or potential endorsement area. This process must be completed on-line through the above site. Each applicant must create a permanent account through this system. CDE suggests that you do not start application renewal earlier than six months ahead of expiration, and that you are as forthright as possible so that your application does not go to enforcement. Most applications will be addressed within six weeks.

Each educator can check the status of his/her license application at <http://www.cde.state.co.us>. Click on Educator Licensing and then click on Application Status Check.

As the teacher plans for and acquires credits toward the next professional license renewal in five years, be aware that **these credits must be related to:**

- Increasing content knowledge in the educator's existing endorsement area(s) or potential endorsement area(s); or
- Increasing the educator's skills and/or competence in the delivery of instruction in his/her endorsement area(s) or potential endorsement area(s); or
- In the content or teaching area of literacy or numeracy.

**As documented by one or more of the following:**

- 1) College or university credit (six semester hours of credit may be earned by successfully completing courses offered by a four-year or graduate, regionally accredited college or university)
- 2) Educational travel, in **the teacher's endorsement area(s) only** (with documentation on the CDE approved travel form and supervisor approval and verification)
- 3) Involvement in school reform, e.g.:
  - curriculum/standards/literacy-numeracy/assessment development/implementation, in the teacher's endorsement content area(s) or
  - accountability committee membership (representing the teacher's endorsement content area(s))
- 4) **Documented** professional development-related to the teacher's current endorsement area(s), potential endorsement area(s), literacy; or numeracy. Including, but not limited to:
  - Attendance/presentation at content-related professional conferences
  - Membership on content-related national/statewide educational task forces or boards
  - Content-related professional research/publication
  - Supervision of student teachers or interns
  - Mentorships
  - Pursuit of National Educator Certification
- 5) Documented and effective use of assessments in planning for instructional delivery
- 6) In-service offered by an accredited Colorado school district or BOCES (one semester hour of professional development may be earned for each 15 clock hours of in-class participation)

**SALARY ADVANCEMENT**

MSSD 14 Certified staff may receive credit for salary advancement by passing **graduate level coursework (500 level or higher)** at an accredited college or university. Additional credit for advancement may be gained for courses taken and passed that are not graduate level by acquiring pre-approval by district level administration.

## QUICK REFERENCE PHONE EXTENSIONS

THE CENTRAL OFFICE SUPPORT STAFF IS ALWAYS AVAILABLE TO ANSWER QUESTIONS AND STRIVES TO BE RESPONSIVE TO EMPLOYEE QUESTIONS AND CONCERNS. WE HOPE THE FOLLOWING QUICK REFERENCE GUIDE WILL BE OF ASSISTANCE TO YOU. (PLEASE DIAL 685 FOLLOWED BY THE EXTENSION NUMBER IF YOU ARE NOT CALLING FROM A DISTRICT PHONE.)

Call **MELISSA McELHANEY (EXT. 2000)** with questions regarding:

- Business pertaining to the Director of Learning Services • General district information
- District calendar • School closings • Weekly Activity Report • Board of Education policies • Transcripts of district graduates

Call **CHRISTINA BAKER (EXT. 2003)** with questions regarding:

- PowerSchool/PowerTeacher • Student assessment • Data management
- Student state/federal reporting

Call **LAURIE GUIDO (EXT. 2026)** with questions regarding:

- Payroll • Annual leave/professional leave/vacation time
- Tax shelters/401K/457 • Leave bank

Call **PATTI HICKOX (EXT. 2027)** with questions regarding:

- Monthly financial reports/budgets • Account maintenance • Deposits
- Cash receipts • Sales tax • Credit Card administration • District Notary Public

Call **DEBRA RICHARDS (EXT. 2028)** with questions regarding:

- Contracts • Licensure • Fingerprint/background checks • Personnel files
- Archived employee records • Professional development credits/classes
- Mentorship program • Benefits • Cafeteria Plan • Vacancy announcements • HR state/federal reporting • Business pertaining to the Superintendent • Board of Education policies

Call **GAYLE MENDOZA (EXT. 2664)** with questions regarding:

- Purchase orders • Invoices/packing slips • Vendor maintenance
- PCard purchases

Early reporting can save you money. Report all injuries immediately!

The information below allows Pinnacol Assurance's customer service representatives to quickly and accurately process your claim. Use the completed form as a guide when reporting by phone or online to save you time. Don't wait to report if you don't have all the answers.

