

1.00 POSITIONS COMPENSATED ON THE SITE ADMINISTRATOR SALARY SCHEDULE

1.01 Site Administrator Salary Schedule Rates apply to all site administration position classes designated as management in accordance with Chapter 10.7 (Section 3540-3549), Division 4 of Title 1 of the Government Code.

1.02 The Site Administrator Salary Schedule rates apply to the following job classes:
Principal Principal on Special Assignment
Vice Principal Vice Principal on Special Assignment
Site Special Education Administrator

2.00 INITIAL PLACEMENT ON THE SITE ADMINISTRATOR SALARY SCHEDULE

2.01 An employee who is promoted to a position on the Site Administrator Salary Schedule will be placed on the step on the Site Administrator Salary Schedule which provides an increase in the monthly rate of pay of approximately 10%, but not more than 12.5% and not to exceed the maximum step placement for the assignment. Salary differentials received by an employee for additional responsibility will be allowed in determining the new step placement on the Site Administrator Salary Schedule.

2.02 A new site administrator hired from outside the district will be placed on the appropriate step on the Site Administrator Salary Schedule which considers the type and level of related experience. The maximum initial step placement normally will be no higher than the step which is six steps below the maximum step placement for the assignment. The superintendent may authorize a higher step placement when it is considered to be in the best interest of the district.

3.00 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.

4.00 RULES AND REGULATIONS FOR ADMINISTRATION OF THE SITE ADMINISTRATOR SALARY SCHEDULE

4.01 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 site administrators without reference to standard school classification or salary placement procedures. Such special placements are for one year only and will be reviewed annually by the superintendent.

4.02 Salary Reductions for Less than a Full Assignment Year

In accordance with Section 45041 of the Education Code the number of workdays in the site administrator's work year will be used as the divisor to calculate the daily rate for salary earned or to be deducted for site administrators who serve less than a full assignment year.

A newly hired site administrator will have the initial monthly rate adjusted to the number of days of service rendered multiplied by the daily rate. A terminating administrator will have the terminal monthly rate adjusted to the number of days of service rendered multiplied by the daily rate.

Salary reductions for all unpaid time in accordance with district policy and procedure will involve a reduction in pay at the site administrator's daily rate for each day of absence. Total reductions so determined will not exceed the administrator'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 administrator's daily rate.

An administrator whose salary changes during the work year or who changes mid-year from a conventional work year schedule to a year-round schedule (or vice versa) will have his/her pay determined as follows. The earnable salary (based on daily rate and number of work days) is determined for each assignment. One balancing payment is made which takes into account the earnings in the initial assignment, and the projected earnings in the new assignment. This balancing payment will ensure the appropriate annual earnings are received for the full work year.

4.03 Service Increments

4.031 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.

4.032 Site administrators must have a Summary Evaluation on their most recent Management Performance Evaluation of at least "Meets Standards" in order to receive a service increment.

4.033 A site administrator will be granted two increments for each year of service as a site administrator until the maximum step placement for the assignment is reached.

4.034 Site administrators compensated as vice principals receive two increments on the first day of the month following the first anniversary of their initial promotion.

4.04 Step Placement

4.041 A site administrator who is promoted to principal or is reassigned to or selected for a position with a higher maximum step placement will advance two steps on

the salary plan on the effective date of the new assignment unless the maximum step placement for the new assignment would be exceeded. In such instances, the new salary will be the maximum step placement for the new assignment.

4.042 The salary of a site administrator who is reassigned to or selected for a position with a lower maximum step placement will be reduced to the new assignment's maximum step placement effective one year from the date of the new assignment if the administrator's current step placement exceeds the maximum step placement for the new assignment. If the administrator's current step placement does not exceed the maximum step placement for the new assignment, the current step placement will be retained.

4.043 Site administrators who are assigned to a position with a minimum step placement which exceeds their current step placement will have their salary increased to the minimum step placement for the position on the effective date of the reassignment.

4.05 Part-time Assignments

The monthly salary rates shown in this salary schedule are based on the understanding that the salaries of site administrator positions 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. All regular, full-time site administrators will be paid the appropriate rates for their respective positions and step placements as shown in this salary schedule. 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.

4.06 Higher Salary Rates for Interim Assignment

When a site administrator is qualified for and is temporarily required to serve regularly in and accepts the responsibility for work in a position with a higher maximum step placement, such administrator, while so assigned, will receive the minimum step placement for the assignment or one step above the administrator's current 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 work days but shall not exceed one year. An administrator may be temporarily assigned the work of a position with the same or lower maximum step placement without change in pay. Temporary assignments must be approved by the superintendent, or designee, prior to the administrator starting such assignments.

4.07 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 Site Administrator Salary Schedule will also apply to the Site Administrator Salary Schedule, e.g. leaves of absence, sick leave, health and retirement benefits, etc.

4.08 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.).

4.09 Temporary Performance of Management Duties

Employees on other district salary schedules temporarily assigned to perform the duties and responsibilities of a site administrator for more than 20 work days will receive an upward salary adjustment for the entire period of such assignment in accordance with section 2.01. Such assignments shall not exceed one year and must be approved by the superintendent, or designee, prior to the employee starting the assignment.

