

**SAN LORENZO
UNIFIED SCHOOL DISTRICT
BOARD POLICY**

BP 4300 (a)

CERTIFICATED AND CLASSIFIED STAFF

MANAGEMENT TEAM (Certificated and Classified)

- A. Introduction. Management Team members are concerned not only about their professional duties, but also about their relationship to the District. A listing of those positions designated as Management Team positions may be found in Appendix A. This document presents the personnel policies to be followed for the District's Management Staff.

This policy replaces all previous documents pertaining to Management staff such as, but not limited to, the Administrative Handbook and the Management Evaluation Handbook.

B. Professional Development

1. All Management Team members shall be expected to develop increased competence beyond that which they may gain through the performance of their assigned duties.
2. In-service Opportunities. It is the intention of the District to provide Management Team members with opportunities for inservice training to encourage professional growth and enhance promotional aspirations. Persons wishing to avail themselves of such training should communicate this interest to the Chief Human Resource Officer.
3. In-service opportunities, such as attending conferences, visiting other schools, and participating in workshops shall be provided within resources available.
4. It is also expected that improved competence shall be sought through further study and participation in activities of professional organizations.

C. Evaluation

1. Evaluation of the members of the Management Team shall be based upon the individual's job description, the California Professional Standards for Educational Leaders and overall performance in the position held, the Interstate School Leaders Licensure Consortium (ISLLC)
2. Assessment of performance should be based goals and objectives established by the Superintendent or Designee.

3. Evaluation shall occur every year for all permanent management employees:
 - a. October 15 – Deadline for completion of goals and objectives, assessment procedures, and agreement of district administrative support to be provided
 - b. June 30– Deadline for completion of evaluation
4. If the evaluatee receives an unsatisfactory evaluation, the evaluator will make specific recommendations in writing for improvement and will provide direct assistance such as in-service training and on-the-job training.
5. The evaluatee shall have the right to append a written statement to the formal evaluation; and such statement, upon the evaluatee's request, may be made a permanent part of that individual's personnel file.
6. Nothing stated in this policy shall limit the right of the Governing Board to demote or dismiss a management employee for unsatisfactory performance upon the recommendation of the Superintendent and in accordance with the provisions of the Education Code and District policy.

D. Legal Rights

1. The Board of Education and the Superintendent shall uphold and safeguard the legal rights of management personnel while in the performance of their duties.
2. Management Team members have the right to defend themselves and the safety of others in cases of aggravated assault by students and/or adults consistent with the provisions of the Education Code.
3. Damage or Destruction of Property.
 - a. Management Team members shall not be held responsible for loss of school property or students' property when such loss is not caused by their negligence.
 - b. While on official duty or field assignment, Management Team members shall be reimbursed up to \$500 for each incident when such loss, damage, or destruction of personal property results from force of violence or vandalism. In the case of such damage to an automobile, the deductible cost up to \$500 when the automobile is insured will be reimbursed; in the absence of auto insurance coverage, cost for the damage shall not exceed \$500

- c. Request for loss of items beyond the costs provided in b, above, may be directed to the Superintendent for further consideration.
- E. Hiring Process. When a vacancy in a Management Team position is determined to exist by the Superintendent, the following procedures shall be followed:
1. When Posting for vacancy the Superintendent, in consultation with the Chief Human Resource Officer shall determine whether to post each vacancy internally only, or as an internal/external announcement.
 2. Vacancies shall be posted for a minimum of two weeks.
 3. When deemed appropriate by the Superintendent he/she will appoint a committee to recommend applicants for the vacant position(s). Applicants will be informed of their status promptly.
 4. The Superintendent reserves the right to make a recommendation directly to the Board, if, in his/her judgment, such action is in the best interests of the District.
- F. Management Job Descriptions. Management 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.
- G. 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 Management Team members 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 Chief Human Resource Officer.
- H. Problem Solving Procedure.
The San Lorenzo Unified School District will provide open and convenient channels of communication and observe accepted due process practices in seeking resolutions to problems and complaints. Every effort will be made to hear and resolve problems administratively at the level closest to the point of origination. A problem not resolved at one level will 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.

I. Certificated Management Team Transfer/Displacement/Reassignment/Demotion/Dismissal:

1. Transfer:

A lateral move from one position to another position within the same job description may be voluntary or involuntary and requires no notice under the Education Code. (See Ed. Code 35035(c); *Ellerbroek v. Saddleback Valley Unified School District* (1981) 125 Cal.App.3d 348). Notification shall be given in time to prepare for the transition.

a. Voluntary Transfers:

Any certificated Management Team member shall have the right to request a transfer to any vacant administrative position or teaching position for which he/she has the appropriate qualification or credential. Any request for transfer shall be submitted in writing to the Superintendent prior to March 1st. for the following school year, unless such vacancy occurs after March 1st. Recommendations for transfers shall be based on qualifications, credentials (when applicable), training, educational welfare of the students, experience, demonstrated competencies, and past evaluations. Present management employees shall be given consideration for transfer to any position for which they are qualified.

