

# PROCOMP

DEVELOPED IN COLLABORATION WITH DCTA



***Look inside to discover  
how to get the most out  
of DPS' ProComp  
Compensation System  
for teachers!***



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**DPS Mission:**

To provide all students the opportunity to achieve the knowledge and skills necessary to become contributing citizens in our society."

**DPS Vision:**

Every Child Succeeds

**DPS Shared Core Values:**

Students First, Integrity, Equity, Collaboration, Accountability, Fun

**ProComp Primary Objectives:**

- Closely link teacher compensation with district goals
- Reward and recognize teachers for their impact on students
- Attract and retain the most qualified and effective teachers

**All ProComp incentives have one objective: Recognizing and rewarding your impact on students.**

**Be sure to take the time to review this handbook, and keep it in a place where you can refer to it often!**

## Welcome to ProComp

In 2005, Denver voters approved funding for our performance-based teacher compensation system, and ever since, ProComp has been setting a new national standard for rewarding and recognizing teacher excellence. ProComp directly connects DPS' mission, vision, values and priorities to your goals for your classroom, with goal achievement connected to pay. ProComp is a significant component of the district's efforts to recruit and retain effective teachers, which also include Leading Effective Academic Practice (LEAP) and the Denver Teacher Residency program, among others.

ProComp is particularly distinctive because DPS and the Denver Classroom Teachers Association (DCTA) collaborated to develop, build, and test the program. ProComp's design is also unique, interlinking these central ingredients for impacting student achievement:

- Best practices in teaching and learning
- Tools and data for measuring student growth
- Knowledgeable and motivated professional staff
- Evaluation of teaching practices

All of these serve to promote excellence in teaching and to strengthen the partnership between teachers and principals, which keeps their focus on a common set of goals that contribute to our vision: **Every Child Succeeds.**

Since ProComp's initial implementation, DPS and the DCTA have continued working together to enhance ProComp in response to feedback from across our district. For instance, we increased several incentives in 2008 to add to teachers' earning potential and better reflect the priorities of the district. Today, ProComp provides you with an array of opportunities to increase compensation. When you grow your knowledge and skills, demonstrate excellence in your role, choose to work in a challenging position and grow your students, your pay grows too.

We are thrilled to know that, since the implementation of ProComp, we have seen differences for our teachers and kids. In 2012, our DPS kids posted the highest scores among Colorado's 20 largest school districts on the state's measure of year-to-year academic growth. In 2012, in recognition of your hard work and dedication to your students, ProComp teachers earn roughly \$8,000 more per year than if they were under the traditional salary schedule, and they have the highest pay of any district in the metro area.

Of course, the best compensation system in the world will not achieve its goals if it's not clear how to use it. Your ProComp Handbook provides everything you need to know about our program, so you can make the most of it.

**ProComp Eligibility**

At the time of payout for any incentive, you must be actively enrolled in ProComp and have a status of:

- Active with benefits (AB)
- Active with J1 Visa-no PERA (AV)
- Active Retiree Exempt (AH)
- Leave with pay (LP)
- Leave summer pay/benefits (LR), or
- Leave with full pay J1 Visa-No PERA (LV)

For all incentives, *except High Needs Schools and Hard to Staff Assignments*, Total Temporary Disability Leave (LD) is also an eligible status.

**Starting Pay for New Hires**

Your starting salary at DPS is based on your education and experience. First-time teachers with a bachelor's degree receive an amount equal to the base salary in the traditional system. Starting pay for teachers with experience is an amount equal to what it would be under the traditional salary system.

**Who Is Eligible for ProComp?**

- ProComp is available to all teachers with a Denver Classroom Teachers Association job classification. All teachers hired on or after Jan. 1, 2006, are automatically enrolled in ProComp. Teachers who were working for DPS prior to Jan. 1, 2006, were able to opt into ProComp during several periods since its implementation. No further opt-in periods are anticipated. The traditional salary schedule will remain active until all teachers and student services professionals (SSPs) who might have been paid through it originally have either left the district or retired. At the time of payout for any incentive, you must be actively enrolled in ProComp and have an eligible status. Some incentives are available to individuals who have just retired or transferred within the district. Active Retiree Exempt (AH) is an additional eligible status.

*Throughout this guide, the word “teacher” refers to teachers and SSPs.*

**A Little ProComp History**

In 1999, DPS and the Denver Classroom Teachers Association (DCTA) agreed to create a Pay-for-Performance pilot that would assess whether student achievement could be improved by paying teachers incentives for meeting objectives they set with their principals. After two years of the pilot, a relationship between high-quality teacher objectives and student growth was apparent.

DPS and the DCTA then agreed to enhance the salary system by including significant teacher incentives for driving increased student achievement, for developing professional skills and knowledge, and for meeting specific needs of the district or particular students.

In 2002, the Joint Task Force on Teacher Compensation was formed to design ProComp, which was rolled out in the fall of 2003 and voted into place by members of the DCTA and the Board of Education in March 2004. Hundreds of teachers, SSPs and administrators collaborated to expand ProComp's initial framework and implement it.

In November 2005, Denver voters approved an increase in the annual mill levy, which raises an estimated \$25 million, adjusted for inflation, to fund ProComp. The money raised is placed in a trust fund to pay ProComp incentives and related expenses. The system's oversight committee of DPS, the DCTA and community representatives is charged with ensuring its long-term financial viability.

In 2008, the ProComp system was significantly expanded to increase incentives for driving student achievement and serving in High Needs Schools and Hard to Staff Assignments. As a result, annual incentives under ProComp increased from around \$6 million to more than \$30 million.

Due to its success, many districts and states are now studying Denver's balanced, results-based approach to teacher compensation.

## 2012-13 ProComp At-A-Glance

ProComp payments are a percentage of an index. 2012-13 Index = \$37,927

Area of focus...	You earn...	How much...	
<b>Student Growth: Helping Your Students and Your School</b>	Top Performing Schools	A <i>bonus</i> when working in a Top Performing School, based on overall points earned on the DPS School Performance Framework (SPF). Top Performing Schools are identified every fall, based on previous year data. All schools designated as Exceeds Expectations or Meets Expectations on the overall SPF are eligible.	<b>\$2,427.33</b>
	High Growth Schools	A <i>bonus</i> when working in a High Growth School, based on the growth measures on the DPS SPF. High Growth Schools are identified every fall, based on previous year data. Schools that earned the highest percentage of points on SPF Student Academic Growth measures qualify as High Growth Schools. All schools recognized as Meets Standard or Exceeds Standard for the combined SPF Student Growth measures for 2011-12 received the High Growth School designation.	<b>\$2,427.33</b>
	Exceeds Expectations	A <i>bonus</i> if at least 50 percent of your fourth- through tenth-grade students, in subject areas tested in the state assessment (math and language arts), are in the 55th percentile or higher for statewide student growth using Colorado's Student Growth Indicator.	<b>\$2,427.33</b>
	Student Growth Objectives (SGOs)	A <i>salary increase</i> if two approved SGOs are met. A <i>bonus</i> if one approved SGO is met.	<b>\$379.00</b>
<b>Market Incentives: Teach Where You're Needed Most</b>	Hard to Staff Assignment	A <i>bonus</i> when working in a Hard to Staff Assignment The list of eligible assignments is published annually.	<b>\$2,427.33 per assignment</b>
	High Needs School	A <i>bonus</i> when working in a High Needs School The High Needs designation is based on the percent of students enrolled receiving free or reduced-price lunch.	<b>\$2,427.33</b>
<b>Knowledge and Skills: Develop in Your Profession</b>	Professional Development Units (PDUs)	A <i>salary increase</i> when an approved PDU is completed, if you have 14 or fewer years of credited service A <i>bonus</i> when an approved PDU is completed, if you have more than 14 years of credited service	<b>\$759.00</b>
	Tuition and Student Loan Reimbursement	Reimbursement for satisfactory completion of approved coursework or an outstanding student loan	<b>Up to \$1,000 per year/ \$4,000 per lifetime</b>
	Advanced Degrees, Licenses, and Certificates	A <i>salary increase</i> for earning a new advanced degree, license, or certificate	<b>\$3,413</b> , payable once every three years
<b>Comprehensive Professional Evaluation: Aim for Effectiveness</b>	A <i>salary increase</i> if you have 14 or fewer years of credited service and receive a satisfactory evaluation	<b>Probationary Teachers</b>	<b>\$379.00</b>
		<b>Non-Probationary Teachers*</b>	<b>\$1,138.00</b> , payable once every three years

\*Certain non-probationary teachers evaluated annually may receive this payment each year for satisfactory evaluation.

