



ALBUQUERQUE
SCHOOL OF EXCELLENCE
— *R.I.S.E TO EXCELLENCE* —

Compensation Manual

2022-2023

Albuquerque School of Excellence
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Approved by the ASE Governing Council
06/06/2022

Dedication to Non-Discrimination:

It is the policy of the Albuquerque School of Excellence (ASE), as also described within the Employee/Staff Handbook, not to discriminate on the basis of any legally-protected classification, including race, religion, national origin, sex, sexual orientation, disability, age, or genetic information in its educational programs and employment practices as required by Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Titles I and V of the Americans with Disabilities Act of 1990, as amended (ADA); the Age Discrimination Education Act of 1975, as amended (ADEA); Section 504 of the Rehabilitation Act of 1973, as amended; the Genetic Information Nondiscrimination Act in Education of 2008 (GINA); and any other legally-protected classification or status protected by applicable law.

Important Information:

- The ASE Governing Council adopts this Compensation Manual for 2022-2023 only as an addendum to the ASE 2022-2023 Employee/Staff Handbook. **Salary increases beyond those that might be mandated by the Legislature are not granted automatically each year; therefore, neither past nor future salaries can be calculated, assumed, or predicted on the basis of this manual.** Only salaries and stipends for the 2022-2023 school year may be calculated based on the information in this addendum.
- The Human Resources Director, with the supervision of the Principals, Administration, and Governing Council, with adherence to the approved salary schedule and compensation manual, shall determine the final calculations of the salaries and stipends for all ASE staff.
- The contents of this compensation manual may be updated by the Governing Council once per year or as needed due to outcomes of any compensation study or recommendations by Business Manager, Administration, and or Human Resources Department, as well as to add, change, or delete jobs. Updates may also be made to correct any typographical errors. All updates and/or changes, other than correction of typographical error, must be approved by the ASE Governing Council before effective.
- If an employee is required to be paid more than the position's salary schedule amount per New Mexico Department of Workforce Solutions or NMPED regulations, the employee's initial salary will be the NMDWS or NMPED required amount, as applicable.

Compensation Philosophy:

A compensation philosophy is a statement that defines what an organization offers and chooses to reward via its compensation system. The Albuquerque School of Excellence compensation philosophy places emphasis on equity, transparency, excellence, and commitment. These four key values are the foundation for all ASE compensation structures and practices.

We offer...

- comprehensive compensation packages for all staff, including base salary, benefits, and stipends as applicable
- a dynamic culture and vibrant community of colleagues united by shared dedication to students, a commitment to innovation, and a strong growth mindset
- unique growth and development opportunities, and leadership roles that encourage staff to stretch themselves
- equitable compensation, regardless of gender, race/ethnicity, national origin, sexual orientation, age, religion, or disability
- a transparent and clearly communicated compensation system, so that staff understand what factors determine individual compensation and how and when potential changes to compensation will be affected

We recognize and value...

- exceptional performance and contributions that enable excellent student outcomes
- commitment of staff who contribute to the long-term success of our students and our organization

For teachers...

Given the role they play in classrooms, teachers are particularly critical to the success of our mission. As such, we offer teacher compensation to attract and retain talented educators. Their invaluable contributions and commitments to exceptional teaching performance lead to growth and excellence for students.

PART I
TEACHER COMPENSATION

2022 - 2023 Teacher & Counselor Salary Schedule

Compensation is based on 187-day Extended Learning Time Plan

Edu	BA or BS		BA or BS +15 hours		BA or BS +45 hours MA or MS			MA or MS +15 hours			MA or MS +45 hours or PhD		
	Level 1	Level 2	Level 1	Level 2	Level 1	Level 2	Level 3	Level 1	Level 2	Level 3	Level 1	Level 2	Level 3
Lic													
Exp													
0	\$54,777		\$54,910		\$55,043				\$55,176			\$55,309	
1	\$54,910		\$55,043		\$55,176				\$55,309			\$55,442	
2	\$55,043		\$55,176		\$55,309				\$55,442			\$55,575	
3	\$55,176	\$65,333	\$55,309	\$65,466	\$55,442	\$65,599			\$55,575	\$65,732		\$55,708	\$65,865
4	\$55,309	\$65,466	\$55,442	\$65,599	\$55,575	\$65,732			\$55,708	\$65,865		\$55,841	\$65,998
5	\$55,442	\$65,599	\$55,575	\$65,732	\$55,708	\$65,865			\$55,841	\$65,998		\$55,974	\$66,131
6	\$55,575	\$65,732	\$55,708	\$65,865	\$55,841	\$65,998	\$75,888	\$55,974	\$66,131	\$76,021	\$56,107	\$66,264	\$76,154
7	\$55,708	\$65,865	\$55,841	\$65,998	\$55,974	\$66,131	\$76,021	\$56,107	\$66,264	\$76,154	\$56,240	\$66,397	\$76,287
8		\$65,998		\$66,131		\$66,264	\$76,154		\$66,397	\$76,287		\$66,530	\$76,420
9		\$66,131		\$66,264		\$66,397	\$76,287		\$66,530	\$76,420		\$66,663	\$76,553
10		\$66,264		\$66,397		\$66,530	\$76,420		\$66,663	\$76,553		\$66,796	\$76,686
11		\$66,397		\$66,530		\$66,663	\$76,553		\$66,796	\$76,686		\$66,929	\$76,819
12		\$66,530		\$66,663		\$66,796	\$76,686		\$66,929	\$76,819		\$67,062	\$76,952
13		\$66,663		\$66,796		\$66,929	\$76,819		\$67,062	\$76,952		\$67,195	\$77,085
14		\$66,796		\$66,929		\$67,062	\$76,952		\$67,195	\$77,085		\$67,328	\$77,218
15		\$66,929		\$67,062		\$67,195	\$77,085		\$67,328	\$77,218		\$67,461	\$77,351
16		\$67,062		\$67,195		\$67,328	\$77,218		\$67,461	\$77,351		\$67,594	\$77,484
17		\$67,195		\$67,328		\$67,461	\$77,351		\$67,594	\$77,484		\$67,727	\$77,617
18		\$67,328		\$67,461		\$67,594	\$77,484		\$67,727	\$77,617		\$67,860	\$77,750
19		\$67,461		\$67,594		\$67,727	\$77,617		\$67,860	\$77,750		\$67,993	\$77,883
20		\$67,594		\$67,727		\$67,860	\$77,750		\$67,993	\$77,883		\$68,126	\$78,016
21		\$67,727		\$67,860		\$67,993	\$77,883		\$68,126	\$78,016		\$68,259	\$78,149
22		\$67,860		\$67,993		\$68,126	\$78,016		\$68,259	\$78,149		\$68,392	\$78,282
23		\$67,993		\$68,126		\$68,259	\$78,149		\$68,392	\$78,282		\$68,525	\$78,415
24		\$68,126		\$68,259		\$68,392	\$78,282		\$68,525	\$78,415		\$68,658	\$78,548
25		\$68,259		\$68,392		\$68,525	\$78,415		\$68,658	\$78,548		\$68,791	\$78,681
26		\$68,392		\$68,525		\$68,658	\$78,548		\$68,791	\$78,681		\$68,924	\$78,814
27		\$68,525		\$68,658		\$68,791	\$78,681		\$68,924	\$78,814		\$69,057	\$78,947
28		\$68,658		\$68,791		\$68,924	\$78,814		\$69,057	\$78,947		\$69,190	\$79,080
29		\$68,791		\$68,924		\$69,057	\$78,947		\$69,190	\$79,080		\$69,323	\$79,213
30		\$68,924		\$69,057		\$69,190	\$79,080		\$69,323	\$79,213		\$69,456	\$79,346

