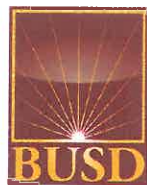


BARSTOW UNIFIED SCHOOL DISTRICT

Management Team Guidelines & Benefits

Certificated Management
Classified Management
and
Confidential Staff
(July 1, 2018)



**BARSTOW
UNIFIED**
SCHOOL DISTRICT

Your **Best Choice** for **Academic Success!**

Designation of Management/Confidential Employees

The Governing Board designates the following as management and confidential positions. All individuals serving in these positions and such other positions that may be designated shall be members of the management team. (AR 4300)

MANAGEMENT

SUPERINTENDENT

ASSISTANT SUPERINTENDENT, Educational Services

ASSISTANT SUPERINTENDENT, Personnel Services

DIRECTOR II, Pupil Services

DIRECTOR, Child Welfare & Attendance

DIRECTOR, Instructional Support Services

DIRECTOR, Technology & Information Services

PRINCIPALS

ASSISTANT PRINCIPAL/ DIRECTOR, Athletics/Activities

ASSISTANT PRINCIPALS

DEANS OF STUDENTS

COORDINATOR, Career & Adult Education

PSYCHOLOGISTS, Pupil Services

CHIEF BUSINESS OFFICIAL, Business Services

DIRECTOR, Fiscal Services

DIRECTOR, Risk Management & Safety

DIRECTOR, Purchasing

DIRECTOR, Nutrition Services

DIRECTOR, Facilities, Maintenance & Operations

CONFIDENTIAL

SENIOR EXECUTIVE ASSISTANT

- Superintendent's Office

EXECUTIVE ASSISTANTS

- Educational Services

- Personnel Services

- Business Services

Conflict Of Interest

The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. Accordingly, no Board member, district employee, or other person in a designated position shall participate in the making of any decision for the district when the decision will or may be affected by his/her financial, family, or other personal interest or consideration. (BP 9270)

Board members and designated employees (E 9270) shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last required statement and the date of leaving office or district employment. (Government Code 87302, 87302.6)

The Statement of Economic Interest/Form 700 shall be filed with the district's filing officer (Superintendent's office) and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection. Statement of Economic Interest Forms and/or filing instructions will be provided to designated employees annually at the close of each calendar year.

DESIGNATED EMPLOYEES

SUPERINTENDENT

ASSISTANT SUPERINTENDENT, Educational Services

ASSISTANT SUPERINTENDENT, Personnel Services

DIRECTOR II, Pupil Services

DIRECTOR, Child Welfare & Attendance

DIRECTOR, Instructional Support Services

DIRECTOR, Technology & Information Services

PRINCIPALS

ASSISTANT PRINCIPAL/ DIRECTOR, Athletics/Activities

ASSISTANT PRINCIPALS

DEANS OF STUDENTS

COORDINATOR, Career & Adult Education

Article I - Work Year

- A. The work year shall be determined by the Board of Trustees of the Barstow Unified School District.
- B. Certificated Management shall be paid on a positive work year based upon the established number of work days for their appropriate position as presented in the Certificated & Classified Management Salary Schedule. Any additional days beyond the assigned work year must have prior written approval of the Superintendent and Board of Trustees. Additional days will be paid at the appropriate daily rate. (AR 4361.2)

Certificated Management shall submit a work year calendar indicating total days to be worked at the beginning of each work year.

C. Holidays-Classified Employees

- 1. Classified Management and Confidential staff will be granted declared holidays when they fall within the period of the employee's service. (AR 4361)

Classified Management and Confidential staff will have the following holidays:

- | | |
|---------------------------|---|
| 1. New Year's Day | 8. Labor Day |
| 2. Martin Luther King Day | 9. Columbus Day (floating) |
| 3. Lincoln's Birthday | 10. California Admission Day (floating) |
| 4. Washington's Birthday | 11. Veteran's Day |
| 5. Good Friday | 12. Thanksgiving Day |
| 6. Memorial Day | 13. Day after Thanksgiving |
| 7. Independence Day | 14. Christmas Day |

Article II - Leaves

Certificated management and supervisory employees shall be entitled to those leave provisions provided in the certificated agreement unless otherwise specified in Board policy, administrative regulations, or individual contract. (BP 4361)

Classified management, supervisory, and confidential employees shall be entitled to those leave provisions provided in the classified negotiated agreement unless otherwise specified in Board Policy, Administrative Regulations, or individual contract. (BP 4361)

