



EMPLOYEE COMPENSATION POLICY

This policy was approved by the Governing Council on November 30, 2016.

Purpose

The purpose of this document is to clearly define MPC's compensation model.

Approach and Philosophy

As a charter school, Mountain Phoenix manages its Human Resource functions and budget independently of its authorizing school district. Accordingly, Mountain Phoenix has created its own employee compensation program and continues to evaluate and refine it annually. The goal of the Mountain Phoenix Compensation Program is as follows:

1. Attract and retain highly creative and competent employees
2. Reflect competitive market rates
3. Ensure internal pay equity
4. Provide consistent compensation administration
5. Present clear communication of the compensation program to all staff
6. Ensure school core values are reflected

Mountain Phoenix's compensation program is designed to attract and retain highly capable and competent employees. Employee compensation comes in many forms for teachers, educational support staff, operational staff, and leadership. These include base salaries, employee benefits, free staff services, work-life balance, staff appreciation components, leadership merits, and paid professional development opportunities. Below is a diagram that helps illustrate how Mountain Phoenix's core values are reflected in the compensation program.

Compensation and the Budget

Salaries and benefits comprise approximately 65 percent of the school's operating expenses; thus, human resources at Mountain Phoenix are clearly the school's most substantial and valuable asset. The compensation program allows the school to manage this significant portion of the budget in a competitive and fiscally responsible way. The school has made competitive employee compensation a priority in its budget planning process, which can be seen by the percentage of total expenditures that staff salaries and benefits have comprised of the total budget. Mountain Phoenix's budget, and by implication its salary pool, is affected by several consistent factors each year, all of which must be considered when determining the portion of the budget that is available for salaries and benefits. Some of these factors include:

- Percentage increase or decrease in state funding (per pupil revenue, or PPR)
- Successful open enrollment (student enrollment drives the budget)
- Number of classes each teacher has and class size (budget is dependent on an average class size of 27-28 with core teachers teaching the majority of subjects, not including specials).
- Successful fundraising efforts (fundraising dollars pay for programs and supplies allow more operational dollars to be allocated for salaries).
- Successful local programs (Homeschool, Early Childhood Education, After School Enrichment)

Pay Structure

Salary scales were consciously developed to be fair and equitable across the organization. All salary scales are publicly posted on the school website under the Financial Transparency section. See attachment A of this policy for approved salary scales. Some of the factors included in the salary structure include:

- Base Salary (each position has a starting base salary to build upon)
- Level of Education - (Master's degree or higher are rewarded)
- Experience - (years of experience that is relevant to the position are rewarded)
- Certifications - (certifications that are relevant to the position are rewarded)
- Licensing - (teacher, administrative, early childhood licensure are rewarded)
- Loyalty - (years with Mountain Phoenix are rewarded)

Leave & Benefits

Leave and Benefits are an integral part of the overall compensation package provided by Jefferson County Public Schools, and we recognize that they are an important decision point for all potential employees. Full-time employees are those regularly scheduled for 30 hours or more per week. MPCS employees eligible for full benefits are those employees working 30 or more hours a week, or $\frac{3}{4}$ time. Below are the Leave & Benefits available. Please see the Leave & Benefits Policy for specific details.

- Paid Time Off
- Bereavement Leave
- Professional Leave
- Religious Holidays
- Group Insurance Plans
- Voluntary Retirement Plans
- Family and Medical Leave
- Jury Duty
- Military Leave
- Workers Compensation
- Basic Life Insurance
- Voluntary Life Insurance
- Disability Insurance
- Tuition & Fee Discounts

POLICY HISTORY

LEGAL REF

22-63-401, C.R.S. Teacher Employment Act-Teachers subject to adopted salary schedule (*automatic state waiver*)

22-63-402, C.R.S. Teacher Employment Act-Certificate required to pay teachers (*automatic state waiver*)

22-63-403, C.R.S. Teacher Employment Act-Describes payment of salaries (*automatic state waiver*)

22-32-109(1)(f), C.R.S. Local board duties concerning selection of staff and pay (*automatic state waiver*)

Original: adopted by the Governing Council on November 30, 2016.

Mountain Phoenix Community School Salary Scale

(Instructional Staff Grades 1-8)

Grades/Specials Teacher (1-8) Full-time	Full-Time Base Salary (2016-17)	MPCS Experience Increase (Per year-evaluation/financial based)*	MPCS Loyalty Experience (paid at year 4, 7 and 10)**	Non-Waldorf/Non-MPCS Teaching Exp (per year of Exp. max is 5 years)**	Non-MPCS Waldorf Teaching Experience (per year, max is 10 years)**	Non-Related Masters or Equivalent Certification**	Related Masters or Equivalent Certification**	Waldorf Certification
2016-17	\$ 34,000.00	0-5% of Salary	\$ 3,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 3,000.00

Example #1***	
Current Employee:	
Newly Hired Teacher to MPCS w/masters in Education, 4 years non-Waldorf exp.	
Base	\$ 34,000.00
4 years Exp	\$ 4,000.00
Related Masters	\$ 2,000.00
Salary	\$ 40,000.00

