



# **Albuquerque School of Excellence**

## **Compensation Manual 2021-2022**

APPROVED by the ASE Governing Council

Albuquerque School of Excellence

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### **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 2021-2022 only as an addendum to the ASE 2021-2022 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 for the 2021-2022 school year may be calculated based on the information in this addendum.
- The Human Resources Coordinator, with the supervision of the Principal, 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

## 2021-2022 Salary Schedule for Teachers

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 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
Exp													
<b>0</b>	<b>\$44,200</b>		<b>\$44,330</b>		<b>\$44,590</b>			<b>\$44,720</b>			<b>\$44,980</b>		
<b>1</b>	\$45,445		\$45,578		\$45,845			\$45,978			\$46,245		
<b>2</b>	\$45,578		\$45,711		\$45,978			\$46,111			\$46,378		
<b>3</b>	\$45,711	<b>\$55,023</b>	\$45,845	<b>\$55,155</b>	\$46,111	<b>\$55,419</b>		\$46,245	<b>\$55,551</b>		\$46,511	<b>\$55,815</b>	
<b>4</b>	\$45,845	\$55,840	\$45,978	\$55,973	\$46,245	\$56,240		\$46,378	\$56,373		\$46,644	\$56,640	
<b>5</b>	\$45,978	\$56,106	\$46,111	\$56,240	\$46,378	\$56,506		\$46,511	\$56,640		\$46,778	\$56,906	
<b>6</b>	\$46,111	\$56,373	\$46,245	\$56,506	\$46,511	\$56,773	<b>\$64,260</b>	\$46,644	\$56,906	<b>\$64,392</b>	\$46,911	\$57,173	<b>\$64,656</b>
<b>7</b>	\$46,245	\$56,640	\$46,378	\$56,773	\$46,644	\$57,039	\$64,982	\$46,778	\$57,173	\$65,115	\$47,044	\$57,439	\$65,382
<b>8</b>		\$56,906		\$57,039		\$57,306	\$65,062		\$57,439	\$65,195		\$57,706	\$65,462
<b>9</b>		\$57,173		\$57,306		\$57,572	\$65,142		\$57,706	\$65,275		\$57,972	\$65,542
<b>10</b>		\$57,439		\$57,572		\$57,839	\$65,222		\$57,972	\$65,355		\$58,239	\$65,622
<b>11</b>		\$57,706		\$57,839		\$58,106	\$65,302		\$58,239	\$65,435		\$58,505	\$65,702
<b>12</b>		\$57,972		\$58,106		\$58,372	\$65,382		\$58,505	\$65,515		\$58,772	\$65,782
<b>13</b>		\$58,239		\$58,372		\$58,639	\$65,462		\$58,772	\$65,595		\$59,038	\$65,862
<b>14</b>		\$58,505		\$58,639		\$58,905	\$65,542		\$59,038	\$65,675		\$59,305	\$65,942
<b>15</b>		\$58,639		\$58,772		\$59,038	\$65,622		\$59,172	\$65,755		\$59,438	\$66,022
<b>16</b>		\$58,772		\$58,905		\$59,172	\$65,702		\$59,305	\$65,835		\$59,571	\$66,102
<b>17</b>		\$58,905		\$59,038		\$59,305	\$65,782		\$59,438	\$65,915		\$59,705	\$66,182
<b>18</b>		\$59,038		\$59,172		\$59,438	\$65,862		\$59,571	\$65,995		\$59,838	\$66,262
<b>19</b>		\$59,172		\$59,305		\$59,571	\$65,942		\$59,705	\$66,075		\$59,971	\$66,342
<b>20</b>		\$59,305		\$59,438		\$59,705	\$66,022		\$59,838	\$66,155		\$60,105	\$66,422
<b>21</b>		\$59,438		\$59,571		\$59,838	\$66,102		\$59,971	\$66,235		\$60,238	\$66,501
<b>22</b>		\$59,571		\$59,705		\$59,971	\$66,182		\$60,105	\$66,315		\$60,371	\$66,581
<b>23</b>		\$59,705		\$59,838		\$60,105	\$66,262		\$60,238	\$66,395		\$60,504	\$66,661
<b>24</b>		\$59,838		\$59,971		\$60,238	\$66,342		\$60,371	\$66,475		\$60,638	\$66,741
<b>25</b>		\$59,971		\$60,105		\$60,371	\$66,422		\$60,504	\$66,555		\$59,746	\$66,821
<b>26</b>		\$60,105		\$60,238		\$60,504	\$66,501		\$60,638	\$66,635		\$60,904	\$66,901
<b>27</b>		\$60,238		\$60,371		\$60,638	\$66,581		\$59,746	\$66,715		\$61,037	\$66,981
<b>28</b>		\$60,371		\$60,504		\$60,771	\$66,661		\$60,904	\$66,795		\$61,171	\$67,061
<b>29</b>		\$60,504		\$60,638		\$60,904	\$66,741		\$61,037	\$66,875		\$61,304	\$67,141
<b>30</b>		\$60,638		\$60,771		\$61,037	\$66,821		\$61,171	\$66,955		\$61,437	\$67,221