A. Sick Days

Sick leave will be allotted at a rate of one (1) day per month for each month of service with a maximum of 12 days per year. It shall be allowed to accumulate from year to year in accordance with all applicable Education Codes. (AR 4361.2)

B. Vacation Days

Classified Management and Confidential staff shall receive 22 vacation days per year based on a 12 month work year. No more than 1.5 years of accumulated vacation shall be allowed to accrue. Members shall make all attempts to utilize vacation during the year within which it is accrued. (AR 4361.2)

C. Industrial Accident and Industrial Illness Leave

Management Team Members will be entitled to a maximum of sixty (60) days of paid leave of absence as a result of industrial accident or illness. (Education Code 44984 and 45192) (AR 4361.11)

D. Pregnancy/Disability Leave

Management Team Members shall be granted leave for purposes of pregnancy, miscarriage, childbirth, and recovery therefrom. The length of leave, including the date when duty may be resumed, shall be determined by the employee's physician. Employees will return to work only with a written doctor's approval presented to the personnel office. (AR 4361.2)

Disabilities related to the above will be treated as sick leave. (Education Code 44965 and 45193)

E. Family Care and Medical Leave

Upon request, the District may provide a Management Team Member unpaid leave for the purpose of tending to severe family needs. This leave is not to exceed twelve (12) months. (Education Codes 44962, 44963, and 45195) (AR 4361.11)

The district shall not deny any eligible employee his/her right to family care, medical, or pregnancy disability leave (PDL) pursuant to the Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), or the Fair Employment and Housing Act (FEHA) or restrain or interfere with the employee's exercise of such right. In addition, the district shall not discharge an employee or discriminate or retaliate against him/her for taking such leave or for his/her opposition to or challenge of any unlawful district practice in relation to any of these laws or for his/her involvement in any related inquiry or proceeding. (Government Code 12945, 12945.2; 2 CCR 11094; 29 USC 2615) (AR 4361.8)

For definition, eligibility, request process, maintenance of benefits, reinstatement, and all other pertinent information, refer to AR 4361.8.

F. Bereavement Leave

Management Team Members shall be entitled to five (5) days of paid leave for a death in the immediate family. Additional days may be granted. Additional bereavement leave shall be charged to personal business leave, personal necessity, vacation, or non-duty days.

The immediate family is defined as husband, wife, domestic partner (as defined in Section 297 and registered pursuant to Section 298.5 of the California Family Code), mother, father, sister, brother, son, daughter, grandfather, grandmother, grandchild, stepmother, stepfather, stepson, stepdaughter, stepsister, stepbrother, mother-in-law, father-in-law, son-in-law or daughter-in-law, brother-in-law, sister-in-law, spouse's grandmother, spouse's grandfather, or any relative or person of employee or spouse living in the immediate household of the employee. (AR 4361.2)

G. Personal Business Leave

Each Management Team Member shall be granted up to four (4) days per year of paid leave to conduct personal business. This leave will be utilized with the supervisor's approval. Unused Personal Business Leave shall be credited to the employee's sick leave on June 30th of each year. (AR 4361.2)

Personal Business Leave shall be granted for situations that cannot be resolved outside the regular working day. Examples of Personal Business Leave include, but are not limited to, the following (Education Codes 44981 and 45198):

- a. Additional time for bereavement or settlement of an estate
- b. Serious damage to one's personal property; or
- c. Any similar type emergency

H. Personal Necessity Leave

Management Team Members may elect to use, not to exceed seven (7) days in any one year, sick leave for personal necessity. Sick leave for personal necessity may be used for, but not limited to, the following reasons:

1. Death or illness of a member of the employee's immediate family.
2. As a result of an accident involving an employee's person or property or the person or property of their immediate family.
3. When resulting in an appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any other made with jurisdiction. (AR 4361.2)

I. Extended Illness Leave

This category shall be covered per Education Code 44977 and 45195.

