

ADMINISTRATIVE AND SUPERVISORY PERSONNEL
Exhibit 4300

TAMALPAIS UNION HIGH SCHOOL DISTRICT
MANAGEMENT TEAM EMPLOYMENT CONDITIONS

As authorized by the Board of Trustees (Board), the Superintendent shall meet with representatives designated by the Management Team as needed, but not less than once each year, to discuss matters of mutual importance, including calendar, compensation, retirement provisions, health benefit programs, etc.

The Superintendent, after consultation with the Management Team, may recommend proposals regarding conditions of Management Team employment to the Board of Trustees. If approved by the Board, these proposals shall establish the wages, days of employment and other terms and conditions of employment for all members of the Management Team.

The adopted proposals shall directly reflect or supplement existing Board policy. Should adopted proposals conflict with Board policy, the adopted proposals shall prevail. The Board of Trustees may modify the adopted proposals at their discretion after consultation with the Management Team. The Board's statutory authority for decision-making may not be limited by any of the adopted proposals.

A. STATUS

Classified managers serve a one-year probationary period.

Certificated managers serve a two-year probationary period.

B. COMPENSATION and HEALTH BENEFITS:

1. Application:

The Superintendent and assistant superintendents are not members of the Management Team for purposes of compensation. Superintendents' compensation shall be determined directly by the Board of Trustees. Should the employment contract of a superintendent conflict with a Management Team employment condition, the employment contract shall prevail.

Psychologists are members of the Management Team and are eligible for all benefits outlined herein for District level administration.

2. Salary Schedule Steps:

The Management Team Salary Schedule shall include eight steps at all levels.

3. Masters and Doctoral Degrees:

Members of the Management Team shall receive a \$1,750 increment for each earned Master's Degree and an additional \$2,000 increment for an earned Doctorate. The increment shall be pro-rated for less than full time status.

4. Placement on Management Salary Schedule

Position Change:

Placement on a different salary range resulting from promotion shall be made by advancing the staff member to the step on the management salary schedule that will provide a daily rate increase and a minimum of 5% per year more than the staff member would have received in their previous position classification. In no instance, however, shall the salary received exceed the schedule range maximum for the position.

Credit For Out Of District Experience:

Personnel new to the District may receive credit for previous administrative experience in the same or other equivalent position, on a year-for-year basis, up to a maximum of eight (8) years. Placement will be determined by the Superintendent, who may take into consideration the written job description of the new employee's prior position.

5. Salary Schedule Step Advancement:

As per AR 4351, the Superintendent may recommend to the Board that an administrator not receive an annual step advancement on the salary schedule if that administrator received a "Less Than Satisfactory" evaluation for the current school year. The step advancement shall be restored to the administrator on a prospective basis at such time as that administrator's performance returns to satisfactory.

The Board may, at its discretion, award an administrator an additional step(s) on the salary schedule. Members of the Management Team must work at least fifty-one percent (51%) of the total required working days of their work year to be eligible for annual step advancement.

6. Automobile Use Reimbursement:

Members of the Management Team may submit reimbursement requests for work-related mileage at the Board-determined rate, or may request a monthly car allowance. Reference memo (modified) dated 7/14/1997 "Monthly Car Allowance." Reimbursement requests must be submitted not less than twice each year, i.e., January and June.

Administrator mileage reimbursements are budgeted through the Business Office and a district account, not through site M&E budgets.

7. Retirement Incentive:

Members of the Management Team who've reached age 55 and have served in the District for ten or more years, with the five years immediately prior to retirement from the District in an administrative capacity, shall receive a block incentive payment equal to 17% of their final year's salary (FTE averaged over three years if part-time).

8. Health and Welfare Benefits:

The District shall provide members of the Management Team the same Health and Welfare Benefit Program as provided to members of the certificated bargaining unit (Tamalpais Federation of Teachers agreement, Article VII, Section VII, Health and Welfare Benefits, A through H).

Management Team members are not eligible to participate in the Catastrophic Illness/Injury program.

The District reserves the right to determine administrative eligibility for new Health and Welfare programs and/or benefits.

Members of the Management Team whose official hire date is July 1, 2019, or thereafter, shall be limited to the aforementioned District-provided health and welfare benefit package of \$20,000 per year. Benefit costs beyond \$20,000 per year will be borne by the employee and deducted from their monthly paycheck.

