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TO: Administrative and Professional/Technical Staff and Secretaries

FROM: Damon Smith  
Chief Personnel Officer

COPY: Division of Human Resources and Finance Staff

DATE: June 12, 2017

SUBJECT: Standardized Agreement for Services Rates for 2017-18

As a reminder, effective July 1, 2010, standardized rates for common services were established for Agreements for Services (AFS). We realize that in some cases, the standard rates may be less compensation for individuals when compared to prior years. This is because:

- Similar services should be compensated equitably and fairly from individual to individual
- Standard rates assist with electronic forms, approvals, budgeting and data tracking
- Performing a portion of a job, and not the entire job, should not result in the same pay as the entire job
- A standard rate may not have existed before

Rates for common services for 2017-18 are listed below. All AFS must fall under one of these categories. Before originating an AFS, the category should be determined. Supervisors who believe they have extenuating circumstances should contact the Chief Personnel Officer before talking to potential AFS workers.

**Please remember that individuals may not begin to work until the AFS has been approved by the Chief Personnel Officer.**

Note: Please remind retirees that PERA rules require PERA retirees to contribute 8% of their earnings to PERA as a working retiree. APS will deduct this contribution as part of the payroll process and send the funds to PERA

Note: Please remember that some contracted classified staff may be eligible for overtime based on AFS work. Supervisors should budget accordingly.

(Standard rates begin on next page.)

## 2017-18 Standardized Agreement for Services Rates

<b>A – Contracted Licensed or Admin/PT Employees</b>	
1. Licensed project work beyond normal duties <u>and</u> outside of the duty day by APS contracted teachers (professional learning participant, tutoring, etc.)	\$30 per hour
2. TOSA 187 days	Base salary only – no additional compensation
3. TOSA additional days outside of the 187-day contract – Elementary, Middle School, K-8 or High School or Instructional Coach	Per diem – Contact Compensation Office
4. TOSA or other licensed employee serving as Athletic/Activities Director	\$6,000 annual stipend
5. Professional development school clinical teacher for a university teacher candidate	Set Stipend – Terms of the stipend, i.e. the number of days per week, number of weeks per year and the stipend amount are entered by originator– Contact Licensed Professional Learning
6. Professional development school coordinator	\$15,000 annual stipend
7. HS counselors - library media specialists - Pickens and other teachers per Article 11 - Section 20-21 of Master Agreement	Per diem – Contact Compensation Office
8. SpEd staffing chairs per Article 11, Section 12 of Master Agreement	Vary – Contact Compensation Office
9. HS department chairs per Article 11, Section 13 of Master Agreement	Vary - Contact Compensation Office
10. AP/T project work beyond normal duties <u>and</u> outside of the duty day for contracted APS AP/T staff	\$35 per hour
11. Professional Learning Planning and Facilitation <i>* Professional learning planning and facilitation is often bundled into a project-determined stipend based on \$25 per hour</i>	Set Stipend – Contact Licensed Professional Learning
12. Mentoring Teachers (including Mentors for Alternative Licensure Candidates and Principals at a Set Stipend Amount	Set Stipend – Contact Licensed Professional Learning
13. High School Teacher Teaching Additional Class (6 sections instead of 5)	\$3,600 per semester
14. Facilities Rental Site Directors and Managers	Event Manager - \$20/hr Middle School Tech Director - \$20/hr High School Tech Director - \$25/hr
15. Special Education Compensatory – Preparation and/or completion of IEP paperwork outside of the duty day.	Hourly based on per diem for a maximum of 15 hours per year.

