

**SAN LORENZO
UNIFIED SCHOOL DISTRICT
BOARD POLICY**

BP 4300.2 (a)

CLASSIFIED STAFF

SUPERVISORY EMPLOYEES

- I. Introduction. Supervisory Employees (herein "employees") are concerned not only about their professional duties, but also about their relationship to the District. A listing of those positions designated as supervisory positions may be found in Appendix A. This document comprises the personnel policies to be followed for these employees.

- II. Evaluation Procedures.
 - A. Evaluation of employees shall be based upon the individual's job description and overall performance in the position held.

 - B. An employee shall be evaluated by his/her immediate supervisor as designated by the District.

 - C. Frequency of formal evaluation:
 1. Probationary employees shall be evaluated at the end of the second and fifth months of service.

 2. Permanent employees shall be evaluated annually (no later than June 30.)

 3. Employees are subject to additional evaluations at the discretion of the evaluator.

 - D. When a permanent employee receives written suggestions for improvement, the written suggestions shall, where appropriate, include an offer of assistance and specific recommendations for improvement.

 - E. Evaluations shall be made on forms provided by the Personnel Department. The evaluator shall present the report to the employee and discuss it with him/her. The form shall be signed by the employee to indicate receipt, and he/she shall be given a signed copy. A copy shall be filed in the employee's personnel file in the office of the Assistant Superintendent-Personnel.

 - F. An employee who is not satisfied with his/her evaluation may write a rebuttal which shall become a part of his/her personnel file.

- G. Materials of a derogatory nature shall not be placed in the employee's personnel file without first notifying the employee that such material is to be placed in the file, and giving the employee an opportunity to respond in writing, within 10 days and have such written response attached to the material.

III. Legal Rights.

Legal Rights for Supervisory Employees will be the same as the Legal Rights for Management Team members described in Board Policy 4300. See "Legal Rights." in Board Policy 4300 for further details

IV. Professional Improvement.

- A. Employees are encouraged to develop increased competence beyond that which they may gain through the performance of their assigned duties.
- B. In-service opportunities, such as attending conferences, visiting other schools and participating in workshops shall be provided within resources available.
- C. It is also expected that improved competence shall be sought through further study and participation in activities of professional organizations.

V. Supervisory Employee Job Descriptions.

Employee job descriptions shall be current and reflect applicable duties and responsibilities. Descriptions shall include qualifications for the positions, included but not limited to minimum requirements.

VI. Personnel File Contents and inspections.

As provided in Education Code Section 44031, materials in files of employees shall be made available for inspection by the employee. Notice of any materials of a derogatory nature and an opportunity to review and comment shall be provided. Personnel files of Supervisory Employees shall be maintained in the Personnel Office. Except for public record portions of such files, personnel files shall be treated as confidential and disclosed only to the Superintendent or designee, Personnel Office staff, and other persons with the approval of the Superintendent or designee.

VII. Problem Solving Procedure.

Open and convenient channels of communication shall be provided in seeking resolutions to problems and complaints. Every reasonable effort shall be made to hear and resolve problems administratively at the level closest to the point where the problem originates. A problem not resolved on one level shall be heard by the person next in line of responsibility. If resolution is not achieved at other levels, a problem may be referred to the Superintendent, who will make a final determination.

VIII Transfers

- A. Employee-Initiated.
 - 1. Employees who wish to receive consideration for transfer to another assignment shall submit their requests in writing to the Chief Personnel Officer.

B. District-Initiated.

1. The District may transfer employees in the best interests of the program, students, District, school or employee.
2. The employee has the right, upon written request, to a conference with the Chief Personnel Officer.
3. In the event of reduction of supervisory positions, the provisions of the Education Code governing terminations and displacement rights shall be followed.

IX LeavesA. Sick Leaves.