9. Retiree Coverage

For the 2019-2020 school year, unit members who retire from the District with ten (10) years of service in the District shall receive until the retiree reaches age sixty-five (65) the medical, dental, and vision coverage offered each year to current employees if the providers include retirees in such plans.

Effective July 1, 2019: Retirees shall receive the same medical, dental, and vision benefits as paid for current employees from ages 60 until 65. The District contribution shall be at the same level provided current employees from ages 60 until 65. Any amount in excess of the District contribution for current employees shall be paid by the retiree. Retirees from the ages of 55 through 59 are eligible to continue on the district medical, dental, and vision plans at the expense of the retiree. The retiree is responsible for continuous payment via an automatic debit system. Retiree will be dropped from plan if payment is 60 days or more late. Retirees who have been continuously enrolled in the District medical, dental, and vision plans at their own expense from ages 55 until 59 are eligible to remain on the District plan from ages 60 until 65 with the District contribution provided by the District at the same level as is provided by the district for current employees. Once a retiree of any age is dropped or withdraws from the plan for any reason, they are not eligible for re-enrollment.

If retirees are not included in such plans, then the retiree is entitled to receive medical, dental, and vision coverage available to retirees from the same providers.

For eligible retirees, the District will contribute toward the cost of the retiree's medical, dental, and vision benefits an amount equal to the sum contributed for medical, dental, and vision coverage for full time unit members as provided to members of the certificated bargaining unit (Tamalpais Federation of Teachers agreement, Article VII, Section VII, Health and Welfare Benefits, section A).

For unit members who worked part-time immediately prior to retirement, the District's contribution will be prorated as provided to members of the certificated bargaining unit (Tamalpais Federation of Teachers agreement, Article VII, Section VII, Health and Welfare Benefits, section B).

Any amount in excess of the District's contribution for retiree coverage shall be paid by the retiree in advance on a monthly basis.

This provision applies to unit members hired by the District after January 18, 2000. Unit members hired by the District prior to January 18, 2000 will receive these benefits after five (5) years of service in the District.

Unit members who retire from the District may obtain, at their own expense, the medical, dental, and vision coverage available to retirees as provided to members of the certificated bargaining unit (Tamalpais Federation of Teachers agreement, Article VII, Section VII, Health and Welfare Benefits, section F.1), above to the extent allowed by law.

Unit members who retire from the District may, upon reaching age sixty-five (65), participate in all health and welfare programs for which they are eligible at the retiree's expense. Retirees otherwise eligible as provided to members of the certificated bargaining unit (Tamalpais Federation of Teachers agreement, Article VII, Section VII, Health and Welfare Benefits, section F.1), who live in a location which is not served by the service areas for any of the District medical, dental, and vision plans may participate in health plans where they live at District expense, prorated as provided as provided to members of the certificated bargaining unit (Tamalpais Federation of Teachers agreement, Article VII, Section VII, Health and Welfare Benefits, section B), subject to the following:

- a. The retiree must apply for and be accepted in a reputable health plan.
- b. The District will contribute to the plan selected by the employee up to the negotiated CAP for health plan premiums.
- c. The health plan organization selected by the retiree must be willing to allow the District to pay a quarterly premium rather than monthly premiums.

Benefits for Family Survivors

1. If permitted by the insurance providers, family survivors (spouse, dependents, domestic partner, and domestic partner's dependents) of unit members and retirees who die after their fifty-fifth (55th) birthday and who have been employed by the District for at least five (5) years shall have the option to obtain District medical, dental, and vision insurance at their

own expense. This opportunity to obtain benefits will cease when the family survivors become age sixty-five (65) or are no longer eligible for the medical, dental, or vision plans.

2. Survivors must notify the District in writing of the intent to avail themselves of this opportunity within ninety (90) days of the death of the unit member.

10. IRC 125:

The district contributes \$25 per month to each Management Team member's IRC 125 plan.

11. TSA:

Members of the Management Team may allocate a portion of their compensation to a 403(b) or a 457(b) plan from the list of District approved plans. The District does not contribute to an employee's participation in such plans.