The 2022-23 ASE Teacher Salary Schedule was calculated based on the NMPED guidelines of starting salaries of \$50,000 for Level 1, \$60,000 for Level 2 and \$70,000 for Level 3 Teachers plus \$2000 from ASE as incentive pay, and includes an Extended Learning Time Program stipend of \$2,777 for Level 1, \$3,333 for Level 2, and \$3,888 for Level 3 Teachers.

In compliance with NMPED requirements, Extended Learning Days are incorporated throughout the academic calendar. All teachers have 187 workdays on their contracts which includes 5 of the 10 required Extended Learning Days . The other 5 of the 10 days included in the ELTP pay is expected Professional Development Hours that should be completed by teachers outside of the contracted work days .

Salary Placement Guidelines:

Each instructional employee’s salary placement will be calculated based on the NM Teaching Certification Licensure Level (Level 1, 2, or 3), educational transcripts, and the professional teaching experience gathered in previous years in the institutions outlined in this manual. LEVEL 2 or LEVEL 3 teachers who have more than 30 years of experience will receive %0.1 increases from Year 30 levels, for each year beyond Year 30, as base salary. Deans, Coordinators, Interventionists and Social Workers/Counselors shall be compensated according to their daily rate based on the teacher salary guidelines for 187 days and multiplied by their contracted annual workday requirement.

Workday Requirements for ASE:

Duty Title	Annual Work Days
Teacher	187
Dean of Students & Culture	207
Special Education Department Coord.	202
ESL Coordinator	197
Gifted/Talented Coordinator	197
Athletic Coordinator	195
School Counselor	197

Creditable Years of Experience:

- Albuquerque School of Excellence grants one (1) year of experience for each one (1) year of approved creditable teaching or similar professional instructional experience.

- One year of creditable professional instructional or teaching experience can be granted for full-time employment in an instructional capacity, which is employment for 100% of an educational institution's normal work schedule for at least 160 instructional days in a year.
- Creditable professional instructional or teaching experience may be earned in:
 - US public, charter, and private elementary and secondary schools
 - Foreign public, charter, and private elementary schools
 - US and foreign accredited universities and colleges
 - If experience is as an adjunct professor, the professor must be considered at least a half time employee with a minimum 160 workdays and teaching a minimum of 2 courses per semester. Documentation is required.
 - Non-public special education contract schools for special education teachers
 - Other regionally accredited educational institutions
 - Teaching experience at learning centers, SAT Prep sites, etc. may be acceptable if teaching occurs in a classroom setting for elementary or secondary students
- Creditable teaching experience is experience as a teacher in one of the institutions outlined above.
- Creditable teaching experience should be post-baccalaureate.
- Creditable professional instructional experience is experience as a teacher, counselor, librarian, special programs coordinator, testing coordinator, etc. in the institutions outlined above.
- Other relevant experience will be evaluated by the Principal, Administration, and Human Resources.
- ASE is not responsible for experience that was previously compensated.

Licensure:

- Teachers holding a valid, not expired, (standard: one, three, or five year, alternative, probationary, or Intern License) New Mexico teaching license at the time of hiring/rehiring will be entitled to the salary schedule for teachers.
- Valid teaching licenses must be reflected on the New Mexico Public Education Department's website and licensure database.
- It is the policy of ASE to hire licensed teaching staff. We will not employ teaching staff with incomplete certification or a licensure in-progress with the exception of an Intern License.

Education:

- BA = Bachelor of Arts degree; BS = Bachelor of Science degree
- BA or BS +15 hours = BA or BS degree plus 15 additional college/university credit hours
- BA or BS +30 hours = BA or BS degree plus 30 additional college/university credit hours
- BA or BS +45 hours = BA or BS degree plus 45 additional college/university credit hours
- MA = Master of Arts degree; MS = Master of Science degree
- MA or MS +15 hours = MA or MS degree plus 15 additional college/university credit hours
- MA or MS +45hours = MA or MS degree plus 45 additional college/university credit hours
- PhD = Doctorate degree

STIPENDS:

2022-2023 Hard-to-Staff Stipends:

Hard-to-Staff Subject Area Taught	Annual Stipend
Special Education	\$3000

- Hard-to-Staff stipends are authorized for a specific year and are not renewed for future years unless specifically authorized for those years, depending on the needs of the school.
- Teachers/Coordinators are entitled to only one Hard-to-Staff stipend, which is assigned based on their position title.
- Hard-to-Staff stipends are included in the annual salary and will be prorated based on the number of days worked.

