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# HANDBOOK

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## CLASSIFIED SUPERVISORS



# RUSD

RIVERSIDE UNIFIED SCHOOL DISTRICT

RIVERSIDE UNIFIED SCHOOL DISTRICT  
Riverside, California

Department of Personnel - Leadership and Development  
2024

TO: All Classified Supervisors

FROM: Kyley Ybarra, Assistant Superintendent, Department of Personnel - Leadership and Development

SUBJECT: Classified Supervisors Handbook formerly - [Memorandum of Employment, 2003-2004](#)

**SALARIES**

The salary schedule is established for the 2023-2024 school year.

A cell phone stipend shall be paid in accordance with district guidelines:

- Cell Phone Stipend: A cell phone stipend will be given to a Classified Supervisor that uses their personal cell phone to conduct District Business. The amount of this stipend is \$40 per month.

Mileage reimbursement and meal allowances shall be paid at the current District rate(s) as provided for members of the classified bargaining unit. (Article VII, Section 7.5 & 7.6)

**FRINGE BENEFITS**

**Selection of Coverage:** Each supervisor may select a health insurance plan from one of two carriers, Kaiser Health Plan or RUSD Health Plan. Each supervisor may select a dental plan from either Delta Dental, Safeguard or Preferred Advantage. All dental plans include orthodontic coverage. Optional orthodontic coverage is available through Safeguard. The District shall pay a portion of the supervisor's medical and dental coverage up to a specified, capped amount.

The District shall continue to provide each supervisor with a \$12,500 life insurance policy.

**Other Insurance Plans:** Other insurance plans shall be made available for supervisors to purchase through payroll deduction. These shall include additional life insurance, income protection insurance, and cancer protection insurance.

**Part-Time Employees:** Supervisors working less than a seventy-five percent (75%) assignment shall be considered part-time, and the District shall pay for a proportionate cost of their health and dental insurance. The proportion of the cost paid by the District shall be the same as the part-time supervisor's assignment is that of a full-time assignment.

**Health Insurance Waivers:** A full-time employee showing proof of coverage through an alternate source may choose to waive health and/or dental insurance coverage by signing a waiver form. Full-time employees who waive health and dental insurance coverage shall be provided with a total annual stipend of six hundred fifty dollars (\$650).

Full-time employees who waive health insurance coverage only shall be provided with a yearly stipend of five hundred dollars (\$500). Full-time employees who waive dental insurance-coverage only shall be provided with a yearly stipend of one hundred fifty dollars (\$150).

Part-time employees may waive health and dental insurance coverage by signing a waiver form. Those who waive shall receive a pro rata share of the stipend. All employees must either select or waive medical insurance and sign a form on which their choice is indicated.

**Employee Spouses or Registered Domestic Partners:** When an employee and spouse are both supervisors/managers and are both working full-time assignments, the District shall provide each with their respective choice of a dental plan. The two shall decide who shall carry the health plan. The District shall provide only one health plan per family regardless of whether one or both spouses are supervisors/managers.

**Medical Insurance for Retirees:** Each supervisor employed more than twenty (20) hours per week retiring into PERS after May 3, 1985, who is between 50 and 64 years of age, inclusive at the time of retirement, shall be granted an annual entitlement with which to purchase employee-only medical coverage as such is available through the District.

The maximum number of years a member shall be eligible for such entitlement is ten (10) years. The entitlement shall be graduated according to years of service in RUSD as listed below. Supervisors working less than full-time, but working twenty (20) or more hours per week, shall receive a proportionate entitlement in proportion to the average daily hours worked during the final three (3) years of service. The ratio of the average daily hours to eight shall determine the percentage of the appropriate entitlement to be granted to the retiree.

<u>Service</u>	<u>Entitlement</u>
15 years	<b>\$2,146</b>
16 years	<b>\$2,331</b>
17 years	<b>\$2,516</b>
18 years	<b>\$2,701</b>
19 years	<b>\$2,886</b>
20 years and more	<b>\$3,071</b>

**Coverage After Age 65:** Supervisors retiring after September 15, 1987, shall be eligible to continue to purchase coverage in a District group medical insurance plan after reaching the age of 65, provided that these conditions exist:

1. The retiree has been employed in the District for no less than ten (10) years.
2. The plan carrier allows such participation.
3. The supervisor is otherwise eligible for enrollment in the plan.
4. The plan is one under which the District is not required by the carrier to pay for any part of the premium.

**Retiree with Suouse on Active Status:** A supervisor eligible and applying to retire may postpone eligibility for this benefit if the retiring supervisor has an active, benefits-eligible spouse also employed by the District who will cover said supervisor as a plan dependent. The retiring supervisor may postpone eligibility for retiree benefits coverage described above until such time as the spouse retires or otherwise loses coverage. Such coverage shall not extend beyond the age of 64.

