

**2021-2022**  
**RIDGWAY SCHOOL DISTRICT R-2**  
SALARY SCHEDULE - SUPPORT PERSONNEL - OFFICE/CLERICAL

		SCHOOL OFFICE MANAGER (NON-EXEMPT)	SCHOOL OFFICE ASSISTANT .5 FTE (NON-EXEMPT)	ADMINISTRATIVE ASSISTANT TO SUPERINTENDENT & BOE (NON-EXEMPT)
STEP	% OF BASE	**1,780 HOURS (222.5 DAYS)	**704 HOURS (176 DAYS)	**2,096 HOURS (262 DAYS)
1	100%	\$14.55	\$12.48	\$15.10
2	104%	\$15.13	\$12.98	\$15.70
3	109%	\$15.86	\$13.60	\$16.46
4	116%	\$16.88	\$14.48	\$17.52
*5	121%	\$17.61	\$15.10	\$18.27
*6	125%	\$18.19	\$15.60	\$18.88
*7	129%	\$18.77	\$16.10	\$19.48
*8	133%	\$19.35	\$16.60	\$20.08
*9	136%	\$19.79	\$16.97	\$20.54
*10	139%	\$20.22	\$17.35	\$20.99
*11	142%	\$20.66	\$17.72	\$21.44
*12	145%	\$21.10	\$18.10	\$21.90
*13	148%	\$21.53	\$18.47	\$22.35
*14	151%	\$21.97	\$18.84	\$22.80
*15	154%	\$22.41	\$19.22	\$23.25
*16	157%	\$22.84	\$19.59	\$23.71
*17	159%	\$23.13	\$19.84	\$24.01
*18	161%	\$23.43	\$20.09	\$24.31
*19	163%	\$23.72	\$20.34	\$24.61
*20	165%	\$24.01	\$20.59	\$24.92
*21	167%	\$24.30	\$20.84	\$25.22
*22	169%	\$24.59	\$21.09	\$25.52
*23	171%	\$24.88	\$21.34	\$25.82
*24	173%	\$25.17	\$21.59	\$26.12
*25	175%	\$25.46	\$21.84	\$26.43

*\*Support Staff Longevity Bonus: June paycheck upon annual Board of Education approval.*

*\*\*Includes paid holidays*

*% of Base increases at rate of 2% per step beyond Step 25*

*Salary step raises and/or cost of living salary increases are subject to change contingent upon funding and approval by the Board of Education.*

## **Ridgway School District Support Staff Employee Longevity Bonus Program**

Support staff regular employees serve an essential role in the district's effort to meet the needs of our students and staff. As such, it is in the district's best interest to incentivize the longevity of our support staff employees. Beginning in the 2018-2019 fiscal year a longevity bonus program will be put in place under the following conditions:

1. Recognizing that fiscal conditions change annually, the support staff longevity bonus program and its terms will be presented to the board for approval by May of each year. If approved, the financial impact on the district will be reflected in the preliminary budget which will be approved by the board by June 30th of each year.
2. \*Support staff employees must have served the district for five (5) consecutive years before they are considered to be vested in the support staff employee longevity bonus program.
3. Support staff employees will receive the longevity bonus on the June paycheck of their fifth (5th) year of consecutive of satisfactory service to the district and each subsequent year thereafter.
4. Employees who have a break in employment for four (4) months or longer lose their credited years of consecutive service within the longevity program. For the purposes of this program, employees who are on approved extended leave will not lose previously earned years of consecutive service.
5. Receiving a longevity bonus will not be considered in lieu of any other bonuses which are approved by the board. (e.g. holiday bonus)
6. Support staff employees who are vested into the longevity bonus program will receive \$40 dollars per year of consecutive service.

\* Part-time employees' bonuses are prorated at their FTE allocation

Approved by BOE 05.26.2018

## Fringe Benefits

### **Benefits include:**

- sick days / personal days / bereavement days / vacation days for 12-month employees
- paid holidays
- parental leave
- PERA (Colorado Public Employees' Retirement Association) Defined Benefit Plan  
effective July 1, 2020 district contribution of 20.9% / employee contribution of 10%
- full health/dental insurance - 100% monthly premium for single coverage paid by district (no out-of pocket employee contribution) for full time employee
- continual health insurance during summer months for rehired 9 & 10-month employees
- optional vision and supplemental insurances
- optional employee sick leave bank
- \$20,000.00 life insurance policy
- discounted preschool tuition
- professional development opportunities

Benefits are pro-rated as appropriate for part-time employees.

### **Vesting in the Leave Program:**

Once a staff member accumulates 35 days of leave the staff member will be deemed to be vested in the leave program. Staff leave days may accumulate up to 60 days. Once a staff member accumulates 60 days, the staff member will receive payment annually for days over 60. The payment will be included in the July 1 paycheck. Rate of pay will be the substitute wage paid per day for that position during the school year.

Upon separation of employment a vested employee will be paid the daily substitute pay for that position for each day accumulated, not to exceed 60 days. This payment will be made on July 1 of the year the vested employee resigns or retires.

Upon separation of employment a non-vested employee will forfeit all accrued leave.