1. A full-time employee employed five (5) days a week, twelve (12) months a year shall be granted fourteen (14) days of sick leave with full pay of absence to be used for illness or injury, exclusive of all days he/she is not required to render service to the District, with full pay for a school year of service.
2. A full-time employee, employed five (5) days a week, who is employed for less than twelve (12) months per year is entitled to that proportion of fourteen (14) days of sick leave of absence for illness or injury as the number of months he/she is employed bears to twelve (12).
3. A part-time employees employed less than five (5) days per week shall be entitled to that proportion of fourteen (14) days sick leave of absence for illness or injury as the number of days hours he/she is employed per week bears to five (5) the hours of a full-time position. When such persons are employed for less than a full twelve (12) months per year of service, this and the preceding paragraph shall determine that proportion of leave of absence for illness or injury sick leave to which they are entitled.
4. Pay for any day of absence shall be the same as the pay that would have been received had the employee served during the day of illness.
5. At the beginning of each fiscal year, the full amount of sick leave granted under this section shall be credited to each employee. Credit for sick leave need not be accrued prior to taking such leave, and such leave may be taken at any time during the year subject to reimbursement to the District if the employee leaves District service. However, a newly hired employee shall not be eligible to take more than seven (7) days or the proportionate amount to which he/she may be entitled until the first day of the calendar month after completion of six months of active service with the District.
6. If any employee does not take the full amount of leave allowed in any year under this section; the amount not taken shall be accumulated from year to year.
7. The employee may convert unused sick leave to retirement credit in accordance with Government Code Section 2096.3 or its successor if the employee is filing a request for retirement

B. Entitlement to Other Sick Leave.

When an employee is absent from his/her duties on account of illness or accident for a period of five months or less, whether or not the absence arises out of or in the course of employment of the employee, the amount deducted from the salary due him/her for any months in which the absence occurs shall not exceed the sum which is actually paid a substitute employed to fill his/her position during his/her absence.

C. Industrial Accident and Illness Leave.

1. Industrial Accident and Illness Leave for Supervisory Employees will be the same as the Industrial Accident and Illness Leave for Management Team members described in Board Policy 4300. See "Industrial Accident and Illness Leave" in Board Policy 4300 for further details.

D. Bereavement Leave.

1. Employees shall be granted a leave with full pay in the event of the death of any member of the employee's immediate family or any friend or relatives living in the immediate household of the employee. This leave shall be for a period of four (4) days within state or five (5) days if out-of-state travel is required. The immediate family is defined as mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse of the employee; spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee, or of any friend or relative living in the immediate household of the employee.
2. The employee's immediate supervisor may approve a paid leave of absence to enable the employee to attend the funeral of a relative not within the employee's the employee's immediate family, or of a close friend.
3. Not more than three days of bereavement leave, not more than five days if out-of-state travel is involved, with full pay shall be granted because of the death of a brother-in-law, sister-in-law, aunt or uncle.

E. Personal Necessity Leave.

Personal Necessity Leave for Supervisory Employees will be the same as the Personal Necessity Leave for Management Team members described in Board Policy 4300. See "Personal Necessity Leave" in Board Policy 4300 for further details.

F. Military Leave.

An employee shall be entitled to any military leave as provided by law and shall retain all rights and privileges granted by law arising out of the exercise of military leave.

G. Additional Leave for Non-Industrial Accident or Illness.

A permanent employee who has exhausted all entitlement to sick leave, vacation, compensatory time, or other available paid leave and who is absent because of non-industrial accident or illness may be granted additional leave, paid or unpaid, not to exceed six months, in accordance with Education Code 45195. The Board may renew the leave of absence, paid or unpaid, for two additional six-month periods or such lesser leave periods as it may provide, but not to exceed a total of eighteen (18) months.

H. Jury Duty.

Leave for jury duty or other required court appearances for Supervisory Employees will be the same as such leave for Management Team members described in Board Policy 4300. See "Leave for Jury Duty and Court Appearance" in Board Policy 4300 for further details.

I. Other Unpaid Leave.

1. A leave of absence without pay may be granted to any employee upon written request, the recommendation of the immediate supervisor and approval of Board of Education for any period not exceeding six (6) months.
2. The Board of Education may authorize an extension of such leave, not to exceed six (6) months, upon written request of the employee and with the recommendation of the immediate supervisor.