## **ILLNESS AND ACCIDENT LEAVE**

Employees shall be entitled to twelve (12) days per year for absence due to illness, injury or quarantine. Such leave shall be cumulative as provided in the Education Code. On the first day of the employee's work year, every supervisor shall receive a sick leave allotment credit equal to the employee's sick leave entitlement for the school year or prorated based on hire date.

When a supervisor has been absent for an extended period of time due to illness or injury and all accumulated sick leave has been exhausted, he/she will receive (50%) of his/her current rate of pay for up to five (5) calendar months for any single illness or injury. The five (5) month period begins in any year on the first day of absence following exhaustion of the yearly allotment of sick leave earned during that year. At the expiration of all sick leave benefits, the employee may request a health leave.

The District may require certification from the employee's physician when an employee is absent, and before the employee returns to duty the District may require a clearance from the employee's physician, as authorized by law.

At District expense, the District may require a verification of injury or illness or a medical clearance for the employee from a physician selected by the District, as authorized by law.

## **CATASTROPHIC LEAVE BANK**

**Section 1** - Intent of Bank. The District established a Catastrophic Leave Bank effective July 1, 1997. The intent of this bank is to provide additional financial protection to those eligible employees who incur a period of prolonged non-industrial serious illness or hospitalization.

**Section 2** - Participation/Eligibility. Employees with more than 10 (ten) days of accumulated sick leave and at least one year of service (at least 75% of the school year) in the district may participate in the Catastrophic Leave Bank. Employees who elect to join the Catastrophic Leave Bank may join the bank only during open enrollment periods and must have a waiting period of thirty (30) calendar days after joining the bank before becoming eligible to withdraw from it.

The Catastrophic Leave Bank shall not be available to any employee during a leave of absence. Employees returning from a Board approved extended leave of absence shall have thirty (30) calendar days from the first day of employment to sign up for participation in the Catastrophic Leave Bank if the open enrollment period has expired.

Riverside City Teachers' Association (RCTA) or California School Employee Association (CSEA) Catastrophic Leave Banks are separate from the Bank for managers, confidentials, and supervisors, and donated days do not carry over.

**Section 3** - Donation of Days. An employee may elect to participate in the Catastrophic Leave Bank by donating at least one (1) day (1 day = current daily hours assigned) of his/her accumulated sick leave to the Catastrophic Leave Bank. No employee shall contribute more than five (5) days to the Catastrophic Leave Bank in any one open enrollment period. The employee shall make this donation by filing an appropriate form with the Catastrophic Leave Bank Committee during the open enrollment period as defined in section 6. This donation shall be irrevocable. A donation to the Catastrophic Leave Bank must be made from the employee's accumulated sick leave and shall not be designated to a specific employee for his/her exclusive use.

**Section 4 - Administration of the Bank.** A Catastrophic Leave Bank Committee shall administer the Catastrophic Leave Bank. The Committee shall consist of three (3), employees consisting of one manager, one confidential and one supervisory employee appointed by the Assistant Superintendent of Personnel or Designee in collaboration with RASM. The Catastrophic Leave Bank Committee shall be responsible for receiving leave requests, verifying the validity of requests, approving or denying requests, communicating its decision to affected employee and the Superintendent, determining when new sick leave assessments of bank members will be made, and soliciting donations of sick leave from eligible employees.

**Section 5 - Additional Donations.** Additional donations will be assessed by each participant if the number of hours if the bank falls below (200 hours). Such assessments shall be made in writing and approved by the employee to continue current participation in the bank. Employees who are drawing from the bank at the time of the assessment will not be required to contribute in order to remain eligible to receive benefits from the bank.

**Section 6 - Enrollment Procedures.** The District shall establish an open enrollment period each year for employees to participate in the Catastrophic Leave Bank. Such enrollment period shall be July 1 through October 1. Once an employee becomes a participant in the Catastrophic Leave Bank, he/she shall not be required to re-enroll each year, but an employee shall be required to renew his/her participation in the bank whenever assessments are required by the Catastrophic Leave Bank Committee.

