

## RULES AND REGULATIONS OF THE SUPERVISORS' SALARY SCHEDULE

### 1.00 POSITIONS COMPENSATED ON THE SUPERVISORS' SALARY SCHEDULE

Supervisors' Salary Schedule rates apply to all job classes designated as supervisory in accordance with Chapter 10.7 (Sections 3540-3549), Division 4 of Title I of the Government Code.

### 2.00 OVERTIME COMPENSATION

2.01 Employees will be compensated for overtime work in accordance with the following provisions:

2.011 Employees in assignments of eight hours per day/five days per week will be compensated for all time worked in excess of eight hours on a regular workday or in excess of forty hours in one week. This rule does not apply to employees in exempt classes.

2.012 Employees in assignments of at least four hours per day/five days per week but less than eight hours per day/five days per week will be compensated for all time worked on the sixth and seventh day of the workweek. This rule does not apply to employees in exempt job classes.

2.013 Employees in assignments of less than four hours per day/ five days per week will be compensated for all time worked on the seventh day of the workweek. This rule does not apply to employees in exempt job classes.

2.014 Employees in assignments of ten hours per day/four days per week will be compensated for all time worked in excess of ten hours on a regular workday or time worked on the fifth, sixth, or seventh day of the workweek. This rule does not apply to employees in exempt classes.

2.02 Employees assigned to professional job classes as defined by current law will be compensated at the equivalent hourly rate of pay for the employee's job class and salary grade step as contained in this schedule. These job classes are designated on the classification plan by an asterisk.

2.03 Employees assigned to job classes totally exempted from overtime compensation as defined by current law (designated on the classification plan by two asterisks) are not eligible for overtime compensation except:

(1) As provided for in Section 2.07.

(2) Unusual circumstances in school district work units in which such employees are authorized and required to work in excess of eight hours per day for more than five consecutive calendar days. The department head may request approval of compensatory time off or straight-time overtime compensation. In such cases the division head must justify the need in

writing to the superintendent who shall approve or disapprove the request in advance.

- (3) Emergency situations involving the safety of students, staff, or the public or the preservation of district property in which employees are authorized and required to work extraordinarily long workdays for more than two consecutive calendar days. In such cases the division head must notify the superintendent in writing of the circumstances following the emergency.

The compensatory time off or straight-time compensation provided in (2) and (3) above need not be on an hour-for-hour basis.

- 2.04 Employees other than those referred to in Sections 2.02 and 2.03 will be compensated at one and one-half (1.5) times the equivalent hourly rate of pay for the employee's job class and salary grade step as contained in this schedule.
- 2.05 An employee who is required to return to duty in an emergency situation after leaving such duty station for the day or week will be compensated for a minimum of three hours including travel time.
- 2.06 Overtime worked in units of less than one-quarter hour will be disregarded for purposes of compensation.
- 2.07 Work performed by regular employees on legal or declared holidays will be considered as overtime without regard to the number of hours worked on other days of that week and will be compensated at the rate of one and one-half times the regular rate for non-exempt employees and one times the regular rate for exempt employees. Such holiday pay will be in addition to the employee's regular compensation for the holiday.
- 2.08 Compensation for overtime, including any special pay additives, may be in the form of payment by warrant or compensatory time off of equivalent value to such payment. Compensatory time off records should be maintained in the appropriate department/site office and such time off shall be permitted within a reasonable time following the day on which overtime is earned, otherwise, the employee will be compensated by warrant. The determination as to the method of compensation will be made by the appropriate management officer.
- 2.09 Overtime shall be held to a minimum. Approval to assign employees to overtime work shall be obtained from the administrator or designee prior to making actual assignments except for those instances in which an emergency requires that a principal or department head call employees back to duty after they have left the worksite.

