

3.00 INITIAL PLACEMENT ON THE MANAGEMENT SALARY SCHEDULE

- 3.01 An employee who is promoted from a position on the Teachers' Salary Schedule to a position on the Management Salary Schedule will first have his/her annual salary determined in the appropriate grade of the Teachers' Salary Schedule in accordance with existing regulations and then will be paid at that annual rate in the appropriate salary grade on the Management Salary Schedule which would provide an approximate 10% increase but not more than 12.5% increase. The salary differential received by an employee for additional responsibility on the Teachers' Salary Schedule (exclusive of differential pay earned as Specialist Reading Teacher, Mentor Teacher, extended-day, longevity or extended work year) will be allowed in determining the new salary placement on the Management Salary Schedule.
- 3.02 An employee who is promoted from a position on a Classified Employees' Salary Schedule to a position on the Management Salary Schedule will first have his/her annual salary determined in the appropriate grade of the Classified Employees' Salary Schedule (exclusive of special pay additives) in accordance with existing regulations and then will be paid at that annual rate in the appropriate salary grade on the Management Salary Schedule which would provide an approximate 10% increase but not more than 12.5% increase.
- 3.03 A management employee new to the district will be placed on the step of the appropriate salary grade of the Management Salary Schedule based on an evaluation of the type and level of previous administrative or supervisory experience. The maximum placement normally will be at step "3". The superintendent may authorize a higher step placement within the salary grade when it is considered to be in the best interest of the district.

4.00 UNDERPAYMENTS AND OVERPAYMENTS

Each employee is encouraged to review the annual salary placement and to examine all pay warrants carefully. If an incorrect salary placement has been made or an individual pay warrant is in error, this information must be brought to the attention of the district immediately. Overpayments and underpayments are not subject to the accumulation of earned interest. If an incorrect salary placement or warrant results in an underpayment, the district will issue a supplementary warrant for the total amount due as soon as possible. Board of Education By-Laws limit the time period for submitting claims due to underpayment of wages to one year from the date the underpayment began. If the incorrect placement or warrant results in an overpayment, the district is required to recover the total amount overpaid. The recovery schedule will include consideration to both the district and the employee.

5.00 RULES AND REGULATIONS FOR THE ADMINISTRATION OF THE MANAGEMENT SALARY SCHEDULE

5.01 Establishing Management Position Classifications

Each year the superintendent will recommend to the Board of Education a classification table for designated management positions. Classification of these positions will be in accordance with established Management Salary Schedule Rules and Regulations.

5.02 Special Salary Placement

When it is considered to be in the best interest of the district the superintendent may recommend to the Board of Education special salary placement of management employees without reference to standard salary placement procedures. Such special placements will be subject to annual review and recommendation by the superintendent.

5.03 Salary Reductions for Certificated and Classified Managers

Certificated: In accordance with Section 45041 of the Education Code the following divisors will be used to calculate the daily rate for salary earned or to be reduced for certificated managers who serve less than a full assignment year:

10-month assignment 193 days

11-month assignment 228 days

12-month assignment 248 days

These divisors apply to late starts, mid-year promotions, resignations, etc.

Classified: Daily rates for classified managers are determined by dividing the monthly rates by 173.33 and multiplying these hourly rates by the number of hours assigned per workday.

A newly hired manager will have the initial monthly rate adjusted to the number of days of service rendered multiplied by the daily rate. A terminating manager will have the terminal monthly rate adjusted to the number of days of service rendered multiplied by the daily rate. Pay so determined for that month will not exceed the manager's regular monthly rate.

A manager who is promoted or demoted other than on the first working day of the month will have the pay for that month prorated on the basis of the number of days worked in the month in each job class. In this instance only, the daily rate will be determined by dividing the monthly salary by the number of potential workdays in the month including mandated and declared holidays.

Salary reductions for all unpaid time in accordance with district policy and procedure will involve a reduction in pay at the manager's daily rate for each day of absence. Total reductions so determined will not exceed the manager's regular monthly rate. No pay will be drawn when such days missed involve a full

calendar month regardless of the number of days in that month. Salary reduction for 50% sick leave will be at one-half of the manager's daily rate.

5.04 Service Increments

A manager will be granted one increment for each year of service until the maximum salary for the job class is reached. A year of service is defined as service for at least 75% of the work days in the assignment year for the position classification. Progression between steps is on an annual basis, effective July 1 of each fiscal year. Service increments are granted on July 1 of the fiscal year immediately following the fiscal year in which the service increment was earned.

5.05 Allocation to Salary Grades

5.051 A manager continuing from the preceding school year in the same job class or assigned to another job class in the same salary grade will be paid at the next higher step in the salary grade in accordance with the guidelines in Section 5.04. Employees so assigned during the fiscal year will be paid at the same rate in the new job class.

5.052 A manager assigned to a job class paid at a salary grade higher than the previous salary grade will be advanced to the rate on the salary grade for the higher job class which will provide an approximate five percent (5%) increase, or if there is no such step, 7.5%.

5.053 A manager assigned to a job class in a lower salary grade will be allocated to the same rate if it appears in the lower salary grade, or if the same rate does not appear, to the closest lower rate in the lower salary grade.