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.

APPROVED 7/17/2021      REVISED 9/18/21

### **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. Deans, Interventionists and Social Workers/Counselors shall be compensated according to the teacher salary guidelines.

### **Credible 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:**

#### **2021-2022 Hard-to-Staff Stipends:**

<b>Subject Area Taught</b>	<b>Annual Stipend</b>
Special Education	\$1000
Music	\$1000
Elementary Science and/or Math, Grades 3-5	\$1000

- 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 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 per semester (not daily) as applicable.

- All Supplemental Duty Stipends require additional work days, listed below as minimum additional work anticipated/projected, with the exception of mentoring teacher stipends and TESOL/Bilingual Endorsements stipends.
- Stipend amounts and requirements will be reviewed and may be changed each year.
- Supplemental Duty Stipends will be paid in two lump sums 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 and Saturday Extra Duty pay which will be paid monthly, stipends over \$3000 which will be added to the employee's annual salary, and Extended Day stipends which can be paid out upon 30 hours completion or at the end of the school year.
- Employees who leave ASE for any reason before the end of the assignment are not eligible to receive the Supplemental Duty Stipend.
- 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 below 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 below.

<b>Supplemental Duty</b>	<b>Stipend Amount (Annual)</b>	<b>Additional Work Days</b>
Dean of Students & Culture and Dean of College & Career Advisement (Level 3 administrative role)	\$7000	<b>20</b>
Special Education Department Coord.	\$4000	<b>15</b>
Testing Coordinator	\$1000	<b>n/a</b>
ESL Coordinator	\$3200	<b>10</b>
Gifted/Talented Coordinator	\$3200	<b>10</b>
Athletic Coordinator	\$2500	<b>8</b>
IT Coordinator (n/a if IT Manager)	\$4000	<b>15</b>
STEM Coordinator	\$1000	<b>n/a</b>
Covid-19 Point Person	\$1500	<b>n/a</b>



Online Teaching	\$2000	n/a
Level 3 School Counselor	\$4000	15
CPO - Chief Procurement Officer	\$1000	n/a
Homeless Education Liaison	\$1000	n/a
Community School Coordinator	\$1000	n/a
Department Chair <sup>1</sup>	\$1500	n/a
Mentor Teacher <sup>2</sup>	\$1000	n/a
TESOL / Bilingual Endorsement <sup>3</sup>	\$500	n/a
Extended Day <sup>4</sup>	\$1000 per 30 hours	30 additional hours
Saturday Tutoring <sup>5</sup>	\$50/hour	Saturdays
Saturday Extra Duty <sup>6</sup>	\$30/hour	Saturdays
Summer School <sup>7</sup>	\$50/hour	Summer as needed

<sup>1</sup>One teacher for each department (Math, Science, Social Studies, ELA, and Electives.)

