

**PERSONNEL
(MANAGEMENT PERSONNEL)**

Series 4000 contains policies, regulations and exhibits on all school employees. The category is divided into three subdivisions: **4000** contains policies applying to all employees or to general personnel matters; **4100** refers to certificated/teaching personnel; **4200** refers to classified personnel; **4300** refers to management personnel; and **4400** refers to personnel designated as confidential.

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**PERSONNEL
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**ABC UNIFIED SCHOOL DISTRICT
Board Policy****MANAGEMENT PERSONNEL****MANAGEMENT TEAM**

The management team of the District consists of all personnel who meet the criteria of management employee as defined in the Rodda Act. These employees include all certificated and classified personnel so designated by a resolution adopted by the Board of Education, upon the recommendation of the District superintendent.

The management team is defined as the sum total of the management employees of the District under the leadership of the superintendent, working in conjunction with the Board of Education. Management employees have, in the words of the Rodda Act, "significant responsibilities for formulating District policies and/or administering District programs." Therefore, much thought and effort has been given to working out the means by which members of the management team participate in the decision making and negotiations processes of the District.

The participation, or "involvement," of the management team in these vital processes provides specific benefits to management of the school district. The major benefit in this process is that it provides a practical way to facilitate integration of individual goals with organizational goals. One of the key factors common to highly effective managers is that they practice various forms of what is called "participative management."

Participative management might be defined to mean that those affected by organizational decisions should have:

1. Access to accurate information objectively interpreted.
2. A chance to give their input through appropriate channels.
3. Adequate feedback as to the ultimate decision and the reasons behind them.

It should not be expected by managers that decisions be made by majority rule or even by consensus. However, they should expect to be informed of critical informational decision factors, to give input according to their degree of expertise and responsibility, and to be apprised of the reasons for the ultimate decision.

The organizational plan of the District involves all management personnel. While the management team places emphasis upon shared responsibility and authority, nothing in this policy intends to limit the responsibility and authority of the governing board ultimately to make decisions as prescribed by law.

ABC UNIFIED SCHOOL DISTRICT
Administrative Regulation

MANAGEMENT PERSONNEL

MANAGEMENT TEAM

Management Team Organization and Structure

1. Definition

- a. The District supports the concept of a management team consisting of administrative, supervisory and confidential personnel who, by nature of the responsibility of their positions, are properly designated as "management" or "confidential" in the overall District organizational structure.
- b. It is the responsibility of management, under the direction of the superintendent, to formulate, implement, improve and support the educational program of the District in keeping with the philosophy, goals and objectives of the District as determined by the Board of Education.
- c. Each member of the management team plays an important role as an arm of the board and has the responsibility to provide input and to assist the board, through the superintendent, in developing policy, making decisions and in carrying out the management functions of the District.

2. Purposes

- a. To provide a structure that will afford all management personnel an opportunity to participate in the decision making process.
- b. To establish a broad base of support for the development and implementation of District goals.
- c. To develop a management team structure that provides for the most effective utilization of the expertise of its members.
- d. To provide for the professional growth of management team members.
- e. To develop a unity of purpose among management team members with regard to their functions and direction.
- f. To provide a method for communicating the District's goals and objectives to those charged with their implementation and to the community.
- g. To establish a structure through which progress toward the achievement of District goals can be monitored and assessed.

3. Management Team Structure for Development and Implementation of District Goals and Objectives

- a. Management Team Council:
 - (1) The management team council shall be the vehicle through which the goals and objectives of the management team are achieved.
 - (2) Members of the management team, for representation purposes, shall be placed in one of eight (8) job groupings as provided in administrative regulation 4341.1 - Management/Confidential Compensation Committee.