J. Child Rearing Leave

An employee who is a natural or an adopting parent may be granted a leave of absence without pay for the purpose of rearing his/her infant. Such leave shall not exceed 12 consecutive months in duration and may include that period of time prior to being temporarily disabled as a result of pregnancy. Under circumstances that are advantageous to both the employee and the administration, such leaves may be extended upon approval of the Superintendent.

K. Maternity Leave

Maternity Leave for Supervisory Employees, including Pregnancy Disability Leave for employees temporarily disabled on account of pregnancy, childbirth, or related medical conditions, will be the same as the Maternity Leave for Management Team members described in Board Policy 4300. See "Maternity Leave" in Board Policy 4300 for further details.

L. Illness in Family

Employees who are absent because of illness of members of their immediate family will receive the difference between their pay and that of a substitute for the days missed up to fifteen (15) days annually. Members of the immediate family, as used in this rule, means the mother, father, grandmother, grandfather, or grandchild of the employee or of the spouse of the employee, the spouse or domestic partner, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee, or any friend or relative living in the immediate household of the employee. Regular substitute pay shall prevail.

M. Return from Leave.

1. Upon return to duty following any leave, the employee shall obtain the absence certificate, fill it out in detail, sign it, obtain the signature of his/her immediate supervisor, and submit the certificate to the payroll office.
2. A physician's certification may be required for absence due to illness, accident, or quarantine that consists of four (4) or more consecutive days.

N. Family Care and Medical Leave.

Family Care and Medical Leave for Supervisory Employees, will be the same as the Family Care and Medical Leave for Management Team members described in Board Policy 4300. See "Family Care and Medical Leave" in Board Policy 4300 for further details.

O. Notification of Absence.

An employee shall give his/her immediate supervisor adequate and timely notice of any absence from work.

X. Work Year/Vacations.

- A. Employees are assigned to a twelve-month duty year. The amount of vacation days earned each year depends on an employee's length of service with the District. All vacation days are paid at an employee's regular rate of pay at the time the vacation is commenced. The number of vacation days earned during the duty year is based upon the following schedule:

Upon completion of 1 st through 4 th year of service	10 days
Beginning 5 th through completion of 10 th year of service	15 days
Beginning 11 th year through completion of 20 th year of service	20 days
Beginning 21 st year of service and thereafter	25 days

For employees who work part-time or less than a twelve (12) month duty year, the number of vacation days earned during the duty year based upon the above schedule shall be prorated accordingly.

- B. Employees may carry over a maximum of ten (10) days of unused earned and accumulated vacation to the following year. The carryover days are the total remaining balance so that there are never more than ten (10) days of accumulated vacation on the books for any employee. Earned vacation means vacation that is earned during the current year. Accumulated vacation means any unused vacation days from prior years and any unused earned vacation remaining at the end of the current year. After four (4) years service, twelve (12) month employees who earn fifteen (15) or more days of vacation per school year may cash out up to five (5) days of accumulated vacation, in any one school year. Upon separation from employment, employees are entitled to a lump-sum compensation for any remaining unused earned and accumulated vacation.
- C. Vacation requests shall be submitted to the employee's immediate supervisor. The scheduling of vacations is subject to approval by the employee's immediate supervisor and the Chief Personnel Officer

XI. Holidays.

- A. Employees are entitled to the following holidays that occur during their normal work year schedule, provided they are in a paid status during the working day immediately preceding or succeeding the holiday. This shall include:

New Year's Day	Veterans Day
Martin Luther King Day	Thanksgiving Day
Lincoln's Birthday	Day After Thanksgiving
Washington's Birthday	Day Before or After Christmas
* Monday or Friday of Spring Recess	Christmas Day
Memorial Day	Labor Day
Independence Day	
One additional holiday specified by Board of Education.	

During fiscal years in which leap year occurs, there shall be one (1) additional holiday for all 12-month employees to be scheduled with 2 weeks prior approval of the immediate supervisor.