Certificated –

- (a) During each school year, when a person employed in a position requiring certification qualifications has exhausted all available sick leave, including all accumulated sick leave, and continues to be absent from his or her duties on account of illness or accident for an additional period of five school months, whether or not the absence arises out of or in the course of the employment of the employee, the amount deducted from the salary due him or her for any of the additional five months in which the absence occurs shall not exceed the sum that is actually paid a substitute employee employed to fill his or her position during his or her absence or, if no substitute employee was employed, the amount that would have been paid to the substitute had he or she been employed. The school district shall make every reasonable effort to secure the services of a substitute employee.
- (b) For purposes of subdivision (a):
 - (1) The sick leave, including accumulated sick leave, and the five-month period shall run consecutively.
 - (2) An employee shall not be provided more than one five-month period per illness or accident. However, if a school year terminates before the five-month period is exhausted, the employee may take the balance of the five-month period in a subsequent school year.
- (c) The governing board of every school district shall adopt a salary schedule for substitute employees. The salary schedule shall indicate a salary for a substitute for all categories or classes of certificated employees of the district.
- (d) Excepting in a district the governing board of which has adopted a salary schedule for substitute employees of the district, the amount paid the substitute employee during any month shall be less than the salary due the employee absent from his or her duties.
- (e) When a person employed in a position requiring certification qualifications is absent from his or her duties on account of illness for a period of more than five school months, or when a person is absent from his or her duties for a cause other than illness, the amount deducted from the salary due him or her for the month in which the absence occurs shall be determined according to the rules and regulations established by the governing board of the district. The rules and regulations shall not conflict with rules and regulations of the State Board of Education.
- (f) Nothing in this section shall be construed so as to deprive any district, city, or city and county of the right to make any reasonable rule for the regulation of accident or sick leave or cumulative accident or sick leave without loss of salary for persons acquiring certification qualifications.

(g) This section shall be applicable whether or not the absence from duty is by reason of a leave of absence granted by the governing board of the employing district.

(Amended by Stats. 1998, Ch. 30, Sec. 1. Effective January 1, 1999.)

Classified –

A permanent employee of the classified service who has exhausted all entitlement to sick leave, vacation, compensatory overtime, or other available paid leave and who is absent because of nonindustrial accident or illness may be granted additional leave, paid or unpaid, not to exceed six months. The employee shall be notified, in writing, that available paid leave has been exhausted, and shall be offered an opportunity to request additional leave. The board may renew the leave of absence, paid or unpaid, for two additional six-month periods or lesser leave periods that it may provide but not to exceed a total of 18 months.

An employee, upon ability to resume the duties of a position within the class to which he or she was assigned, may do so at any time during the leaves of absence granted under this section and time lost shall not be considered a break in service. The employee shall be restored to a position within the class to which the employee was assigned and, if at all possible, to his or her position with all the rights, benefits and burdens of a permanent employee.

If at the conclusion of all leaves of absence, paid or unpaid, the employee is still unable to assume the duties of his or her position, the employee shall be placed on a reemployment list for a period of 39 months.

At any time, during the prescribed 39 months, the employee is able to assume the duties of his or her position the employee shall be reemployed in the first vacancy in the classification of his or her previous assignment. The employee's reemployment will take preference over all other applicants except for those laid off for lack of work or funds under Section 45298 in which case the employee shall be ranked according to his or her proper seniority. Upon resumption of his or her duties, the break in service will be disregarded and the employee shall be fully restored as a permanent employee.

(Amended by Stats. 1987, Ch. 529, Sec. 2.)

Catastrophic Leave: Management Team Members may participate in the catastrophic leave program as identified in Board Policy and Administrative Regulation 4161.9.

J. Unpaid Leave

An unpaid leave of absence may be granted to an employee upon approval of the Superintendent and Board, not to exceed thirty (30) days. (Education Code 44963 and 45198). Management Team Members will be required to maintain their health insurance premiums, at their own expense, during this leave period. (AR 4361.2)

K. Jury Service

A Management Team Member who is subpoenaed to serve on a jury shall be granted leave of absence to do so (Education Codes 44036 and 44037).

All district employees are required to submit to the district proof of their selection and time served as a juror, signed by the court clerk.

Jury fees paid to district employees shall be returned to the District upon receipt.

L. Personal Leave for School Activities

Any employee who is a parent/guardian or grandparent having custody of one or more children in grades K-12 may use up to 40 hours of personal business leave, vacation or compensatory time off each school year in order to participate in school activities. Such leave shall not exceed eight hours in any month of the school year, and the employee shall give reasonable advance notice of the absence. If both parents/guardians of the child are employed at the same worksite, this leave shall be allowed for the first parent/guardian who applies; simultaneous absence by the second parent/guardian may be granted by the Superintendent or designee. (Labor Code 230.8)(AR 4361.2)

Article III - Salary

A. Salary Schedules

See "Attachment A" (Certificated & Classified Management Salary Schedule) and "Attachment B" (Confidential Employee Salary Schedule).

All employees with the same title or job classification shall be on the same salary range.