MANAGEMENT TEAM (continued)

- (3) Each of the job groupings shall have one representative elected by the group to serve on the management team council.
 - (4) The term of service for management team council members shall be three (3) years on an overlapping cycle, as shown in item #4 of this regulation.
 - (5) Any member, for job related reasons, may request the management team council to be placed in another job grouping for representation purposes.
 - (6) Each job group representative on the management team council is responsible for establishing appropriate two-way communication procedures with members of the group represented in order to enhance quality representation and to assure all members adequate information about management team council business and issues.
 - (7) Nothing in these regulations shall be deemed to preclude any established job grouping or other grouping of management/confidential team members from meeting as a formal or informal subgroup.
 - (8) The superintendent shall chair meetings of the management team council.
 - (9) Meetings:
 - (a) The management team council shall meet at least seven (7) times each school year.
 - (b) The date and time of meetings shall be established by the council.
 - (c) The minutes and agendas of council meetings shall be distributed to all management team members.
 - (10) Committees:
 - (a) The management team council shall conduct much of its business through committees.
 - (b) Standing committees shall include compensation, personnel policies, and classification.
 - (c) Ad hoc committees may be established by the management team council or any cabinet member upon approval of the council.
 - (d) Membership on committees shall be open to all management team members.
 - (e) Each committee shall elect its own presiding officer and establish its operating procedures.
 - (f) Cabinet members shall serve as advisors to committees related to their area of responsibility.
 - (g)
- b. Superintendent's Cabinet:
- (1) The cabinet is advisory to the superintendent in matters related to Board of Education agenda planning, general direction and management of the District and issues requiring interdivisional coordination.

MANAGEMENT TEAM (continued)

- (2) Membership on the cabinet shall include the deputy superintendent educational services; assistant superintendent-business services; directors: elementary education, secondary education, personnel, employee-employer relations, curriculum; and an elected representative of the management team council.
 - (3) The superintendent shall chair meetings of the cabinet.
 - (4) Meetings:
 - (a) The superintendent's cabinet shall meet on the second and fourth Mondays of each month at 8:30 a.m., except as otherwise determined.
 - (b) Cabinet minutes shall be distributed to all management team members.
- c. Advisory Panel to Director of Elementary and Secondary Education:
- (1) Two panels of principals shall be appointed: one to advise the director of elementary education and the other to advise the director of secondary education.
 - (2) Duties of panel members include:
 - (a) Serving as communications links between principals and directors.
 - (b) Assisting in developing agendas for meetings of principals.
 - (c) Advising in regard to issues and problems requiring attention by the director and/or other administrators.
 - (d) Assisting in identifying resources for problem resolution.
 - (e) Helping determine the most effective forum for problem resolution.
 - (g) Facilitating interaction among principals including interschool visitations.
 - (3) Advisory panel to the director of elementary education shall consist of three (3) elementary school principals and the panel advising the director of secondary education shall include two (2) secondary school principals.
 - (4) Panel members shall be nominated by their peers and selected by the appropriate director with approval of the superintendent. There shall be a minimum of two nominees for each position to be filled.
 - (5) Panel members shall be appointed to serve for one (1) two-year term and may not be reappointed.
 - (6) Advisory panels shall meet with directors on a regular basis in accordance with a schedule to be mutually developed.
 - (7) Appropriate remuneration shall be provided to panel members for the additional responsibility assumed during the period of their appointment.

MANAGEMENT TEAM (continued)

d. Professional Organizations:

- (1) Management team members are encouraged to belong to professional organizations such as the ABC Management Association, Association of California School Administrators, California Association of School Business Officials, Association for Supervision and Curriculum Development and others that promote professional growth and work for the improvement of public education.
- (2) Cooperative relationships with professional organizations shall be enhanced to the extent possible.