**POLICY INFORMATION**

Policy Number: 4156349 Company Name: Manitou Springs School District 14  
Address or Location (if different than mailing address): 405 El Monte Place, Manitou Springs, CO 80829  
Prepared by: Laurie Guido Title: Payroll Specialist  
Please Print  
E-mail: lguido@mssd14.org Fax: ( 719 ) 685 - 4536  
Phone: ( 719 ) 685 - 2026 Date Completed: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**INJURED WORKER INFORMATION**

Injured Worker's Social Security Number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_ Date of Injury: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name: \_\_\_\_\_  
Home/Mailing Address: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_  
City State Zip Code  
Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  Male  Female Martial Status: \_\_\_\_\_  
Language:  English  Spanish  Other: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Employee Status:  Full-time  Part-time  Seasonal  Volunteer  Independent Contractor  
Days Worked per Week: \_\_\_\_\_ Hours Worked per Day: \_\_\_\_\_  
Pay Rate: \_\_\_\_\_  Hourly  Weekly  Monthly  Annually  Other: \_\_\_\_\_

**ACCIDENT / INJURY INFORMATION**

Fatal Injury:  Yes  No If Fatal Injury: Date of Death \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Time of Injury: \_\_\_\_\_  am  pm Time Work Began: \_\_\_\_\_ Last Day Worked: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Full Pay on Date of Injury:  Yes  No  
Accident Occurred on Employers Premises:  Yes  No If Applicable: Location Code: \_\_\_\_\_ Dept Code: \_\_\_\_\_  
Accident Location: \_\_\_\_\_  
City State Zip Code  
Name of Employer Representative Notified: \_\_\_\_\_ Date Notified: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Witnesses: \_\_\_\_\_  
Name(s) and Phone Number(s)

How Did the Injury Occur: \_\_\_\_\_  
Attach Additional Information if Necessary  
Specific Activity the Employee Was Engaged In: \_\_\_\_\_ What Equipment Was Being Used: \_\_\_\_\_  
Body Part(s) Injured: \_\_\_\_\_  Right  Left  Not Applicable  
Type of Injury Sustained: \_\_\_\_\_  
 Safety Equipment Provided  Safety Equipment Used  Possible Drug/Alcohol Involved  Employer Questioning Liability

**RETURN TO WORK INFORMATION**

Has the Injured Worker Returned to Work?  Yes  No  
Date Returned to Work: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Estimated Return to Work Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Is this a lost time Claim?  Yes  No (Claim is lost time if there is a loss of more than three scheduled work days due to the injury).

**MEDICAL PROVIDER INFORMATION: Where Was Your Employee Treated?**

No Medical Treatment  Treated by Employer  911 Called  Walk-In Clinic  
 Emergency Room  Hospitalized > 24 hrs/Overnight  Possible Surgery

Medical Provider Name \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_  
Updated 03/15

## PINNACOL ASSURANCE FIRST REPORT OF INJURY FORM INSTRUCTIONS

1. Report all work-related injuries within 24 hours! Quick reporting can significantly reduce the total cost of the claim. Our **goal** is to get your employee back to work as quickly as possible and reporting within 24 hours streamlines that process. Report the injury to Pinnacol Assurance even if you question whether the injury is truly job related. Provide information as to why you question the validity of the claim.
2. This form is a guide for reporting injuries by phone, or fax using the numbers on the front of this form. Online reporting is fastest. To report online, go to [www.pinnacol.com](http://www.pinnacol.com), select "Quicklinks," then "Report an Injury." The employer or authorized representative should report the injury to Pinnacol Assurance; please do not have the injured worker complete this form.
3. Within 7 days after notification of an injury, the employer is required to provide the injured worker with a list of four medical providers who have been designated by the employer to provide medical treatment for the injured employee. The injured worker must choose one of the designated providers from this list. Designating providers from Pinnacol's SelectNet list helps ensure your employee is seen by an occupational medical provider knowledgeable about the workers' compensation system and return to work issues. If you do not have four designated providers, call Pinnacol for assistance.
4. When reporting a claim by phone or the Internet, a copy of the completed form will be mailed to you for your records. Please review the copy to ensure all information is correct. If changes are needed, please contact Pinnacol's claim representative assigned to the claim.
5. If the injured worker owes court ordered child support, compensation benefits may be attached and payment of the child support obligation may be withheld and forwarded to the obligee. (C.R.S. 8-42-124 & 26-16-122(4))

Please answer as many questions as possible for Pinnacol to begin processing the claim. Don't wait to report if you don't have all the answers, however all questions on this form will need to be completed in order to meet the requirements of the Colorado Workers' Compensation Act. **Especially critical is the information regarding Date of Injury, if the injured worker will miss more than three scheduled days from work, and when you expect the injured worker to return to work.**

### Definitions:

**Date of Injury:** The date the accident occurred, or in the case of an occupational disease, the date of the first and last exposure.

