

**WELD COUNTY SCHOOL DISTRICT RE-4  
CLASSIFIED SALARY SCHEDULE  
2020-2021**

| RANGE | POSITION   | SALARY MINIMUM | SALARY MIDPOINT | SALARY MAXIMUM |
|-------|--|----------------|-----------------|----------------|
| 2     | ASSISTANT COOK<br>CASHIER<br>DISTRICT MAIL PERSON<br>PRINTER<br>SEASONAL WORKER  | 12.00          | 14.63           | 17.26          |
| 3     | INSTRUCTIONAL AIDE/SPECIAL EDUCATION AIDE I<br>ACCOMPANIST<br>BUS MONITOR  | 12.30          | 15.00           | 17.70          |
| 4     | MEDIA AIDE<br>NUTRITION SERVICES ASSISTANT MANAGER   | 12.97          | 15.82           | 18.67          |
| 5     | ADMINISTRATIVE CLERK<br>DAY/NIGHT JANITOR<br>HEALTH AIDE<br>SPECIAL EDUCATION AIDE II, EXTENSIVE NEEDS<br>INSTRUCTIONAL AIDE, PRESCHOOL<br>NUTRITION SERVICES MANAGER - SINGLE SCHOOL  | 13.64          | 16.64           | 19.64          |
| 6     | ATTENDANCE CLERK<br>CAMPUS MONITOR<br>NUTRITION SERVICES MANAGER, MULTI-SCHOOL<br>RECEPTIONIST<br>SCHOOL/DEPARTMENT SECRETARY<br>WAREHOUSE/DELIVERY  | 14.32          | 17.46           | 20.80          |
| 7     | GROUNDS<br>CLASSIFIED INSTRUCTOR/TUTOR<br>NON-CDL DRIVER<br>TRANSPORTATION UTILITY WORKER  | 14.99          | 18.28           | 21.57          |
| 8     | ACCOUNTS PAYABLE TECHNICIAN<br>SECRETARY, HIGH SCHOOL ATHLETIC<br>LEAD JANITOR<br>NUTRITION SERVICES MANAGER, PRODUCTION/WAREHOUSE<br>REGISTRAR, HIGH SCHOOL   | 15.66          | 19.10           | 22.54          |
| 9     | AUDITORIUM PRODUCTION TECHNICIAN<br>SECRETARY, TRANSPORTATION<br>FACILITIES SPECIALIST<br>ADMINISTRATIVE ASSISTANT- CABINET<br>BUS DRIVER  | 16.33          | 19.92           | 23.51          |
| 10    | ACCOUNTING TECHNICIAN<br>ADMINISTRATIVE SECRETARY (SCHOOL)<br>ADMINISTRATIVE SECRETARY, NUTRITION SERVICES<br>DISTRICT MAINTENANCE PERSON<br>HUMAN RESOURCE TECHNICIAN<br>TRANSPORTATION DISPATCHER<br>GROUNDS LEAD (OPERATIONS WORKER)<br>ADMINISTRATIVE SECRETARY, SPECIAL ED DEPARTMENT | 17.01          | 20.74           | 24.47          |
| 11    | TECHNOLOGY SUPPORT SPECIALIST<br>MECHANIC HELPER<br>TRANSPORTATION ROUTER/SAFETY   | 17.68          | 21.56           | 25.44          |
| 12    | ACCOUNTING SPECIALIST I<br>HUMAN RESOURCE SPECIALIST   | 18.35          | 22.38           | 26.41          |
| 13    | CERTIFIED OCCUPATIONAL THERAPIST ASST<br>SPEECH LANGUAGE PATHOLOGY ASSISTANT<br>DISTRICT MAINTENANCE LEAD<br>NIGHT JANITOR SUPERVISOR<br>SWAP SPECIALIST   | 19.02          | 23.20           | 27.38          |
| 14    | ASSESSMENT SPECIALIST  | 19.72          | 24.05           | 28.38          |
| 15    | **NO POSITIONS**   | 20.42          | 24.90           | 29.38          |
| 16    | COMPUTER TECHNICIAN<br>NETWORK ADMINISTRATOR APPRENTICE  | 21.12          | 25.75           | 30.39          |
| 17    | **NO POSITIONS**   | 21.82          | 26.61           | 31.40          |
| 18    | **NO POSITIONS**   | 22.53          | 27.47           | 32.41          |
| 19    | PAYROLL/BENEFITS SPECIALIST<br>APPLICATION SPECIALIST<br>BUS MECHANIC<br>TELECOMMUNICATIONS TECHNICIAN   | 23.24          | 28.34           | 33.44          |