The final decision regarding transfers shall be the responsibility of the Board of Education upon the recommendation of the superintendent.

The transfer shall normally be made prior to the beginning of the school year.

b. Involuntary Transfers:

Written notice to the certificated Management Team members who may be involuntarily transferred shall be provided.

When an involuntary lateral transfer of a certificated Management Team member occurs, the individual has the right, upon written request, to a conference with the Superintendent.

2. Displacement or Reassignment:

When it becomes necessary to reduce the number of Management Team members for conditions such as declining enrollment, closing of schools, insufficient funding, or elimination of positions, the Superintendent shall recommend to the Board those members of the Management Team scheduled for reduction due to the above conditions. The Superintendent shall take into account the following factors in making his/her recommendation:

- a. A certificated Management Team member who has served in a management position within the District for a period of three years or longer and who is removed from his/her position for any of the reasons cited above shall continue to receive for a period of twelve months, a salary not less than that of the position previously held, based upon the following:
 - (1) Whether the Management Team member has sufficient seniority to retain a certificated position in the District and he/she holds a credential appropriate for the position to be assigned.
 - (2) Only if the displaced staff member is willing to accept a reasonable assignment of additional duties along with the teaching position offered to the staff member by the District. In addition, the staff member will be required to work the normal administrative work day and work year schedule.
- b. A certificated Management Team Member who is assigned to a non-management position will assume his/her regular order of employment status among the certificated staff.
- c. A certificated Management Team Member who has been removed from his/her position due to declining enrollment, closing of schools, insufficient funding, or elimination of position shall have the right to be considered first for any management position openings that may occur during the first thirty- six months following his/her reduction, subject to the following conditions:
 - (1) The position opening is at the same or lower management classification held at the time of the lay-off.
 - (2) The management employee has the necessary credentials and the unique characteristics and qualifications required for the specified position.
 - (3) The management employee accepts reinstatement within the time limits specified by the District.

3. Demotion:

A move to another administrative position of lesser status and/or pay is a demotion. A demotion may be voluntary or involuntary. For certificated administrative employees, the Education Code requires that an involuntary demotion be preceded by written notice from the Superintendent/designee by March 15 and final Board action by June 30. No cause is required for a demotion. (See Education Code 44951.) However, final action to release a non-tenured administrator from all District employment shall be taken by March 15 of the employee's second probationary year. [See Ed. Code § 44951, 44896, 44929.21(b).]

- a. If a certificated management employee is demoted to a non-management certificated position (i.e. teacher or counselor), he/*she* may be placed on the certificated teacher salary schedule at a step based upon that employee's number of years of certificated service along with consideration of degrees held and/or units earned in accordance with the criteria of the certificated teacher salary schedule.

4. Dismissal/Release:

A termination of a permanent employee from employment in the District is a dismissal. The Education Code requires that such termination be for cause only and be preceded by notice and a hearing. (See Education Code 44932(a)(1)-(11), 44934, 44943.)

a. Certificated Administrators:

The Board of Education may dismiss an administrative employee for specified reasons in accordance with the provisions of the Education Code on the recommendations of the Superintendent. Dismissal means the termination of a permanent employee from district employment, not reassignment.

J. Classified Management Team Discipline/Demotion/Release/Dismissal:

A "disciplinary action" includes any action whereby a classified manager is deprived of any classification or any incident of any classification in which he/she has permanence, including suspension, dismissal, demotion, or any reassignment, without his/her voluntary consent, except layoff for lack of work or lack of funds. "Cause" relating to disciplinary action against a classified manager means those grounds for discipline or offenses, enumerated in the law or in the written policies of the District, and/or the Rules and Regulations for Classified Service.

A classified manager who has permanent status shall be subject to disciplinary action for any of the causes set forth in the Education Code, the policies of the District, and/or the Rules and Regulations for Classified Service.

In the case of the reduction of classified management staff positions, provisions 45298, 45308 of the Education Code governing terminations and bumping rights shall be followed. Whenever possible, advance notice beyond the legally required 45 day notification will be given.

When an involuntary transfer of a Classified Management Team member occurs, the individual has the right, upon written request, to a conference with the Superintendent.