Example #2***	
Current Employee:	
MPCS Teacher, 5 years exp at MPCS, 3 years of Non-MPCS Waldorf teaching exp., Waldorf Certification, Masters in Education	
Base	\$ 34,000.00
3 years Non-MPCS Waldorf Exp	\$ 3,000.00
5 years MPCS Exp*\$750 Avg Inc. per year (years 1-3, 5)	\$ 3,000.00
MPCS Loyalty Exp (yr 4)	\$ 3,000.00
Related Masters	\$ 2,000.00
Waldorf Certification	\$ 3,000.00
Salary	\$ 48,000.00

Example #3***	
Applicant:	
Waldorf Certified teacher, 10 years Non-MPCS exp, 4 of 10 years Non-MPCS Waldorf Exp, non-related Masters	
Base	\$ 34,000.00
10 years Non-MPCS, non-Waldorf Exp (max \$5,000)	\$ 5,000.00
4 years Non-MPCS Waldorf Exp	\$ 4,000.00
Non-related Masters	\$ 1,000.00
Waldorf Certification	\$ 3,000.00
Offered Salary	\$ 47,000.00

Note: Max starting salary for a new teacher to MPCS is \$54,000
 *Annual increases are not guaranteed and increases are related to individual performance evaluations and MPCS' ability to financially support increases.
 **Loyalty increases are guaranteed, unless the school is financially unable to pay due to extreme circumstances. Additionally, MPCS loyalty increases take precedence over annual increases and two increases in one year (loyalty and annual) typically do not occur in the same year.
 ***Experience and education increases to base salary are reviewed annually by both administration and the governing council as needed.
 ****Examples are for demonstration purposes only and may be subject to other factors and exceptions.

Mountain Phoenix Community School Salary Scale

(Leadership Staff)

Directors of Ed/Op	Full-Time Base Salary (minimum)	MPCS Performance Bonus (Per year-evaluation, financial based)*	MPCS Loyalty Experience paid at beginning of year 4, 7 and 10 (full-time years are counted)**	Non-Waldorf, Non-MPCS Administration Exp (per year of Exp. max is 5 years)**	Non-MPCS Waldorf Administration Experience (per year, max is 10 years)**	Non-Related or Related Advanced Degrees or Equivalent Certification**	Waldorf Certification	Professional Administrator License
2016-17	\$ 65,000.00	0-15% of Salary	\$ 3,000.00	\$ 1,000.00	\$ 1,500.00	\$1,000-\$3,000	\$ 3,000.00	\$ 3,000.00

Example #1****	
Entry-Level Leader: 1 year at MPCS, 3 years Non-MPCS Waldorf administration exp, Masters in Education, Waldorf Certification	
Base	\$ 65,000.00
MPCS Loyalty Exp	\$ -
Non-MPCS Waldorf Administration Experience (3 yr)	\$ 4,500.00
Related Advanced Degrees	\$ 2,000.00
Waldorf Certification	\$ 3,000.00
Administrator License	\$ -
Salary	\$ 74,500.00
Performance Bonus (15%)	\$ 11,175.00
Total Opportunity	\$ 85,675.00

Example #2****	
Mid-Level Leader: 4 years at MPCS, 5 years of non-Waldorf and Non-MPCS administration experience, Professional Administrator License	
Base	\$ 70,000.00
MPCS Loyalty Exp (yr 4)	\$ 3,000.00
Non-MPCS and Non-Waldorf Administration Experience (5 yr)	\$ 5,000.00
Related Advanced Degrees	\$ 2,000.00
Waldorf Certification	\$ -
Administrator License	\$ 3,000.00
Salary	\$ 83,000.00
Performance Bonus (15%)	\$ 12,450.00
Total Opportunity	\$ 95,450.00

Example #3****	
High-Level Leader: 10 years at MPCS, 3 years Non-Waldorf, Non-MPCS Administration, 4 years in Non-MPCS Waldorf administration exp, Masters and Phd., and Professional Administrator License	
Base	\$ 75,000.00
MPCS Loyalty Exp (yr 10)	\$ 9,000.00
Non-MPCS Waldorf Administration Experience (max 10)	\$ 7,500.00
Related Advanced Degrees	\$ 3,000.00
Waldorf Certification	\$ -
Administrator License	\$ 3,000.00
Salary	\$ 97,500.00
Performance Bonus	\$ 14,625.00
Total Opportunity	\$ 112,125.00

*Performance bonuses are not guaranteed and are related to individual performance evaluations and MPCS' ability to financially support bonuses.
 **Loyalty increases are guaranteed, unless the school is financially unable to pay due to extreme circumstances. Additionally, MPCS loyalty increases take precedence over annual increases and two increases in one year (loyalty and annual) typically do not occur in the same year.
 ***Experience, education, certification and license increases to base salary are reviewed annually by the Governing Council as needed. Note that certain requirements required for the position are represented in the base salary.
 ****Examples are for demonstration purposes only and may be subject to other factors and exceptions.

This Salary Scale for the School Directors was approved by the Governing Council on August 2, 2016.

(Note: Non-Instructional Staff Salary Scale is currently being reviewed)