For another overview of ProComp, click [here](#).

DPS and the DCTA determine ProComp payment amounts and whether an incentive is paid as a salary-building increase or lump-sum bonus for a particular year. ProComp payment requests submitted after the payroll cutoff date each September are paid out under the terms of that new year's ProComp Memorandum of Understanding (MOU), negotiated between DPS and the DCTA.

## Opportunities for Increasing Your Pay

With ProComp, teachers and SSPs can earn incentives in these key areas:

### Student Growth— Helping Your Students and Your School

- Top Performing Schools
- High Growth Schools
- Exceeds Expectations
- Student Growth Objectives (SGOs)

See [page 5](#) for details.

### Market Incentives—Teach Where You're Needed Most

- Hard to Staff Assignments
- High Needs Schools

See [page 10](#) for details.

### Knowledge and Skills—Develop in Your Profession

- Professional Development Units
- Tuition and Student Loan Reimbursement
- Advanced Degrees, Licenses, and Certificates

See [page 14](#) for details.

### Comprehensive Professional Evaluation—Aim for Effectiveness

See [page 21](#) for details.

## Understanding ProComp Payments

Compensation earned through ProComp is paid as a salary increase or as a one-time payment. For example, lump-sum incentives for High Needs Schools and Hard to Staff Assignments are paid in monthly installments, prorated over 12 months, in the year you are serving in those schools/assignments. Other lump-sum incentives (i.e., Top Performing Schools, High Growth Schools, Exceeds Expectations) are paid as a lump sum in October for the prior year's results. Some payments are initiated when Payroll Services receives notice from your supervisor or principal, while others are initiated when you provide proper documentation. Find ProComp forms by clicking here: [Forms](#).

**All ProComp payments, except tuition and student loan reimbursements, are a percentage of an index.** The amount of the index is subject to negotiation by DPS and DCTA, and any cost-of-living adjustment (COLA) agreed upon through collective bargaining. Since ProComp was implemented, the index has been set at an amount that is equal to a DPS starting salary. The percentages paid for each incentive do not change unless negotiated by DPS and DCTA. Tuition and student loan reimbursements are up to \$1,000 per year and \$4,000 over the course of your DPS career.

All ProComp payments, except tuition and student loan reimbursements, help build your pension, since they are included in the pay considered when determining your highest average salary for your pension calculation.





## Student Growth—Helping Your Students and Your School

Incentives are given to teachers whose students meet and/or exceed expectations for academic growth at the school and individual classroom level.

### Top Performing Schools

While other student growth elements recognize individual teachers' successes with their students, the Top Performing Schools incentive recognizes the power and value of entire schools working collaboratively to improve student achievement.

Teachers and SSPs in schools designated Top Performing receive a bonus. Top Performing Schools are those that qualify as Exceeds Expectations or Meets Expectations in their overall rating earned on DPS' School Performance Framework (SPF).

Click [here](#) for the current list of Top Performing Schools.

### Eligibility

- You must have been assigned to a designated Top Performing School during the performance period.
- You must have served in the Top Performing School for a minimum of 89 days in AB or AV status during the contract year.
- At the time of payout, you must be actively enrolled in ProComp, with an eligible employment status, or have just retired or transferred within the district. Active Retiree Exempt (AH) is an additional eligible status.

### Payment—\$2,427.33 (6.4 percent of index)

- Payout is made as a lump-sum bonus of 6.4 percent of index, prorated based on your FTE at the time of service at the designated Top Performing School.
- If you are assigned to multiple Top Performing Schools, you are eligible to receive multiple prorated incentive payments based on your FTE status at each school at time of service.
- If you left the DCTA Bargaining Unit or went on unpaid leave after earning the High Growth School incentive and then re-entered payroll as an active member of ProComp in qualified status before May 31 of the following year, you are eligible to receive this incentive.
- The maximum payout for this incentive is 1.0 FTE multiplied by the incentive amount.
- Payout will be made as soon as practical after the beginning of the following contract year.

### High Growth Schools

The High Growth Schools incentive also recognizes the power and value of entire schools working collaboratively to improve student achievement. Teachers and SSPs in schools designated as a High Growth School on the DPS School Performance Framework (SPF) receive a bonus. High Growth Schools are identified every fall, based on previous year data. Schools that earned the highest percentage of points on SPF Student Academic Growth measures qualify as High Growth Schools. All schools recognized as Meets Standard or Exceeds Standard for the combined SPF Student Academic Growth measures for 2011-12 have received the High Growth School designation.

#### Eligibility

- If you left the DCTA Bargaining Unit or went on unpaid leave after earning the High Growth incentive and then re-entered payroll as an active member of ProComp in a qualified status before May 31 of the following year, you are eligible to receive this incentive.
- The school served must be on the Transition Team approved list of qualified High Growth Schools.
- You must have been assigned to a designated High Growth School during the performance measurement period.
- You must have served in a High Growth School for a minimum of 89 days in AB or AV status as an active member of ProComp during the contract year.
- At the time of payout, you must be actively enrolled in ProComp, with an eligible employment status, or have just retired or transferred within the district. Active Retiree Exempt (AH) is an additional eligible status.

#### Payment—\$2,427.33 (6.4 percent of index)

- Payout is made as a lump-sum bonus of 6.4 percent of index, prorated to the FTE at the time of service at the designated High Growth School.
- If you are assigned to multiple High Growth Schools, you are eligible to receive multiple prorated incentive payments based on your FTE status at each school at the time of service.
- The maximum payout for this incentive is 1.0 FTE multiplied by the incentive amount.
- Payout will be made as soon as practical after the beginning of the following contract year.







### Exceeds Expectations

The Exceeds Expectations incentive provides an opportunity to recognize teachers in certain grades and subject areas for their individual classroom performance. Teachers with at least 50 percent of their students in the 55th percentile or higher for statewide student growth, using Colorado's Student Growth Indicator on the Colorado state assessment, are paid a bonus. Since the state assessment produces median growth percentiles (MGP) for math, reading and writing skills for fourth- through tenth-grade students, this incentive is available only for teachers in those grades and subject areas.

#### Eligibility

- You must be teaching students in the fourth- through tenth- grades, in subject areas tested in the state assessment, with at least 50 percent of your students in the 55th percentile or higher for statewide student growth using Colorado's Student Growth Indicator.
- If you are the single primary teacher for a group of students, (e.g: teaching all subjects including math, reading and writing to a single classroom all day), you are eligible for this incentive.
- You must teach at least one Colorado Department of Education (CDE) 1100 math or 0500 language arts (reading or writing) course. If you are assigned a CDE 0010 Elementary Ed course and are platooning and teaching math or language arts, you are eligible for this incentive. Click [here](#) for a list of eligible courses.
- You must teach at least 10 students in your subject area who have:
  - A pair of scores (scores from last year and two years ago, in the same course content area; either math, reading or writing). Otherwise, they will not count towards eligibility for this incentive.
  - Students must be enrolled for at least 85 percent of the length of the course offered, and must attend at least 85 percent of that enrollment time, in that course.
- You must be in ProComp and have served at the school for a minimum of 89 days in AB or AV status (measured from the start of the school year to the state assessment test date).
- If you leave the DCTA Bargaining Unit or go on unpaid leave after earning the Exceeds Expectations incentive, but before it is paid, you are eligible for payment if you return to a position covered by the DCTA Bargaining Unit before May 31 of the year following the year the incentive was earned.
- At the time of payout, you must be actively enrolled in ProComp, with an eligible employment status, or have just retired or transferred within the district. Active Retiree Exempt (AH) is an additional eligible status.