12. Professional Organizations:

The District shall reimburse each member of the Management Team up to \$500 per year for membership in educational professional organizations of the individual's choice. District funds must be used for membership purposes only and may not be used for separate assessments for organizational political lobbying purposes. The District will also reimburse Management Team members for the cost of individual Association of California School Administrators (ACSA) memberships.

These funds are accessed through the Assistant Superintendent of Educational Services or Superintendent's designee.

C. WORK YEAR:

1. Management Team Work Year Calendar:

The Superintendent shall meet with representatives of the Management Team after the District approves the District Calendar for students for the following school year, but not later than April 30, to review the Management Team work year calendar and dates. Management Team members are expected to adhere to the Management Team Calendar unless otherwise authorized by the Superintendent.

2. Administrative Work Year:

As per BP 4313.3, or unless otherwise designated by the Board, the work year for District administrators is as set forth in each Management Team member's employment agreement. Each administrator shall complete a proposed work year calendar (using the Management Team calendar) for each school year. The calendar must be approved by his/her immediate supervisor and submitted to the Superintendent by June 30. The calendar must identify the days the administrator intends to work. The calendar may be modified throughout the school year by mutual agreement between the administrator and their supervisor.

The Superintendent may authorize additional days of compensated employment (at per diem) beyond the Board designated work year. This authorization must occur prior to the administrators working the additional days. Administrators will not be compensated for days worked beyond their designated days without prior authorization.

The Superintendent may authorize additional days when work is assigned beyond what reasonably could be accomplished in the administrator's work year or when an administrator is on a sick leave of absence for an extended period of time during the work year and cannot complete their assigned duties in the days remaining. Consideration for additional days will also be given for natural disasters, pandemics and other emergency situations.

The Superintendent may, upon ten days notice, modify an administrator's work year by adding work days to provide for additional meetings or special assignments which might arise during the school year.

The Board expects all administrators to take all their allocated non-duty days and holidays.

Managers becoming sick or disabled during a vacation period may, with the approval of the Superintendent, convert the period of illness or disability as a charge against sick leave and arrange for another time during the work year for vacation. This conversion shall not exceed six days for one school year.

Comprehensive High Schools: At the discretion of the principal, administrators (including the principal) may establish a work year calendar, with ten days used as a credit against weekend events, basketball supervision, dances, etc. Alternatively, administrators may maintain their full work year calendar, and use up to ten days throughout the school year as "compensatory time." In either case, the principal is responsible for managing the administrative team's work calendar to ensure an appropriate level of administrative coverage for the school - schools must have administrative coverage from August 1 through June 30, excluding District holidays and vacation periods.

3. Exempted Employees:

In accordance with law, Board Policy 4313.1-"Hours of Employment," specifically exempts all management and supervisory positions from overtime. As such, managers are expected to work whatever hours are necessary in order to fulfill their assignments. The policy states: "Their positions are set apart from other positions by virtue of the duties, flexibility of hours, salary, benefit structure and authority which they entail."

This policy also states that administrators are not subject to salary deductions for absences of less than a day.

4. Non-Duty Days During Student School Year:

With prior approval by the immediate supervisor and the Superintendent, certificated administrators may take some limited time off during the student school year.

Classified administrator work day schedules are subject to review by the Assistant Superintendent - Human Resources and the Superintendent.

5. Management Team Meeting Schedule:

By June 30 of each school year, the Superintendent will distribute a schedule of all Management Team related meeting dates and times, including full Management Team meetings and Leadership Team meetings for the following school year.

All members of the Management Team are expected to calendar all appropriate meetings and attend all full Management Team meetings, lunches, etc., unless otherwise authorized by the Superintendent.

Psychologists and part time members of the Management Team may be exempted from attending designated management team meetings and functions by their immediate supervisor with prior notice to the Superintendent.

6. Flex Time:

Principals and Assistant Principals (with prior approval by the principal) may arrive late/leave early the day following late evening or weekend duties and events.

Principals may establish flex time at each site with rotating opportunities for administrators working off site. Each site administrative team (San Andreas and Tamiscal principals shall constitute an administrative team for this purpose) will establish their school activity calendars and then make assignments for coverage and flex time away from campus. An administrator working off site must be on call and available for telephone contact and emergency service.

Within available resources, the District shall allocate funds to support the hiring of administrative subs at the comprehensive high schools to support flex time and/or emergency coverage (one administrator remaining on campus).