4. Management Team Groupings

Group I: Superintendent's Cabinet (1982, '85)

Assistant Superintendent
Deputy Superintendent
Director - Curriculum Services
Director - Elementary Education
Director - Employee Relations
Director - Personnel Services
Director - Secondary Education

Group II: Secondary Principals (1982, '85)

Adult Education Principal
High School Principals
Junior High School Principals
Principal - Tracy Education Center
Principal - Whitney Learning Center

Group III: Elementary Principals (1981, '84)

Elementary Principals

Group IV: Assistant Principals (1983, '86)

Assistant Principals - Adult Education
Assistant Principals - High School
Assistant Principals - Junior High School
Coordinator - Adult Education
Consultant - Adult Education

Group V: Special Services (1981, '84)

Administrator - Special Education
Coordinator - CETA Projects
Coordinator - Children's Centers
Coordinator - Child Welfare and Attendance
Coordinator - Curriculum Services
Coordinator - Research, Planning and Evaluation
Coordinator - Special Education
Consultant - Special Education
Consultant - Special Education Program Specialist
Consultant - Special Projects Development
Psychologist

MANAGEMENT TEAM (continued)

Supervisor - Curriculum Services
 Supervisor - Health Services
 Supervisor - Special Projects Development
 Supervisor - Vocational Education

Group VI: Counselors (1983, '86)

Administrative Assistant/Guidance
 Counselor

Group VII: Classified Management (1983, '86)

Accountant
 Administrative Analyst
 Assistant Transportation Director/Dispatcher
 Classified Personnel Administrator
 Director - Accounting
 Director - Data Processing
 Director - Food Services
 Director - Maintenance and Operations
 Director - Purchasing and Stores
 Director - Transportation
 Field/Safety Coordinator
 Personnel Assistant
 Public Information Officer
 Supervisor - Food Services
 Supervisor - Maintenance
 Supervisor - Operations -
 Supervisor - Warehouse
 Systems and Programming Manager

Group VIII: Confidential Employees (1981, '84)

Administrative Secretaries
 Fringe Benefit Specialist
 Personnel Secretaries
 Secretary (Superintendent's Office)
 Secretary to the Superintendent
 Senior Accounting Technician
 Senior Personnel Secretary
 Word Processing Graphic Technician
 Word Processing Intermediate Technician
 Word Processing Senior Technician
 Word Processing Supervisor
 Word Processing Technician

ABC UNIFIED SCHOOL DISTRICT
Administrative Regulation

MANAGEMENT PERSONNEL

ESTABLISHING NEW MANAGEMENT POSITIONS

When the head of an administrative unit believes that the need exists for the establishment of a new management position, the steps listed below shall be followed:

1. The initiator of the request (head of an administrative unit) shall prepare a justification statement enumerating the reasons why the position is needed and a general purpose job description. For classified management position the initiator of the request shall complete the District form for requesting a new classification. The job description shall include the following:
 - a. Suggested title of the job or position.
 - b. Organizational relationships.
 - (1) reports to (include statement of the kind and degree of supervision received).
 - (2) supervises (include statement of the kind and degree of supervision given).
 - c. Summary statement (condensed statement of primary functions).
 - d. Description of specific duties and responsibilities.
 - e. Suggested qualifications (experience, training, credentialling).
 - f. Suggested effective date for the position. (A minimum of three (3) months should be allowed from the time of initiation of the request until the beginning date of service.)
2. The administrative officer initiating the request shall submit his/her request for the new position including a justification statement and general purpose job description to his/her immediate supervisor. (Advancement of the request with backup information shall be routed through the chain of command until the request reaches a regular member of the superintendent's cabinet.)
3. Each reviewing administrative officer shall indicate whether he/she concurs or does not concur with the request. If he/she does not concur, the request shall not be advanced to the next administrative level for consideration.
4. The superintendent's cabinet, after careful deliberation, taking into account the total District staffing pattern and available financial resources, shall take action indicating concurrence or nonconcurrence with the request. If the cabinet does not concur, the request shall not be advanced for further consideration.
5. If concurrence has been achieved on all administrative levels to establish a new management position, the director-personnel services (or designee) shall submit through the superintendent to the Board of Education the recommendation for the board's consideration and action.
6. If the recommendation is approved by the Board of Education, the initiator of the request shall submit a personnel requisition through the established procedure for the purpose of filing the approved management position. The personnel office will take the necessary steps to fill the position.

