



Title: **Administrative Staff Contracts and Compensation**

Code: GCBG/GCBDA

Section: Section G: Personnel Policies

This policy applies to those administrators whose position titles appear on the administrative compensation table GCBG-R/GCBDA-R.

The superintendent shall recommend to the Board of Education adjustments to the administrative salaries in compliance with Executive Limitation 2.7 – Employment, Compensation & Benefits.

Placement within Range

The superintendent or designee will initially place each administrator within the appropriate range, considering the responsibilities associated with the various positions, the number of contractual workdays, the required experience, and professional qualifications.

Once placed within the range, adjustments will be recommended by the Superintendent, approved by the Board of Education, and implemented by the Assistant Superintendent for Human Resources.

Each administrator shall be allotted leave and other benefits enjoyed by other members of the District's professional staff.

Administrators who hold national office or membership on a board of directors of administrative and educational organizations may submit, prior to serving in such capacities, a proposal to the superintendent to have their expenses for participation provided by the District when the sponsoring organization does not meet such expenses.

Plans for administrators' participating in professional meetings must be submitted to the superintendent or designee for approval and in accordance with the District's travel policy and procedures.

Administrators will be reimbursed for approved travel outside of El Paso County when using their own vehicle at the District rate per mile based upon actual miles traveled.

Adopted: May 21, 1981

Revised: April 1, 1982

May 19, 1983

December 15, 1983

December 20, 1984

August 1, 1985

December 19, 1985

June 19, 1986

December 18, 1986

December 3, 1987

May 5, 1988

December 20, 1988

March 2, 1989

June 1, 1989

December 14, 1989

December 13, 1990

October 17, 1991

June 18, 1992

June 17, 1993

June 16, 1994

June 15, 1995

June 30, 2008

June 30, 2009

March 31, 2010

July 1, 2013

July 1, 2016

July 1, 2023

Reviewed: November 13, 2024

Legal Refs:

C.R.S. § 22-32-109(1)(f) (to fix and order paid personnel compensation)

C.R.S. § 22-32-110(1)(k) (to adopt policies . . . related to . . . employees of the district)

C.R.S. § 22-44-115.5(2) (reductions in salary or alteration of work year due to fiscal emergency)

C.R.S. §§ 22-63-202 and -401 through -403 (employment contracts)

Cross Refs:

GBC Staff Member Leave

GBCA Limited Sick Leave Bank

GBGA Workers' Compensation Leave

EL 2.7 – Employment, Compensation & Benefits

Adopted: **May 21, 1981**

Last Revised: **July 01, 2023**

Last Reviewed: **November 13, 2024**

Attachments

[GCBG-GCBDA Administrative Staff Contracts and Compensation.pdf](#)