#### Payment—\$2,427.33 (6.4 percent of index)

- Payout is a lump-sum bonus of 6.4 percent of the index.
- You will receive the prorated percentage of the incentive, based on your FTE at time of service.
- Payout is made at the earliest possible time in the fall of the following year.

### About SGOs

Rigorous objective setting contributes to higher student achievement, providing an instructional focus for the teacher and a role for the principal, who collaborates with the teacher to set goals and monitor progress throughout the year.

During the objective-setting process, teachers assess student capabilities through a pretest at the beginning of the year. They set growth targets for their students, and select the learning content and instructional strategies they will use to meet those targets. The results of a post-test at the end of the teaching period will determine whether the objectives have been met.

### Student Growth Objectives (SGOs)

During the contract year, teachers and SSPs set two objectives in collaboration with their principal or supervisor. If one objective is met, a bonus is paid. If two objectives are met, base pay is increased.

#### Things to Consider

- You cannot use state assessment results to set your annual growth objectives. SGOs must be job-embedded and set with your principal or supervisor.
- SGOs must be entered in the [SGO online registration system](#) by Oct. 31, then reviewed and approved by your principal or supervisor by Nov. 30.
- SGOs may be updated mid-year, but modifications must be finalized and submitted to the SGO Administrator by the last Friday before Spring Break. (If an SGO is not approved by Nov. 30, you can modify and resubmit it by the deadline.)
- When SGO results are compiled, you and your principal or supervisor must review them together. Your principal or supervisor must approve your final results and enter them online.
- If the principal or supervisor reviews the SGO and determines that you have completed the SGO to satisfaction, the principal or supervisor will mark the SGO as "met" in the system.
- If the principal or supervisor reviews your SGO and determines there is not enough information to approve or deny it, the SGO can be marked as "pending" in the system until you provide more thorough documentation. All documentation regarding the completion of SGOs must be submitted before Nov. 30 of the following contract year or they will be deemed "not met."

#### Eligibility

- If you leave the district voluntarily or are terminated for cause, you do not receive payment for meeting SGOs.
- At the time of setting your SGOs, you must be actively enrolled in ProComp, with an eligible employment status. Active Retiree Exempt (AH) is an additional eligible status.
- If you left the DCTA Bargaining Unit or went on unpaid leave after earning an SGO incentive and return as an active member of ProComp in a qualified status before May 31 of the following year, you are eligible to receive this incentive.
- At the time of payout, you must be actively enrolled in ProComp, with an eligible employment status, or have just retired or transferred within the district. Active Retiree Exempt (AH) is an additional eligible status.

**Types of Objectives**

Many choose to pursue SGOs at the school level. Guidelines for pursuing individual goals include:

**Elementary**—Write two objectives addressing student growth—one in reading and one in math.

**Secondary**—Write objectives according to your subject. For example, write one objective focusing on student growth within the course content area and one objective focusing on a specific subgroup (i.e., one class, one section of a class) or specific unit of the content area.

**Electives**—Write objectives for your content area.

**Library media specialist**—Write objectives designed for impact on information literacy and technology proficiency and attainment of literacy/literature appreciation skills.

**SSPs**—Write one objective addressing a department goal and another addressing a goal in the school improvement plan, a team goal, a district-wide goal or a second department goal.

**Payment—\$379.00 (1 percent of index)**

- If your final SGO decision is "met 2," the following contract year you will receive a salary increase of 1 percent of the index.
- If your final SGO decision is "met 1," the following contract year you will receive a bonus of 1 percent of the index.
- If you have met one or both SGOs, but retired from DPS or have left the Bargaining Unit but remain employed by DPS, you will receive a lump-sum bonus of 1 percent of the index.
- SGO payments are prorated based on your FTE at the time of payment.
- Online system submission of objectives you have set must be complete by Aug. 31 of the new school year, for payout at the beginning of following school year.
- If the final SGO decision is "met 1" and is entered into the online system by Aug. 3, payout will be made on the September paycheck.
- If the final SGO decision is "met 2" or "met 1" and is entered after Aug. 31, but prior to Nov. 30, payout will be made on the Dec. 31 paycheck.

Annual SGO Timeline		
Fall	Mid-Year	Spring
Teacher and principal or supervisor meet to discuss and determine the objectives collaboratively. Teacher enters the objectives in the system by Oct. 31. Principal or supervisor accepts and approves the objectives by the end of November.	Teacher and principal or supervisor review progress toward meeting the objective, and make adjustments where appropriate, as soon as possible. Adjustments can be made until the Friday before Spring Break.	Teacher and principal or supervisor meet to review whether the objectives have been met; then the principal or supervisor submits the decision electronically by May 31.

For online goal-setting tools, sample objectives, SGO handbooks, and many other resources, visit <http://sgoinfo.dpsk12.org>.



## Market Incentives—Teach Where You’re Needed Most

Incentives are given to attract and retain teachers in Hard to Staff Assignments and High Needs schools.

The Market Incentives component of ProComp enables DPS to offer a bonus to teachers who work in high-priority traditional schools and Hard to Staff assignments. Both the High Needs Schools and Hard to Staff Assignments are identified by a clear set of criteria established by the ProComp Transition Team. ProComp teachers may receive one or both incentives if they are eligible.

### Hard to Staff Assignments

Teachers and SSPs in assignments designated as Hard to Staff receive a bonus. The goal of this incentive is to attract and retain teachers and SSPs to fill the positions for which it is historically difficult to find qualified teachers.

#### Things to Consider

- Eligibility requirements for a Hard to Staff Assignment will be communicated when the job is announced.
- You can qualify for multiple assignments in any given month.
- The position must fall into one of the categories listed as Hard to Staff Assignments for the contract year. Click [Hard to Staff Assignments](#) for a current list of assignments.
- Some Hard to Staff Assignments depend on vacancy rates, while others are determined by policy. The categories of assignments are designated by the Transition Team and communicated annually.

#### Eligibility

- Additional requirements for the Hard to Staff Assignments incentive can be found at these links:
  - [Math](#)
  - [ELA-S](#)
  - [MAST/ChildFind Pre-school Teams](#)
  - [SPED](#)
  - [Other Student Services Teams and Providers](#)
- You must qualify for this incentive on a monthly basis.
- At the time of payout, you must be actively enrolled in ProComp, with an eligible employment status.

### Logging Your Hard to Staff Assignment

Your supervisor will inform you if you need to provide an official log recording your hours in a Hard to Staff Assignment.

Logs should be completed from written records you or others maintain on the student. Only “continuous service” to a student over a period of time (i.e., not short-term or random contact) is eligible for payout.

Examples of records that can be used to fill in the formal log include:

- Itinerant teacher records
- Employee calendars
- IEP records
- Caseload lists

### Payment—\$2,427.33 (6.4 percent of index)

- Payout is a bonus of 6.4 percent of the index.
- Payout equals your FTE multiplied by the percentage of time spent in one or more Hard to Staff Assignments. The maximum payout for this incentive can exceed one if you are fulfilling the requirements of more than one Hard to Staff Assignment. For example, if a secondary Special Education teacher also teaches math, that teacher’s incentive would be two times the incentive amount.
- If you work at least .50 (half-time), but less than 1.0 (full-time), you will receive a prorated amount of the Hard to Staff incentive based on your status at the time of payout. Hard to Staff incentives are paid out monthly as 1/12 of the annual amount, from September through May. You must have served at least one day in a qualified status between May 1 and May 31 to be eligible for a Hard to Staff incentive payment for May. If you were paid in May, you will receive incentive pay for June, July and August if you continue to be in AB, AV, LP, LR or LV status and continue to hold a current CDE license with appropriate endorsements during the summer months.
- Delays in receiving designations that qualify employees for Hard to Staff incentives exist and make retroactive payments necessary. Retroactive payments will be made at the first available payroll cycle, back to the time when a license or endorsement was current and an employee fulfilled all other eligibility criteria for a Hard to Staff incentive for any given month. If an employee is highly qualified due to a new endorsement, the effective date of the endorsement is the date it is recognized by the CDE. The bonus payment is retroactive to the beginning of the month of the effective date.
- If you were subject to a Reduction in Buildings (RIB) action and are still willing to serve in another Hard to Staff Assignment, you may be eligible to continue receiving the Hard to Staff incentive for the rest of the year. More details can be found at [www.denverprocomp.org/RiB](http://www.denverprocomp.org/RiB).