<sup>2</sup>This 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.

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

<sup>4</sup>Teachers are eligible when they are assigned to continue to work after regularly-scheduled work hours up to 30 hours. This includes a teacher staying until 5pm or beyond for tutoring, extracurricular activities, 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, this will total about 30 hours and 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. The maximum earnings for the Extended Day stipend is \$4000 (greater than or equal to 120 extended day hours.) Planned Extended Day programs must have a prior approval from the Assistant Principal by August 27, 2021 to start by September 6, 2021 for the 1st semester. Planned Extended Day programs must have a prior approval from the Assistant Principal by December 10, 2021 to start by January 10, 2022 for the 2nd semester. The Assistant Principal and 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, Extended Day stipend may be deemed as ineligible and the club may be canceled.

<sup>5</sup>Teachers 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.**

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

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

**In compliance with NMPED requirements, Extended Learning Days are incorporated throughout the academic calendar. All teachers and educational assistants have 182 workdays on their contracts. Elementary teachers and educational assistants will be paid at a daily rate for 5 additional days based on the scheduled last day of school for grades K-5. Secondary teachers and educational assistants will be paid at a daily rate for 3 additional days based on the scheduled last day of school for grades 6-12. This payment is not applicable to Deans, Front Office/Health Assistants, Interns (hourly), Administration, District staff, or Coordinators as the days are counted in contracts or as extra workdays required within 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.
- 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 17 for the first semester and by May 27 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.
- 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 a home visit.
- Home visits should be done with one family at a time.
- Families must be provided with an ASE Home Visit folder during the visit.
- No more than 2 home visits should be conducted per student in an academic year.
- Each home visit should take a minimum of 30 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. Assistant 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

## 2021-2022 Salary Schedule for Administrators and Professional Staff

Admin Level	Position	Band- 1	Band- 2	Band- 3	Workdays
2	Assistant Principal	\$76,125	\$82,215	\$88,305	215*
4	Operations Manager	\$47,690	\$58,090	\$68,490	215
4	Outreach & HR Coordinator	\$47,690	\$58,090	\$68,490	215
4	Federal Programs Coord.	\$47,690	\$58,090	\$68,490	215
4	IT Manager	\$47,690	\$58,090	\$68,490	215

\*July 19, 2021 - June 23, 2022 = 215 workdays. End date is subject to change based on the needs throughout the school year. Prior approval from the Principal is required.

### **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:**

- Assistant Principal placement on Salary Band 2 and 3 starts at the beginning of the 5th and 10th year
- 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, Principal, Administration, and Human Resources Coordinator.
- 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 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 Principal, Administration, and Governing Council. Creditable experience may be earned from other charter schools, school districts or any other employer.
- Governing Council and Principal may create new positions as needed and will evaluate and place the new positions in the appropriate Administration Level and Band.

# 2021-2022 Salary Schedule for Licensed Social Workers/Counselors

(194 Workdays) \*Level 3 License will use Teachers Salary Schedule.