**Section 7 - Procedures to Use/Withdraw Sick Leave - Conditions and Restrictions.**

- A. In order to be eligible to withdraw catastrophic leave from the bank, the employee must be a participant and have exhausted all of his/her current and accumulated sick leave, vacation and any Worker's Compensation benefits.
- B. The benefits of this leave must be used prior to being compensated for differential pay where that applies. The differential pay window shall begin on the first day following the exhaustion of the current year's sick leave allocation.
- C. An employee electing to use the Catastrophic Leave Bank shall complete an appropriate form in order to make a draw on the bank. The employee must submit this form to the Catastrophic Leave Bank Committee for processing. In the request, the employee shall state the number of days of sick leave he/she is requesting from the bank. Appropriate written verification of the illness or injury, including, but not limited to, an off work order signed by the employee's physician must be included with the request. The employee should be prepared to provide additional documentation on the nature and severity of the illness or injury if requested by the Catastrophic Leave Bank Committee, and decisions of the committee shall be final.
- D. In the event that the employee is personally unable to apply for catastrophic leave, an immediate family member or employee's agent may make the request for the applicant.
- E. When the employee may reasonably be presumed to be eligible for disability retirement under STRS, or, if applicable, Social Security, he/she may be required to apply for such retirement. Failure of the employee to submit a complete application, including medical information provided by the applicant's physician, within twenty (20) calendar days, will disqualify the employee from further Catastrophic Leave Bank benefits.

**Section 8 - Allowable Duty Days.** The maximum number of duty days allowed to be utilized by one employee for a single injury/illness normally shall not exceed twenty (20) duty days. The

number of sick bank days needed by the employee shall be specified in the request. The employee may request up to the twenty (20) additional days by filing an additional request for consideration by the Catastrophic Leave Bank Committee. Any days approved by the committee but unused by the employee shall be returned to the Catastrophic Leave Bank. No employee shall receive more than forty (40) days for a single injury/illness from the Catastrophic Leave Bank.

**Section 9 - Method of Payment.** When an employee uses a day from the Catastrophic Leave Bank, pay for that day shall be at the same rate the employee would have received had he/she worked that day. No distinction shall be made as to the differing pay rates of the donor or the recipients.

**Section 10 - Cancellation of Participation.** Cancellation of the employee's membership in the Catastrophic Leave Bank occurs automatically whenever he/she fails to make an assessed contribution. The employee shall not be eligible to draw from the bank as of the effective date of cancellation. Sick leave previously authorized for contribution to the Catastrophic Leave Bank shall not be returned to the employee's account of accumulated sick leave.

**Section 11 - Accounting.** By September 20th of each year, the Payroll Office shall provide the Catastrophic Leave Bank Committee with a statement detailing the number of days withdrawn from the Bank during the past year and the number of days available in the bank as of the first of July of the current year.

**Section 12 - Termination of Catastrophic Leave Bank.** If the Catastrophic Leave Bank is terminated for any reason, the hours remaining in the bank shall be equally distributed to the current members of the Catastrophic Leave Bank. In the event of a natural disaster or catastrophic event, the Superintendent shall retain the right to suspend the provisions of this article.

**Section 13 - Hold Harmless.** The employee agrees that he/she will not file, on his/her own behalf or on behalf of any other employee, any claim or lawsuit of any kind related to the provisions of this article.

In the event of a claim or lawsuit challenging the legality or enforcement of this provision, the Superintendent may terminate this provision upon written notice to the Catastrophic Leave Bank Committee.

### **BEREAVEMENT LEAVE**

Supervisors shall be granted bereavement leave without loss of pay for a period not to exceed four (4) days, or six (6) days if travel of more than 200 miles one way is required, in the event of death in the immediate family. ("Immediate Family" means those relatives bearing the following relationships to the employee claiming bereavement leave, or to the employee's spouse or registered domestic partner: mother, father, guardian, son, daughter, brother, sister, grandparent, grandchild, uncle, aunt, niece, nephew, or any person living in the employee's household.) In the event of the death of an employee's spouse, registered domestic partner, or dependent child, said leave shall be five (5) days. (EDC 44985)

### **JURY DUTY AND OTHER LEGAL ABSENCES**

Supervisors may be granted leave of absence to appear as witnesses or to respond to official orders from another governmental jurisdiction, provided the reasons are not brought about through the connivance or misconduct of the employees.

Supervisors shall be granted leave of absence when called for regular jury duty. If an employee is serving jury duty and has been released from that duty for part of a day, the employee shall report immediately to his or her worksite and continue service for the remainder of the workday, unless such release is after 1:30 p.m.

A copy of the order to appear as a witness or to serve on a jury is required before leave will be granted.

### **PERSONAL NECESSITY AND PERSONAL BUSINESS LEAVE**

Classified Supervisor employees shall be entitled to use seven (7) days of accrued sick leave during each school year in cases of personal necessity.