### High Needs Schools

The purpose of this incentive is to attract and retain highly skilled professionals in our schools with the highest needs. The High Needs designation is based on the percent of students enrolled at a school who receive free or reduced-price lunch (FRL), calculated as of Oct. 1 of the prior school year. Current guidelines are:

- 92+percent FRL for Elementary Schools
- 85+percent FRL for Middle Schools
- 75+percent FRL for High Schools
- All "Alternative" schools

The list of schools is updated each winter. Schools that are designated High Needs stay on the list at least three years, and the list is reviewed each year. Some schools may be renewed or extended, and others retain their original, three-year designation. If schools are not renewed, they will finish the original three-year term before dropping off the list.

Click [here](#) for a current list of High Needs Schools.

Teachers and SSPs in schools designated as High Needs receive a bonus. Generally, based on FRL percentages, 50 percent of Denver Public Schools are designated as High Needs Schools each year.

### Things to Consider

- Teachers are identified as working at a High Needs School through Infinite Campus. SSPs assigned to High Needs Schools are recorded on staff lists that are tracked by the Special Education Department and submitted electronically to Payroll Services.
- The Transition Team approves the list of High Needs Schools by January of the previous year for the contract year to come. For example, the Transition Team will approve the list of High Needs Schools in January of 2013 for the 2014-15 contract year.

### Eligibility

- You must work at a designated High Needs School.
- You must have a current or pending license or authorization at the time of serving. Approved authorizations can be found at [High Needs Approved Authorizations](#).
- At the time of payout, you must be actively enrolled in ProComp, with an eligible employment status.



### Logging your High Needs School Hours

Your supervisor will inform you if you need to provide an official log recording your hours in a High Needs School.

Logs should be completed from written records you or others maintain on your work locations. Only continuous service at a location over a period of time (i.e., not short-term or random appearances) is eligible for payout.

Examples of records that can be used to fill in the formal log include:

- Itinerant teacher records
- Employee calendars
- IEP records
- Caseload lists

### Payment—\$2,427.33 (6.4 percent of index)

- Payout is a bonus of 6.4 percent of the index.
- The maximum payout for this incentive is 1.0 FTE multiplied by the incentive amount.
- High Needs incentives are paid out monthly as 1/12 of the annual amount, from September through May. You must have served at least one day in a qualified status between May 1 and May 31 to be eligible for a High Needs incentive payment for May. If you were paid in May, you will receive incentive pay for June, July and August if you continue to be in AB, AV, LP, LR, or LV status. (You do not have to have a current CDE license or approved authorization over the summer months to qualify for continued payout.)
- Compensation is given in the same month served if you are identified by that month's payroll deadline.
- You must serve at least one full day in a month in a qualified status at a High Needs School to qualify for the incentive for that month.
- Your FTE status at the time of payout, multiplied by the percentage of time you serve at designated High Needs Schools determines the percentage of the incentive you will receive, regardless of your FTE at the time of service. For example, an employee with 1.0 FTE who allocates time equally between two schools, with only one of the schools designated High Needs, will receive half of the total amount of the High Needs incentive.
- Service in a High Needs School must be documented for an incentive to be payable. Typically, your status is verified through department records, payroll or other district databases. Centrally assigned SSPs who serve students in multiple High Needs Schools must provide logs (or be assigned FTE amounts by your principal or supervisor distributed over your total FTE) to be compensated. Your location distribution percentages should be recorded in the DPS personnel system.
- If you were subject to a Reduction in Buildings action and assigned to another school that is not listed as High Needs, you may be eligible to continue to receive the incentive for the rest of the year. More details can be found at [www.denverprocomp.org/RiB](http://www.denverprocomp.org/RiB).



## Knowledge and Skills—Develop in Your Profession

To address the complex and shifting needs that students bring with them to the classroom, teachers need to continually hone their skills. ProComp incentives recognize teachers who continue developing and demonstrating relevant skills and knowledge.

### Professional Development Units

Teachers and SSPs can receive a bonus or pay increase for completing a professional development unit (PDU), an approved learning plan that requires them to acquire, demonstrate and reflect on a new skill or information.

Visit [PDU Resource Site](#) for many PDU resources, such as PDU opportunities, tutorials, forms and samples.

### Types of PDUs

#### School-Sponsored PDUs

Schools may offer a PDU focused on their Unified Improvement Plan (UIP). Professional learning sessions are held in the building and are a part of the school Professional Development (PD) plan. Building-level PDUs may be offered for small groups and do not need to include all school staff.

#### School-Wide PDUs Based On the UIP and Area of Focus

You may use your school-wide area of focus as the subject of your PDU. You can earn a PDU by registering to participate in the school-wide PDU, with approval by the Instructional Superintendent.

#### School-Based, Small-Group PDUs Based on Areas of Focus

Schools may offer several small-group PDUs for groups of teachers working on the same area of focus. In this case, one master plan can be submitted by the school to the instructional superintendent for approval. The master plan needs to include the names of teachers involved in each group, a description of PDU structures that will be used to support their learning and a plan for application and demonstration of learning in the classroom.

#### District Offered PDUs

District departments have been active in developing and leading PD plans and pre-approved PDUs for employees in content areas, such as visual/performing arts, library science and physical education.

District student services departments have similarly developed pre-approved PDUs for counselors, social workers, psychologists, assessment teams and other SSPs.

Employees participating in district offered PDUs also have the option to participate in school-wide PDUs, if available.



**PDU—Key Dates**

**Sept. 1 – Oct. 31**

Submission of School- and Department-sponsored yearlong PDUs

**Oct. 31**

Deadline for online registration, submission and approval of fall personal PDU proposals

**Sept. 1 – Feb. 15**

Online registration, submission and approval of yearlong PDU proposals

**Nov. 1**

Deadline for submission of yearlong school, central department-sponsored or instructional superintendent-approved PDU proposals

**Dec. 1**

Last day to submit request and payment for DPS professional development or continuing education unit (CEU) credit for fall PDU

**Dec. 1 – 16**

Final PDU peer review sessions for fall personal PDU work samples

**March 23**

Last day to submit request and payment for DPS professional development or CEU credit for spring or yearlong PDU

**May 15**

Last day for hosting final PDU peer review sessions for spring or yearlong PDU

**Individual PDUs**

Personal or small-group PDU proposals are submitted to PDU peer reviewers for approval. The personal PDU must last a minimum of three months. However, most last an entire school year to effectively monitor the impact of the change in practice and student performance over time.

You may use instructional strategies presented in district and external PD plans to develop the study component of your personal PDU. Your personal PDU must be directly relevant to your current or projected job responsibilities, include research-based effective instructional practices, be job-embedded and be collaborative.

Your final PDU work sample and essay, shared in a peer review session, must document completion of the three PDU components: 1. Study of a topic that will impact student achievement; 2. Demonstration of the implementation of effective practices; and 3. Reflection on learning and change in your practice and on student performance. Click [here](#) to learn more about developing a personal or small group PDU.

**Things to Consider**

- Only one PDU can be paid out per year, whether as a salary increase or bonus.
- For assistance developing your personal, school and district-offered PDUs, connected with the area of focus identified in the school UIP and/or Personal Growth Plans for the school year, contact Shirley Scott ([shirley\\_scott@dpsk12.org](mailto:shirley_scott@dpsk12.org)) and register for a workshop. Visit [PDU Catalogue](#) for more information.
- Teachers are responsible for selecting and completing PDUs within the timeframe identified in their PDU proposals. (Exception: Specific PDU topics may be required if you have received an unsatisfactory evaluation in the previous year).
- PDUs must be completed within the timeframe specified at the time of registration. All PDU work must be completed by June 10 each year. Completed work must be reviewed and approved:
  - By the instructor (for pre-approved PDUs)
  - By a peer reviewer (for personal or small group PDUs)
- If you do not complete a PDU in the required time period, it will be considered "discontinued" and not eligible for payment.
- All PDUs qualify for free CDE professional license recertification credit. PDUs may also be used to earn DPS professional development credit to be used toward a lane change on the master salary schedule or for transferrable continuing education credit through our partnership with UCD (the CEU credits cannot be used for a master’s degree program). A \$25 processing fee is assessed to apply for DPS professional development credit or for continuing education college credit.