Edu	Level 1 Licensed Social Worker		Level 2 Licensed Social Worker	
Experience	Bachelors	Masters	Bachelors	Masters
<b>0</b>	<b>\$44,200</b>	<b>\$55,023</b>	<b>\$44,590</b>	<b>\$55,419</b>
<b>1</b>	\$45,445	\$55,840	\$45,845	\$56,240
<b>2</b>	\$45,578	\$56,106	\$45,978	\$56,506
<b>3</b>	\$45,711	\$56,373	\$46,111	\$56,773
<b>4</b>	\$45,845	\$56,640	\$46,245	\$57,039
<b>5</b>	\$45,978	\$56,906	\$46,378	\$57,306
<b>6</b>	\$46,111	\$57,173	\$46,511	\$57,572
<b>7</b>	\$46,245	\$57,439	\$46,644	\$57,839
<b>8</b>		\$57,706		\$58,106
<b>9</b>		\$57,972		\$58,372
<b>10</b>		\$58,239		\$58,639
<b>11</b>		\$58,505		\$58,905
<b>12</b>		\$58,639		\$59,038
<b>13</b>		\$58,772		\$59,172
<b>14</b>		\$58,905		\$59,305
<b>15</b>		\$59,038		\$59,438
<b>16</b>		\$59,172		\$59,571
<b>17</b>		\$59,305		\$59,705
<b>18</b>		\$59,438		\$59,838
<b>19</b>		\$59,571		\$59,971
<b>20</b>		\$59,705		\$60,105
<b>21</b>		\$59,838		\$60,238
<b>22</b>		\$59,971		\$60,371
<b>23</b>		\$60,105		\$60,504
<b>24</b>		\$60,238		\$60,638
<b>25</b>		\$60,371		\$60,771
<b>26</b>		\$60,504		\$60,904
<b>27</b>		\$60,638		\$61,037
<b>28</b>		\$60,771		\$66,661
<b>29</b>		\$60,904		\$66,741
<b>30</b>		\$61,037		\$66,821

PART III

SUPPORT STAFF COMPENSATION



## 2020-2021 Educational Assistants & Hourly Front Office\* Employees

EDUC.	HS	HS +15 hours	HS +30 hours	HS +45 hours	AA	BA or BS
EXP.	\$13.19/hour	\$13.46/hour	\$13.74/hour	\$14.01/hour	\$14.91/hour	\$16.25/hour
<b>0</b>	<b>\$19,006</b>	<b>\$19,396</b>	<b>\$19,786</b>	<b>\$20,176</b>	<b>\$21,476</b>	<b>\$23,426</b>
<b>1</b>	\$19,327	\$19,721	\$20,115	\$20,509	\$21,822	\$23,792
<b>2</b>	\$19,459	\$19,853	\$20,246	\$20,640	\$21,953	\$23,923
<b>3</b>	\$19,590	\$19,984	\$20,378	\$20,772	\$22,085	\$24,054
<b>4</b>	\$19,721	\$20,115	\$20,509	\$20,903	\$22,216	\$24,185
<b>5</b>	\$19,853	\$20,246	\$20,640	\$21,034	\$22,347	\$24,317
<b>6</b>	\$19,984	\$20,378	\$20,772	\$21,166	\$22,479	\$24,448
<b>7</b>	\$20,115	\$20,509	\$20,903	\$21,297	\$22,610	\$24,579
<b>8</b>	\$20,246	\$20,640	\$21,034	\$21,428	\$22,741	\$24,711
<b>9</b>	\$20,378	\$20,772	\$21,166	\$21,559	\$22,872	\$24,842
<b>10</b>	\$20,509	\$20,903	\$21,297	\$21,691	\$23,004	\$24,973
<b>11</b>	\$20,640	\$21,034	\$21,428	\$21,822	\$23,135	\$25,105
<b>12</b>	\$20,772	\$21,166	\$21,559	\$21,953	\$23,266	\$25,236
<b>13</b>	\$20,903	\$21,297	\$21,691	\$22,085	\$23,398	\$25,367
<b>14</b>	\$21,034	\$21,428	\$21,822	\$22,216	\$23,529	\$25,498
<b>15</b>	\$21,166	\$21,559	\$21,953	\$22,347	\$23,660	\$25,630
<b>16</b>	\$21,297	\$21,691	\$22,085	\$22,479	\$23,792	\$25,761
<b>17</b>	\$21,428	\$21,822	\$22,216	\$22,610	\$23,923	\$25,892
<b>18</b>	\$21,559	\$21,953	\$22,347	\$22,741	\$24,054	\$26,024
<b>19</b>	\$21,691	\$22,085	\$22,479	\$22,872	\$24,185	\$26,155
<b>20</b>	\$21,822	\$22,216	\$22,610	\$23,004	\$24,317	\$26,286
<b>21</b>	\$21,953	\$22,347	\$22,741	\$23,135	\$24,448	\$26,418
<b>22</b>	\$22,085	\$22,479	\$22,872	\$23,266	\$24,579	\$26,549
<b>23</b>	\$22,216	\$22,610	\$23,004	\$23,398	\$24,711	\$26,680
<b>24</b>	\$22,347	\$22,741	\$23,135	\$23,529	\$24,842	\$26,811
<b>25</b>	\$22,479	\$22,872	\$23,266	\$23,660	\$24,973	\$26,943
<b>26</b>	\$22,610	\$23,004	\$23,398	\$23,792	\$25,105	\$27,074
<b>27</b>	\$22,741	\$23,135	\$23,529	\$23,923	\$25,236	\$27,205
<b>28</b>	\$22,872	\$23,266	\$23,660	\$24,054	\$25,367	\$27,337
<b>29</b>	\$23,004	\$23,398	\$23,792	\$24,185	\$25,498	\$27,468
<b>30</b>	\$23,135	\$23,529	\$23,923	\$24,317	\$25,630	\$28,419

