

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
CONFIDENTIAL EMPLOYEES
2021-22 SALARY SCHEDULE (= 2020-21 PLUS 2%)**

Hourly rate of pay

Position	Range	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K	Column L	Column M	Column N	Column O
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
Length of time on step:		6 months	1 year	1 year	1 year	1 year	1 year	1 year	1 year	1 year	1 year	1 year	1 year	1 year	1 year	Top Step
Executive Assistant to the Superintendent*	639	35.66	37.44	39.31	41.28	43.34	44.20	45.09	45.98	46.92	47.85	48.82	49.78	50.77	51.79	52.83
Human Resources Analyst	637	33.95	35.65	37.43	39.30	41.27	42.10	42.93	43.79	44.67	45.57	46.47	47.39	48.35	49.31	50.30
Executive Assistant	631	29.52	31.00	32.55	34.18	35.88	36.60	37.32	38.09	38.84	39.61	40.41	41.22	42.03	42.88	43.74
Human Resources Technician	629	28.11	29.52	31.00	32.54	34.17	34.86	35.55	36.25	36.99	37.73	38.48	39.25	40.04	40.84	41.64
Administrative Assistant (HR)	627	26.77	28.11	29.52	31.00	32.55	33.19	33.86	34.54	35.23	35.94	36.65	37.39	38.14	38.90	39.68

*Position designated as exempt per EC 45272 by action of the Personnel Commission on January 25, 1988.
 Additional provisions which apply to the confidential employees salary schedule are listed on the attached.
 Effective July 1, 2021; Approved by the Board of Education on June 4, 2019.

NOTES TO CONFIDENTIAL EMPLOYEES 2019-22 SALARY SCHEDULE:

The following provisions apply to those employees on the confidential employees' salary schedule:

1. Monthly rates are based on full-time (8 hours/day), year-round employment.
2. A total of 40 hours of release time is allowed to be used by each Confidential employee with prior approval by the supervisor/administrator. Unused release time is not carried over to another year nor is it compensable. Confidential time is awarded in July and is prorated for a new hire mid-year. Once awarded, time is not recaptured when employee's employment ends mid-year.
3. The District shall contribute up to a maximum of \$5,000.00 per employee for medical, dental, and vision insurance benefits. If the total premium cost of any package exceeds the \$5,000.00 contribution, the District and the employee share the additional costs on a 50:50 basis. Additionally, the District will pay the premium for \$100,000 per person group term life insurance. These employees shall have the same medical, dental, and vision insurance plans as those available to other employee groups.
The District shall continue its contributions for health and accident/major medical insurance for all Confidential employees who retire from the District between the ages of 53 and 65 with at least 10 years of District service. Contributions shall commence upon such early retirement and shall terminate at age 65.
4. Effective July 1, 1991, the District shall pay 60% of the employee's contribution to the Public Employees' Retirement System (PERS). **Due to pension reform legislation, new confidential employees who do not have qualifying status in PERS (prior to 1/1/13) are not eligible for this benefit and must pay 100% of the employee contribution.**
5. Leave provisions shall be the same as those for clerical personnel in the classified collective bargaining unit.
6. The District shall establish and pay for the cost of administering an Internal Revenue Code Section 125 Benefit Plan.
7. Effective July 1, 1996, after five years of service, confidential employees will annually be permitted to cash-out up to forty (40) hours of unused vacation time. This is prorated for part-time employees.
8. Vacation credit may be accumulated to a total not exceeding that which the employee could earn in four years.
9. Confidential Employee Professional Growth and Wellness Program
 - a. Guidelines for Professional Growth:
 1. The Professional Growth Program is designed to encourage employees to upgrade their job skills while at the same time achieving a measure of personal growth and to help cover costs of an activity for which an employee (not a District Supervisor) is the initiator or requisitioner. It is understood and agreed the District will underwrite the costs of such implementation during each school year up to a total amount of \$4,000 for Professional Growth for the Confidential Employee group.
 2. The Professional Growth Fund covers costs for substitutes, registration, meals, lodging, mileage and tuition (except that costs for transcripts or educational credit for classes, courses, workshops, etc., are to be paid by the employee). Released time may also be provided at District option.
 3. Eligible Professional Growth Activities include the following:
 - Conferences
 - Workshops
 - Classes/Courses
 - Visitations

Lectures/Demonstrations

b. Guidelines for Wellness Program:

1. The Wellness Program is designed to encourage employees to participate in activities or practices that support overall health and wellness.
2. It is understood and agreed the District will underwrite the costs of such implementation during each school year \$500 Wellness Benefit per confidential employee for Wellness Program expenses. Wellness Benefit will be paid on the July pay warrant. Employees hired mid-year will receive a prorated wellness benefit with the first pay warrant. Wellness Benefit will not be prorated when the employee leaves the group prior to June 30.

c. Application Procedure:

1. Professional Growth:

- The confidential employee submits a request on the District-approved form to his/her immediate supervisor listing all pertinent data including justification based on job-relatedness of the activity.
- After the initial review, the immediate supervisor will indicate his/her recommendation on the request and forward it to the the Human Resources Technician responsible for confidential employees. The confidential employees will discuss each request for professional growth funds and make the decision to grant, partially grant, or deny the request. The request will be sent to the Director of Human Resources, or designee, for final approval.
- Approval for confidential employees to attend a Professional Growth Activity is on a first-come, first-served basis. If the approval is denied for any reason, the employee may request a written explanation, and may also request a review conference with the Director of Human Resources.

2. Wellness Program:

- The confidential employee submits receipts attached to the District-approved form to his/her immediate supervisor providing supporting justification as a qualified wellness expense. Receipts must meet district auditing requirements to qualify for reimbursement.
- The supervisor will review the request. If the supervisor does not approve the request, the employee may request a written explanation and/or meeting with the Director of Human Resources. Once approved, the reimbursement request will be submitted to Fiscal Services for payment. Some reimbursements may be subject to taxes.

d. Eligibility for these benefits is limited to those who have successfully completed their probationary period in the District.

10. Personal Necessity Leave

a. An employee may elect to use not more than twelve days per year of unused leave for purposes of approved personal necessity leave for reasons (1) through (6) below. Unused personal necessity leave entitlement shall not be accumulated from year to year. The number of days of personal necessity leave shall not exceed the number of full days of unused sick leave to which such member is entitled. The purposes are as follows:

1. Death of a member of the immediate family in addition to bereavement leave.
2. Accident involving the employee's person or property, or the person or property of a member of the employee's immediate family.
3. Appearance in court as a litigant, party, or witness.
4. Absence for father on the occasion of childbirth, and absence of mother and/or father to meet legal compliance for adoption.
5. Major religious observance.

NOTES TO CONFIDENTIAL EMPLOYEES 2019-22 SALARY SCHEDULE (page 3)

6. Personal business - limited to 7 days
 - b. The employee shall submit a request for personal necessity leave approval on a District-approved form to the immediate administrator not less than three (3) work days prior to the beginning date of the leave except where extenuating circumstances make such notice impracticable. The prior approval requirement shall not apply to reasons 1, 2, or 3 above. When prior approval is not required, the employee shall make every reasonable effort to comply with District procedures designed to secure substitutes and shall notify the immediate supervisor of the expected duration of the absence.
11. Confidential employees are eligible to participate in any Income Protection Plan that may be made available to other employee groups.
12. If a "Retirement Incentive" is offered to another group, it shall be offered at the same time to the confidential employees.
13. Effective October 31, 2020, a creditable Administrative Secretary premium shall be paid for the position of Executive Assistant to the Superintendent in the amount of \$150 per month.