Use of Personal Necessity shall include any of the following:

1. The death or serious illness of a member of the employee's immediate family.
2. An accident involving the employee's person or property or the person or property of a member of the employee's immediate family.
3. Imminent danger to the home of an employee.
4. An appearance of the employee to court as a litigant or as a witness under an official order.
5. Recognized days of observance of an employee's personal faith.
6. Attendance at the memorial service or funeral of a fellow employee when such service is scheduled during a regular work day.
7. Attending the high school or college graduation, or middle school promotion of the employee's child, not to exceed one (1) day.
8. The birth or adoption of a child.
9. Other Personal Necessity must be approved by the Superintendent or designee and Personnel Department.

Supervisors shall be eligible to use up to three (3) days of Personal Business leave days per each school year; to be deducted from any available sick leave days accrued. Supervisors shall be required to give the district reasonable advance notice to use such personal business leave. Personal Business can not be taken next to a holiday.

### **VACATION**

Accumulation: Vacation time shall be earned and accumulated in accordance with the following schedules:

All twelve (12) month supervisors will receive 24 vacation days per year. The twelve month supervisor will earn one additional day in the twenty-sixth (26th) and thirty-first (31st) years of service for a total of twenty-six (26) days.

Eleven (11) month supervisors will earn one (1) day per month plus two (2) days for a total of 13 days. After five (5) years one additional day will be earned for a maximum of twenty-three (23) days. The eleven-month supervisor will earn one additional day in the twenty-sixth (26th) and thirty-first (31st) years of service for a total of twenty-five (25) days.

Ten (10) month supervisors will earn one (1) day per month plus two (2) days for a total of 12 days. After five (5) years one additional day will be earned for a maximum of twenty-two (22) days. The ten-month supervisor will earn one additional day in the twenty-sixth (26th) and thirty-first (31st) years of service for a total of twenty-four (24) days'.

Paid Vacation Periods: All supervisors whose work year is less than twelve (12) months, the paid vacation shall be granted in the fiscal year in which it is earned. Supervisors whose work year is less than twelve (12) months shall take all vacation entitlement possible during winter and spring recess, unless the District and the supervisor agrees to schedule vacation at another time.

Supervisors who fail or refuse to schedule earned vacation may be required by the District to take any or all earned vacation in excess of their two-year accumulation for twelve (12)-month supervisors and one (1) year accumulation for less than twelve (12) month supervisors after consultation with the supervisor. Such scheduling by the District shall not occur unless the supervisors' failure to schedule vacation would result in an excess accumulation of earned vacation.

Vacation Pay Upon Separation: When a supervisor separates for any reason (retirement, resignation, termination, etc.), that supervisor shall be entitled to all vacation pay earned and accumulated up to and including the effective date of the separation, except supervisors who have not completed six (6) months of employment in regular status shall not be entitled to such compensation.

Any supervisor who has been granted vacation in excess of that which was earned at the time of separation shall have deducted from the supervisor's severance check the full amount of salary which was paid for such unearned days of vacation.

### **SPECIAL SERVICE INCREMENT**

Special Service Salary Increments shall be granted to a supervisor in recognition of extended service as a supervisor in Riverside Unified School District. No application is necessary; eligible supervisors shall begin receiving payment on the July warrant of the qualifying work year. The first increment shall be 2.5% of the supervisor's base salary at the beginning of the sixth year in a supervisory assignment; the second shall be 5% of the annual base salary beginning with the supervisor's eleventh year in a supervisory assignment; and the third shall be 7.5% of the supervisor's base salary beginning with the supervisor's sixteenth year in a supervisory assignment. The supervisor's service in a supervisory assignment need not be continuous, but time spent on unpaid leave shall not apply as time of service towards the Special Service Increment.

A supervisor beginning work with the District between July 1 and December 31 in a given school year shall be allowed to count that period of time as a year towards the Special Service Increment. A supervisor beginning service after December 31 in a given school year would begin their service period for the purposes of longevity on July 1 of the year following this employment by the District. The Special Service Increment shall be granted in July of each year. The total amount is divided by twelve and is distributed monthly.

### **HOLIDAYS**

The District shall provide fourteen (14) scheduled holidays. These shall be as follows:

Independence Day	July 4
Labor Day	The first Monday in September
Veteran's Day	November 11
Thanksgiving Day	The Thursday proclaimed by the President

	and the following Friday
Christmas Day	December 25 and an additional day during Winter Recess
New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
Lincoln's Day	February 12
President's Day	Third Monday in February
Memorial Day	The last Monday in May
Admission's Day	(September 9) or in lieu holiday
Juneteenth	June 19

### **EVALUATION PROCEDURES**

Supervisors shall be evaluated according to the provisions under this title in the agreement covering the classified bargaining unit. (Article XVI)

Each permanent supervisor shall receive a written evaluation at least once every other year. New supervisors shall be on probation for six (6) working months and the District shall provide each probationary supervisor with a written evaluation no later than the month following their third (3) and fifth (5) month of employment.