\*Hourly workers will be compensated at the annualized amounts shown above. Annualized compensation levels shown in the table assumes 182 work days 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
- Front Office Staff: Secretaries / Health Assistants (\*200 workdays)
- Interns
- Custodial / Maintenance<sup>1</sup>

**<sup>1</sup>Custodial/ Maintenance Schedule\***

Experience	Hourly rate	Workdays
0	\$13.00	205
1	\$13.50	205
2	\$14.00	205
3	\$14.50	205
4	\$15.00	205
5	\$15.50	205
6	\$16.00	205
7	\$16.50	205
8	\$17.00	205
9	\$17.50	205
10	\$18.00	205

\*Experience for Custodial/Maintenance positions will be based on years experience in a full-time custodial or maintenance position. Number of workdays shown is for illustrative purposes only 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 Principal, Administration, and Governing Council. 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 Principal, Administration, and Governing Council. Experience may be earned in other districts or other companies.

#### **Substitute Teaching Payment Schedule:**

- \$130 per full instructional day worked
- Contracted through ASE
- Can be paid in full day or half-day increments
- Long term substitutes will be paid \$150 per full instructional day worked

#### **Intern Pay Schedule:**

An intern is defined as an ASE Graduate that is currently enrolled in a college or university 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, assistants to teaching staff.

EDUC.	HS	HS +15 hours	HS +30 hours	HS +45 hours	AA
	\$12.00/hour	\$12.50/hour	\$13.00/hour	\$13.50/hour	\$14.00/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
50% growth from Fall to Spring - \$200 per subject	\$1500
60% growth from Fall to Spring - \$450 per subject	
70% growth from Fall to Spring - \$750 per subject	

**\*Science - Grades 3-11**

**NWEA MAP Special Education & ESL Teachers:**

Description & Goal	Max Per Person
40% growth from Fall to Spring - \$200 per subject	\$1500
50% growth from Fall to Spring - \$450 per subject	
60% growth from Fall to Spring - \$750 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 - \$250 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.

### College Readiness Goals for High School Teachers:

#### Evidence-Based Reading/Writing & Math Benchmarks

Description & Goal	Max Per Person
<b>10th Grade Reading/Writing</b> Classroom average scores meets Reading/Writing Benchmark Score of 430* or Above - \$250 per subject	\$500
<b>10th Grade Math</b> Classroom average scores meets Math Benchmark Score of 480* or Above - \$250 per subject	
<b>11th Grade Reading/Writing</b> Classroom average scores meets Reading/Writing Benchmark Score of 460* or Above - \$250 per subject	
<b>11th Grade Math</b> Classroom average scores meets Math Benchmark Score of 510* or Above - \$250 per subject	

\*[The College and Career Readiness Benchmarks for the SAT® Suite of Assessments](#)

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

Description & Goal	Max Per Person
50% school-wide growth from Fall to Spring - \$250 per Admin	\$2250
60% growth from Fall to Spring - \$500 per Admin	
70% growth from Fall to Spring - \$750 per Admin	