**ABC UNIFIED SCHOOL DISTRICT
Administrative Regulation**

CERTIFICATED MANAGEMENT PERSONNEL

STAFFING NEW AND EXISTING MANAGEMENT POSITIONS

When a new position is approved or when a vacancy occurs within the management staffing pattern, the Human Resources office shall be responsible for the initiation and implementation of the administrative procedures to attract qualified candidates and to ensure that sound personnel practices are followed to fill the new or vacated position.

Issuance of Vacancy Notices

Management vacancies shall be advertised to current employees of the district and advertised to persons within and outside the district.

Upon receiving the advice and counsel of the superintendent's cabinet, the superintendent shall make the determination whether a management vacancy shall be advertised to current employees of the District only or advertised to persons within and outside the District.

Management employees who are at or above the salary range level for an advertised vacant position and who hold proper certification qualifications will be eligible to request reassignment/transfer to the advertised vacant position and they will be included in the interview process.

Minimum Qualifications

Vacancy notices shall contain minimum qualifications necessary to be considered for selection. Minimum qualifications have the following purposes:

1. To eliminate candidates who do not meet certain legal requirements and therefore could not be appointed even though they were successful in the remaining steps of the selection process (e.g., credential requirements).
2. To eliminate candidates who do not qualify in an area essential for effective service in the position (e.g., specialized training for a particular assignment or specified number of years of experience).
3. To reduce the field of candidates to a manageable number to be advanced to a second phase of screening (the oral interview).

The minimum qualifications should be high enough to enable the appointee to perform the duties and responsibilities of the position. Qualification standards that are not job related shall not be included in the vacancy notice. Special care shall be exercised to avoid setting essential qualifications that would unduly restrict the potential field of candidates. Each candidate shall be responsible for providing necessary information during the filing period verifying that he/she meets minimum qualifications.

Candidates must either hold the proper credential at the time of application or present written verification that they can obtain the proper credential on or before the effective date for service in the position. In order to be advanced in the screening proceedings, candidates must meet the credentialing provisions stipulated in this section.

If a candidate is not a holder of the required credential at the time of his/her application but believes he/she has met State certification requirements, he/she must present written verification of this fact to the personnel office within ten days of the closing date on the vacancy notice. The verification must be secured from an officially sanctioned credentialing

STAFFING NEW AND EXISTING MANAGEMENT POSITIONS (continued)

authority. Failure to meet this condition may be considered justification for elimination of the candidate from further consideration.

Functions to be Carried Out in the Human Resources

The Assistant Superintendent-Human Resources (or designee) shall coordinate all procedural arrangements for the solicitation and screening of management candidates including the following:

1. Cause the preparation of certificated vacancy notices for all management positions.
2. Disseminate management vacancy notices to all schools/departments/offices within the District.
3. Forward management vacancy notices to selected educational placement offices and selected out-of-district persons who have contact with interested and qualified candidates, when so directed by the District superintendent.
4. Distribute and receive applications.
5. Check each application to see if the applicant meets minimum qualifications.
6. Notify those who do not meet specified minimums that they will not be included in subsequent steps of the screening process.
7. Request reference reports for those who meet minimum qualifications. Such references shall be received in the personnel office.
8. Screen the applications. The Human Resources office will carry out a preliminary screening for all applicants who meet minimum requirements. This evaluation will consist of an appraisal based on application, references, confidential papers and personnel office file for in-district candidates.
9. Narrow the field of candidates to a practical number to be invited to an oral interview.
10. Notify the applicants who do not advance in the screening proceedings and notify the others of the date, time and place of the interview.
11. Arrange for the District screening committee to interview applicants.
12. Provide written and oral instructions to the district screening committee as to the purpose of the committee, selection factors, basis for evaluation, committee organization, interview techniques, rating and ranking candidates and security.
13. Serve as a resource person to the District screening committee.
14. Meet with staff and community for input sessions to get their perspective regarding desirable traits in a principal.
15. Receive the ratings and rankings for the applicants from members of the District screening committee.
16. Compile a ranked list, based on the ratings and rankings of applicants by the District screening committee for each vacancy. A complete confidential personnel recommendation report shall be prepared and submitted to the Board of Education for consideration and action. Recommendation for an appointment shall be made from a

STAFFING NEW AND EXISTING MANAGEMENT POSITIONS (continued)

ranked list according to the rule of three/five, unless a waiver is requested and approved by the superintendent.