When a supervisor is promoted, that supervisor shall serve a probationary period of six (6) months in the new position. The District shall provide each supervisor who has been promoted to a position in a higher classification with a written evaluation in the month following the supervisor's third (3) and fifth (5) months of service in the new position.

Evaluation is an ongoing process and evaluations may be made at any time that may be of benefit either to the supervisor or to the District. Where the evaluation is less than satisfactory or whenever considered appropriate by the administrator, evaluations shall contain recommendations and/or directions for improvement in the supervisor's performance. Such need not be made where the administrator recommends dismissal. At least one (1) copy of each evaluation shall be placed in the supervisor's personnel file.

Each supervisor must receive from the supervisor's administrator a copy of the evaluation report to be sent to the Personnel Department, and the administrator shall meet with the supervisor at the time the supervisor signs the evaluation to discuss the evaluation. The supervisor shall sign the copy to be sent to the Personnel Department. The signature shall mean only that the supervisor has received a copy of that report. If the supervisor refuses to sign the evaluation, the administrator shall write "refused to sign" and the date in the supervisor's signature block.

Whenever a supervisor receives an evaluation with which the supervisor does not agree, the supervisor shall have the right to write a rebuttal, and submit it to the Personnel Department. This rebuttal shall be attached to the appropriate evaluation copy in the supervisor's personnel file.

A supervisor shall have the right to grieve an alleged violation of the evaluation procedures. The actual wording of the evaluation shall not be grievable.

A supervisor alleging that the administrator has made a false statement of fact in an evaluation may appeal the statement in such evaluation to the administrator's supervisor who shall review the evaluation.

## **HOURS OF EMPLOYMENT AND OVERTIME**

Workday and Workweek: the workday and workweek of regular full-time employment shall be eight (8) hours per day and forty (40) hours per week. The workweek starts on Monday at 12:01 midnight. Notwithstanding the foregoing, the regular workweek for supervisors shall be from Monday through Friday, except as set forth below. Assignment of a different workweek may be made by the District, and the District may employ persons for lesser periods of time (less than eight (8) hours per day or five (5) days per week) and may, through authorized administrators, order and authorize employees to work in excess of eight (8) hours in one (1) day or forty (40) hours in one (1) week.

Work year: Regular twelve (12) month assignments: July 1-June 30. Less than twelve (12) month work years may be adjusted up to two (2) weeks at the convenience of the District.

Overtime Defined: Overtime is ordered and authorized working time in excess of eight (8) hours in one (1) day or forty (40) hours in one (1) week. No one shall order or authorize overtime unless it is compensable as provided herein. Overtime shall be compensated at the rate of one and one-half (1 ½) times the confidential employee's regular hourly rate of pay.

### Compensation for Overtime:

All hours worked beyond the workweek of five (5) days shall be compensated at the overtime rate commencing on the sixth (6) consecutive day of work. For the purpose of this section, any day in paid status is deemed to be a workday.

All hours worked in excess of eight (8) hours on the sixth (6) or seventh (7) consecutive day shall be compensated at two and one-half (2 ½) times the regular rate of pay.

All hours worked on holidays shall be compensated at two and one-half (2 ½) times the regular rate of pay.

### Authorization of Overtime:

Overtime must be authorized by the District and the authorization must be given in advance of the time worked whenever practicable. Overtime may be ordered only by supervising management.

Compensatory Time: Compensatory time may be requested by the supervisor and authorized by the supervising manager in lieu of paid overtime compensation. Whenever compensatory time has been authorized, overtime is calculated as defined in Compensation for Overtime.

Accrued compensatory time may not exceed forty-two (42) straight time hours at any given time and must be taken within six (6) calendar months following the month in which the overtime was worked without impairing the services of the District. Compensatory time off which is not taken within the above period shall be paid for on the next regular pay warrant. Record of compensatory time shall be maintained on a form developed by the District.

Call-In (Emergency) Time Defined: Call-in time is nonscheduled working time for a guaranteed minimum number of hours for reporting to work at the District's request, usually in a critical or emergency situation. Call-in time must be ordered and authorized by the managing supervisor.

Compensation for Call-In Time: A supervisor who works authorized call-in time shall be paid for a minimum of two (2) hours at the rate of one and one-half (1 1/2) times his regular hourly pay. For any part of any hour worked after the two (2) hour guaranteed minimum, a supervisor shall be compensated in minimum quarter (1/4) hour increments. It is the responsibility of the immediate supervisor to differentiate on the time card between call-in time and overtime.