B. Placement and Movement on the Schedules

1. An employee who is promoted from the bargaining unit salary schedule to the management salary schedule shall be placed on a step in the appropriate salary range for the position which will assure an increase in the daily rate of pay.
2. An employee who transfers from one administrative position to another administrative position paying a higher salary shall be placed on the step of his or her new salary range at a rate not less than they would have received if he/she would have remained in his/her lower paying position.
3. An employee who volunteers to accept a position that pays a lower salary than he/she is presently making, shall be placed on the step of the new salary range which would provide them with the least salary cut. At no time, however, shall that person receive more than the maximum allowed for that salary range.

4. An employee coming from outside the district to fill a Management Team position shall, at the time of their employment, be placed within the range appropriate for the position. Any placement above step 3 shall be approved by the Superintendent and the Board.
5. A Management Team Member who elects to take a position, or is placed in a position, outside the Management Team, or a Confidential employee whose status is changed, will continue all benefits, except salary, through the end of the fiscal year in which the change is made.
6. The anniversary date for advancement for all Management Team Members shall be July 1st after the year of hire.
7. Confidential Employees: Step increases for the completion of 9, 13, 17, 21, 25, 29 and 33 years of service shall be effective on the employee's anniversary date.

Confidential Employees (Sr. Executive Assistant and Executive Assistants) are placed two (2) ranges above normal placement on the Index of Active Classifications for the same type job. Substitute employees for these classifications will not be considered *Confidential* and will not be compensated the additional two ranges.

Article IV - Fringe Benefits

Management Team Members shall receive fringe benefits as identified in "Attachment C."

Article V - Travel Expenses

An employee shall obtain approval from the Superintendent or designee prior to traveling. Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when district business reasonably requires an overnight stay, registration fees for seminars and conferences, telephone and other communication expenses incurred on district business, and other necessary incidental expenses. (BP/AR 3350)

Mileage Reimbursement

All Management Team Members will be expected to provide private automobiles for all travel within the District as necessitated by their job functions. Employees, except the Superintendent, who are required to use personal vehicles for the performance of district duties, and employees who are assigned to multiple district locations, shall be reimbursed for all necessary travel at the Internal Revenue Service Standard Mileage Rate. (BP/AR 3350)

The State requires employees to have automobile liability insurance coverage for their personal vehicles in order to receive mileage reimbursement. Employees must provide the Accounting Department with a current statement of liability insurance coverage each year, as well as a valid driver license, in order to receive reimbursement for mileage. (BP/AR 3350)



Barstow Unified School District

Effective: 07/01/18

Certificated & Classified Management Salary Schedule 2018-19

210 Days					
Elementary Assistant Principal (Range 63)		Dean of Students (Range 63)			
Athletics/Activities Director (Range 65)		Elementary Principal (Range 66)		Coordinator, Career and Adult Education (65)	
Jr. High Assistant Principal (Range 64)		Continuation HS Principal (Range 67)			
H. S. Assistant Principal (Range 65)		Jr.High Principal (Range 67)			
Range	Step 1 Yearly	Step 2 Yearly	Step 3 Yearly	Step 4 Yearly	Step 5 Yearly
63	\$88,290	\$92,706	\$97,373	\$102,209	\$107,318
64	\$90,474	\$94,998	\$99,749	\$104,736	\$109,972
65	\$92,736	\$97,373	\$102,242	\$107,356	\$112,723
66	\$95,522	\$100,299	\$105,313	\$110,579	\$116,108
67	\$97,913	\$102,809	\$107,948	\$113,345	\$119,012

Psychologist (Range 62) 210 days - (Board Approved 06/10/08)

Range	Step 1 Yearly	Step 2 Yearly	Step 3 Yearly	Step 4 Yearly	Step 5 Yearly
62	\$88,599	\$93,030	\$97,680	\$102,565	\$107,694

225 Days					
Director, Child Welfare and Attendance (68)		Assistant Superintendent (Range 71)			
High School Principal (Range 68)		Director Instructional Support (Range 68)			
Director II Pupil Services (Range 69)					
Range	Step 1 Yearly	Step 2 Yearly	Step 3 Yearly	Step 4 Yearly	Step 5 Yearly
68	\$107,395	\$112,764	\$118,403	\$124,323	\$130,539
69	\$110,080	\$115,584	\$121,363	\$127,431	\$133,800
71	\$115,653	\$121,436	\$127,507	\$133,882	\$140,576

Educational Requirements:

- A. Fifty Dollars (\$50) per month will be added to the salary for an earned doctorate from an accredited College or University.
 - B. Fifty Dollars (\$50) per month will be deducted from the salary for personnel who do not have a Masters Degree from from an Accredited College or University.
 - C. One hundred dollars (\$100) per month will be added to the salary of a principal of a K-8 School which includes a Middle School.
- Salary Computation: Monthly Salary is the yearly salary plus any additional earned compensation divided by 12.**