Supplemental Duty Stipends:

Teachers, interventionists, and professional staff who perform duties supplemental to their normal job duties as outlined in the table below, are eligible to receive the corresponding stipends as indicated. Supplemental/Extra duty stipends are authorized for the specific year and are not renewed for future years unless specifically authorized for those years. This means additional duties such as department chairs, coordinators, mentor teachers, etc. are assigned annually and are not guaranteed responsibilities that carry over from year to year. Supplemental pay will cease when there is no need for the duty or the employee becomes ineligible. Supplemental duty pay will be prorated if their supplemental duty changes during the school year, as applicable.

- Stipend amounts and requirements will be reviewed and may be changed each year.
- Supplemental Duty Stipends will be paid in two lump-sum payments. Half of the stipend will be paid out in December and the other half of the stipend will be paid out in May. The exceptions to this are: Saturday Tutoring, Saturday Extra Duty pay and Extended Day stipends which will be paid monthly. LTRS Completion and National Board Certified Teacher stipends are paid in one lump sum.
- Employees who leave ASE for any reason before the end of the semester are not eligible to receive the Supplemental Duty Stipend. Continuing ASE Employees who change duties during the school year will have their Supplemental Duty Stipend prorated accordingly.
- Supplemental Duty Stipend amounts listed below are annual amounts, and are contingent upon the employees completing the assigned duty for the entire school year or designated period of assignment.
- A teacher may be eligible for more than one Supplemental Duty Stipend based on assigned roles and position responsibilities. Additional work days would be the greater amount of required extra days based on responsibilities.

- Additional work days listed above are minimum guidelines and expectations projected for the supplemental duty listed, and work beyond the days listed may be required for proper duty completion. Except as listed below as an hourly amount or amount predicated on the number of hours worked, the Annual Stipend Amount will not change despite additional days worked beyond those listed above.

Supplemental Duty	Stipend Amount (Annual)
Dean of Students and Culture	\$2000
IT Manager	\$2000
Athletic Director	\$2000
Testing/Data Coordinator	\$2000
STEM Coordinator	\$1000
Robotics Coordinator	\$1000
Homeless Education Liaison	\$1000
Department Chair ¹	\$1000
Grade-level Chair ¹	\$500
Mentor Teacher ²	\$1000
TESOL / Bilingual Endorsement ³	\$500
Extended Day ⁴	\$30/hour
Saturday Tutoring ⁵	\$50/hour
Extra Duty on non-school days ⁶	\$30/hour
Summer School ⁷	\$50/hour
Summer Sports ⁸	\$30/hour
LTRS Completion (one-time) ⁹	\$4,000
LTRS Certified ¹⁰	\$1,000
College and Career Advisor ¹¹	\$1000

¹One teacher for each department (Math, Science, Social Studies, ELA, and Electives), and one for K-2. One teacher for each grade-level meeting chair (as determined by the Principal).

²This stipend is dependent upon the NMPED. If the state offers an additional stipend for mentoring teachers, ASE will not. If the state does not offer a stipend, ASE will honor this stipend.

³TESOL/Bilingual Endorsement stipends are for core subject teachers only (Math, ELA, Social Studies, Science, Generalists, ESL, SpEd).

⁴Teachers are eligible when they are assigned to continue to work after regularly-scheduled work hours. This includes a teacher staying until 5pm or beyond for tutoring, extracurricular activities, sports teams, or clubs for each one day of every week throughout the academic year. For example, if a teacher stays for tutoring or a club every Tuesday until 5pm, they will be eligible for the stipend. Weekend club competition hours are also eligible for this stipend. It is the teacher's responsibility to enter their hours weekly into the shared school spreadsheet—it will be paid out monthly on the first payday of the following month. The maximum earnings for the Extended Day stipend is \$5000 (equal to about 165 hours). Planned Extended Day programs must have prior approval from the Principal by August 12, 2022 to start by August 22, 2022 for the 1st semester. Planned Extended Day programs must have prior approval from the Principal by December 9, 2022 to start by January 9, 2023 for the 2nd semester. The Principal must approve and confirm all recorded hours. Minimum requirement of 5 students on rosters by semester start dates as listed above. If the attendance drops lower than 5 students 2 weeks after club/tutoring start date, then teachers may be deemed as ineligible for the Extended Day stipend and the club may be canceled.

⁵Teachers are eligible when actively tutoring ASE students at ASE on Saturday for a maximum of 4 hours per day (Saturday). It is the teacher's responsibility to turn in appropriate, accountable time records for any/all Saturday tutoring. **Prior approval is required.**

⁶Other school-related activities on non-school days up to 4 hours per day. The Principal will determine the maximum limit for each school-related activity on non-school days. **Prior approval by the Principal is required.** It is the teacher's responsibility to turn appropriate, accountable time records for any/all extra duty on non-school days. Athletics and club competitions are not applicable to this as they fall under Extended Day stipends.

⁷Summer school will be one or two 10-15 day sessions with a maximum of 4 hours per day (this includes planning time).

⁸Summer sports are limited to a maximum of 4 hours per day including rest breaks for the athletes. Prior approval by the Principal is required for all summer programs.

⁹The LTRS completion stipend is a one-time payment to compensate our Elementary ELA, ESL, and SPED ELA teachers and coordinators who have taken the extra time to complete the LTRS training. New teachers who have completed part of LTRS with another school and complete the LTRS training at ASE will receive a prorated amount of the LTRS completion stipend. Prior approval by the Elementary School Principal is required for ASE staff to begin this training.