Minimum Call-In Time: A supervisor called in to work a day when the supervisor is not scheduled to work shall receive a minimum of two (2) hours' pay at the appropriate rate of pay. This does not apply to supervisors on standby duty.

Call Back Time: Any supervisor called back to work after completion of the regular daily assignment shall be compensated for at least two (2) hours of work at the overtime rate.

Voluntary Attendance of District Functions: Supervisors who voluntarily attend District functions such as site council meetings, meetings of the PTA, or any parent advisory group, budget planning meetings, faculty meetings, or meetings of other groups to which the supervisor is invited but not required to attend shall not be paid for such attendance. Supervisors required to attend District functions shall be compensated at the appropriate rate of pay.

Lunch Period: Supervisors shall be entitled to an unpaid, uninterrupted lunch period after the supervisor has been on duty for four (4) or more hours. The length of time for such lunch periods shall be for a period no longer than one (1) hour nor less than one-half (1/2) hour and shall be scheduled for full-time supervisors at or about the midpoint of each work shift.

A supervisor required to work during the supervisor's assigned lunch period shall receive pay at the rate of time and one-half (1 1/2) for all the time worked during the normal lunch period or be compensated by either being allowed to complete the remaining portion of the lunch period or permitted to leave the assigned worksite early.

Rest Periods: Supervisors working more than six (6) hours per day shall be granted two (2) 15-minute rest periods; supervisors working more than four (4), but not more than six (6) hours per day shall be granted one (1) 15-minute rest period. Rest periods shall, insofar as practicable be in the middle of the work period(s), and absent unusual circumstances, shall not be scheduled during the first (1) or last hour of the workday. Rest periods are a part of the regular workday and shall be compensated at the regular rate of pay.

Voting Time Off: If a supervisor's work schedule is such that it does not allow sufficient time to vote in any federal, state, or local election in which the supervisor is entitled to vote, the District shall arrange to allow sufficient time for such voting by the supervisor without loss of pay.

Standby Time: Supervisors required to standby for possible emergencies on weekends or holidays shall be paid forty-eight (\$48) dollars daily for each day plus time and one half (1/2) at the supervisor's assigned hourly rate for all hours actually worked, with a guaranteed minimum of two (2) hours when the supervisor is called to work during the period the supervisor is on standby. The two (2) hour minimum time period ends when the supervisor signs off on the job and no additional jobs are pending. Supervisors required to be on standby during the course of their regular workweek shall be paid a rate of two (\$2) dollars for each hour of required standby time. This stipend shall be in addition to all other rates of pay. Except for unusual circumstances, a standby time schedule shall be posted ten (10) working days in advance.

## **TRANSFER**

Supervisors shall be treated in reference to transfer, either voluntary or involuntary, in the same manner as are the members of the classified bargaining unit.

## **RECLASSIFICATION**

Any supervisor who is promoted, transferred, reassigned or reclassified from one supervisor position to another, may be relocated on the supervisor salary schedule at the starting date of the new assignment.

Upon appointment to a position with a salary range or scale higher than the position previously held, a supervisor shall be placed on the step of the appropriate range which will provide the supervisor with a salary increase of no less than four percent (4%) of previous salary placement or on the top step if that is the maximum allowable for that classification.

## **DISMISSAL**

A Supervisor may be dismissed by action of the Board of Education.

1. The supervisor will receive a notice of intent to dismiss prior to the effective date of the intended action. The notice shall include the effective date of the intended action, a statement in ordinary and concise language of the specific acts and/or omissions upon which the disciplinary action is based, the date by which the employee may respond either orally or in writing, copies of documents and other material which support the proposed action, and if the action is based on the violation of a rule or regulation of the District, such rule or regulation shall be set forth in the notice.
2. Following the supervisor's response, if any, a determination will be made by the District as to whether the District shall proceed with dismissal.
3. If the District determines action should be taken, the District shall give the supervisor, by certified mail, written notification of this determination accompanied by written notification of the proposed effective date of the action, a statement of the specific acts and/or omissions upon which the proposed disciplinary action is based, copies of documents and other materials which support the action, and a statement advising the employee of the employee's right to a hearing wherein the employee shall have the right to a representative of their choice, who could be an attorney.

4. The employee shall have fifteen (15) days following the service of this notice to request a hearing. If the employee desires a hearing, the employee must sign a written request for such within the fifteen (15) day period following the delivery or mailing of the notice.
5. All disciplinary hearings shall be held before a mediator mutually selected by the District and the Supervisor from a list of managers who have volunteered to act as mediators. The mediator will have no direct connection to the parties involved. Upon completion of the hearing, the mediator will forward information to the Superintendent or his designee. Either party may appeal the decision to the Superintendent. The decision of the Board of Education shall be final.