**Special Notes:**

- Performance pay will be paid by the end of December 2022 for the 2021-2022 school year performance.
- ASE employees hired after the first day of Spring 2022 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, s/he will not be eligible for performance pay. Eligible employees must be employed with ASE on December 1, 2022 to receive performance pay for the 2021-2022 school year.
- The plan allows eligible individuals on ASE 2020-2021 staff roster to receive one or more performance pay compensations, as explained above, if retained for the 2021-2022 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 2022. 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.
- Please note that employees may earn performance pay via several tangible pieces 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. counselors, 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 of 2 in annual score on formal classroom observation.



PART V

MISCELLANEOUS ITEMS

**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 \$150 per day for all unused PTO days by June 30, 2022.
- All full-time non-exempt employees and Educational Assistants will be compensated \$100 per day for all unused PTO days by June 30, 2022.
- If an employee uses more personal leave time than has been earned, ASE will deduct the unearned leave time amount from his/her following paycheck.

**Refer a Teacher:**

Refer a Teacher program stipend is \$250 per referral. Maximum of \$500 per employee. Referrals must be hired to qualify. Details announced annually by the Principal.

**Spotlight School:**

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

**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

## 2021-2022 Pay Schedule for Deans, Teachers, and EA's

Pay Period	Pay Date
1	August 13, 2021
2	August 27, 2021
3	September 10, 2021
4	September 24, 2021
5	October 8, 2021
6	October 22, 2021
7	November 5, 2021
8	November 19, 2021
9	December 3, 2021
10	December 17, 2021
11	December 31, 2021
12	January 14, 2022
13	January 28, 2022
14	February 11, 2022
15	February 25, 2022
16	March 11, 2022
17	March 25, 2022
18	April 8, 2022
19	April 22, 2022
20	May 6, 2022
21	May 20, 2022
22	June 3, 2022
23	June 17, 2022
24	July 1, 2022
25	July 15, 2022
26	July 29, 2022

27	August 12, 2022
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## 2021-2022 Annualized Pay Schedule for Front Office, Health Assts., Custodians

Pay Period	Pay Date
1	July 30, 2021
2	August 13, 2021
3	August 27, 2021
4	September 10, 2021
5	September 24, 2021
6	October 8, 2021
7	October 22, 2021
8	November 5, 2021
9	November 19, 2021
10	December 3, 2021
11	December 17, 2021
12	December 31, 2021
13	January 14, 2022
14	January 28, 2022
15	February 11, 2022
16	February 25, 2022
17	March 11, 2022
18	March 25, 2022
19	April 8, 2022
20	April 22, 2022
21	May 6, 2022
22	May 20, 2022
23	June 3, 2022
24	June 17, 2022
25	July 1, 2022

26	July 15, 2022
27	July 29, 2022

## 2021-2022 Pay Schedule for Principal, Assistant Principals, District Staff

Pay Period	Pay Date
1	July 2, 2021
2	July 16, 2021
3	July 30, 2021
4	August 13, 2021
5	August 27, 2021
6	September 10, 2021
7	September 24, 2021
8	October 8, 2021
9	October 22, 2021
10	November 5, 2021
11	November 19, 2021
12	December 3, 2021
13	December 17, 2021
14	December 31, 2021
15	January 14, 2022
16	January 28, 2022
17	February 11, 2022
18	February 25, 2022
19	March 11, 2022
20	March 25, 2022
21	April 8, 2022
22	April 22, 2022
23	May 6, 2022
24	May 20, 2022

25	June 3, 2022
26	June 17, 2022
27	July 1, 2022

## 2021-2022 Pay Schedules for Hourly Interns

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



<b>24 (May 28 – June 10, 2022) Memorial Day</b>	June 17, 2022
<b>25 (June 11 – June 24) School closes June 17, 2022</b>	July 1, 2022
<b>26 n/a</b>	n/a
<b>27 n/a</b>	n/a