¹⁰The LTRS certification stipend is an annual stipend for active ELA, ESL, and SPED ELA Elementary School Teachers who have completed the LTRS training in a prior school year.

¹¹The College and Career Advisor stipend is intended for Teachers who assist the professional Counseling staff with providing students with College and Career advice as a supplemental duty. The Counselors are not eligible for this stipend.

Home Visit Stipend:

# of Visits	Traditional Home Visit	Virtual Home Visit
5	\$200	\$100
10	\$325	\$175
15	\$450	\$250
25	\$700	\$400
35	\$950	\$550

- All staff are eligible for this stipend. Educational Assistants will be eligible for overtime pay as non-exempt employees as necessary.
- Home visit stipends will be paid at the end of January and June for the previous semester.
- To qualify for this stipend, employees should conduct a minimum of 5 home visits by the end of each semester (December and May) and home visit data must be entered in the appropriate spreadsheet by December 16 for the first semester and by May 26 for the second semester.
- Home visit numbers will reset at the beginning of each semester.
- The total number of home visits must be in multiples of 5 to be eligible for the stipend. For example, if a staff member conducts 18 home visits, he/she/they will only be eligible to receive a 15-visit stipend amount.
- No reimbursement for mileage/gas will be provided for home visits.
- All employees must complete ASE's home visit certification before conducting any home visits to be eligible for this stipend.
- Employees must be employed with ASE through the end of the first semester to receive the stipend in January and through the end of the second semester to receive the stipend in June.
- In-person home visits must be conducted at the family's home. Any meeting with a parent or guardian that takes place outside the student's living place will not be considered as an in-person home visit.
- Home visits should be done with one family at a time.
- No more than 2 home visits should be conducted per student in an academic year.
- Each home visit should take a minimum of 20 minutes.
- Home visits should be scheduled after work hours, on the weekends, or holidays. They should not be scheduled during work hours or during summer break.
- Home visits should be conducted with at least 2 staff members for traditional home visits, but no more than 3.
- Virtual home visits should be conducted by only 1 staff member. Principal approval is needed if more than 1 staff member will participate in a virtual home visit.
- All virtual home visits should be conducted via Zoom. Phone calls, text messages, or any other online platforms are not acceptable.

PART II

ADMINISTRATIVE AND PROFESSIONAL STAFF

2022-2023 Salary Schedule for Administrators and Professional Staff

Position	Band-1	Band-2	Band-3	Workdays
Principal	\$112,000.00	\$117,000.00	\$122,000.00	215*
Assistant Principal	\$87,500.00	\$92,500.00	\$97,500.00	215
Dean of Students & Culture	Salary Lvl*207			207
HR Director	Salary Lvl*215			215
Counselor	Salary Lvl *197			197
Operations Manager	\$52,616	\$64,091	\$75,565	215
Outreach Coordinator	\$52,616	\$64,091	\$75,565	215
Federal Programs Coordinator	\$52,616	\$64,091	\$75,565	215
IT Manager	\$52,616	\$64,091	\$75,565	215

*July 18, 2022 - June 22, 2023 = 215 workdays. End date is subject to change based on the needs throughout the school year. Prior approval from the Executive Director or Principal is required, as appropriate for the level.

Band 1, 2, 3 Definitions:

- Band 1:** 0-4 years of experience
- Band 2:** 5-9 years of experience
- Band 3:** 10 or more years experience

Experience and Placement Guidelines:

- Placement on Salary Band 2 and 3 starts at the beginning of the 5th and 10th year
- Bachelor’s Degree required for District Personnel to advance to Band 2 or 3
- District staff with a Master’s degree in their field are eligible for a \$1000 annual stipend.
- Each professional and administrative employee will be placed on the salary schedule based on their creditable years of experience.
- The evaluation of prior experience will be made by the Governing Council, Executive Director, Principal, Administration, and/or Human Resources Director, as appropriate for the level of the position.
- The following criteria will be considered in the evaluation of prior experience:
 - The number of days worked in a year must be at least 160 days as a full-time employee
 - The percentage of days worked

- Position held
- Type of organization and accreditation
- Irrelevant experience including, but not limited to, secretarial, clerical, temporary employment, part-time employment, and substitute experience will not be credited.
- Creditable years experience for Administrative Positions will be as follows:
 - 1 for 1 credit for Principal experience
 - 1 for 1 credit for Superintendent experience
 - 1 for 1 credit for Assistant Principal / Dean experience
 - 2 for 1 District Administrator experience (i.e. Coordinator)
 - All credit will be for complete years – no credit will be given for partial years
 - Coordinator credit will be rounded down ex. 3 years as an Coordinator = 1 year of experience
- Creditable years experience for Professional Staff will be as follows:
 - 1 for 1 credit for equivalent experience that is directly related to the experience of an employee to the position held or hired.
 - 2 for 1 credit for applicable professional experience related to position held or hired
 - For example, an HR manager at a school district or a company is equivalent experience, but an HR generalist will be an applicable experience.
- Returning employees' years of experience in the same or higher salary band will be credited as equivalent experience.
- The starting salary of a new employee may exceed the salary of a current employee in the same position based on the creditable years of experience as defined.
- Salary calculations based on equivalent and applicable experience will be made by the Human Resources Department with the supervision of the Executive Director, Administration, and/or Governing Council, as applicable. Creditable experience may be earned from other charter schools, school districts or any other employer.
- Governing Council and Executive Director may create new positions as needed and will evaluate and place the new positions in the appropriate Band.