5.054 A manager transferred to or within the Management Salary Schedule or from the Site Administrator Salary Schedule during the fiscal year will be allowed any earned experience increment credit toward progressive advancement on the Management Salary Schedule upon completion of a year of service in the combined positions in accordance with Section 5.04.

5.055 If a manager in a 10- or 11- month assignment is engaged to work during the off-schedule time, the salary for such work will be prorated on a daily basis. The base for prorating will be the annual salary to which the employee would otherwise be entitled as follows:

- A. If the additional work is in the same job class, the base for prorating will be the employee's regular annual salary divided by the number of scheduled workdays in the regular 10- or 11- month work year.

- B. If the additional work is in a different job class, the annual and daily rates will be determined in accordance with Section 5.052 or 5.053, as appropriate.

5.056 The salary of a manager who transfers from the Site Administrator Salary Schedule to the Management Salary Schedule and is paid on a step on the Site Administrator Salary Schedule which does not appear on the Management Salary Schedule will be determined as follows:

- A. If the transfer is to a job class with a salary grade maximum higher than the maximum step placement of the present assignment on the Site Administrator Salary Schedule, the manager will be paid at the step on the new salary grade which is just above the present rate.
- B. If the transfer is to a job class with a salary grade maximum lower than the maximum step placement of the present assignment on the Site Administrator Salary Schedule, the manager will be paid the same rate if it appears in the lower salary grade, or if the same rate does not appear, the closest lower rate in the lower salary grade.
- C. If the transfer is voluntary and to a job class with a salary grade maximum lower than the maximum step placement of the present assignment on the Site Administrator Salary Schedule, the manager will be paid on the step on the new salary grade which results in the smallest reduction in monthly pay.

5.06 The monthly salary rates shown in this salary schedule are based on the understanding that the salaries of managers are fixed according to the responsibilities to be fulfilled, are not based on a set number of hours per week and will not be adjusted with variations in work schedules unless part-time employment is specifically provided. Regular, full-time managers will be paid the appropriate rates for their respective job classes and step placements as shown in this salary schedule.

5.07 Part-time Assignments

Compensation of part-time positions will be determined on the basis of the percent of time the part-time assignment bears to the comparable full-time assignment.

5.08 Higher Salary Rates for Interim Assignment to a Higher Class

When a manager is qualified for and is temporarily required to serve regularly in and accept the responsibility for work in a higher job class, such employee, while so assigned, will receive the entrance rate of the job class or one increment above the employee's present rate, whichever is higher. In order to qualify for the higher rate of pay the temporary assignment to a higher class must be regular and continuous for periods of more than 20 workdays but shall not exceed one year.

A manager may temporarily be assigned the work of any job class in the same or lower salary grade without change in pay. Temporary assignments must be approved by the superintendent, or designee, prior to the employee starting the out-of-class work.

5.09 Benefits

All pertinent rules and regulations of the district which apply to the entire certificated staff and which are not in conflict with basic rules of the Management Salary Schedule will also apply to the Management Salary Schedule, e.g. leaves of absence, sick leave, health and retirement benefits, etc.

5.10 Transferring Between Salary Schedules

An employee transferring between salary schedules will be placed and continued in employment in accordance with the rules and regulations of the salary schedule to which the employee is transferring without regard to the basis for such transfer (promotion, demotion, etc.).

5.11 Temporary Performance of Management Duties

Employees on other district salary schedules temporarily assigned to perform the duties and responsibilities of a management job class for more than 20 workdays will receive an upward salary adjustment for the entire period of such assignment in accordance with 3.01. Such assignments shall not exceed one year and must be approved by the superintendent, or designee, prior to the employee starting the assignment.

6.00 COMPENSATION FOR HOURLY SERVICES

Compensation for management work is salaried and not subject to overtime. Managers are not eligible for compensation above their salary during their contract year. Compensation for hourly services is only available during specified periods of time.

6.01 Hourly Management Assignments
\$41.72

This rate applies to ten- and eleven-month district Management Salary Schedule employees providing services which involve management responsibilities including planning, conducting, and evaluating activities such as materials development projects and staff inservice classes and workshops on an hourly basis at times outside their normal assignment year including, if appropriate, Winter and Spring vacation periods and between the end of one school year and the beginning of another.

6.02 Hourly Certificated Nonmanagement Assignments
\$30.57

This rate applies to ten- and eleven month district Management Salary Schedule employees providing hourly nonclassroom-certificated services which do not

involve management responsibilities during times outside their assignment year as defined in Section 6.01. These nonclassroom assignments include library service, counseling, materials development, and all other nonclassroom certificated hourly services except workshop participation.

6.03 Workshop Participation
\$20.38

This rate applies to ten- and eleven-month district Management Salary Schedule employees participating in workshops which do not involve the management responsibilities referenced in Section 6.01. Such workshop participation must be at the request of the district and take place during times outside their assignment year as defined in Section 6.01.

6.04 When a management employee is performing work outside of his/her assignment year for which an appropriate pay rate has not been established, the appropriate pay rate will be determined by the Chief Human Resource Officer or designee.