**To be paid for completing a PDU:**

- Register online.
- Provide the completed work to be reviewed and approved by the instructor or PDU peer reviewers:
  - Provide the PDU ID#
  - Complete the PDU plan
  - Complete the Self Reflection Essay
  - Participate in the final review session.
- Register online for a final PDU review session or respond to a reminder message via email.
- Submit completed PDU forms to the PDU Administrator.

**PDU Registration Process**

- Use the [Professional Development Registration System](#) to register for the PDU. To verify your PDU registration, click on the “My Classes” link on the online registration homepage.
- View the [teacher tutorial](#) to learn how to use the registration system.
- View the [instructor tutorial](#) to learn about the PDU system's capabilities for instructors.
- Review the [PDU Handbook](#).

If you still have questions or need assistance in locating a class, please contact HR Connect at 720-423-3900.

**Eligibility**

- You must register online for the PDU to be eligible for future payout.
- At the time of registration and at the time of payout, you must be actively enrolled in ProComp, with an eligible employment status. Active Retiree Exempt (AH) is an additional eligible status.
- At the time of payout, if you are not in an eligible status, payment will be delayed until you return to an eligible status.

**Payment—\$759.00 (2 percent of index)**

- You can be paid for one completed PDU each school year. PDUs earned but not yet payable enter your PDU bank until the next payment date. Banked PDUs are paid out in the order received. Banked, payable PDUs are typically paid in September.
- For a teacher with 14 years of service or less, earned PDUs will be paid out as a 2 percent of index salary increase in the current contract year.
- For a teacher with more than 14 years of service, earned PDUs will be paid out as a 2 percent of index bonus, as a lump sum.
- After 14 years of service, any banked PDUs will be paid out as a bonus.
- Payouts are based on your FTE at time of payout.
- If a teacher is rehired, still has a PDU bank and has not been paid in that year for a PDU, that PDU will be paid out during the first payment cycle after rehire.
- Banked PDUs expire when a teacher permanently leaves the district (resignation, retirement or death), is non-renewed or is terminated for cause. If a teacher is non-renewed, the bank is discarded 90 days after the contract year ends (Nov. 30 of the following contract year). For those terminated for cause or those who leave the district, banked PDUs will be discarded immediately.

### Tuition Reimbursement Guidelines

You must share your plans with your supervisor or administrator before beginning your studies.

Your plan of study must improve practice in your current or proposed assignment, and it must involve quality training through a higher education facility or a recognized professional association.

Your reimbursement may be applied to work related to another ProComp incentive, such as the study required for a Professional Development Unit.

### Tuition and Student Loan Reimbursement

ProComp members receive money to spend over the course of their DPS careers for university courses, conferences and other approved external learning opportunities.

#### Things to Consider

##### Tuition Reimbursement

- Prior to beginning any coursework, you must complete the top half of the [Tuition Reimbursement Request Form](#) and have it reviewed and approved by your principal or supervisor.
- You must complete or receive credit for the course. Reimbursement will be made for grades of D or above, Pass or Satisfactory.
- The principal or supervisor who gives final approval of your reimbursement needs to be the same person who first approved the course proposal, or that person's replacement.
- There is no time limit on when approved courses can be taken and presented for reimbursement provided you are a DPS ProComp employee at the time the course is taken and at the time the course is submitted for reimbursement.
- Tuition reimbursement payments are not considered taxable income and will not appear on your W-2.
- Reimbursable expenses are for:
  - Courses at an accredited university, college or nationally associated institution
  - Graduate- level courses, continuing education courses, seminars, workshops and conferences
  - Books for classes
  - Classes to prepare you for National Board Certification
  - National Board Certification fee, after you receive your certification
  - Cost of a self-study course, with an objective method to demonstrate proficiency, like an exam, if:
    - You document the method on the Tuition Reimbursement Form
    - Your principal or supervisor approves the method
    - You submit a dated receipt showing expense incurred and request reimbursement by the end of the contract year after you incurred the cost
    - You have a satisfactory score on the lowest common level of proficiency demonstrated across the skill areas

*Note:* You may repeat assessment multiple times but must pay for each attempt; the cost of one attempt may be reimbursed upon successful completion.
- *Tuition Reimbursement Exception:* If passing the language proficiency exam before hire is a requirement of the position, the cost to take the designated proficiency exam one time may need to be paid prior to the date of hire. This can be submitted for reimbursement when all of the components of the exam are satisfactorily completed.

- Non-reimbursable expenses include:
  - Test fees, application fees for tests or the registration fee for National Board Certification
  - Law school or theology courses
  - Fees paid to private tutors
  - Self-study courses, except for those with an objective method to demonstrate proficiency, like an exam

**Student Loan Reimbursement**

- The ProComp incentive payment is to help you pay off your own student loan with an outstanding loan balance that you took out prior to participation in ProComp.
- Reimbursements are considered taxable income and will show up on your W-2 (Box 1).

**Eligibility**

- At the time of accrual, submission and payout, you must be actively enrolled in ProComp, with an eligible employment status.

**Payment—actual expense up to \$1,000/year, \$4,000/lifetime**

- You can receive a maximum of \$1,000 per contract year or \$4,000 per lifetime reimbursement, whether for tuition reimbursement, student loan reimbursement or a combination of the two.
- Submit completed paperwork and documentation by the payroll deadline (typically the 10<sup>th</sup> of the month) for reimbursement in your end-of-the-month paycheck.
- You may submit more than one reimbursement request.

**Tuition Reimbursement**

- Send a copy of the [Tuition Reimbursement Request Form](#), signed by your principal or supervisor, to Payroll Services ([paymentservices@dpsk12.org](mailto:paymentservices@dpsk12.org) or fax: 720-423-7976), including:
  - For courses taken at a college or university: proof of accreditation, transcripts/grade report and paid receipt/verification of payment
  - For courses not taken at a college or university: proof of nationally associated institution and paid receipt/verification of payment
  - For inservice courses within DPS: email from the director or manager of the department that provided the training, documenting receipt of personal check

**Student Loan Reimbursement**

- Send a [Student Loan Reimbursement Request Form](#) to Payroll Services ([paymentservices@dpsk12.org](mailto:paymentservices@dpsk12.org) or fax: 720-423-7976). Include proof of your outstanding loan balance (e.g. a loan payment coupon, invoice, other statement). You may submit more than one reimbursement request.

**Don't Forget:**

When submitting your request for reimbursement, be sure to include:

**For Tuition**—Proof that the course was completed and that you paid for the course yourself

**For Student Loans**—A loan statement, dated within the past two months, showing your name and current balance due



### Advanced Degrees, Licenses and Certificates

Teachers and SSPs increase their pay by earning advanced degrees, certifications and licenses.

#### Things to Consider

##### Advanced Degrees

- The incentive for an advanced degree can only be applied once for each advanced degree earned. Note that incentives received for multiple advanced degrees can only be applied for and paid out at least three years apart.

##### Advanced Licenses and Certificates

- This incentive is not provided for licenses and certificates required for employment or endorsements onto your license.
- Payment eligibility is based on your current assignment.
- A license or certificate can only be applied once as a salary increase. If it lapses, or if you change to an unrelated assignment, you will no longer be entitled to this ProComp incentive.
- You can receive an incentive for only one license/certificate in any one bargaining unit assignment. However, if you work two positions, you can receive more than one incentive. For instance, an employee who is a .5 FTE Social Worker and a .5 Nurse, with both a DORA and a SNP, could be paid two incentives.

#### Eligibility

##### Advanced Degrees

- You must earn your degree with a D or above, Pass or Satisfactory.
- An advanced degree (master's or doctorate) must be from an accredited college or university and in a subject area related to a position in the DCTA Bargaining Unit. Advanced Administration degrees are acceptable except for the Specialist in Education (Ed. S).
- Your advanced degree must be relevant to your current or proposed assignment to qualify for this incentive. In the case of a degree that is only relevant to a proposed assignment, contact Payroll Services for more information.
- Theology and law degrees are not eligible for this incentive.
- At the time of payout, you must be actively enrolled in ProComp, with an eligible employment status. Active Retiree Exempt (AH) is an additional eligible status.