PART III

NON-EXEMPT EMPLOYEE COMPENSATION

2022-2023 Educational Assistants' Salary Schedule

EDUC	HS	HS+15 hours	HS+30 hours	HS+45 hours	AA	BA or BS
EXP.	\$15.25/Hour	\$15.50/Hour	\$15.75/Hour	\$16.00/Hour	\$16.75/Hour	\$17.75/Hour
0	<u>\$22,814</u>	<u>\$23,188</u>	<u>\$23,562</u>	<u>\$23,936</u>	<u>\$25,058</u>	<u>\$26,554</u>
1	\$22,947	\$23,321	\$23,695	\$24,069	\$25,191	\$26,687
2	\$23,080	\$23,454	\$23,828	\$24,202	\$25,324	\$26,820
3	\$23,213	\$23,587	\$23,961	\$24,335	\$25,457	\$26,953
4	\$23,346	\$23,720	\$24,094	\$24,468	\$25,590	\$27,086
5	\$23,479	\$23,853	\$24,227	\$24,601	\$25,723	\$27,219
6	\$23,612	\$23,986	\$24,360	\$24,734	\$25,856	\$27,352
7	\$23,745	\$24,119	\$24,493	\$24,867	\$25,989	\$27,485
8	\$23,878	\$24,252	\$24,626	\$25,000	\$26,122	\$27,618
9	\$24,011	\$24,385	\$24,759	\$25,133	\$26,255	\$27,751
10	\$24,144	\$24,518	\$24,892	\$25,266	\$26,388	\$27,884
11	\$24,277	\$24,651	\$25,025	\$25,399	\$26,521	\$28,017
12	\$24,410	\$24,784	\$25,158	\$25,532	\$26,654	\$28,150
13	\$24,543	\$24,917	\$25,291	\$25,665	\$26,787	\$28,283
14	\$24,676	\$25,050	\$25,424	\$25,798	\$26,920	\$28,416
15	\$24,809	\$25,183	\$25,557	\$25,931	\$27,053	\$28,549
16	\$24,942	\$25,316	\$25,690	\$26,064	\$27,186	\$28,682
17	\$25,075	\$25,449	\$25,823	\$26,197	\$27,319	\$28,815
18	\$25,208	\$25,582	\$25,956	\$26,330	\$27,452	\$28,948
19	\$25,341	\$25,715	\$26,089	\$26,463	\$27,585	\$29,081
20	\$25,474	\$25,848	\$26,222	\$26,596	\$27,718	\$29,214
21	\$25,607	\$25,981	\$26,355	\$26,729	\$27,851	\$29,347
22	\$25,740	\$26,114	\$26,488	\$26,862	\$27,984	\$29,480
23	\$25,873	\$26,247	\$26,621	\$26,995	\$28,117	\$29,613
24	\$26,006	\$26,380	\$26,754	\$27,128	\$28,250	\$29,746
25	\$26,139	\$26,513	\$26,887	\$27,261	\$28,383	\$29,879
26	\$26,272	\$26,646	\$27,020	\$27,394	\$28,516	\$30,012
27	\$26,405	\$26,779	\$27,153	\$27,527	\$28,649	\$30,145
28	\$26,538	\$26,912	\$27,286	\$27,660	\$28,782	\$30,278
29	\$26,671	\$27,045	\$27,419	\$27,793	\$28,915	\$30,411
30	\$26,804	\$27,178	\$27,552	\$27,926	\$29,048	\$30,544

*Hourly workers will be compensated at the annualized amounts shown above assuming 187 work days for illustration purposes only, and does not guarantee that hourly workers will receive this annualized amount or otherwise create an employment contract.

2022-2023 Front Office/Health Assistant/IT Technician Salary Schedule Non-Exempt Hourly Employees

EDUCATION	HS	HS+15 hours	HS+30hours	HS+45 hours	AA	BA or BS
EXPERIENCE	\$15.25/Hour	\$15.50/Hour	\$15.75/Hour	\$16.00/Hour	\$16.75/Hour	\$17.75/Hour
0	<u>\$24,400</u>	<u>\$24,800</u>	<u>\$25,200</u>	<u>\$25,600</u>	<u>\$26,800</u>	<u>\$28,400</u>
1	\$24,533	\$24,933	\$25,333	\$25,733	\$26,933	\$28,533
2	\$24,666	\$25,066	\$25,466	\$25,866	\$27,066	\$28,666
3	\$24,799	\$25,199	\$25,599	\$25,999	\$27,199	\$28,799
4	\$24,932	\$25,332	\$25,732	\$26,132	\$27,332	\$28,932
5	\$25,065	\$25,465	\$25,865	\$26,265	\$27,465	\$29,065
6	\$25,198	\$25,598	\$25,998	\$26,398	\$27,598	\$29,198
7	\$25,331	\$25,731	\$26,131	\$26,531	\$27,731	\$29,331
8	\$25,464	\$25,864	\$26,264	\$26,664	\$27,864	\$29,464
9	\$25,597	\$25,997	\$26,397	\$26,797	\$27,997	\$29,597
10	\$25,730	\$26,130	\$26,530	\$26,930	\$28,130	\$29,730
11	\$25,863	\$26,263	\$26,663	\$27,063	\$28,263	\$29,863
12	\$25,996	\$26,396	\$26,796	\$27,196	\$28,396	\$29,996
13	\$26,129	\$26,529	\$26,929	\$27,329	\$28,529	\$30,129
14	\$26,262	\$26,662	\$27,062	\$27,462	\$28,662	\$30,262
15	\$26,395	\$26,795	\$27,195	\$27,595	\$28,795	\$30,395
16	\$26,528	\$26,928	\$27,328	\$27,728	\$28,928	\$30,528
17	\$26,661	\$27,061	\$27,461	\$27,861	\$29,061	\$30,661
18	\$26,794	\$27,194	\$27,594	\$27,994	\$29,194	\$30,794
19	\$26,927	\$27,327	\$27,727	\$28,127	\$29,327	\$30,927
20	\$27,060	\$27,460	\$27,860	\$28,260	\$29,460	\$31,060
21	\$27,193	\$27,593	\$27,993	\$28,393	\$29,593	\$31,193
22	\$27,326	\$27,726	\$28,126	\$28,526	\$29,726	\$31,326
23	\$27,459	\$27,859	\$28,259	\$28,659	\$29,859	\$31,459
24	\$27,592	\$27,992	\$28,392	\$28,792	\$29,992	\$31,592
25	\$27,725	\$28,125	\$28,525	\$28,925	\$30,125	\$31,725
26	\$27,858	\$28,258	\$28,658	\$29,058	\$30,258	\$31,858
27	\$27,991	\$28,391	\$28,791	\$29,191	\$30,391	\$31,991
28	\$28,124	\$28,524	\$28,924	\$29,324	\$30,524	\$32,124
29	\$28,257	\$28,657	\$29,057	\$29,457	\$30,657	\$32,257
30	\$28,390	\$28,790	\$29,190	\$29,590	\$30,790	\$32,390