5.00 SCHOOL CLASSIFICATION PLAN

5.01 Two independent factors, staff and enrollment, are used in determining site administrators' minimum and maximum step placements.

*PRINCIPALS

<u>SALARY GRADE</u>	<u>MINIMUM STEP PLACEMENT</u>	<u>MAXIMUM STEP PLACEMENT</u>	<u>FTE STAFFING FROM - TO</u>	<u>ENROLLMENT FROM - TO</u>
010	9	20	29.99 or fewer	499 or fewer
011	9	20	30 - 49.99	500 - 899
012	9	20	50 - 74.99	900 - 1149
013	9	20	75 - 99.99	1150 - 1399
014	9	20	100 - 124.99	1400 - 1899
015	9	20	125 or more	1900 or more

**VICE PRINCIPALS

<u>SALARY GRADE</u>	<u>MINIMUM STEP PLACEMENT</u>	<u>MAXIMUM STEP PLACEMENT</u>	<u>FTE STAFFING FROM - TO</u>	<u>ENROLLMENT FROM - TO</u>
010	1	15	29.99 or fewer	499 or fewer
011	1	15	30 - 49.99	500 - 899
012	1	15	50 - 74.99	900 - 1149
013	1	15	75 - 99.99	1150 - 1399
014	1	15	100 - 124.99	1400 - 1899
015	1	15	125 or more	1900 or more

* Initial placement of principals at schools with an interscholastic athletic program will be on a step in at least Salary Grade 014 in accordance with guidelines in Administrative Procedure 7621, Sections C.4. and C.5. and Salary Grade 015 if the FTE and enrollment warrant the higher level.

**The maximum step placement of a site administrator compensated as a Vice Principal is 5 steps (approximately 12.5%) below the maximum step placement of that school's Principal. The minimum

step placement of a site administrator compensated as a Vice Principal is 8 steps (approximately 20%) below the minimum step placement of that school's Principal. Note: Step placements for Site Special Education Administrators are made in accordance with the School Classification Plan for Vice Principals.

5.02 Work Year

The following work year assignments may be adjusted according to school needs.

5.021 Vice Principals are assigned a 193-day work year.

5.22 Senior High School Principals are assigned a 218-day work year. Junior High School, Middle School, Elementary School Principals, and Principals at other designated schools are assigned a 209-day work year.

5.23 Site Special Education Administrators are assigned a 193-day or 209-day work year.

6.00 SUMMER SESSION SERVICE

The summer session is included as part of the work year for principals on 209-day and 218-day work schedules. If the summer session exceeds the days in the work year, principals and/or vice principals may be called upon to cover the remaining days and will be paid for the hours worked each day in accordance with Section 7.04.

7.00 COMPENSATION FOR HOURLY SERVICES (Available only during specified periods of time.)

7.01 Hourly Management Assignments

\$41.72

This rate applies to site administrators 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 workyear.

7.02 Hourly Certificated Nonmanagement Assignments

\$30.57

This rate applies to site administrators providing hourly nonclassroom certificated services during times outside their normal work year which do not involve management responsibilities as defined in Section 7.01. These nonclassroom assignments include library service, counseling, materials development, and all other nonclassroom certificated hourly services except workshop participation.

7.03 Workshop Participation

\$20.38

This rate applies to site administrators participating in workshops which do not involve the management responsibilities referenced in Section 7.01. Such workshop

participation must be at the request of the district and take place during times outside their normal work year.

7.04 Pro-rata Pay

If a site administrator is engaged to work outside their normal work year, 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 and the full range of duties is performed, the base for prorating will be the employee's regular annual salary divided by the number of scheduled workdays in their normal work year.
- b. If the additional work is in a different job class, the rate of pay will be determined in accordance with Section 4.04 of these salary rules or the rules of the appropriate salary schedule.

7.05 When a site administrator is performing work outside of his/her workyear for which an appropriate payrate has not been established, the appropriate payrate will be determined by Human Resource Services Division.

8.00 ANNUAL SUPERVISION STIPEND
\$2,340.48

Annual supervision stipends are payments made by the district to Senior High School Vice Principals and Vice Principals assigned to the School of Creative and Performing Arts for responsibilities of planning, organizing, supervising, and directing activities associated with supervision of students at school-sponsored dances, interscholastic athletic events or drama, music, and speech activities at which the presence of a Vice Principal is required, as assigned by the site Principal. Such payment will be paid in installments at the conclusion of each semester in accordance with certification of service

9.00 COACHING PRINCIPAL STIPEND

Site principals appointed as Coaching Principals will receive a stipend of \$2,500 per semester. This stipend is paid in recognition of the responsibility for assisting and coaching other principals while also continuing to be responsible for managing a school site. Payment of stipends will be made at the conclusion of each semester with certification of service.

10.00 PRIME TIME EXTENDED DAY PROGRAM STIPEND

Effective July 1, 2000, site administrators managing the day-to-day operations of a San Diego Prime Time Extended Day Program in the absence of other non-district provider agencies will receive a stipend of \$2,500 per semester. This stipend is paid in recognition of the responsibility for managing and operating the day-to-day activities associated with the Prime Time Extended Day Program while also continuing to be responsible for their regular assignment related to managing a school site. Payment of stipends will be made at the conclusion of each semester with certification of service as provided by the Extended Learning Opportunities Department.