##### Advanced Licenses and Certificates

- At the time of payout, you must be actively enrolled in ProComp, with an eligible employment status.
- You must have an eligible bargaining unit assignment and hold a license or certificate from the [list of positions/recognized advanced licenses/certificates](#).

If your advanced license or certificate is not on the list, you can [submit it for approval](#).

The license or certificate must:

- Exceed district and CDE entry level requirements
- Be renewable
- Enhance and be directly related to, aligned with or supportive of your current role or temporary assignment

The license or certificate process must require:

- Documented or supervised practical experience or reflective practice
- Passing a rigorous examination
- Demonstration of results by exceeding national benchmarks

**Timing Your Request for Payment**

Typically, advanced degree, license or certificate work must be completed by Sept. 1, with payment requested by Oct. 6, to receive payment under the current Memorandum of Understanding (MOU) and retroactive to Sept. 1. (The only exception is for National Board for Professional Teaching Certificates, which are payable under the current MOU if paperwork is submitted by Dec. 10, with payment retroactive to Dec. 1.)

**Payment—\$3,413 (9 percent of index) per degree, certification or license**

- Payout is a salary increase of 9 percent of the index.
- The incentive is based on your FTE at time of payout.
- You may receive payout for only one advanced degree, license or certificate in a three-year period. (For example, two separate degrees from a dual-degree program are eligible for a payout three years apart.) Paperwork for an additional degree, license or certificate can be submitted two months prior to the three-year anniversary of the time the last advanced degree was recognized.
- The effective date of the payment is the first of the month in which the completed paperwork was received.
- Your pay change is effective the first day of the month that completed paperwork is submitted. If you submit completed paperwork by the 10<sup>th</sup> of the month, you will see the change in that month’s paycheck. If you submit paperwork after the 10<sup>th</sup> of the month, you will see the increase on the next pay date, with retroactive pay to the first day of the month in which complete paperwork was submitted.

**Advanced Degrees**

- Submit the [Employee Information Change Form](#) to Payroll Services ([paymentservices@dpsk12.org](mailto:paymentservices@dpsk12.org) or fax: 720-423-7976) at any time. Include an original transcript with the degree conferred (i.e., with security paper, raised seal, security signature), date and proof of college/university accreditation. An eTranscripts-VeriSign from University of Phoenix is acceptable.

**Advanced Licenses and Certificates**

- Submit the [Employee Information Change Form](#) to Payroll Services at any time ([paymentservices@dpsk12.org](mailto:paymentservices@dpsk12.org) or fax: 720-423-7976). Include your proof of license or certificate. If you have completed an advanced license or certificate and can provide a fax, email or letter showing that dues have been paid and the license or certificate is valid, DPS will accept that as proof until your official documentation arrives.
- To receive payment, you must have an active advanced license or certificate. If the advanced license or certificate expires, payout will be discontinued for any period of time it is not effective. To reinstate payment, resubmit proof of license renewal to Payroll Services.

***The ultimate goal of the evaluation process is improving student achievement.***

## **Comprehensive Professional Evaluation—Aim for Effectiveness**

The district and the DCTA have worked in collaboration with DPS teachers and school leaders to develop a comprehensive professional evaluation (CPE) system for teachers called LEAP—Leading Effective Academic Practice. LEAP provides teachers with additional feedback and support so they can continue to learn and grow professionally. Teachers want to be the best they can be for their students, and our students deserve nothing less than GREAT teachers.

LEAP's multiple measures provide teachers and principals with a comprehensive body of evidence from which they can identify areas of strength, growth and learning. These measures include student outcomes, principal observation, peer observation, professionalism and student perception surveys. Visit the [Leading Effective Academic Practice \(LEAP\) website](#) for important information about the evaluation process. Teachers who are not part of the LEAP system will be evaluated using a different CPE. Additionally, special service providers in certain areas may be evaluated using a different CPE.

ProComp incentives are given to recognize teachers and SSPs who demonstrate proficient practice. Incentives vary based on your length of service within the district and if you teach at an innovation school.

- Probationary employees are evaluated each year.
- Non-probationary teachers are evaluated their first year of non-probationary status and every three years thereafter.
- Please note that in some schools non-probationary teachers may be evaluated annually.
- Beginning with the implementation of LEAP, teachers will receive annual evaluations.

### **Eligibility**

- At the time of your formal evaluation, you must have 14 or fewer years of credited service to be eligible for a CPE incentive.
- If you have more than 14 years of credited service at the time of payout, but had 14 or fewer years of credited service at the time of the formal evaluation, you may receive an incentive payout for that formal evaluation.
- You are eligible for this incentive only if you receive a formal performance evaluation of satisfactory or better.
- If you receive an unsatisfactory evaluation and are a non-probationary employee, you will go on a performance plan for one year and a development plan for a second year. Employees on a performance or development plan are not eligible for this incentive.
- You must have had a scheduled evaluation. If your scheduled evaluation is skipped, through no fault of your own, you may still be eligible for the incentive.

- At the time of payout, you must be actively enrolled in ProComp, with an eligible employment status. Active Retiree Exempt (AH) and Total Temporary Disability Leave (LD) are additional eligible statuses.

**Probationary Teacher – Defined**

You are a Probationary teacher for at least three years if you have a CDE license and are newly hired or rehired into the district.

If you have an [alternate license](#) or are hired with less than 120 work days left in the school year, an additional year will be added onto your probation period.

If you are on an emergency license, an additional year will be added onto your probation period.

**Payment—Up to \$1,138.00 (3 percent of index) every three years**

- The incentive is based on your FTE at time of payout.
- Probationary employees are eligible for a 1 percent of index (\$379.00) pay increase each year.
- Non-probationary employees are eligible for a 3 percent of index (\$1,138.00) pay increase every three years.
- Innovation School teachers are eligible for a salary increase of 1 percent of the index (\$379.00) each year, if they did not receive a 3 percent of index increase in the last two contract years.
- You receive payout in the fall of the year following assessment.
- If you are on unpaid leave at the time of payout, payment is effective the first of the month that you return to a payable status. If you were terminated at the time of payout but are rehired, there is no payment because experience was accounted for in the rehire salary. See the rules on the [rehire](#) page.
- Retirees who had a satisfactory evaluation and do not have more than 14 years of credited service will receive the value of their earned CPE increase as a lump-sum bonus paid out during the following contract year.

**Initiating Your ProComp Payments**

When you are eligible for a ProComp incentive, some payments will be automatic while others require you to take action to initiate payment.

**Automatic payments:**

- Top Performing Schools
- High Growth Schools
- Exceeds Expectations
- High Needs School
- Student Growth Objectives (using the SGO online registration system)
- Hard to Staff Assignment
- Comprehensive Professional Evaluation
- Professional Development Units (using the online PDU registration system)

**You must notify Payroll Services to initiate payment for:**

- Tuition and Student Loan Reimbursement (see page 18)
- Advanced Degrees, Licenses and Certificates (see page 20)

## ProComp in Action

### Maximizing Your ProComp Participation

Using 2012-13 incentive amounts, here are examples showing how two teachers could use ProComp to serve our students and enhance their pay.