*Hourly workers will be compensated at the annualized amounts shown above and assumes 200 work days for Front Office Staff and Health Assistants and 215 days for IT Technicians for illustration purposes only for hourly workers, and does not guarantee that hourly workers will receive this annualized amount or otherwise create an employment contract.

Non-Exempt (Hourly) Employees:

The following employees are classified as Non-Exempt (Hourly).

- Educational Assistants (*187 workdays)
- Front Office Staff: Secretaries / Health Assistants (*200 workdays)
- IT Technicians (*215 workdays)
- Interns (as needed)
- Custodial / Maintenance¹

All non-exempt employees are required to submit bi-weekly timesheets to their supervisor (in most cases, their Principal) for approval before turning them into the Human Resources Department. All overtime and leave must be pre-approved by the Principal. Overtime is only paid for hours worked beyond the 40 hours per week required per the contracted hours. Coaching and Club participation must be pre-approved by the Principal and Coaching/Club hours worked beyond the 40-hour work week will be paid as overtime on their bi-weekly timesheets.

¹Custodial/ Maintenance Salary Schedule*

Experience	Hourly Rate	Workdays	Annualized Salary
0	\$15.50	205	\$25,420.00
1	\$16.00	205	\$26,240.00
2	\$16.50	205	\$27,060.00
3	\$17.00	205	\$27,880.00
4	\$17.50	205	\$28,700.00
5	\$18.00	205	\$29,520.00
6	\$18.50	205	\$30,340.00
7	\$19.00	205	\$31,160.00
8	\$19.50	205	\$31,980.00
9	\$20.00	205	\$32,800.00
10+	\$20.50	205	\$33,620.00

*Experience for Custodial/Maintenance positions will be based on years experience in a full-time custodial or maintenance position. Number of workdays shown and annualized salary is for illustrative purposes only, is based on a 40-hour work week, and does not create a contract of employment.

Education:

- HS = High School Diploma or equivalent GED
- HS +15hours = HS Diploma or GED plus 15 college/university credit hours

- HS +30hours - HS Diploma or GED plus 30 college/university credit hours
- HS +45hours = HS Diploma or GED plus 45 college/university credit hours
- AA = Associate's degree
- BA = Bachelor of Arts degree; BS = Bachelor of Science degree

Experience - Non-Exempt Employees:

- Each non-exempt employee will be placed on the appropriate pay schedule based on their experience level and education level (with the exception of Custodial/Maintenance employees). Interns will be placed on a pay schedule based on education level only.
- The evaluation of prior experience will be made by the Human Resources Department, with the supervision of the Executive Director, Administration, and/or Governing Council, as appropriate. The following criteria will be considered in evaluation of prior experience:
 - The number of days worked in a year must be at least 160 days as a full-time employee
 - The percentage of days worked
 - Position held
 - Type of organization and accreditation
- Experience including secretarial, clerical, teaching, professional, and substitute will be credited.
- Each year of experience is 1:1
- The starting pay of a new employee may exceed the pay of a current employee in the same position based on their years of experience.
- Calculations based on previous experience will be made by the Human Resources Department. Experience, with the supervision of the Executive Director, Administration, and Governing Council. Experience may be earned in other districts or other companies.

Substitute Teaching Payment Schedule:

- \$150 per full instructional day worked
- Contracted through ASE
- Can be paid in full day or half-day increments
- Long-term substitutes will be paid \$175 per full instructional day worked

Part-time Intern/Coaching Pay Schedule:

An intern is defined as an ASE Graduate that is currently enrolled in college and working part-time (10-19 hours per week) at ASE. Work duties include but are not limited to: Front Office duties, after school care responsibilities, IT assistance, custodial/maintenance, coaching, assistants to teaching staff. Part-time Coaches will also be paid from this schedule using hourly timesheets, as needed. Students still attending High School at ASE can be hired as Interns, but will be paid \$15 per hour. All others will be paid according to the schedule below.

EDUC	HS	HS+15 hours	HS+30 hours	HS+45 hours	AA	BA or BS
	\$15.25/Hour	\$15.50/Hour	\$15.75/Hour	\$16.00/Hour	\$17.00/Hour	\$18.00/Hour

PART IV

PERFORMANCE-BASED COMPENSATION

Performance Pay:

The following categories per position type were established for this compensation. The following tables describe student growth goals, amounts tied to each growth target, and maximum performance pay amounts for each position type and position.

NWEA MAP Goals for K through 10 for Math, Reading, Science*, GenEd Teachers:

Description & Goal	Max Per Person
55% growth from Fall to Spring - \$300 per subject	\$2000
65% growth from Fall to Spring - \$600 per subject	
75% growth from Fall to Spring - \$1000 per subject	

***Science - Grades 3-11**

NWEA MAP Special Education & ESL Teachers:

Description & Goal	Max Per Person
45% growth from Fall to Spring - \$300 per subject	\$2000
55% growth from Fall to Spring - \$600 per subject	
65% growth from Fall to Spring - \$1000 per subject	

For Special Education and ESL Educators, goals must be met for all SpEd / ESL student populations in the classroom.