K. Management Team Certificated and Classified Leaves

1. Sick Leave

- a. Each Management Team member with less than 20 years of administrative service for the District shall receive one day sick leave for each month of duty, including summer session if served.
- b. Management Team members with 20 years or more of administrative service in the District shall receive five (5) additional sick leave days per year in addition to the regular allotment indicated in "a" above.
- c. Unused sick leave shall accrue from year to year without limit.
- d. At the beginning of each school year every Management Team member shall receive a sick leave allotment credit to his/her sick leave entitlement for the school year. A Management Team member may use his/her credit sick leave at any time during the school year.
- e. After all earned sick leave days at full pay have been used and additional absence due to illness or accident (temporary disability) is necessary, the Management Team member, for up to a total of five (5) school months or one hundred (100) working days, shall receive the difference between his/her own salary and the teachers' substitute rate, whether a substitute is employed or not.
- f. Upon request, the district shall provide each Management Team member with a written statement of his/her accumulated sick leave.
- g. The Management employee may convert unused sick leave to retirement credit in accordance with Government Code Section 20862.5 or its successor if the employee is filing a request for retirement.

2. Catastrophic Leave Bank

- a. The SLMA (San Lorenzo Management Association) Catastrophic Leave Bank shall be opened yearly to all Management Team members who are not currently enrolled.
- b. Every Management Team member who wishes to be eligible for this “bank” must contribute a minimum of one sick leave day to the “bank”. Said donation shall be done as solicited annually. If a Management Team member does not contribute when eligible (within 90 days of the first day of service as a probationary employee), the member forfeits the ability to use this bank for that school year. This eligibility rule is in effect each time the bank requests new contributions.
- c. A maximum of sixty (60) days may be given to a member for Catastrophic Leave. All catastrophic leaves must be preceded by a letter defining the catastrophic nature of the request. The Chief Human Resource Officer, the SLMA President shall act upon the request. The granting of catastrophic leave shall be contingent upon mutual agreement of the District and SLMA leadership.
- d. A condition of the granting of the first sixty (60) days of catastrophic leave shall be the exhaustion of fully paid sick leave and accrued vacation time. However, the first sixty (60) days catastrophic leave days shall be considered pre-differential days.
- e. Any Management Team member is eligible to reapply for one additional unit of sixty (60) days if needed after the differential days have been exhausted.

3. Leaves of Absence

- a. Leaves of absence without pay may be approved by the Board of Education upon the recommendation of the Superintendent.
- b. The Management Team member may continue any health and welfare benefits at his/her own expense subject to approval of the carrier.

4. Bereavement Leave

- a. Up to four (4) days of bereavement leave, but no more than five (5) days if out-of- state travel is involved, with full pay shall be granted because of the death of a member of the immediate family, or a relative or a friend living in the same household as the employee. Immediate family is defined as a father, mother, husband, wife, registered domestic partner, children, brother, sister, mother- in-law, father-in-law, grandmother, grandfather, grandson, granddaughter, son-in-law, daughter-in-law. This bereavement provision shall also apply to brother-in-law, sister-in-law, aunt, and uncle.

5. Personal Necessity Leave

- a. 10 days of annual sick leave may be used by the employee at his/her election for the following reasons:
- (1) Death or serious illness of a member of the employee's immediate family. (as defined in K.4.a)
 - (2) Accident involving the person or property of the employee or of a member of the employee's immediate family. (as defined in K.4.a)
 - (3) The appearance in court as a litigant or under an official order from a court or other governmental jurisdiction for reasons not brought about through misconduct of the employee.
 - (4) Paternity and Adoption Leave in accordance with FMLA and CFRA, Leaves, Section 8.
 - (5) Medical incapacity of a member of the employee's immediate family. (as defined in K.4.a)
 - (6) Personal business that cannot be taken care of before or after duty hours or on non-duty days [maximum of five (5) days].
 - (7) Matters of compelling personal importance for religious purposes [maximum of three (3) days.]
- b. A Management Team employee shall be required to obtain advance permission to use Personal Necessity Leave from his/her immediate supervisor whenever it is reasonably possible to do so. An employee may use one day of personal business leave under a.6 above without stating the reasons for such leave or obtaining advance permission.

6. Voluntary Absence

- a. Requests to be excused from duty should be submitted to the Superintendent by way of the appropriate Director at least two weeks in advance to allow time for Board consideration of the request.
- b. Upon request of the employee and approval of the Superintendent, a leave of absence may be granted to the employee who wishes to attend conventions of civic or fraternal groups of which he/she is a member.

Not more than five (5) days of leave shall be granted for attending conventions during any one school year.

- c. Other requests for leave for reasons not specified in these regulations may be submitted and considered by the Superintendent in terms of value of the leave to the District and reason for the request.

7. Leave for Conferences, Workshops and Visitations

- a. Upon approval of the Superintendent or his/her designee, employees may be permitted or directed to attend conferences, workshops, classroom visitations and/or meetings that directly relate to the improvement of educational performance.
- b. When an employee is directed to attend a conference or workshop, the District shall pay all necessary and reasonable expenses, including transportation expenses. If the employee is directed by the District Administration, the expenses shall be provided from the District-level budget.
- c. When an employee is granted permission to attend a conference, workshop, classroom visit or meeting, his/her expenses may be provided by the District.