<p><b>Example 1</b> Samantha Sample <b>Music Teacher at Top Performing School</b> <b>Education prior to DPS:</b> Master's Degree <b>Experience prior to DPS:</b> Five years <b>Starting DPS pay:</b> \$43,624 <b>Length of DPS service:</b> Six years (currently in seventh year)</p>			<b>Earnings</b>
	<b>ProComp Incentives</b>		<i>Base Pay:</i> \$50,889.86
	Student Growth	SGOs	\$379.00
		Exceeds Expectations	–
		Top Performing School	\$2,427.33
		High Growth School	–
	Market Incentives	High Needs School	–
		Hard to Staff Assignment	–
	Knowledge and Skills	PDU	\$759.00
		Advanced degree, license or certificate	–
		Tuition and student loan reimbursement	–
	CPE	Satisfactory evaluation for previous year	\$1,138.00
<b>Total ProComp Incentives</b>		<b>\$4,703.33</b>	
<i>Total Annual Compensation (Base Pay + Incentives)</i>		<i>\$55,593.19</i>	
<p><b>In summary:</b> Over her first six years at DPS, Samantha increased her base salary by \$7,265.86 (16.7 percent) by meeting two SGOs each year and having satisfactory evaluations. She also collected a total of \$14,563.98 in bonuses for working in a Top Performing School. This year, she'll increase her base salary by \$2,276 and collect a bonus of \$2,427.33 for continuing to work in a Top Performing School.</p>			

<p><b>Example 2</b> Doug Sample <b>Ninth- Grade Math Teacher (Hard to Staff Assignment) at High Growth and Top Performing School</b> <b>Education prior to DPS:</b> Bachelor's Degree <b>Experience prior to DPS:</b> None <b>Starting DPS pay:</b> \$37,926 <b>Length of DPS service:</b> Two years (currently in third year)</p>			<b>Earnings</b>
	<b>ProComp Incentives</b>		<i>Base Pay:</i> \$40,202.00
	Student Growth	SGOs	\$379.00
		Exceeds Expectations	\$2,427.33
		Top Performing School	\$2,427.33
		High Growth School	\$2,427.33
	Market Incentives	High Needs School	–
		Hard to Staff Assignment	\$2,427.33
	Knowledge and Skills	PDU	\$759.00
		Advanced degree, license or certificate	–
		Tuition and student loan reimbursement	–
	CPE	Satisfactory evaluation for previous year	\$379.00
<b>Total ProComp Incentives</b>		<b>\$11,226.32</b>	
<i>Total Annual Compensation (Base Pay + Incentives)</i>		<i>\$51,428.32</i>	
<p><b>In summary:</b> Over his first two years at DPS, Doug increased his base pay by \$2,276 (6 percent) by completing one PDU each year and having satisfactory evaluations. Each year, he also collected a bonus of \$2,417.33 (each) for working in a High Growth School, working in a Top Performing School and working in a Hard to Staff Assignment. This year, his third with DPS, he'll collect those incentives plus a bonus of \$2,427.33 for exceeding expectations on the state assessment test. He'll also raise his base pay by \$1,517 by meeting two SGOs, completing a PDU and having a satisfactory evaluation.</p>			

### ProComp Pay Estimator

Use this worksheet to calculate how ProComp incentives can enhance your pay in a single year. Remember, your FTE percentage(s) may affect payout amounts.

				Your Earnings
		<i>Your Base Pay:</i>		
		<b>ProComp Incentive Amount</b>		
<b>Student Growth</b>	SGOs	<b>\$379.00</b>		
	Exceeds Expectations	<b>\$2,427.33</b>		
	Top Performing School	<b>\$2,427.33</b>		
	High Growth School	<b>\$2,427.33</b>		
<b>Market Incentives</b>	High Needs School	<b>\$2,427.33</b>		
	Hard to Staff Assignment	<b>times number of assignments</b>		
<b>Knowledge and Skills</b>	PDU	<b>\$759.00</b>		
	Advanced degree, license or certificate	<b>\$3,413.00</b> (payable once every three years)		
	Tuition and student loan reimbursement	<b>Up to \$1,000 per year/ \$4,000 per lifetime</b>		
<b>Comprehensive Professional Evaluation</b>	Satisfactory evaluation for the previous year (available if you have 14 or fewer years of service)	<b>Probationary Teacher*:</b>	<b>\$379.00</b>	
		<b>Non-Probationary Teacher:</b>	<b>\$1,138.00</b> (payable once every 3 years)	
<i>Total Annual Compensation (Base Pay + Incentives):</i>				

\*Certain non-probationary teachers evaluated annually may receive this payment each year for satisfactory evaluation.

**Note:** Payments earned through ProComp are made either as a permanent salary increase or as a bonus.





### Got questions?

### We have answers.

Be sure to check out the [Frequently Asked Questions](#) at the [ProComp website](#).

Find ProComp forms at [www.denverprocomp.org](http://www.denverprocomp.org).

## Your ProComp Checklist

### General

- Review Your ProComp Handbook and the ProComp website ([www.denverprocomp.org](http://www.denverprocomp.org)).
- Review the *ProComp At-a-Glance* chart and consider which incentives you are eligible for and have the greatest impact on your pay.
- Consider the timing requirements for each incentive.
- Decide which incentive to pursue first, second, third, etc.

### Top Performing Schools, High Growth Schools and Exceeds Expectations

- Meet with your principal or supervisor and other teachers at your school early in the year to set strategies for success.
- Work as a team throughout the year to implement these strategies.

### Student Growth Objectives (SGOs)

- Review the SGO website (<http://sgoinfo.dpsk12.org/>).
- Fall: Discuss your objectives with your principal or supervisor. Enter your objectives in the system by Oct. 31.
- Remind your principal or supervisor to accept and approve the objectives by the end of November.
- Mid-Year: Review your progress with your principal or supervisor, and make any necessary adjustments as soon as possible. Make final adjustments by the Friday before Spring Break.
- Spring: Meet with your principal or supervisor to review whether the objectives have been met; principal or supervisor submits the decision electronically.

### Hard to Staff Assignment and High Needs School

- Review the Hard to Staff assignments list and requirements at [Hard to Staff 2012-13](#).
- Review the High Needs Schools list at [High Needs School List](#).
- Apply for one or more assignments and secure a position.
- If necessary, document your assignment(s) by logging your time.

### Professional Development Units

- Review the PDU page of the [Office of Teacher Learning and Leadership website](#).
- Register online at [PDU Registration](#) for your PDU to be eligible for future payout.

### Personal and Small Group PDUs

- Attend a workshop for assistance developing your personal PDU.
- Submit fall personal PDU proposals for approval by Oct. 31.
- Submit request form and payment for DPS professional development or continuing education unit credit for fall personal PDUs by Dec. 15.
- Complete a final fall personal PDU peer review session by Dec. 15.
- Register online for spring or yearlong PDU by Feb. 15.
- Complete a final personal PDU peer review session by May 15.

**School-Wide and District-Offered PDUs***PDU leader at school or district:*

- Submit a short description of school-sponsored and district-offered yearlong PDU proposals approved by the Instructional Superintendent by Oct. 31.
- Attend a workshop for assistance developing and managing your school or district-offered PDUs.

*Teacher:*

- Register online for spring or yearlong PDU by Feb. 15.
- Submit request form and payment for DPS professional development or CEU credit for spring or yearlong PDU by March 23.
- Have completed work reviewed by peers and approved by the PDU Leader within the timeframe determined at the time of your registration.

**Student Loan Reimbursement**

- Submit [Student Loan Reimbursement Request Form](#) to Payroll Services.
  - Student loans: Include a loan statement, dated within the past two months, showing your name and current balance due.
  - Tuition: Include proof that the course was completed and that you paid for the course yourself.

**Tuition Reimbursement**

- Prior to beginning coursework, submit the top half of the [Tuition Reimbursement Request Form](#) approved by your principal or supervisor.
- Achieve a grade of D or above, Pass or Satisfactory.
- Submit approved paperwork and documentation by the 10<sup>th</sup> of the month for reimbursement in your month-end paycheck.

**Advanced Degrees, Licenses and Certificates**

- Review the [list of positions/recognized advanced licenses/certificates](#) to see if you have already earned or want to pursue one of these licenses or certificates NOT required for employment.
- Complete an advanced degree that is relevant to your current or proposed assignment. For proposed assignments, contact Payroll Services for more information.
- Submit completed [Employee Information Change Form](#) to Payroll Services by the 10<sup>th</sup> of the month for payment on month-end paycheck.

**Comprehensive Professional Evaluation**

- Review the [Leading Effective Academic Practice \(LEAP\) website](#)
- Complete formal evaluation annually or every three years, as appropriate.



## Governance

Transparent governance and collaboration are hallmarks of ProComp. The ProComp Agreement between the Board of Education and the Denver Classroom Teachers Association establishes two major collaborative bodies to oversee critical aspects of the salary system.