* When the Spring Break for the students occurs prior to Easter Sunday, employees will have the Friday before Easter Sunday as a holiday. When the Spring Break is after Easter Sunday, the employees will have the Monday after Easter Sunday as a holiday.

- B. Employees shall be granted two personal (floating) holidays per school year (non-cumulative), consistent with departmental scheduling, with two weeks prior approval of the immediate supervisor.
- C. When a holiday falls on Sunday, the following Monday shall be observed as the holiday. When the holiday falls on Saturday, the preceding Friday shall be observed as the holiday.
- D. The provisions of this article shall apply to holidays declared by the President of the United States, the Governor of the State of California or the Board of Education of the San Lorenzo Unified School District.

XII. Compensation.

- A. It is the intent of the San Lorenzo Unified School District to provide an equitable and competitive compensation program for the District's employees. A competitive compensation plan is essential to the attraction and retention of the most qualified supervisory staff possible for the operation of the District's Schools and offices.
- B. Appendix A provides the salary schedule and policies to be followed for supervisory employees.

XIII. Overtime and Holiday Pay or Compensatory Time.

Employees may be required to work beyond the regular work day or work week. Employees in non-exempt positions who work hours beyond the regular work day or the regular work week shall be compensated in cash or compensatory time at one and one-half times the regular rate of pay. Hours worked on Sundays shall be compensated at double the regular rate of pay. Hours worked on holidays shall be compensated at two and one-half times the regular rate of pay. Prior approval for work beyond the regular work day, or on Saturdays, Sundays or holidays, must be granted by the employee's immediate supervisor. Different overtime/compensatory time rules may apply if the District adopts a four-consecutive-day workweek or a nine-hour, 75 hour-per-2-week work schedule. These rules will be administered consistent with Education Code § 45127-45133.

XIV. Employee Travel

An employee who is directed to use his/her automobile to travel because of his/her assignment, shall be reimbursed for all such travel at the current IRS rate. This reimbursement is for that travel which occurs between the employee's first work location at the beginning of the employee's work day and the employee's last working location at the end of the work day.

XV. Health and Welfare Benefits.

A. The District shall maintain fringe benefit programs for all employees as set forth in Appendix B. Premium increases and decreases after the 1990-1991 school year shall be equally split between the employee and the District, until modified by Board action. Employees who are granted a leave of absence without pay for all or any portion of a year shall not receive the District contribution for health and welfare benefits for such period of time. An employee may continue health and welfare benefit coverage at his/her own expense subject to carrier approval of an employee continuing coverage at his/her expense.

B. State Disability Insurance.

Employees shall pay the cost of State Disability Insurance (SDI) by payroll deduction.

XVI. Domestic Partner Coverage for Supervisory Employees will be the same as the Domestic Partner Coverage for Management Team members described in Board Policy 4300. See "Domestic Partner Coverage," "Registration of Domestic Partnership," "Termination of Domestic Partnership", and "Application and Terms" in Board Policy 4300 for further details.

XVII. Early Retirement Program for Retirees.

A. The Early Retirement Program for Supervisory Employees will be the same as the Early Retirement Program for Management Team members described in Board Policy 4300. See "Early Retirement Program" in Board Policy 4300 for further details.

XVIII. Policy Modification Due to Emergency

In the case of a district emergency, the Board of Education reserves the right to modify any provisions of this policy so long as any such change is consistent with State and/or Federal laws and regulations.