8. Industrial Accident and Illness Leave

- a. A Management Team member who is absent because of work-connected illness or injury shall be allowed leave as follows:

Completion of 5 years of service or less 60 days
Beginning of the 6th year through the 10th year of service 70 days
Beginning of the 11th year through the 15th year of service 80 days
Beginning of the 16th year of service or more 90 days

- b. The leave shall include days during which the schools are required to be in session, or when the employee would have been performing work for the District.
- c. Industrial accident leave does not accumulate from year to year.
- d. Industrial accident leave commences on the first day of absence.
- e. A Management Team member on industrial accident leave shall be paid such portion of his/her regular monthly salary that, when added to any disability award from Worker's Compensation, shall result in payment of full salary.
- f. When an industrial accident leave extends into the next fiscal year, the Management Team member shall be entitled to use only the amount of unused leave due for the same illness or injury.
- g. Upon expiration of industrial leave, a Management Team member may elect to use sick leave and apply that portion of sick leave that, when added to any temporary disability award, shall result in payment of not more than the regular monthly salary.
- h. Upon exhaustion of accumulated sick leave, a Management Team member may utilize extended illness leave.
- i. During any paid leave of absence, the Management Team member shall endorse to the District the temporary disability payment checks for industrial accident or illness. During such period of absence, the District shall issue the employee appropriate salary warrants for payment of the Management Team member's full salary and shall deduct normal retirement and other authorized deductions.
- j. Industrial accident or illness reports filed by members of the Management Team shall remain on file in the Human Resources Office.
- k. Any employee receiving benefits as a result of industrial accident leave, shall, during the period of injury or illness, remain in the State of California unless the Board approves leaving the State.

9. Maternity Leave

- a. Management Team members are entitled to a minimum of six (6) weeks and a maximum of four (4) months of unpaid Pregnancy Disability Leave (PDL) when they are temporarily disabled resulting from pregnancy, childbirth, and related medical condition. It is anticipated that an employee will be temporarily disabled for six (6) to eight (8) weeks for a normal pregnancy and delivery. During the period of time an employee is temporarily disabled, she shall utilize her vacation, sick leave (including differential if needed), and any other accumulated paid leaves.
- b. The length of the PDL, including the date on which the leave shall commence and the date for which the Management Team member shall resume duties, shall be determined by the Management Team member and the Management Team member's physician. A letter verifying the length of the temporary disability shall be signed by the Management Team member and the Management Team member's physician and filed in the District Human Resource Office.
- c. The employee shall notify the District of her pregnancy approximately ninety (90) days prior to the expected date of delivery.
- d. The leave granted under this section shall be administered in accordance with the PDL law (Government Code section 12945) and related regulations and case law.
- e. If a Management Team member is eligible for the twelve (12) weeks of unpaid leave granted by the federal Family Medical Leave Act (FMLA), such leave shall run concurrently with the PDL. The District shall continue to pay the health coverage for employees utilizing leave consistent with the FMLA.
- f. The District shall treat pregnancy, childbirth, or related medical conditions the same as any other temporary disability.
- g. A Management Team member may continue to be absent beyond the period of her temporary disability for purposes such as child-bonding in accordance with the family care and medical leave provisions below.

10. Family Care and Medical Leave:

- a. In accordance with the California Family Rights Act (CFRA) and the Family Medical Leave Act (FMLA), employees may take up to twelve (12) workweeks paid or unpaid time off, as required by the District, for their own serious health condition, to care for their child, parent or spouse with a serious health condition, for the birth of their child, or for the placement of a child with the employee in connection with the adoption or foster care of a child by the employee. Such leave shall run concurrently with any other available leaves, except CFRA leave shall run consecutively with Pregnancy Disability Leave. Leave taken for the birth or placement of a child must be concluded within the twelve (12) month period beginning on the date of the birth or placement of the child. The basic minimum duration of the leave for birth or placement of a child shall be two weeks.
- b. In order to receive the benefits of the leave described in 10.a, above, the employee must be eligible for leave pursuant to the CFRA and FMLA by being employed at least twelve (12) months for the District and worked at least 1,250 hours during the previous twelve-month period. The District shall continue to pay the employee's health coverage for the twelve (12) weeks of leave or until the FMLA leave is exhausted, whichever occurs sooner.
- c. Interpretation of this leave entitlement shall be governed by the CFRA, the federal FMLA, and related regulations and case law. Nothing herein shall be construed to confer any greater rights on any eligible employee than as may be provided under applicable law.

11. Child Rearing Leave

- a. A Management Team member who is a natural, or an adopting parent, may be granted a leave of absence without pay for the purpose of rearing his/her child. Such leave shall not exceed twelve (12) consecutive months in duration and may include that period of time prior to being temporarily disabled resulting from pregnancy. All such leaves shall terminate at the end of a semester. Under circumstances that are advantageous to both the employee and the administration, such leaves may be extended upon approval of the Board.