### 3.00 SPECIAL PAY ADDITIVES

- 3.01 Shift Differential -- A regular employee is entitled to shift differential pay when assigned to work a regular, continuing schedule of four hours per day or more in which four hours or more of such regular shift are worked before 8 a.m. or after 6 p.m. Such differential will amount to five percent (5%) above the employee's regular salary.
- 3.02 Hazard Pay Differential -- A regular employee will receive a hazard pay differential for assignment to a position designated by the Board of Education as a hazard pay position. A hazard pay position is one which: (1) continuously exposes the employee to a specific and significant hazard, (2) is clearly dangerous to the health or well-being of any employee so assigned, and (3) the hazard is atypical of the basic occupation or job class. Such differential will amount to five percent (5%) above the employee's regular salary.
- 3.03 Bilingual Differential -- A regular nonexempt employee will receive a bilingual differential for assignment to a position designated by the Board of Education as requiring the ability to communicate orally with non-English speaking adults. Such differential will amount to five percent (5%) above the employee's regular salary.

### 4.00 INITIAL PLACEMENT ON THE SALARY SCHEDULE

- 4.01 Position Class -- An employee will be placed in the job class appropriate to the assigned position.
- 4.02 Experience Step -- An employee new to the district will be placed on step "1" of the appropriate salary grade. The superintendent may authorize a higher step placement within the appropriate grade for an especially well-qualified individual in a job class for which there is an insufficient number of qualified and available candidates. When such labor market conditions make it necessary to offer an advanced step placement, and upon acceptance by a new employee, present employees in the same job class as the position approved for the advanced step placement may be moved to the step equivalent to that accepted by the new employee provided: (1) the employee has demonstrated performance that warrants advancement; (2) the employee has job-related skills and abilities comparable to the new employee; (3) advanced step placement is recommended by the Chief Human Resources Officer and approved by the superintendent. In such cases, a new increment due date will be established.
- 4.03 Reinstatement -- A former supervisory employee reinstated under the provisions of Section 10, Article VI, of the Employment Regulations for the Classified Employees will be given full credit for all directly related experience in the San Diego Unified School District within the last ten years.

## 5.00 SERVICE INCREMENTS

- 5.01 A regular monthly employee in an assignment of four (4) hours or more per day, hired or promoted on or after July 1, 1984, will be granted a one- (1-)step salary increase on his/her anniversary date (first day of the month in the month hired for employees hired between the first and fifteenth of the month; first day of the month following the month hired for employees hired on or after the sixteenth of the month).
- 5.02 A regular monthly employee in an assignment of less than four hours per day will be placed on step "1" of the appropriate salary grade and will not be eligible for service increments.
- 5.03 A regular monthly employee eligible for service increments in accordance with Section 5.01 and who is assigned to an exempt job class (those not eligible for premium overtime pay) and whose work performance is determined to be outstanding may be granted a one- (1-)step salary increase at any time upon recommendation of the superintendent and approval by the Board of Education. When such a merit increment has been granted, a new anniversary or step entry date will be established if such placement is at a step less than the maximum for the job class.

## 6.00 PROMOTION

- 6.01 An employee who is promoted from a position on another classified employees' salary schedule to a position on the Supervisors' Salary Schedule with a higher maximum salary will first have his/her salary determined in the appropriate grade of the classified salary schedule in accordance with existing regulations and then will be paid at the rate in the appropriate salary grade on the Supervisors' Salary Schedule which most closely approximates but is no less than a five (5%) increase (exclusive of special pay additives). In no case will the salary step placement exceed the maximum for the appropriate salary grade. If a service increment is due the employee at the time of promotion it will be credited and applied in the determination of the new salary step.
- 6.02 An employee who is promoted from one job class on the Supervisors' Salary Schedule to a higher job class will be placed on the step of the higher salary grade which is at least one full salary grade or approximately five percent (5%) (or, if there is no such step, seven and one-half percent (7.5%) in amount above the employee's salary exclusive of special pay additives at the time of promotion. If a service increment is due the employee at the time of promotion it will be credited and applied in the determination of the new salary step.
- 6.03 If a service increment is not immediately due at the time of promotion to a higher job class it will be granted in the higher job class on the same date it would have

been granted in the lower job class. If a service increment is not due at the time of promotion to a higher job class because the employee has already reached the maximum step on the salary grade of the lower job class, a new service increment date will be effective on the anniversary date (first day of the month in the month promoted for employees promoted on the first through the fifteenth of the month; first day of the month following the month promoted for employees promoted on or after the sixteenth of the month), and additional service increments due will be granted beginning one year thereafter until the maximum salary for the job class is reached.