Advanced Placement (AP) Goals for HS Teachers:

Description & Goal	Max Per Person
AP Tier I: Meet or Exceed Previous Year's state passing rate with minimum of 65% test participation rate - \$300 per AP course / \$350 per STEM AP	\$1000
AP Tier II: # of students passing AP exam with minimum 50% test participation rate per AP course - \$20 per student / \$30 per STEM AP student	

Student Growth Goals for Non-Tested Teachers*

In order to be eligible for performance bonus, non-tested teachers will write Student Learning Objectives (SLOs) and measure student growth using pre- and post-assessments or portfolio/PBL rubrics to demonstrate student growth in semester-long or year-long instructional windows.

Description & Goal	Max Per Person
50% average growth on SLOs - \$250	\$500
60% average growth on SLOs - \$350	
70% average growth on SLOs - \$500	

*Non-tested teachers include Art, Music, PE, LOTE, Computer/Tech Apps and some core subjects at certain grade levels where 11th SAT, 10th PSAT, NWEA MAP, or AP / PLTW do not apply.

NWEA MAP Goals for Administration for Math, Reading, & Science (separately):

Description & Goal	Max Per Person
55% school-wide growth from Fall to Spring - \$250 per Admin	\$2250
65% growth from Fall to Spring - \$500 per Admin	
75% growth from Fall to Spring - \$750 per Admin	

Student Recruitment Coordinators Performance Bonus

• **Enrollment Bonus:** The Executive Director, with the approval of the Governing Council, shall create three enrollment goals as Goal 1 (915), Goal 2 (961), and Goal 3 (1029) which are the numerical value of targeted enrollments of the school. The Enrollment Coordinator will receive \$500 if Goal 1 is reached, \$1,000 if the Goal 2 is reached, OR \$1500 if Goal 3 is reached by the 40th day submission for the 2022-2023 school year. This Enrollment Bonus will be paid in December 2022.

Special Notes:

- Performance pay will be paid by the end of December 2023 for the 2022-2023 school year performance.

- ASE employees hired after the first day of Spring 2023 semester will not be eligible for any performance pay.
- If a staff member's employment with the school ends for any reason prior to the end of the school year, they will not be eligible for performance pay. Eligible employees must be employed with ASE on December 1, 2023 to receive performance pay for the 2022-2023 school year.
- The plan allows eligible individuals on the previous year's staff roster to receive one or more performance pay compensations, as explained above, if retained for the current school year. If the performance pay compensations are earned and the ASE Governing Council decides that the School's financial condition allows payment of performance pay compensation to eligible employees, payments will be made to eligible employees in one installment by the end of December 2023. Performance pay compensations are discretionary based upon the financial health of ASE, and amounts stated above are the maximum amounts that may be paid under this plan.
- Note that employees may earn performance pay via several different criteria as identified above with a maximum cap amount per person. If multiple tables apply to an employee with different maximum amounts, the higher max amount applies.
- Campus Staff who have teaching assignments despite being in non-teaching positions (e.g. deans, coordinators, etc.) are eligible for testing and/or non-tested performance pay as long as they meet the NMPED criteria and demonstrate student growth. However, these are not stackable and they will only be awarded the highest performance pay compensation available to them.
- To be eligible for any performance pay; a teacher must have a minimum annual score of 2 in formal classroom observation.

PART V
MISCELLANEOUS ITEMS

Short Leaves:

Each staff member (both exempt and non-exempt employees) will be granted 6 short leaves (90 minutes or less) for the school year (pro-rated if they are hired after the beginning of the school year) which must be pre-approved by the Principal and may be used as long as they do not have a class. If they have a duty, they must arrange their own substitute beforehand. Any leaves over 90 minutes will be charged as personal leave. Once an employee has used all of their short leaves for the year, they will be charged personal leave for the time requested.

Leave Without Pay:

Employees earn 1 day of personal leave for every 18 days worked. Leave requested before it is earned will be treated as leave without pay and will be deducted from the employee's pay at their hourly/daily rate, as applicable. Leave beyond the employees' maximum leave balance will also be treated as leave without pay and will be deducted from the employee's next paycheck. Employees who depart ASE will have any leave without pay deducted from their final pay.

Unused Paid Time Off (PTO):

Per the ASE Staff/Employee Handbook, "personal leave is accrued at a rate of one day for each 18 workdays of employment." These days can be used in half-day or full-day increments.

- All full-time exempt employees who are eligible for PTO will be compensated \$160 per day for all unused PTO days by June 30, 2023.
- All full-time non-exempt employees and Educational Assistants will be compensated at their hourly rate for 8 hours maximum per each PTO day up to and not to exceed \$150 per day for all unused PTO days by June 30, 2023.

Spotlight School:

Based on the 2021-2022 school year, if ASE is designated as a Spotlight School by NM Dashboard, all employees who were retained for both the 2021-2022 AND the 2022-2023 school years are eligible for the stipend. They will receive a \$250 stipend in December 2022. Resignation/termination will deem an employee ineligible.

Staff Retention:

All employees returning to ASE from the 2021-2022 school year to the 2022-2023 school year will be eligible to receive a \$2000 Staff Retention Stipend in November 2022.

Supplemental Benefit – Pay for Emergency Closures:

• From time to time, Albuquerque School of Excellence may be required to cease campus operations for a short period of time due to unavoidable and/or extraordinary circumstances, such as severe

inclement weather or loss of utilities. School closures shall be authorized by the Executive Director. Staff members will be notified by their supervisors in the event of a school closure. Unless contacted by a supervisor, employees are expected to be on time for their regularly-scheduled work period.