7. Supervision of Playoff Games (Athletics):

Within available resources, the District shall authorize and allocate funds to provide alternative supervision strategies for playoff games.

Certificated District Office administrators shall supervise low attendance/low key sporting events when site administration is not available, subject to sufficient prior notification and availability.

D. OTHER BENEFITS:

1. Personal Necessity and Personal Illness Days and Forms:

Full time members of the Management Team are entitled to twelve days of regular sick leave of absence annually for illness or injury. Seven of these days may be used for reasons of personal necessity.

Administrators shall submit absence forms to their immediate supervisor and then to the superintendent when absent for a full day or more for illness or personal necessity. These forms need not be submitted for absences less than one day.

Principals are required to notify the Superintendent's Office when they expect to be out of the District for two or more consecutive days.

2. Leaves of Absence:

Leaves shall be governed by the following:

a. Maternity: Subject to the same provisions as specified in the certificated bargaining agreement (Article IV, Section 1 - Absences, D - Maternity Disability).

b. Child Rearing: Members of the management team shall be granted up to three months of unpaid child-rearing leave. Additional unpaid leave may be granted subject to the District finding a suitable replacement.

c. General Leave: Members of the Management Team may be granted up to one year unpaid general leave of absence at the discretion of the District.

3. Computer Loan Program:

Members of the Management Team are eligible for the District's Computer Purchase Plan.

E. EVALUATION:

Process:

All administrators shall be evaluated every year according to the provisions of the Management Team Evaluation Process (reference Superintendent's annual August memo to Management Team). The Process shall be reviewed with the Management Team on an annual basis, or as needed for revisions and/or modifications.

F. PROFESSIONAL DEVELOPMENT:

1. Professional Development Planning:

Administrators are expected to pursue their personal professional development each year by taking courses, attending workshops and conferences including, with the prior approval of the Superintendent, out of state conferences.

Each administrator shall develop a written "three year plan" identifying their long range professional development goals. This plan shall be reviewed with the administrator's supervisor on an annual basis as part of the evaluation process.

The Superintendent will review professional development plans annually and may elect to meet with an administrator to review his/her plan and progress in achieving their professional development goals.

2. Work Days:

Site administrators may use up to five of their work days for professional development activities during the month of July with prior approval by their principal and the Superintendent. The principal shall ensure full coverage of the school throughout the year by site administration.

3. Professional Development Expenditures:

a. District Commitment: The District shall budget support for the professional development of the Management Team in proportion to the support provided teachers and classified employees.

b. Expenses: Within available resources, the District will cover the actual and necessary costs of airfare, hotel, transportation, meals and conference fees as authorized in Board policy. It is recognized that attending out of state conferences may require an expenditure of up to \$2000 per person. Expenditures exceeding \$2000 require prior approval of the Superintendent/designee.

c. Site Administrators: Funds for site administration staff development shall be provided through the Office of the Assistant Superintendent of Educational Services or Superintendent's designee.

Funds will be allocated on a first come first served basis, with preference given to administrators not having accessed the funds recently.

d. District Office, Adult Education, Community Programs, Information Technology, Maintenance and Operations, and Student Nutrition Services Administrators: Each administrator may budget funds to cover these expenses according to District guidelines and as approved by the Superintendent.

G. OTHER:

1. Assistant Principal Ratios:

The District shall establish a goal of providing additional assistant principal FTE to accommodate enrollment growth at the comprehensive high schools. The increased FTE shall be provided as funding permits.

2. Employment Contracts:

The District reserves the right to designate certain management positions as Senior Classified Management as per the Education Code and, therefore, a contracted position(s).

3. Credential:

Each member of the Management Team is responsible for maintaining the credential required for their position as a condition of employment.

Exhibit

TAMALPAIS UNION HIGH SCHOOL DISTRICT

Approved: May 22, 2001 Larkspur, California

Larkspur, CA

Revised: April 30, 2002

Revised: June 24, 2003

Revised: May 10, 2005

Revised: April 25, 2006

Revised: March 20, 2007

Revised: July 10, 2007

Revised: August 25, 2009

Revised: June 21, 2011

Revised: January 24, 2012

Revised: August 27, 2019

Revised: August 31, 2021

Revised: June 27, 2023