- 6.04 An employee who voluntarily accepts a demotion and who is promoted to the former higher job class within 36 months will be placed on the step of the appropriate salary grade that was held prior to such demotion.
- 6.05 An employee temporarily assigned to perform higher level duties not reasonably consistent with those prescribed for the regular job class for more than four workdays within a fifteen calendar-day period will receive an upward salary adjustment. The salary adjustment will be effective for the entire period of such assignment. The amount of the adjustment will be the same as would be provided by the regular promotional rules as determined by the Human Resources Director.

#### 7.00 PLACEMENT IN LOWER JOB CLASS

When a permanent or probationary employee is reassigned to a position in a lower job class in the same type of work for any reason, the salary step placement on the salary grade for the lower job class will be that which is approximately five percent (5%) (or if there is no such step, seven and one-half percent (7.5%) in amount below the employee's salary in the higher class. Employees on step "6" in the higher class, or on a step in the higher class which is more than seven and one-half percent (7.5%) above step "6" of the lower job class will be placed on step "6" in the lower class. The increment due date will remain unchanged until the maximum for the lower job class has been achieved. If the reassignment is to a position in a lower job class with a different type of work, the step placement on the salary grade for the lower job class will be determined in accordance with the provisions of Section 4.00 of these rules.

#### 8.00 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 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.

#### 9.00 HOURLY AND DAILY PAY CALCULATIONS

Hourly pay rates for regular employees on monthly salaries and for temporary employees assigned to job classes on the regular Supervisors' Salary Schedule will be determined by dividing the monthly rates by 173.33. (This divisor is an industry-wide norm which represents the average number of working hours in the workmonth.) Daily pay rates are determined by multiplying the hourly rates by the number of hours assigned per workday.

#### 10.00 PARTIAL-MONTH PAY CALCULATIONS AND DEDUCTIONS FOR MONTHLY PAID POSITIONS

10.01 A newly hired employee will have the initial monthly rate adjusted to the number of days of service rendered multiplied by the daily rate. A terminating employee 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 employee's regular monthly rate.

10.02 An employee 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.

10.03 Salary reductions for all unpaid time in accordance with district policy and procedure will involve a reduction in pay at the employee's daily rate for each day of absence. Total reductions so determined will not exceed the employee's regular monthly rate. No pay will be drawn when such days missed involve a full calendar month regardless of the number of workdays in that month. Salary reductions for fifty percent (50%) sick leave will be at one-half of the employee's daily rate.

10.04 An employee changing mid-year from a conventional workyear schedule to a year-round schedule (or vice versa) will have the conventional assignment pay calculation (based on the mid-month promotion rule, above) and the year-round pay calculation (based on a daily rate) completed so as to result in equal monthly payments for the remainder of the school year. The initial pay in the new assignment will be a balancing payment.

#### 11.00 SERVICE AWARDS

At stated intervals, additional compensation may be granted in the form of service awards recognizing length of service. These awards will be in the form of certificates, pins, buttons, or other objects. Such service awards will designate appropriate periods of service and will be a regular part of the compensation plan as established by the Board of Education.

12.00 COMPENSATION FOR WORKSHOP PARTICIPATION

\$8.00 per hour (effective January 1, 2008)

This rate applies to regular monthly classified employees of the San Diego Unified School District who participate in workshops at the request of the district. This rate will be paid only for workshop participation outside the employee's normal workdays and/or hours.

13.00 EMPLOYEES 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.).