- **In the event of an emergency closure, the Executive Director may designate that non-exempt Support Staff may be paid for the hours they would have worked had the school been open, up to a maximum of three (3) paid emergency closure days in a single school year. Additional days, if any, must be approved by the Governing Council. Employees not scheduled to work on those days shall not be paid this supplemental wage benefit.**

Documentation for ALL Employees:

- All years of claimed creditable years of experience must be documented. It is the employee's responsibility to submit original documentation (service records, employment letters, etc). Foreign documents must be translated into English; transcripts and diplomas must be evaluated by an evaluation institution in the US. It is the responsibility of the foreign authority to provide relevant, and accurate information before any credit is granted. Such experience is considered on a case-by-case basis.
- Service Records and or Employment Verification Letters should be on company letterhead, have a signature (e-signatures accepted by verification), state the position the employee held, as well as the dates (mm/dd/yyyy) they worked there.
- Employees who provide service records (or other documentation) may receive credit, if the documentation is submitted no later than 5:00pm on October 1st, and for late hires within 30 business days of their first day of employment. Service records received after this date which qualify for a salary increase will be processed for the following school year.
- It is the employee's responsibility to provide the documentation and notify the Human Resources Department of receiving new documentation.
- If additional compensation is claimed for an advanced degree, the official transcripts and degree copy must be submitted no later than 5:00pm October 1st. Late hires have 30 business days from their first day of employment. Transcripts must show the date the advanced degree was conferred. Transcripts received after this date which qualify for a salary increase will be processed for the following year. The same applies for licensure level increases. Licensure level increases must be verified and shown as approved within the NMPED licensure portal.

PART VI
PAY SCHEDULES

2022-2023 Pay Schedule for Teachers and EA's, Deans, Coordinators, and Counselors

Pay Period	Pay Date
1	August 26, 2022
2	September 9, 2022
3	September 23, 2022
4	October 7, 2022
5	October 21, 2022
6	November 4, 2022
7	November 18, 2022
8	December 2, 2022
9	December 16, 2022
10	December 30, 2022
11	January 13, 2023
12	January 27, 2023
13	February 10, 2023
14	February 24, 2023
15	March 10, 2023
16	March 24, 2023
17	April 7, 2023
18	April 21, 2023
19	May 5, 2023
20	May 19, 2023
21	June 2, 2023
22	June 16, 2023
23	June 30, 2023
24	July 14, 2023
25	July 28, 2023
26	August 11, 2023

2022-2023 Annualized Pay Schedule for Front Office, Health Assistants, IT Tech and Custodians (Non-exempt employees over 187 contracted days)

Pay Period	Pay Date
1	August 12, 2022
2	August 26, 2022
3	September 9, 2022
4	September 23, 2022
5	October 7, 2022
6	October 21, 2022
7	November 4, 2022
8	November 18, 2022
9	December 2, 2022
10	December 16, 2022
11	December 30, 2022
12	January 13, 2023
13	January 27, 2023
14	February 10, 2023
15	February 24, 2023
16	March 10, 2023
17	March 24, 2023
18	April 7, 2023
19	April 21, 2023
20	May 5, 2023
21	May 19, 2023
22	June 2, 2023
23	June 17, 2023
24	June 30, 2023
25	July 14, 2023
26	July 28, 2023

2022-2023 Pay Schedule for Principal, Assistant Principals, and District Staff (Exempt Annual Employees)

Pay Period	Pay Date
1	July 15, 2022
2	July 29, 2022
3	August 12, 2022
4	August 26, 2022
5	September 9, 2022
6	September 23, 2022
7	October 7, 2022
8	October 21, 2022
9	November 4, 2022
10	November 18, 2022
11	December 2, 2022
12	December 16, 2022
13	December 30, 2022
14	January 13, 2023
15	January 27, 2023
16	February 10, 2023
17	February 24, 2023
18	March 10, 2023
19	March 24, 2023
20	April 7, 2023
21	April 21, 2023
22	May 5, 2023
23	May 19, 2023
24	June 2, 2023
25	June 16, 2023
26	June 30, 2023

2022-2023 Pay Schedules for Hourly Interns/Coaches

Pay Period	Pay Date
1 (July 1- 22, 2022)	July 29, 2022
2 (July 23 – August 5, 2022)	August 12, 2022
3 (August 6 – 19, 2022)	August 26, 2022
4 (August 19 – September 2, 2022)	September 9, 2022
5 (September 3 – 16, 2021) Labor Day	September 23, 2022
6 (September 17 – 30, 2022)	October 7, 2022
7 (October 1 – 14, 2022) Fall Break	October 21, 2022
8 (October 15 – 28, 2022)	November 4, 2022
9 (October 29 – November 11, 2022)	November 18, 2022
10 (November 12 – 25, 2022) November Break	December 2, 2022
11 (November 26 – December 9, 2022)	December 16, 2022
12 (December 10 – 23, 2022) Winter Break	December 30, 2022
13 (December 24 - January 6, 2023) Winter Break	January 13, 2023
14 (January 7 – 20, 2023) MLK Day	January 27, 2023
15 (January 21 – February 3, 2023)	February 10, 2023
16 (February 4 – 17, 2023)	February 24, 2023
17 (February 18 – March 3, 2023)	March 10, 2023
18 (March 4 – 17, 2023)	March 24, 2023
19 (March 18 – 31, 2023) Spring Break	April 7, 2023
20 (April 1 – 14, 2023) Phoenix Day	April 21, 2023
21 (April 15 – 28, 2023)	May 5, 2023
22 (April 29 - May 12, 2023)	May 19, 2023
23 (May 13 – 26, 2022)	June 2, 2023
24 (May 29 – June 9, 2022) Memorial Day	June 16, 2023
25 (June 10 – June 2023) School closes June 16, 2023	June 30, 2023
26 (June 24 - July 7, 2023) For Summer Coaches	July 14, 2023