17. Officially notify all candidates who were included in the oral interview phase of screening as to the person appointed to the position.
18. Officially notify the person appointed of the board's appointing action, salary placement, and provide instructions for the completion of other employment details.

Screening Committees Members

Screening committees may include: parents, community members, teachers, management employees, high school student representative, professionals in the field, and other appointees of the District superintendent.

A Community committee members shall be recommended and approved by the board of education each time there is a management screening for the position of principal or cabinet member. These committee members shall be recommended by individual board members on a rotating basis. When Board Members are unable to make recommendations, the District staff will ensure that community members are contacted for appointment. Nominees should be interested and active in school, civic and community affairs. When the vacancy is a principalship, whenever possible, the community member should be from the immediate geographic area of the school.

Community committee members shall be recommended by the Board to Human Resources each time there is a management screening for positions other than principal or cabinet member. These committee members will not require approval by the Board of Education. These committee members shall be recommended by individual board members on a rotating basis. Nominees should be interested and active in school, civic and community affairs. When the vacancy is at a school site whenever possible, the community member should be from the immediate geographic area of the school.

Management participants on District screening committees shall be appointed by the superintendent and/or his designee. The Assistant Superintendent-Human Resources (or designee) shall solicit from the president of the recognized employee group(s) the name(s) of the individual(s) to serve on a screening committee each time there is a management vacancy. High school student representatives will be recommended by the high school administration. The high school student representative will participate in the selection of high school principals.

All parties nominating persons for service on screening committees (members of the board, community groups) shall be encouraged to take into account the desirability of having a broad cross-section type of representation on screening committees. Ideally, such committees should include a wide spectrum of persons from varying racial and ethnic backgrounds, men, women, various administrative levels of the District, and persons familiar with the type of service rendered in a particular position, yet serving in varying assignments.

Members of the screening committee: Position within the Superintendent's Cabinet (11)

1. Assistant Superintendent-Human Resources(or designee) (1)
2. Superintendent's Appointee (Within or Outside) (1)
3. Management Representative (1)
4. Professional in the field (Within or Outside) (1)
5. Outside professional in the field (1)
6. Parent/Community Member (Board Appointed) (2)
7. ABCFT Representatives (2)

STAFFING NEW AND EXISTING MANAGEMENT POSITIONS (continued)

8. CSEA Representative (1)
9. AFSCME Representative (1)

Members of the final interview panel: Position within the Superintendent's Cabinet

1. Superintendent
2. Assistant Superintendents

Members of the screening committee: Position as a School Principal. *(14)

1. Assistant Superintendent-Human Resources (or designee) (1)
2. Superintendent's Appointee (Within or Outside) (1)
3. Principal's Supervisor. (1)
4. Principal and/or Assistant Principal (2)
5. Parent/Community Member (Board Appointed) (2)
6. Parent/Community Member (Site Council Appointed) (2)
7. ABCFT Representatives (2)
8. CSEA Representative (1)
9. AFSCME Representative (1)
- *10. High School Student Representative [additional committee member for High school Principal] (1)

Members of the final interview panel: Position as a School Principal

1. Superintendent
2. Assistant Superintendents

Members of the screening committee: Position Below the Level of School Principal (7)

1. Assistant Superintendent-Human Resources (or designee) (1)
2. Superintendent's Appointee (1)
3. Principal (1)
4. Professional in the field (appropriate to position) (Within or outside district) (1)
5. School Site Council/PTA Parent (2)
6. ABCFT Representative (1)

Final interview panel for Position Below the Level of School Principal

1. Principal(1)
2. Selected school staff (Varies)
3. Principal's supervisor (1)

Role and Responsibilities of the Screening Committee

The District screening committee shall evaluate each candidate's personal and professional qualifications as well as training and experience factors which can be used as indicators of probable success on the job.