12. Military Leave

- a. Any member of the Management Team who has been employed a minimum of one year may be granted a leave of absence without loss of pay for temporary military service, as provided in Military and Veterans Code Section 395.01. All employees are urged to make an effort to arrange military training at times when schools are not in session.

13. Leave for Jury Duty and Court Appearance

- a. Leave shall be granted to Management Team members for jury duty. Such leave shall be granted with pay up to amount of difference between the Management Team member's regular earnings and any amount he/she may receive as juror's fees.
- b. For required court appearances and responses to official court or other governmental entity orders related to or arising out of their District employment, the Management Team member shall receive his/her regular salary less any fees paid by the court or governmental entity.

14. Legislative Leave

- a. A Management Team member who is elected to either the Federal or the State Legislature, or any other statewide public office, shall be entitled to an unpaid leave of absence for the length of his/her term or terms in office.
- b. The Management Team member on such leave shall notify the District of his/her intended return at least eight (8) weeks in advance.
- c. Within six (6) months after the term of office of such Management Team member's legislative turn expires, he/she shall be entitled to return at the salary he/she would have been entitled to had he/she not been on leave.

L. Work Year Requirements.

- 1. Required duty days for Certificated and Classified Management Team members are defined in Appendix A.
- 2. The Management Team members who are assigned to a 12-month duty year with 25 days vacation receive one personal holiday per school year (non-cumulative.)
- 3. Classified Management Team members who are not directors are assigned to a twelve month duty year. Vacation days for Classified Management Team members vary depending on the length of service with the District. The Classified Management Team vacation schedule is based upon the following:
 - Date of hire *begins the accrual of vacation days* through ten years of service-----20 days
 - From beginning of eleventh year of service *begins the accrual of vacation days*-----25 days

4. Management Team members shall be entitled to all federal, state and local holidays which occur during their normal work year schedule.
5. When required by an immediate supervisor to be on-duty during a school break (i.e. Winter and Spring breaks, President Holidays, etc.) employee is entitled to comp-time equal to the time spent on duty. The time will be taken off with the understanding that no substitute will be provided.
6. Management Team members may work up to three days during their non-scheduled work year, entitling them to an equal amount of time off during the school year. The time will be taken off with the approval of the appropriate immediate supervisor and with the understanding that no substitute will be provided.
7. At the end of each fiscal year Management Team Members who have accrued more than thirty (30) days of unused vacation time, must reduce the number of days by: use of vacation time (commit to a vacation plan with their immediate supervisor) and/or cash out up to five (5) days of their accrued time beyond the thirty (30) days. In the second consecutive year of such an occurrence, the Management Team Member will commit to an advance vacation schedule with their supervisor for the subsequent year.
8. Upon accumulating more than twenty (20) days of unused vacation time, a Management Team member will have the option of reducing the number of days by cashing out up to five (5) days of their accrued time only if a minimum of ten (10) days of vacation have been used during the fiscal year.
9. Upon separation from employment, Management Team Members shall receive payment for all accumulated unused vacation.

M. Holidays:

1. Twelve-month employees are entitled to the following holidays which 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 Years' Day	Labor Day
Martin Luther King Day	Veterans Day
Lincoln's Birthday	Thanksgiving Day
Washington's Birthday	Day After Thanksgiving
*Monday or Friday of Spring Recess	Day Before or After Christmas
Memorial Day	Christmas Day
Independence Day	
One additional holiday specified by Board of Education	

*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.

- N. Work Day Requirements. Members of the Management Team shall spend the hours per day necessary to perform their assigned duties, with variations in working hours based upon scheduled activities at the work station(s), which may require both day and night service.
- O. Business Travel. An employee required 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 workday and the employee's last work location at the end of the workday. If the employee is required to return to the District at night, he/she will be paid a flat fee of five dollars for mileage.
- P. Compensation. It is the intent of the San Lorenzo Unified School District to provide an equitable and competitive compensation program for the District's management employees. A competitive compensation plan is essential to the attraction and retention of the most qualified management staff possible for the operation of the District's schools and offices. Appendix A provides the salary schedule and policies to be followed for Management Team members. Appendix A will be updated as needed with Board approval.

The following principles shall guide the District in its administration of the management compensation program:

1. Serious effort shall be given to providing management salaries competitive with salaries of management staff with like or similar responsibilities in other comparable California school districts.
2. In arriving at recommendations regarding salaries of management employees, the Superintendent will consult with the San Lorenzo Management Association and, together with the Association, shall give consideration to any state or federal laws that may be applicable, the financial ability of the District to support the program, the interest and welfare of the public, and consumer price index increases.
3. Upon request, the Superintendent shall meet with representatives of the San Lorenzo Management Association to discuss matters concerning the management employee compensation plan.
4. The District, in cooperation with the San Lorenzo Management Association, shall establish procedures for implementing and conducting periodic compensation review studies which may be used as a reference in recommending modifications in salary rates or compensation plan policies.