## Transition Team

The ProComp Transition Team manages ProComp policy. The 12-member body consists of six administrators and six teachers, with two co-chairs, one from each group. The team is assisted as needed by representatives from various departments in the district such as Human Resources; Payroll; Program Assessment and Research; DoTS; Teaching and Learning and Leadership Development and Student Services.

The Transition Team is responsible for ensuring that all ProComp incentives are thoroughly designed and integrated into the district's operations. The members review recommendations from ProComp work groups and make rules and guidelines as needed to carry out the policy.

The Transition Team reports to the Board of Education and the DCTA Board in November of each year.

## Teacher Compensation Trust

The Teacher Compensation Trust was created by the ProComp Agreement to receive, manage and distribute the monies that are raised from the ProComp mill levy.

The funds are placed into the Trust to ensure that they will be available in perpetuity to pay ProComp incentives. To guarantee financial stability of the system, the Trust uses a financial model that tracks income and expenditures. Through the model it can monitor and project growth or depletion of the fund over time as teachers enter the system.

The Trust also is responsible for monitoring how Denver Public Schools spends the monies derived from the Trust, ensuring that they are spent only for ProComp-related expenses and spent in a manner consistent with the ProComp Agreement. These expenses include teacher salaries and bonuses and reasonable and necessary expenses of administering the Trust, such as legal and other professional fees, Trustee expenses and the rental or leasing of equipment and supplies, as needed by the Trust.

A full description of the responsibilities and requirements of the Trust can be found at [Teacher Compensation Trust](#).

### Contact Us

*ProComp Team*  
[procomp@dpsk12.org](mailto:procomp@dpsk12.org)

*HR Connect*  
 720-423-3900

*Payroll Services*  
[paymentservices@dpsk12.org](mailto:paymentservices@dpsk12.org)



The Trust has eight members, appointed according to the rules of the ProComp Agreement. Three Trustees are representatives of the district, three are representatives of the Denver Classroom Teachers Association and two are representatives of the community.

The Trust meets at least six times per year, or as needed, to carry out the work of the Trust. All meeting dates, agendas and minutes are posted on [Teacher Compensation Trust](#).

By Dec. 31 each year, the Trust is required to issue a report on the financial stability of the fund over time. Another report, issued by July 1 of each year, will describe the impact of the most recent collective bargaining on the Trust's financial model.

### Disputing a Pay Decision

The Professional Review Panel is an important safeguard in ProComp. The panel is comprised of equal numbers of teachers and administrators who hear disputes about pay for any element of ProComp.

The Review Panel will hear disputes about pay decisions, such as those on SGOs, PDUs, professional evaluations, market incentives, advanced degrees, licenses, certificates, tuition reimbursement, initial salary placement and declaration of a proposed assignment. Pay disputes will be heard by the appointed panel within 25 days of receipt of the dispute document.

The ProComp Agreement calls for a trained panel of five teachers/SSPs and five administrators. Permanent panel members serve two-year terms.

The teacher has 20 days after receiving a pay form to initiate the review process. Key steps in the 20-day process are:

- Teachers should attempt to resolve the dispute at the lowest level with the principal or supervisor or appropriate human resources representative.
- If that is not successful, the appeal is reviewed by one teacher and one administrator chosen randomly from the 10-member panel.
- Following a hearing where both the teacher and the decision-making administrator present the facts of their dispute, the two panelists shall consider the merits of the disagreement.
- If the two panelists can reach consensus on action to be taken, they will issue a decision which shall be implemented.
- If no consensus is reached, the original pay decision stands.

Forms to request a hearing are available on the ProComp website. Click [here](#) for the form.

## Glossary of Terms



**Base Salary** – A teacher’s continuing annual compensation. Salary does not include bonuses or any other extra pay.

**Bonus** – Payment available each year that does not become part of a teacher’s base salary.

**Colorado’s Student Growth Indicator** – Compares a student’s academic progress to that of other students statewide.

**CDE** – Colorado Department of Education

**CPE** – Comprehensive Professional Evaluation

**Eligible ProComp Status** – At the time of payout for any incentive, you must be actively enrolled in ProComp and have a status of:

- Active with benefits (AB)
- Active with J1 Visa-no PERA (AV)
- Active Retiree Exempt (AH)
- Leave with pay (LP)
- Leave summer pay/benefits (LR), or
- Leave with full pay J1 Visa-No PERA (LV)

**Entry Salary** – The annual salary paid to newly hired teachers who have no outside experience credit or advanced degrees.

**Full-Time Equivalent (FTE)** – A unit that indicates the workload of an employed person. An FTE of 1.0 means you are equivalent to a full-time employee.

**Hard to Staff Assignment** – Positions teaching traditionally hard-to-fill subject areas according to local and national data. The categories of assignments will be designated annually.

**High Growth Schools** – Schools that have earned the highest percentage of points on SPF Student Academic Growth measures. All schools recognized as Meets Standard or Exceeds Standard for the combined SPF Student Academic Growth measures for 2011-12 have received the High Growth School designation.

**High Needs School** – High Needs Schools are designated each year based on the percent of students enrolled at the school receiving free or reduced-price lunch (FRL).



**Index** – A dollar amount that is the basis for determining percentage increases in salary and bonuses under ProComp. It is subject to negotiations by DPS and the DCTA and routine cost-of-living adjustments agreed upon through collective bargaining. Since ProComp was implemented, the index has been set at an amount that is comparable to a DPS entry salary.

**Master Agreement** – The contract between DPS and the DCTA that establishes the terms and conditions of employment for all members of the DCTA bargaining unit.

**Mill Levy** – A property tax assessment approved by voters.

**Mill Levy Override Election** – An election to approve a tax increase to pay for school district operating budgets above limits imposed by state law.

**Memorandum of Understanding (MOU)** – A Memorandum of Understanding may be issued annually to update future ProComp payment amounts and whether future incentives are to be paid as a salary-building increase or lump sum.

**PD** – Professional Development

**Probationary Teachers** – Teachers in their first three years or more with DPS.

**Professional Review Panel** – A panel to which teachers may appeal if they disagree with a payment decision related to ProComp. The Review Panel will hear disputes about pay decisions on ProComp, including student growth objectives, professional development units, professional evaluation, market incentives, advanced degrees, licenses, and certificates, tuition reimbursement, initial salary placement or declaration of a proposed assignment.

**Reduction in Building (RiB) Staff Action** – A RiB occurs when, as a result of lower than projected student counts or programmatic changes, a school needs to reduce the number of full-time equivalents (FTEs) contracted at their building.

**School Performance Framework (SPF)** – A tool for measuring student performance, including measures of both student achievement and student growth. Click [here](#) for more details.

**SSP** – Student Services Professional, including nurses, counselors and audiologists



**Student Growth Objectives** – During the contract year, teachers and SSPs set two goals for student progress in collaboration with their principal or supervisor. Objective-setting is a good instructional practice that contributes to higher student achievement.

**State Assessment Test** – Colorado’s standards-based assessment designed to provide a picture of student performance to schools, districts, teachers, parents and the community.

**Supervisor** – The person to whom you report directly; your supervisor or manager (generally a principal).

**Teacher Compensation Trust** – The Trust is responsible for receiving, managing and distributing funds raised by the ProComp mill levy. One of the most important functions of the trust is to ensure that ProComp is financially stable over time. It is also responsible for monitoring how DPS spends the monies derived from the Trust and ensuring that they are spent only for ProComp-related expenses and spent in a manner consistent with the ProComp Agreement. The Trust includes three representatives from DPS, three from the DCTA and two from the community.

**Top Performing Schools** – Top Performing Schools are identified every fall, based on previous year data. All schools designated as Exceeds Expectations or Meets Expectations on the overall SPF qualify as Top Performing Schools.

**Transition Team** – A team of teachers and administrators who developed and implemented ProComp to meet the policy established by DPS and the DCTA. The team is comprised of six administrators and six teachers, with two co-chairs – one from each group.

**UIP** - Unified Improvement Plan

**Years of Service** - The years of full-time contract experience recognized by DPS, which may include experience outside the Denver Public Schools. (Years of service is different from longevity. Longevity includes service at DPS only.)