Basis for Evaluation. The committee shall have access to the following sources of information:

1. The vacancy announcement lists the duties of the position, minimum qualifications and desirable qualifications for candidates. This serves as a guide to the appropriateness of the training and experience of the candidate.

STAFFING NEW AND EXISTING MANAGEMENT POSITIONS (continued)

2. The application form indicates the schools from which transcripts should be available and former employers whose references should be available.
3. Resumes which may provide more detail as to the training and experience of the candidate. It can be helpful in providing supplementary information not otherwise available.
4. The references provide the opinions of others as to the quality of experience. In evaluating such references, it is important to note the relationship of the referent to the candidate. (The opinions of former employees (supervisors) are more valuable, for instance, than the opinion of family friends.)
5. The transcripts indicate the quality, recency, and amount of training, and the schools attended. Successful recent training may be considered as at least a partial substitution for experience.
6. The candidate appears before the committee in person. From watching the candidate and listening to his/her responses to questions, a committee member can get an impression of the relative adequacy of the candidate.

Ranking Scale

The committee ranking process for evaluating the personal and professional qualifications, training and experience of the candidates shall be as follows:

Committee members use a rubric scale of 1 to 5 (5 being the highest) to rank each question for each candidate. They will also give a 1 to 10 ranking of their overall impression of the candidate. Then they will total these scores for a grand total on each candidate. Each committee member's ranking score will have equal weight. A grand total for each candidate will be used to form an eligibility number ranking.

Interview Committee Organization. The Assistant Superintendent-Human Resources (or designee) shall serve as facilitator. The facilitator will be responsible for keeping a record of the elapsed time of each interview, and for seeing that the interview does not lag and is conducted in an orderly manner. The facilitator will introduce each candidate to each member of the committee and will indicate when the interview should be concluded.

Interview Techniques

It is important for both candidate and committee members to be at ease. The interview should be opened in a natural, friendly way and all folders and rating forms should be made as inconspicuous as possible. The candidate should do most of the talking. The committee members should limit their remarks chiefly to asking questions.

Questions should be phrased so that they are easily understood and should be adapted to the occasion. No questions should be asked concerning race, religion, politics, association membership, or marital status. Questions should be so phrased that they cannot be answered by a simple "yes" or "no." Each candidate should have the opportunity to answer at least one problem question involving reasoning and judgment. The manner in which an answer is given will frequently be of greater value in evaluation than the answer itself.

Committee members should refrain from giving evidence of approval or disapproval in the presence of the applicant. Committee members should be careful that their general impression of the candidate does not warp their judgment of specific traits.

All candidates should receive approximately the same amount of time with the committee. In closing the interview, the candidate should be asked if he/she has anything to add that has not been included.

STAFFING NEW AND EXISTING MANAGEMENT POSITIONS (continued)Ranking the Candidate

Ranking of candidates by committee members should be done independently. Candidates should not be discussed except to answer questions. Information not in the folder should not be introduced by committee members. If a committee member should have information that might disqualify the candidate, the committee member should bring the information to the attention of the director - personnel services (or designee).

Security and Confidentiality. Each committee member shall be cautioned that it would be highly improper and unethical to reveal to anyone any information concerning the candidate, the content, or the results of the screening process.

Personnel Recommendation

Selection interviews shall be scheduled for the top three (3) candidates who are to serve under the direct supervision of the head of an administrative unit (department, office, or school) with the selecting supervisor. The top three (3) shall remain unranked and be listed in alphabetical order.