## **PROFESSIONAL GROWTH**

Professional Growth is the continuous, purposeful engagement in study and related activities designed to retain and extend the high standards of the classified supervisors.

PROFESSIONAL GROWTH IS BEING DEVELOPED IF:

- A. the experience reflects increased knowledge, understandings, and skills in the participant's regular assignment;
- B. the experience reflects increased knowledge, understandings, and skills in another classification that would provide upward mobility;
- C. the experience provides background material for the activity in which engaged;
- D. the experience manifests personal development through alertness and responsiveness to the human and social factors of others; or
- E. the experience assists in fields closely related to the activity in which they are engaged.

PROFESSIONAL GROWTH may be achieved through participation in the following categories:

- A. College Courses
- B. Workshops Sponsored by Public Education Institutions
- C. District Approved Adult Education Courses

Professional Growth is a joint enterprise between the District and the individual supervisor and must be jointly planned in order to assure maximum gain for both the participant and the District.

### 1. **CRITERIA**

The following criteria are applied in determining approval of courses taken by supervisors at a university, college, community college, trade school, or adult school:

- a. The subject matter of the course must relate directly to the position currently occupied by the supervisor; or
- b. The subject matter of the course must meet the requirements of the position for which the supervisor is training; or
- c. The course which does not meet the requirements of either a or b above must be acceptable to the administrator, the supervisor and the Human Resources Office.

## 2. PROFESSIONAL GROWTH

- a. Eighteen clock hours' work constitutes the equivalent of one semester unit. One semester unit equals one point for a college, junior college, or trade school course. One semester unit equals one-half point for an adult school course. Each Public Education Institution sponsored inservice course equals one-quarter point for each hour. One-quarter unit equals 2/3 point.
- b. A certificate of satisfactory completion of a course shall be accepted for credit.
- c. Fifteen professional growth points must be earned for each stipend. The earning or qualifying period ends on June 30 of the year in which the 15 points are completed. Five of the 15 growth points may be earned in Public Education Institution workshops.
- d. Attendance at professional conventions or workshops may be considered for professional growth. Advance approval is required. No credit will be allowed if the District participates in 50 percent or more of any expense. A total of three hours of programmed attendance is required for one-half growth point. No more than one and one-half growth points may be earned annually through convention or workshop attendance. A report of attendance and conference proceedings must be submitted for credit.

## 3. LIMITATIONS

- a. No one shall receive credit for institution lectures or conventions if attended during the working day and/or if a supervisor is being paid for other services unless approved in advance by the Human Resources Office.

## 4. STIPEND - The stipend for professional growth is as follows:

Initial stipend	\$225
Second stipend	\$200
Third Stipend	\$175
Fourth stipend	\$175

Stipends are accumulative. No supervisor may earn more than four stipends for professional growth. A supervisor may start working toward the next stipend after the 15 points are completed. Points beyond 15 will carry forward to the next stipend.

The Professional growth stipend will be paid annually in one lump sum in June of each year, and regular supervisors working on a 12-month basis shall receive the full amount. Those supervisors on 11-month or 10-month assignment, or less than an eight hour day shall receive the stipend prorated on the same basis as the vacation benefit. Those unit members completing 15 points no later than January 31 will receive the appropriate stipend in June. Stipends completed after January 31 will be paid in June of the next year.

Supervisors desiring to participate in the Professional Growth Program should file their Declaration of Intent with the Personnel Department.

**RIVERSIDE UNIFIED SCHOOL DISTRICT  
SUPERVISOR SALARY CLASSIFICATIONS BY RANGE**

<u>CLASS</u>	<u>RANGE</u>
Cafeteria Supervisor I.....	S7
Cafeteria Supervisor II .....	S10
Central Kitchen Production & Distribution Supervisor .....	S13
Plant Supervisor I (middle school) .....	S13
Supervisor, Field Operations .....	S18
Plant Supervisor II (high school) .....	S18
Coordinated Family Services Supervisor .....	S20
Coordinated Family Services Supervisor - Riv Adult School .....	S20
Nutrition Services Program Supervisor .....	S20
Communications & Public Relations Supervisor .....	S21
Catering Supervisor .....	S23
Instructional Technology Supervisor .....	S23
Nutritional Services Warehouse Supervisor .....	S23
Records & Publications Supervisor .....	S24
Accounting Supervisor .....	S25
Building Trades Supervisor .....	S25
Communications Trades Supervisor .....	S25
Custodial Operations Supervisor .....	S25
Electronics Shop Supervisor .....	S25
Grounds Maintenance Supervisor .....	S25
Maintenance & Operations Safety & Compliance Supervisor .....	S25
Mechanical Trades Supervisor .....	S25
Warehouse Supervisor .....	S30
Technology Services Supervisor .....	S34
Intensive Behavior Interventions Supervisor .....	S37
Wellness Supervisor .....	S37