### B – Grants

1. Licensed project work beyond normal duties <u>and</u> outside of the duty day by APS contracted teachers (professional learning participant, tutoring, etc.)	\$30 per hour
2. Work beyond the duty day, in a job like the current contracted position outside of the employee's contract year	Hourly rate for hours over contract; overtime for hours beyond 40 within a given work week
3. Grant Coordination beyond normal duties <u>and</u> outside of duty day	\$30 per hour
4. Retiree working at a reduced rate making PERA payments cost neutral for the district	Varies per agreement

### C – Contracted Classified Employees

1. Work beyond the duty day, in a job like the current contracted position and for a different supervisor and likely at a different site within the employee's contract year (otherwise no AFS is needed)	Hourly rate for hours over contract; overtime for hours beyond 40 within a given work week
2. Work beyond the duty day in a job different than current contracted position	Appropriate Range for job being performed & Step equivalent to current contracted position
3. Licensed work by a classified employee with an active CDE license or 5-Year or 3-Year Sub Authorization	\$30 per hour
4. Work beyond the duty day, in a job like the current contracted position outside of the employee's contract year	Hourly rate for hours over contract; overtime for hours beyond 40 within a given work week
5. Facilities Rental Site Directors and Managers	Event Manager - \$20/hr Middle School Tech Director - \$20/hr High School Tech Director - \$30/hr Stadium Manager - \$20/hr

### D – Pickens Technical College and Pathways – Including Retirees

1. Adjunct teachers	\$30 per hour
2. Adjunct teachers with CDE license in hard-to-fill non-health related fields, including PERA retirees	\$35 per hour
3. Adjunct teachers and clinical instructors in health-related fields (nursing, dental, respiratory, emergency medical services)	
a. No degree	\$30 per hour
b. Associates degree	\$33 per hour
c. Bachelors degree	\$35 per hour
d. Masters or PhD degree	\$37 per hour
4. Pickens contracted teachers per Article 11, Section 21 of Master Agreement	Per diem
5. GED Duties	Coordinator \$31/hr or Examiner \$30/hr

<b>E – Appendix B &amp; Appendix C</b>	
1. Licensed APS contracted teachers (or Admin/PT)	Vary – Contact Compensation Office
2. Classified APS contracted staff working as club sponsors and athletic coaches	Hourly rate for hours over contract; overtime for hours beyond 40 within a given week; total compensation cannot exceed applicable Appendix B or C stipend - Contact Compensation Office
3. Non-APS, non-contracted athletic coaches	Vary – Contact Compensation Office
4. Occasional, Sporadic, Flat-Rate (Ex: supervision, athletic events, etc.)	\$19 per hour
<b>F – Language Translation</b>	
1. District-approved translation by any APS contracted staff beyond the duty day and by any non-APS, non-contracted workers	\$30 per hour
2. APS contracted classified staff beyond the duty day if the employee is not a district-approved translator	Hourly rate for hours over contract or \$25 per hour, whichever is more
3. APS contracted licensed staff beyond the duty day if the employee is not a district-approved translator	\$25 per hour
<b>G – Professional Development for Non-Contracted Workers</b>	
1. School Psychologist Intern	\$13,000 annually
2. Professional development school teacher candidate	\$10 per day
<b>H – Options Schools – Including Retirees</b>	
1. Options teachers, school nurse, counselor	\$30 per hour
2. Options Educational Assistant, Classroom	Classified Range 27, Step A
3. Options Clerk, General Education	Classified Range 23, Step A
4. Options Secretary, Principal Extra Help	Classified Range 36, Step A
5. Options Site Coordinators	# of students x \$200 = annual rate with max of \$20,000
6. Options Paraeducator (Lunch Monitor)	Classified Range 16, Step A
<b>I – Retirees Fulfilling Full Scope of a Contracted Position</b>	
1. Retired teachers working in a hard-to-fill teaching position and fulfilling the full scope of the position within the 110-day or other PERA limits. <b>Prior approval from CPO required</b>	Education & experience equivalent to last Step and Lane during contracted employment but no more than Step 11 on Appendix A up to \$40/hr
2. Retired classified employees working in a hard-to-fill classified position and fulfilling the full scope of the position within 110-day or other PERA limits. <b>Prior approval from CPO required</b>	Appropriate Range for job being performed & experience equivalent to last Step of contracted employment but no more than Step I
3. Retiree working at the \$39 per hour rate	\$39 per hour