**SAN LORENZO UNIFIED SCHOOL DISTRICT
SUPERVISORY UNIT**

Salary Schedule 2008-009

(4.53% increase over 2006-07 salary schedule effective July 1, 2008)

HOURLY					RANGE	MONTHLY				
A	B	C	D	E		A	B	C	D	E
41.45	43.52	45.70	47.98	50.38	27	6736	7072	7426	7797	8187
37.68	39.57	41.54	43.62	45.80	26	6123	6430	6751	7088	7443
33.91	35.83	37.76	39.70	41.64	25	5511	5822	6136	6452	6766
30.28	31.62	33.08	34.64	36.28	24a	4920	5139	5376	5629	5895
28.89	30.35	31.91	33.50	35.25	24	4694	4932	5186	5444	5728
29.06	30.39	31.80	33.27	34.82	23a	4722	4939	5167	5407	5658
27.70	29.03	30.51	32.06	33.70	23	4501	4718	4958	5210	5476
26.47	27.82	29.21	30.70	32.23	22	4302	4520	4746	4989	5237
25.35	26.63	27.98	29.37	30.85	21	4120	4328	4546	4772	5013
25.70	26.84	28.09	29.38	30.75	20a	4176	4362	4565	4774	4997
24.27	25.46	26.74	28.10	29.53	20	3944	4138	4345	4566	4799
23.24	24.38	25.62	26.92	28.27	19	3776	3961	4163	4375	4594
22.17	23.32	24.50	25.72	27.05	18	3602	3789	3982	4179	4395
21.21	22.28	23.41	24.57	25.89	17	3447	3621	3804	3992	4207
20.30	21.29	22.40	23.53	24.74	16	3298	3459	3640	3823	4020

NOTE: Hourly salary is determined by dividing the monthly rate by 162.5

CLASSIFICATION	RANGE	CLASSIFICATION	RANGE
Accountant	20	High School Building Foreman	20a
Accounting Supervisor	25	High School Cafeteria Manager	17
Assistant Central Kitchen Manager	17	Network Senior Systems Analyst	27
Central Kitchen Manager	22	Operations Supervisor	23a
Catering Specialist	20	Student Information Systems Coordinator (SIS)	22
Child Nutrition Site Supervisor	17	Transportation Supervisor	23a
Grounds Supervisor	23a	Warehouse Supervisor	20

Longevity Pay: 10 years of service – 1.5% of Step 24-E = \$85.92
 15 years of service – 2.5% of Step 24-E = \$143.20
 20 years of service – 5.0% of Step 24-E = \$286.40

Qualified Supervisors will receive a monthly cell phone stipend

SAN LORENZO UNIFIED SCHOOL DISTRICT
PERSONNEL DEPARTMENT
SUPERVISORY BARGAINING UNIT MEMBERS
HEALTH PLAN RATES
(Effective January 1, 2009)

	MONTHLY PREMIUM	EMPLOYEE CONTRIBUTION	DISTRICT CONTRIBUTION
PacifiCare POS			
Employee Only	837.14	213.69	623.45
Employee + 1	1,764.62	537.11	1,227.51
Employee + 2 or more	2,385.76	753.41	1,632.35
PacifiCare HMO (HIGH)			
Employee Only	850.72	236.97	613.75
Employee + 1	1,793.20	585.85	1,207.35
Employee + 2 or more	2,424.52	820.23	1,604.29
PacifiCare HMO (LOW)			
Employee Only	574.95	137.44	437.51
Employee + 1	1,211.94	295.20	916.74
Employee + 2 or more	1,638.60	427.30	1,211.30
Kaiser (HIGH)			
Employee Only	681.09	151.86	529.23
Employee + 1	1,362.18	381.77	980.41
Employee + 2 or more	1,927.48	572.55	1,354.93
Kaiser (LOW)			
Employee Only	477.96	68.97	408.99
Employee + 1	955.93	178.64	777.29
Employee + 2 or more	1,352.63	285.14	1,067.49
Delta Dental (MANDATORY)	130.21	10.96	119.25
VSP Vision (MANDATORY)	30.24	1.50	28.74

If you are a full time (7.5 hr) employee and fill out the declination of coverage statement showing medical coverage from another group employer plan, you are entitled to receive the District's portion for the least expensive plan as cash in lieu and an additional \$75.00 per month if you have dependents that are covered elsewhere. Part-time employees do not receive cash in lieu. The District's contributions towards medical, dental and/or vision are pro-rated for part-time employees.

Medical rate change effective
January 2009
Vision rate change effective
October 2008

Dental rate change effective October 2008