Q. Health and Welfare Benefits

1. The District shall maintain fringe benefit programs for all Management Team members as set forth in Appendix B. Premium increases and decreases after the 1984-1985 school year shall be equally split between the employee and the District, until modified by Board action. These benefits include health, dental and vision.
2. 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.
3. Employees who do not claim their dependents on the District's medical plan, will receive \$100/month cash.
4. Spousal/Domestic Partner Coverage

A domestic partnership may be established between two persons as provided by sections 297, et seq. of the California Family Code. Domestic Partner Coverage will be treated the same as spousal coverage as allowed by applicable laws.

- (a) Management Team Members will be asked to submit a copy of their Marriage License (or other appropriate documentation) or Domestic Partner Certificate in order to receive medical benefits through San Lorenzo Unified School District.
- (b) The Management Team member will notify the San Lorenzo Unified School District Personnel Office if there is a change in the circumstances attested to in the Marriage License or Declaration of Domestic Partnership (death, divorce, dissolution or termination).
- (c) Employer-paid health care coverage for the domestic partner and dependents is considered taxable income to the employee unless the domestic partner is a dependent of the employee as that term is defined by Section 152(a) of the Internal Revenue Code. This benefit coverage is subject to federal income tax and must be reported as imputed income on the employee's Form W-2. The District must pay FICA and FUTA taxes on these amounts and ensure adequate withholding.

- (d) Continuation Coverage: COBRA continuation coverage is available to qualified beneficiaries, including the employee, at their own expense after a qualifying event has occurred, to the extent allowed by law and by the district's health insurance carriers. Qualified beneficiaries and qualifying events are terms that are specifically defined in the COBRA legislation and regulations. A non-employee domestic partner does not have rights to continuation coverage as a qualified beneficiary under federal law through COBRA, unless the domestic partner is also a dependent of the employee. Although not eligible through COBRA, the District will permit the non-employee domestic partner to continue coverage at his or her own expense for a COBRA-equivalent continuation period and under the same terms and conditions as would be available if he or she were eligible for COBRA, to the extent allowed by law and by the District's health insurance carriers.

Eligibility for COBRA or equivalent continuation coverage will cease for the qualified beneficiary or domestic partner under those circumstances set forth under COBRA. Under such circumstances, his or her benefits shall be discontinued at the end of the month in which eligibility ceases.

Continuation coverage is available at the qualified beneficiary or domestic partner's own expense. No District contribution or family medical enhancement will be available following a qualifying event that triggers qualification for COBRA or equivalent coverage.

- (e) The District shall be indemnified by the employee against any legal action pursued by another party under community property, contract, or family laws, which arises in connection with the employee's use of this provision, Q, Health and Welfare Benefits

5. Early Retirement Program. The following early retirement plans shall be made available to management employees electing to retire prior to age 65.

- a. Retirement Benefits. (Employees hired or transferred to management positions before September 1, 2009.)

(1) Retiree and Other: The District shall pay all health and welfare insurance benefits costs for current programs, including premium increases, beginning with the 1978-1979 school year, for the retiree and his/her spouse,—domestic partner, or one dependent. These benefits would be available only during the retiree's age range of 55 to 65, subject to the approval of the carriers.

(2) Retiree Only: The District shall pay all health and welfare insurance benefits costs for current programs, including premium increases, beginning with the 1990/91 school year for management employees, having met the criteria in number 2 (two) below, including a minimum of eight years in the San Lorenzo District. These benefits would be available only during the retiree's age range of 55 to 65, subject to the approval of the carriers. Spouse benefits available if employee meets requirements stated in 2.c. below.

b. Retirement Benefits (employees hired or transferred to management positions after September 1, 2009.)

(1) Retiree and Other: The District shall pay health and welfare insurance benefit costs at a rate equivalent to the amount covered for current management employees for current programs, including premium increases, for the retiree and his/her spouse, domestic partner, or one dependent. These benefits would be available only during the retiree's age range of 55 to 65, subject to the approval of the carriers.

(2) Retiree Only: The District shall pay health and welfare insurance benefits costs at a rate equivalent to the amount covered for current management employees for current programs, including premium increases, for management employees, having met the criteria in number 2 (two) below, including a minimum of eight years in the San Lorenzo District. These benefits would be available only during the retiree's age range of 55 to 65, subject to the approval of the carriers. Spouse benefits available if employee meets requirements stated in c.4 below.

c. Eligibility Criteria.