CLASSIFIED

260 days					
Director- Technology & Information Services (Range 59)		Director- Purchasing & Warehouse (Range 52)			
Director- Nutrition Services (Range 52)		Director-Facilities, Maintenance & Operations (Range 59)			
Director- Fiscal Services (Range 59)		Business Manager/Chief Business Official (CBO) (Range 68)			
Director- Risk Management and Safety (Range 59)					

Range	Step 1 Yearly	Step 2 Yearly	Step 3 Yearly	Step 4 Yearly	Step 5 Yearly
48	\$65,180 (\$5,432)	\$68,437 (\$5,703)	\$71,857 (\$5,988)	\$75,450 (\$6,288)	\$79,223 (\$6,602)
49	\$66,849 (\$5,571)	\$70,193 (\$5,849)	\$73,703 (\$6,142)	\$77,386 (\$6,449)	\$81,255 (\$6,771)
51	\$70,235 (\$5,853)	\$73,746 (\$6,146)	\$77,432 (\$6,453)	\$81,303 (\$6,775)	\$85,369 (\$7,114)
52	\$70,576 (\$5,881)	\$74,104 (\$6,175)	\$77,810 (\$6,484)	\$81,701 (\$6,808)	\$85,784 (\$7,149)
59	\$85,573 (\$7,132)	\$89,853 (\$7,488)	\$94,344 (\$7,862)	\$99,061 (\$8,255)	\$104,014 (\$8,668)
68	\$115,653 (\$9,638)	\$121,436 (\$10,120)	\$127,507 (\$10,626)	\$133,882 (\$11,157)	\$140,576 (\$11,715)



**Barstow Unified School District
Confidential Employee Salary Schedule
2018-2019**

Effective: July 01, 2018

260 Days

Executive Assistant to Superintendent (Range 55)

Executive Assistant (Range 50)

Range	longevity Increase (Years of Service)											
	I	II	III	IV	V	9.00 VI	13.00 VII	17.00 VIII	21.00 IX	25.00 X	29.00 XI	33.00 XII
46	26.44	27.60	28.80	30.09	31.40	32.49	33.93	35.45	36.99	38.64	40.32	42.27
47	27.01	28.18	29.39	30.69	32.03	33.14	34.61	36.15	37.73	39.42	41.13	43.16
48	27.54	28.73	29.99	31.30	32.68	33.80	35.31	36.89	38.47	40.20	42.29	44.39
49	28.16	29.38	30.67	32.01	33.41	34.56	36.11	37.73	39.34	41.11	43.26	45.40
50	28.80	30.04	31.36	32.74	34.17	35.34	36.93	38.58	40.23	42.04	44.24	46.42
51	29.45	30.72	32.07	33.47	34.94	36.14	37.76	39.45	41.14	42.99	45.23	47.47
52	30.12	31.42	32.80	34.24	35.74	36.97	38.62	40.35	42.08	43.97	46.27	48.55
53	30.81	32.14	33.55	35.02	36.56	37.81	39.50	41.27	43.04	44.97	47.32	49.66
54	31.51	32.87	34.31	35.82	37.39	38.67	40.40	42.21	44.02	45.99	48.40	50.79
55	32.23	33.62	35.09	36.63	38.24	39.55	41.32	43.17	45.02	47.04	49.50	51.95

Board Approved: 06/12/18

Attachment "C"

For the 2018-2019 and 2019-2020 school years, the District shall offer REEP for Benefits (Riverside County Employer/Employee Partnership for Benefits).

The District paid contribution for medical benefits for Management Team Members for the 2018-2019 and 2019-2020 school years is as follows:

Single	\$9,353.25
Single w/children	\$15,664.84
Two Party	\$16,274.92
Family	\$22,959.66

Dental and Vision insurance coverages will be fully paid by the District for Management Team Members and their dependents.

Life Insurance - Term Life Coverage (\$100,000), and Accidental Death and Dismemberment Coverage (\$2,000), will be fully paid by the District for Management Team Members.

Long-Term Disability insurance coverage will be fully paid by the District for Management Team Members.

Management Team Members who enroll in the District's medical benefits coverage shall pay the balance of the premium for major medical insurance plan selected, and shall execute the appropriate authorization for payroll deduction. Employees will pay their contribution through payroll deductions 10thly.

Management Team Members may elect to opt out of health benefits coverage so long as members electing to opt out execute a waiver and provide evidence of insurance coverage under another group health plan.