- Student employee rate is \$12 per hour
- Long-term classified substitutes (assignment of 20 days or more) shall be paid at minimum of the applicable job range
- Substitute rates CDL Bus Driver - salary minimum Range 9, Non-CDL Driver Rate - salary minimum Range 7
- Substitute rates, Special Ed Aide II, Health Aide and Preschool- salary minimum range 3. All Others minimum Range 2
- Bus driver activity rate is paid at driver's current hourly rate
- Bus drivers that perform CDL training will receive their hourly route rate
- All required training hours for certified and classified subs is paid at minimum of Range 2
- Maintenance hourly rate associated with building rentals on "hard to staff" days shall be double the employee regular hourly rate
- Maintenance Open/Close fee is \$43; \$86 for "hard to staff" days
- Bus mechanic shall receive a \$500 annual tool stipend. To qualify, employee must be employed in this position for a minimum of one year
- If the Board awards steps to employees, the employee must have worked at least 90 days or a semester in previous year in order to be eligible for the step.
- Seasonal Grounds Equipment Operator position is Salary Range 4 (maximum salary is up to midpoint of range)

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PLACEMENT IN STRUCTURE FOR OUTSIDE HIRES

- Employees new to the district who are hired to fill existing openings will be placed in the structure based upon their experience and qualifications, needs of the district, present pay, the current job market situation, and consideration of incumbents in the position and their equivalent qualifications. For placement purposes, the experience factor may be reduced by the number of years the District did not grant existing classified staff a step on the salary schedule if such placement would place them above current employees with equivalent years experience. Max job placement for initial hire shall be no greater than the salary midpoint. Only HR office personnel may quote starting salary for outside hires.

PLACEMENT FOR PREVIOUS EMPLOYEES

- A classified staff member who was previously employed in the district and returns within 2 years of their resignation date will be placed as a new employee unless they were at mid-point or above. In that case, the classified staff member returning within 2 years will be placed at the factor they were compensated at the time of their resignation up to a maximum of an additional 5 factors from mid-point. This placement will only be applied if returning to the same position type.

PLACEMENT IN STRUCTURE UPON PROMOTION

- An employee who is promoted from a lower pay range will be placed as a new employee into the position, taking into account specific qualifications related to the new position. In all cases, the hourly rate will at least be the minimum of the range. Max placement is midpoint. If the employee is currently making more than the midpoint of the range, then the employee will receive a 5% promotion raise. Only the HR Director can approve a promotion raise greater than 5%.

ACCEPTANCE OF POSITION IN LOWER PAY RANGE

- An employee who accepts another position for which he/she is qualified in a lower pay range is assumed to have resigned from his/her former position responsibilities and the assigned pay range and salary. This is viewed as an individual career decision, with the person recognizing and accepting the related pay range and salary range of the new position. Such placement for pay purposes will occur effective the starting date of the new job. Placement within the lower pay range will be based upon specific qualifications related to the new position, similar to evaluating an outside hire. The salary will be at least at the minimum of the lower pay range. Only central HR personnel will determine placement salary. If the district transfers an existing employee to a lower pay range due to District needs, the HR Director has the authority to set the pay range and salary over the mid-point.

SUBSTITUTES BY CURRENT EMPLOYEES

- Classified employees that substitute for other classified employees on a temporary basis shall be paid their current hourly rate or the substitute rate, whichever is more closely related to the position. Only HR office personnel will determine the rate of pay.