In order to participate in the program, the employee must:

- (1) Be between the age of 55 and 65.
- (2) Apply for and begin receiving STRS or PERS benefits immediately following retirement from the District
- (3) For employee and other: Employee shall have been employed full time in the District for at least twelve (12) years at any time prior to retirement and five (5) consecutive years immediately prior to retirement. A District leave of absence shall be included as a part of the twelve (12) years of full time employment requirements.
- (4) For employee only: Employee shall have been employed full time in the District for at least eight years.

- (5) Retirees who move from the area where benefits are covered may opt to have the amount that the district pays used for benefits in the new area where the retirees have settled.
 - d. Employees who are not eligible for early retiree health, dental and vision benefits may purchase them through the District's carriers at their own expense, subject to approval by the insurance carrier.
 - e. Federal or State Benefits Program. In the event that a Federal and/or State health and welfare benefits program were to be established prior to the termination of the early retiree's health and welfare plan, the District- provided benefits will be combined with the Federal and/or State plan and necessary cost contribution adjustments will be made.
- R. Policy Modification Due to Emergency. In the case of a District emergency, the Board of Education shall reserve the right to modify any provision of this policy so long as any such change is consistent with State and/or Federal laws and regulations.

Revised 329 & 429 June 2002; 10/09; 6/13; 6/16

MANAGEMENT TEAM (Certificated and Classified)

BP 4300 (u)

APPENDIX A

SAN LORENZO UNIFIED SCHOOL DISTRICT
MANAGEMENT TEAM SALARY SCHEDULE

Employees serving in management positions shall be compensated in accordance with the salary schedule rates and regulations presented below. EFFECTIVE July 1, 2016 (1.0% increase)

STEP	E	F	G	H	I	J
15	55,048	59,279	63,509	67,737	71,967	76,192
16	57,163	61,397	65,624	69,853	74,081	78,309
17	59,279	63,509	67,737	71,967	76,192	80,421
18	61,397	65,624	69,853	74,081	78,309	82,540
19	63,509	67,737	71,967	76,192	80,421	84,655
20	65,624	69,853	74,081	78,309	82,540	86,768
21	67,737	71,967	76,192	78,661	84,655	88,882
22	69,853	74,081	78,309	82,540	86,768	90,997
23	71,967	76,192	80,421	84,655	88,882	93,112
24	74,081	78,309	82,540	86,768	90,997	95,228
25	76,192	80,421	84,655	88,882	93,112	97,338
26	78,309	82,540	86,768	90,997	95,228	99,456
27	80,421	84,655	88,882	93,112	97,338	101,569
28	82,540	86,768	90,997	95,228	99,456	103,689
29	84,655	88,882	93,112	97,338	101,569	105,801
30	86,768	90,997	95,228	99,456	103,689	107,912
31	88,882	93,112	97,338	101,569	105,801	110,029
32	90,997	95,228	99,456	103,689	107,912	112,146
33	93,112	97,338	101,569	105,801	110,029	114,259
34	95,228	99,456	103,689	107,912	112,146	116,373
35	97,338	101,569	105,801	110,029	114,259	118,485
36	99,456	103,689	107,912	112,146	116,373	120,603
37	101,569	105,801	110,029	114,259	118,485	122,717
38	103,689	107,912	112,146	116,373	120,603	124,833
39	105,801	110,029	114,259	118,485	122,717	126,947
40	107,912	112,146	116,373	120,603	124,833	129,059
41	110,029	114,259	118,485	122,717	126,947	131,174
42	112,146	116,373	120,603	124,833	129,059	133,288

MANAGEMENT TEAM (Certificated and Classified)

BP 4300 (v)

1. Position Range and Work-Year Placements. Personnel shall be placed on the management salary schedule based upon position level and experience. Salary range, duty days and work-year adjustment factor by position are as follows:

Job Title	Range	Duty Days	Work Year Factor
Director, Assessment	41	12 mos.	1.11
Director, Secondary Education	41	12 mos.	1.11
Director, Elementary Education	41	12 mos.	1.11
Director, Instruction	41	12 mos.	1.11
Director, Instructional Material/Tech	41	12 mos.	1.11
Director, Human Resources	41	12 mos.	1.11
Director, Special Services	41	12 mos.	1.11
Director, Student Support Services	41	12 mos.	1.11
High School Principal	41	215 days	1.075
Director of Management Information Systems	40	12 mos.	1.11
Middle School Principal	39	207 days	1.035
Adult School Principal	38	203 days	1.015
Administrator Alternative Programs *	38	205 days	1.025
Administrator, Curriculum and Staff Development	37	203 days	1.015
Continuation High School Principal	37	203 days	1.015
Elementary School Principal	37	203 days	1.015
High School Assistant Principal	36	203 days	1.015
Coordinator, Special Education/Program Specialist	36	203 days	1.015
Coordinator, Native American Education	36	203 days	1.015
Coordinator, English Learner & Categorical Programs	36	203 days	1.015
Coordinator, Small Learning Communities	36	203 days	1.015
Coordinator, REACH Program	36	12 mos.	1.11
Middle School Assistant Principal	35	203 days	1.015
Director of Business Services	35	12 mos.	1.11
Elementary Vice Principal	34	203 days	1.015
Adult School Vice-Principal	34	200 days	1.00
Psychologist	33	198 days	.990
Director of Maintenance or Operations	33	12 mos.	1.11
Director of Operations	33	12 mos.	1.11
Director, Child Nutrition & Food Services	31	12 mos.	1.11
Director, Classified Personnel	31	12 mos.	1.11
Safety & Risk Manager	28	12 mos.	1.11
Construction Manager	28	12 mos.	1.11
Director of Purchasing	27	12 mos.	1.11
Director, Child Nut. & Food Services Assistant	24	12 mos.	1.11
Indian Education Specialist	23	198 days	.99
Maintenance Manager	20	12 mos.	1.11
Operations Manager	20	12 mos.	1.11
Budget Position Control Analyst	19	12 mos.	1.11
Child Nutrition Nutritionist	15	12 mos.	1.11

To obtain annual salary, multiply the appropriate range and step amount in the salary rate table on Page 1 by the work-year factor in the table above.

* 10 extra per diem days

2. Placement on Management Team Schedule

- a. Position Change. Placement on a new salary range resulting from promotion shall be made by advancing the staff member to the step that will provide a daily rate increase and a minimum of 5% per year more than the staff member would have received in his/her previous position classification. In no instance, however, shall the salary received exceed the schedule range maximum for the position.
- b. Credit For Out Of District Experience. Personnel new to the District may receive credit for previous administrative or other equivalent experience on a year for year basis up to a maximum of six years.

3. Temporary Appointment

A certificated employee appointed to fill a certificated management position on a temporary basis from within the San Lorenzo Unified School District, shall be reimbursed at a higher daily rate of pay than the employee's daily rate on the Teacher's Salary Schedule.

4. Advancement On The Schedule

- a. Certificated management personnel shall advance one step on the schedule for each year of employment in which they serve at least 75% of the days when the District Offices are open.
- b. Classified management personnel shall advance on this schedule in accordance with the Merit System Regulations, subject to modifications approved by the Board of Education in accordance with the provisions of Education Code Sections 45160, 45162, 45241 and 45268.

5. Professional Increment - Management *

One of the following professional increment amounts may be added to management base salary:

- a. Master's Degree - 2.5% of Range 37, Step J effective 1-1-2000
- b. Completion of 84 upper division or graduate units in education, administration or subject commonly taught in schools - 2.0% of Range 37, Step J
- c. Doctorate in education, administration or subject commonly taught in schools - 4.0% of Range 37, Step J
- d. One year at top of step in classification and BA plus 75 semester units - 2.0% of Range 37, Step J.
 - * Earned degrees shall be those granted by a recognized institution and related competence in education. Units taken beyond the bachelor's degree shall be upper division or graduate level with exceptions subject to administrative approval.

6. CEER

Site administrators serving on the Council for Employer-Employee Relations (CEER) shall receive a stipend based on 2.1% of Range 37, Step J.

7. Longevity Increment

Management Staff – Anniversary increments will be awarded in the following manner: after 10 yrs. service in the District, the employee is entitled to an increment equal to 2% of range 37-J; after 15 yrs., 3% of range 37-J; after 20 yrs., 4% of range 37-J; after 25 yrs., 5% of range 37-J and after 30 yrs., 6% of range 37-J.

8. Duty Days

The dates for the basic work year for the Management Team shall be established annually by the Superintendent. All management personnel are expected to be on duty every day schools are in session in addition to the specified days prior to and after the school year for teaching staff. All other required duty days must be worked on days that the District Offices are open. Exceptions to the required duty day schedule may be made by the Superintendent.

9. Administrative management personnel attending meetings concluding after 5:30 p.m. will receive payment of \$30 per meeting.
10. Qualified Management will receive a cell phone stipend of \$75 per month.
11. Management Team members will receive one (1) floating holiday for every day they are required to work outside their regular work year. Such days are non-cumulative and may not be carried over from year to year. Before receiving credit for a floating holiday in this situation, the Superintendent or designee will determine whether the work performed outside the regular work year was required.
12. Management Team members are not required to work the night activities following high school graduation on graduation day.
13. The District will update, print, and distribute Board Policy 4300 to all Management Team members following any Board-approved revisions.
14. Willie Brown Act. The District will follow provisions in Education Code 44922.
15. Management Team members will have the option of documenting actual mileage used for business purposes or receive a mileage stipend of \$50 or \$75, as determined by their position.