## J – Retirees and Non-Contracted Workers

1. Retired teachers and administrators and non-contracted teachers and non-contracted administrators working in an assignment that would NOT have otherwise gone to a contracted teacher and that does NOT fulfill the full scope of a contracted job (tutoring, part-time intervention, testing, assessments, etc.)	\$32 per hour
2. Retired teachers and administrators and non-contracted teachers and non-contracted administrators planning and facilitating licensed or classified professional learning or adult education classes, part-time coaching, or part-time coordinating	Either \$30 per hour or project-determined stipends based on \$30 per hour
3. Retired classified employees working in an assignment that would NOT have otherwise gone to a contracted classified employee and that does NOT fulfill the full scope of a contracted job (projects, aspects of a contracted job but not the full job, etc.)	Appropriate Range for job being performed & experience equivalent to last Step during contracted employment but no more than Step E
4. Non-contracted classified workers or classified sub working in an assignment that would NOT have otherwise gone to a contracted classified employee and that does NOT fulfill the full scope of a contracted job (projects, aspects of a contracted job but not the full job, etc.)	Appropriate Range for job being performed, Step A
5. Non-contracted worker serving as a Community Corp Liaison	\$22 per hour
6. Retired AP/T and non-contracted AP/T working in an assignment that would NOT have otherwise gone to a contracted AP/T and that does NOT fulfill the full scope of a contracted AP/T job (substituting, projects, evaluation, etc.)	Based on position at retirement
a. APS Ranges 1-3 including some Coordinators, Managers, Supervisors, Consultants, Analysts, Specialists & equivalent:	\$30/hour or \$240/day
b. APS Ranges 4-7 including some Asst Principals, Directors, Coordinators, Managers and equivalent:	\$35/hour or \$280/day
c. APS ranges 8-10 including some Principals, Directors & equivalent :	\$40/hour or \$320/day
7. Senior Tax Exchange Program worker	\$7.88 per hour
8. Facilities Rental Site Directors and Managers	HS Tech Director \$25/hr MS Tech Director \$20/hr

## K – Student Workers & Work Study

1. Student aged 16 or older providing help in various capacities	\$9.30 per hour
2. Work Study Students (Pickens and Custodial)	\$10.00 per hour

**L – Leadership Special Project**

1. Requires prior approval of Chief Personnel Officer	As approved
2. Evaluation Designee (current and retired staff)	<b>Requires Prior Approval</b>
a. APS Teachers and Ranges 1-3 including some Coordinators, Managers, Supervisors, Consultants, Analysts, Specialists & equivalent:	\$32/hour
b. APS Ranges 4-7 including some Asst Principals, Directors, Coordinators, Managers and equivalent:	\$35/hour
c. APS ranges 8-10 including some Principals, Directors & equivalent :	\$40/hour

**M – APS Swimming Program**

1. Swimming Lifeguard	\$9.30 per hour
2. Water Safety Instructor	Range 12 on classified salary schedule, starting on Step A. For each year in which 250 hours were worked as Water Safety Instructor for the APS Swimming Program, the step may be increased.
3. Instructional Pool Manager/Coach	Range 26 on classified salary schedule, starting on Step A. For each year in which 250 hours were worked as Instructional Pool Manager/Coach for the APS Swimming Program, the step may be increased.

**N – Summer School**

1. Summer School Teacher and Summer School Teacher Substitute (current licensed employee)	Based on Per Diem
a. Summer School Teacher (non-contracted worker)	\$135 per day
b. Newly hired (for SY 17-18) licensed teacher	\$30 hour

**O - Facilities Temp Workers**

01. Facilities Temp 1	\$10.50 per hour
02. Facilities Temp 2	\$12.50 per hour
03. Facilities Temp 3	\$13.50 per hour
04. Facilities Temp 4	\$14.50 per hour