I have worked as a certified teacher (or special services provider) for 15 years. Will I receive credit for my years of experience?

Yes, but you will not receive a full 15-year credit. Like many other districts, TSD does not start anyone above a certain step...in our case that is Step 12. There are very few exceptions made to this guideline and involve staffing hard-to-fill positions (as defined by the Memorandum of Understanding).

I am currently a substitute (or classified employee) and I have been offered a teaching position OR I am a substitute and have been offered a classified position. Do I need to complete the entire New Hire Packet?

You will receive communication from a Staffing Specialist with new hire information. Please respond and inform the Specialist that you are currently working for the district. There are certain pages that you will be asked to complete, but you won’t need to complete the full packet. Because you are actively a current employee, you will not need to complete another background check. However, if you have been in a position that DID NOT require fingerprinting (classified staff), you will need to go through this process. This is true even if you are currently licensed with the state of CO as a teacher; you will still need to be fingerprinted for the District.

I provided a copy of my license, transcripts, and letters of recommendation with my application. Do I need to submit them again?

You do not need to resubmit as long as these are attachments to your application UNLESS the transcripts are not official transcripts. We can accept COPIES (or scanned copies) of official transcripts, but we cannot accept unofficial transcripts. Please request your college or university send the transcripts to you or to the HR department. If there is an item missing, the Licensed Staffing Specialist will contact you via email.

I will be moving soon (or getting married soon). What address (or name) do I need to use on my application, and, if hired, my new hire paperwork?

You need to use an address that will readily be available for you to receive mail. As soon as you move to your new location, you can go to Employee
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Online and change your mailing address.

With a name change, according to Federal law, we must use whatever name is on your current social security card. Therefore, you must use your original name UNTIL you receive a social security card with your new name. At that time, you will find a “TSD Name Change Form,” located under Documents and Forms on the Employee Intranet. Complete the form, attach a copy of your new social security card, and turn in the form to the Human Resources Department.

What will my salary be?

TSD goes through the budgeting and negotiation process during the Spring of each school year. The final versions are typically approved by the Board of Education in June. Until this approval happens, we will not know the exact salary schedule for the new school year.

To review the salary schedules for all positions, go to the Thompson School District website. Click on Departments, and click on Human Resources. On the HR home page, click on the Salary Schedules button listed on the left side of the page. Then, review the appropriate salary schedule for your position.

Teacher/special service provider:

As soon as we have access to the new salary schedule, you can see what your salary will be and it is based on your level of education and experience. You may contact the HR department for help in determining the amount.

Classified employee:

After the budget is set and the salary schedule is confirmed, you may review the Classified Salary Schedule. On the left side of the schedule is the position title and if new to the district, you will be placed at the minimum of the Range.

Administrative, Professional and Technical:

Contact the Chief HR Officer at 970-613-5012.

I have seen two salary schedules…A & B. Which will I use?

Although we still have employees on Schedule A, it is obsolete. All new employees are placed on Salary Schedule B.

How many days a year will I work?

This largely depends on the position you have been offered and is listed on all job postings. Please check with your hiring administrator for specific
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information. A few of the work categories are listed below:

- All certified staff: .............. 185 days
- Principals – High: .............. 260 days
- Asst Principals – High: .......... 220 days
- Principals – Middle: .......... 220 days
- Asst Principals – Middle: .......... 215 days
- Principals – Elementary: ...... 210 days
- Paraprofessionals: ............. 177 days
- Bus Drivers: ...................... 175 days
- Custodians (school year): ... 177 days
- Custodians (year round): .... 260 days
- Classroom Aide: ................. 177 days
- Secretary – Elementary: ..... 205 days
- Secretary – Middle: .......... 215 days
- Secretary – High: .............. 225 days
- Admin Bldg Secretary: ........ 260 days

How many months will I be paid?

As a new district employee hired prior to the new school year, the default is to pay you over a 12-month timeframe. There are exceptions to this process (i.e. bus drivers and nutritional service employees) because their hours fluctuate from month to month based on their department circumstances.

You have the option to choose 10-month pay (paychecks are issued between September and June); however, you must request this option when hired. Once you choose a pay option, you can only make a change once a year (prior to May 1 for the following school year).

- For Certified Staff hired during the summer: Thirteen month pay is available to any newly hired certified staff employee who has submitted his/her payroll packet prior to August 1 of the hire year. As a result, he/she will receive a paycheck on August 27th of the current year through August 27th of the following calendar year.

  NOTE: If the payroll packet is NOT received prior to August 1, but prior to school starting, ALL new hires will receive their first paycheck on September 27th.

- Mid-year hires will typically receive their first paycheck on the 27th of the following month of hire (retroactive to their first day of work). After January 1, mid-year hires will be paid through June 27th (not through August). Please plan accordingly.

- Employees returning after their first year are paid from September through August.

- The payroll cut-off for processing pay checks is approximately the 15th of the month. If we have not received and processed all your paperwork by the 15th, you will not receive your first check until the 27th of the following month.
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• For certified staff hired after January 1, your last check will automatically be set as June 27. For example, if hired on February 1, you will receive 6 equal paychecks for the school year from Feb 27 through June 27.

I have accepted a position with the school district. I worked for the district in the previous school year. Do I need to complete the entire New Hire Packet and be background checked?

You will need to complete the forms in the packet where you have had changes (i.e. address change, phone number change, beneficiaries), but you won’t need to complete the entire packet. However, you will need to complete the background check if you had a break in service (other than the summer break). If there was a gap of a year or over, you must go through the background check process again.

The safety of our students and staff is our number one concern and we must take all possible steps to ensure we provide them a safe environment.

I have accepted a position as a teacher (or special service provider). Do I need to have my fingerprints taken for Thompson School District?

No, you do not. As a State certified educator, you do not need to have your fingerprints taken because your fingerprints are being tracked by the Colorado Department of Education (CDE) and they keep us up-to-date if an issue arises. However, you must go through our background check process. EXCEPTION: If you work for the Early Childhood department, ALL employees must be fingerprinted, including Licensed Educators. You will receive information from the Early Childhood department about this process.

I am a licensed teacher but have accepted a job as a classified employee. Do I need to have my fingerprints taken?

Yes, you do. Since you are working for the district as a classified employee, you must follow the policies in place for classified employees. Since we are not tracking you as a certified employee, we would not be notified by CDE of any issues that arise.

I will start work for the district at the beginning of the school year. When will I have access to my email account, etc?

You will need to wait until you are working in a district office and have submitted your payroll packet to HR. Once you have logged-in to a district computer the first time, you should be able to access your email. Your School Secretary or School

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Ambassador will help you with this process. You can contact the Help Desk at 970-613-7777.

I have accepted a position that is not full-time. May I accept another part-time position to supplement my salary?

Yes, you can find another position within TSD (or another district) to supplement your income; however, you must be sure that the two schedules are compatible. Talk to your current supervisor as well as the hiring supervisor to be sure this is the case.

You may accept a classified position if you are licensed (or vice versa) as long as you are able to meet the requirements of both disciplines.

You may also be part of the substitute pool. Contact the sub-coordinator at 970-613-5005 for more information.