The head of the administrative unit shall recommend one of the top three (3) candidates for the position to be filled. His/her recommendation shall be routed through his/her immediate supervisor to the director of personnel services (or designee). The immediate supervisor shall indicate whether he/she concurs or does not concur with the recommendation.

The Assistant Superintendent-Human Resources shall apprise the District superintendent of the personnel recommendation received. If approved by the District superintendent, a personnel recommendation shall be prepared and carried to the Board of Education for review and action.

Any request for waiver to the rule of three/five by the head of an administrative unit must be placed in writing and forwarded to his/her immediate supervisor. The immediate supervisor shall indicate whether he/she concurs or does not concur and he/she shall then forward the request for waiver to the director - personnel services (or designee). Any waiver to the rule of three/five must be approved by the District superintendent.

Any candidate who has been bypassed by exercise of the waiver procedure shall be granted, if he/she so requests, the privilege of meeting with the head of the administrative unit in which the vacancy existed to discuss the matter.

Selection interviews shall be scheduled for the top five (5) candidates who are to serve as a principal or on the superintendent's cabinet. The top five (5) shall remain unranked and be listed in alphabetical order.

Upon receiving the District superintendent's selection, the Human Resources office shall prepare and submit a personnel recommendation report to the Board of Education for review and action.

Upon the approval of the District superintendent, the personnel office shall be responsible for the final preparation of personnel recommendations for board review and action. The superintendent shall meet in closed session with the board prior to the regularly scheduled board meeting. The candidate being recommended should not be in attendance at the closed session meeting and should be contacted only to check on his/her availability for the position.

STAFFING NEW AND EXISTING MANAGEMENT POSITIONS (continued)

The final written report prepared for the board's consideration will include the superintendent's recommendation as to the appointment of one of the candidates. If the board does not concur in the personnel recommendation received, they shall return the recommendation to the superintendent for further study, review, and any other action which he may deem appropriate.

Regulation approved: 04.02.79
Revised: 04.03.89
Revised: 11.28.95
Revised: 2.20.96
Revised: 10.01.96
Revised: 11.05.97

**ABC UNIFIED SCHOOL DISTRICT
Board Policy**

MANAGEMENT/CONFIDENTIAL PERSONNEL

WORK YEAR FOR MANAGEMENT/CONFIDENTIAL EMPLOYEES

Effective July 1, 1982, the work year for management/confidential positions shall be in accordance with the work year established and presented to the board for approval each year with the management/confidential compensation package.

Policy adopted
by the board: 02.20.79
revised: 08.16.82

ABC UNIFIED SCHOOL DISTRICT
Administrative Regulation

MANAGEMENT PERSONNEL

REASSIGNMENT/TRANSFER

DEFINITIONS OF REASSIGNMENT/TRANSFER

1. Employee-initiated reassignment/transfer: An instance in which an employee voluntarily requests a reassignment/transfer for personal or professional reasons.
2. District-initiated reassignment/transfer: An instance in which a supervisor initiates the reassignment/transfer believing the employee may be able to render a more satisfactory level of service in another location or position or concludes that the change would be in the best interest of the District.

Conditions for Voluntary Reassignment/Transfer

1. At any time during the school year an employee may express a desire to be reassigned/transferred to an identified or to an unidentified work location. Normally such changes will be effected on or before July 1.
2. The filing of a request for reassignment/transfer is without prejudice to the employee. It does not jeopardize the present assignment. The request may be withdrawn at any time prior to the official confirmation of the transfer.
3. Requests for such a change for a next ensuing school year shall be placed on file with the personnel office.
4. Requests for such a change shall bear the signature of the immediate supervisor. The signature of this supervisor acknowledges the employee's desire. A supervisor may not prevent an employee from making such a request.

Conditions for District-Initiated (Involuntary) Reassignment/Transfer

1. The immediate supervisor of the employee or the superintendent may request the reassignment/transfer.
2. Careful consideration shall be given to the consequences of such involuntary transfer as they affect the transferee as well as the ways in which the transfer might affect the District.