## SUPERVISOR TITLES AND RANGES

Effective July 1, 2023 (+5.00%)

BOARD APPROVED 11/16/23

Schedule 006

		Monthly	Monthly	Monthly	Monthly	Monthly
Position	Salary Schedule Row	1	2	3	4	5
CAFETERIA SUPERVISOR I	7	4,437.00	4,662.00	4,900.00	5,147.00	5,409.00
CAFETERIA SUPERVISOR II	10	4,781.00	5,022.00	5,275.00	5,543.00	5,822.00
CENTRAL KITCHEN PRODUCTION & DISTRIBUTION SUPERVISOR	13	5,147.00	5,409.00	5,683.00	5,967.00	6,267.00
PLANT SUPERVISOR I (MIDDLE SCHOOL)	13	5,147.00	5,409.00	5,683.00	5,967.00	6,267.00
SUPERVISOR, FIELD OPERATIONS	18	5,822.00	6,118.00	6,428.00	6,754.00	7,096.00
PLANT SUPERVISOR II (HIGH SCHOOL)	18	5,822.00	6,118.00	6,428.00	6,754.00	7,096.00
COORDINATED FAMILY SERVICES SUPERVISOR	20	6,118.00	6,428.00	6,754.00	7,096.00	7,456.00
COORDINATED FAMILY SERVICES SUPERVISOR - RIV ADULT SCH	20	6,118.00	6,428.00	6,754.00	7,096.00	7,456.00
NUTRITION SERVICES PROGRAM SUPERVISOR	20	6,118.00	6,428.00	6,754.00	7,096.00	7,456.00
COMMUNICATIONS & PUBLIC RELATIONS SUPERVISOR	21	6,267.00	6,589.00	6,922.00	7,274.00	7,640.00
CATERING SUPERVISOR	23	6,589.00	6,922.00	7,274.00	7,640.00	8,027.00
INSTRUCTIONAL TECHNOLOGY SUPERVISOR	23	6,589.00	6,922.00	7,274.00	7,640.00	8,027.00
NUTRITION SERVICES WAREHOUSE SUPERVISOR	23	6,589.00	6,922.00	7,274.00	7,640.00	8,027.00
RECORDS & PUBLICATIONS SUPERVISOR	24	6,754.00	7,096.00	7,456.00	7,833.00	8,228.00
ACCOUNTING SUPERVISOR	25	6,922.00	7,274.00	7,640.00	8,027.00	8,433.00
BUILDING TRADES SUPERVISOR	25	6,922.00	7,274.00	7,640.00	8,027.00	8,433.00
COMMUNICATIONS TRADES SUPERVISOR	25	6,922.00	7,274.00	7,640.00	8,027.00	8,433.00
CUSTODIAL OPERATIONS SUPERVISOR	25	6,922.00	7,274.00	7,640.00	8,027.00	8,433.00
ELECTRONICS SHOP SUPERVISOR	25	6,922.00	7,274.00	7,640.00	8,027.00	8,433.00
GROUNDS MAINTENANCE SUPERVISOR	25	6,922.00	7,274.00	7,640.00	8,027.00	8,433.00
MAINTENANCE & OPERATIONS SAFETY & COMPLIANCE SUPERVISOR	25	6,922.00	7,274.00	7,640.00	8,027.00	8,433.00
MECHANICAL TRADES SUPERVISOR	25	6,922.00	7,274.00	7,640.00	8,027.00	8,433.00
WAREHOUSE SUPERVISOR	30	7,833.00	8,228.00	8,645.00	9,080.00	9,541.00
TECHNOLOGY SERVICES SUPERVISOR	34	8,645.00	9,080.00	9,541.00	10,026.00	10,532.00
INTENSIVE BEHAVIOR INTERVENTIONS SUPERVISOR	37	9,309.00	9,781.00	10,274.00	10,788.00	11,328.00
WELLNESS SUPERVISOR	37	9,309.00	9,781.00	10,274.00	10,788.00	11,328.00

\*\* Effective July 1, 2016, longevity pay is paid monthly as part of the employee's regular pay beginning with the 6th year of service. A unit member is eligible after he/she has completed 5 years of continued service. Longevity is

calculated in the following schedule:

Year 6-10 = 2.5% of the current salary step

Year 11-15 = 5% of the current salary step

Year 16+ = 7.5% of the current salary step