**Lost-Time Claim:** The loss of more than three scheduled workdays due to the injury.

**Wages and Time Worked:** Provide either the weekly pay rate and hours OR the hourly pay rate and hours worked. Wages may also include: overtime wages, tips, commissions, room & board, housing, lodging and cost of health insurance. If you are unsure how to answer, call the customer service phone number on the front of this form. **Accident Location:** Provide the address if the accident occurred on the employer's premises or if it occurred outside the employer's premises at an identifiable location. If it occurred at a place that cannot be identified by a number or street, such as a public highway, provide references locating the place accurately as possible.

It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete or misleading facts or information to a policyholder or injured worker for the purpose of defrauding or attempting to defraud the policyholder or injured worker with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

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**OSHA FORM 301 QUESTIONS** "If you had 10 or fewer employees during all of the last calendar year or your business is classified in a low-hazard industry specified by OSHA, you do not have to keep injury and illness records unless the Bureau of Labor Statistics or OSHA informs you in writing that you must do so."

For this Pinnacol Assurance First Report of Injury to be considered equivalent to OSHA Form 301 (Injury and Illness Incident Report) the following questions must be completed along with the information on the front of this form. If you have questions regarding the OSHA recordkeeping standard contact your Pinnacol Assurance Safety Consultant.

**Case Number from OSHA 300 Log** \_\_\_\_\_ **Was the Employee Hospitalized Overnight as an In-Patient?**  Yes  No

**What was the Employee doing just Before the Incident Occurred?** Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific. Examples: "climbing a ladder while carrying roofing materials," "spraying chlorine from hand sprayer," "daily computer key-entry."

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**What was the Injury or Illness?** Tell us the part of the body that was affected and how it was affected; be more specific than "hurt," "pain," or "sore." Examples: "strained back," "chemical burns to hand," "carpal tunnel syndrome."

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**What Object or Substance Directly Harmed the Employee?** Examples: "concrete floor," "chlorine," "radial arm saw." *If this question does not apply to the incident, leave blank.*

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**What was the Name of the Physician/Health Care Professional Who Provided Medical Treatment to the Employee?** 29

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**MANITOU SPRINGS DISTRICT 14  
WORKERS' COMPENSATION DESIGNATED MEDICAL PROVIDERS  
FOR WORK-RELATED INJURIES  
(Effective April 1, 2016)**

All employees **must immediately report any work related injury to their supervisor** (for assistance, if necessary, and to initiate a First Report of Injury form), and **must obtain treatment for work-related injuries from:**

**Concentra Medical Centers**

Colorado Springs – North  
5320 Mark Dabbling Blvd.  
Colorado Springs, CO 80918  
719-592-1584  
8:00 a.m. – 5:00 p.m., M-F

**Integrity Urgent Care PC – West - 1058899**

1035 Garden of the Gods Rd., Suite 120  
Colorado Springs, CO 80907  
719-329-1000  
8:00 a.m. – 5:00 p.m., M-F  
8:00 a.m. – 6:00 p.m., Sat-Sun

**OR**

**HealthQuest Medical, Inc.**

1495 Garden of the Gods Rd., Suite 102  
Colorado Springs, CO 80907  
719-260-9797  
8:00 a.m. – 5:00 p.m., M-F

**OR**

**Emergicare**

402 W. Bijou  
Colorado Springs, CO 80903  
719-302-6942  
8:00 a.m. – 5:00p.m., M-F

**If an unauthorized medical provider treats an employee, the employee will be responsible for payment of said treatment.**

In the event of a non-emergency after hours work-related injury, contact one of the providers at the non-emergency numbers listed above.

At any time, in the event of a **life-or-limb threatening emergency or other serious work-related injury**, your first objective is to seek medical treatment, which may be at the nearest emergency medical facility. You must inform the caregiver that you are a Manitou Springs School District 14 employee, that you were injured on the job, and that the school district's workers' compensation carrier is **Pinnacol Assurance** so that you will not be held responsible for payment of treatment. **One of the medical providers listed above must provide all follow-up care.** As soon as possible, either before or after emergency treatment, you must notify your supervisor of the injury.

An injured employee has the right to make a one-time change between an employer's two designated medical providers by providing written notice within 90 days of the injury, but before reaching maximum medical improvement.

The injured employee must provide notice of the change in writing by submitting an approved Colorado Division of Workers' Compensation form to:

- MSSD14 workers' compensation carrier (Pinnacol Assurance)
- The initial authorized treating physician (Concentra, HealthQuest or Emergicare)
- The newly authorized treating physician (Concentra, HealthQuest or Emergicare)
- The MSSD14 business services office

The address for MSSD14's workers' compensation carrier is:  
Pinnacol Assurance, 7501 E. Lowry Blvd., Denver, CO 80230-7006  
Phone: 800-873-7242 / 303-361-4000

A COPY OF THIS NOTICE WAS PROVIDED TO ME ON: \_\_\_\_\_  
(Date)

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
(Please print)