Procedures for Reassignment/Transfer

1. Employee-initiated request for (voluntary) reassignment/transfer:
 - a. Any employee who wishes to request reassignment/transfer within the District shall proceed as follows:
 - (1) Complete and submit a District request for reassignment/ transfer form to the employee's immediate supervisor.
 - (2) The immediate supervisor shall signify acknowledgement of the request, make comments if deemed necessary, forward the request to his/her immediate supervisor who then forwards the request to the personnel office. A supervisor may not prevent an employee from requesting reassignment/transfer when such request has been made in accordance with this procedure.

REASSIGNMENT/TRANSFER (continued)

- (3) The personnel office will compile lists of such requests.
 - (4) When a position opens, the management employee shall notify, in writing, the immediate supervisor of an interest in reassignment/transfer to the advertised position.
 - (5) A personal meeting shall be scheduled with the head of the administrative unit where the opening exists.
 - (6) The head of the administrative unit shall file an interview report with the personnel office as to the employee's suitability for reassignment/transfer to the open position.
 - (7) The employee requesting reassignment/transfer shall be notified as soon as practical by the personnel office whether a reassignment/transfer will be affected.
 - (8) If a nonselected employee wishes to review the matter further with the recommending supervisor, the employee may request and shall be granted a personal meeting with the recommending supervisor.
2. District-initiated request for (involuntary) reassignment/transfer:
- a. Any supervisor who wishes to initiate a reassignment/transfer of an employee shall proceed as follows:
 - (1) Review the proposed transfer/reassignment with employee to be affected.
 - (2) The employee shall be informed, in writing, of the supervisor's request to reassign/transfer the employee, stating the reasons.
 - (3) The employee shall be given the opportunity to respond to the request for his/her reassignment/transfer and to appeal the request to his/her immediate supervisor's supervisor.
3. Application of the problem resolution administrative regulation

Violation or misapplication of this administrative regulation may be resolved through the problem resolution administrative regulation 4335.4 - Problem Resolution.

**ABC UNIFIED SCHOOL DISTRICT
Administrative Regulation**

CERTIFICATED MANAGEMENT PERSONNEL

EVALUATION OF CERTIFICATED MANAGEMENT PERSONNEL

Frequency of Evaluation: Certificated management employees shall be evaluated at every other year. New certificated management employees will be evaluated annually for two years and pending satisfactory evaluations, will then be evaluated every two years. The supervisor has the option to require a yearly evaluation.

Evaluator: The evaluator shall be the supervisor of the management employee.

Evaluator shall, by October 15, hold one or more meetings with the management employee to review the procedures for setting standards, techniques for assessment, and to review the evaluation calendar for the year.

Setting Standards of Performance: Prior to October 15 of each year of evaluation, each management employee and his/her evaluator shall meet in an initial evaluation conference to draft the mutually determined standards to be achieved and the techniques for assessing the achievement of the standards. The date of the conference will begin the period of monitoring and followup conferences which may be necessary to the evaluation process.

The following sections of the Certificated Employee Professional Evaluation Report form shall be completed during the initial conference:

1. Mutually determined standards of expected progress.
2. Duties and responsibilities.
3. Mutual agreement on proper management and organization.
4. Standards for immediate supervisor to establish conditions necessary for fulfillment of listed standards.

The standards established shall be subject to review at any time during the school year by either the management employee or evaluator. Nothing herein shall preclude the evaluator from proposing and/or requiring additional standards for an evaluatee subsequent to initial evaluation conference.

The techniques to be used for assessing the achievement of the mutually determined standards shall be listed on the professional evaluation report form for each area to be evaluated.

A good-faith effort will be made to reach mutual agreement on the above-mentioned standards, objectives, duties, techniques and processes.

If a management employee and evaluator cannot reach mutual agreement on the standards or assessment methods, the evaluator shall determine the standards and assessment methods. The management employee may note for the record and attach to the final determination his or her disagreement with the final determination of standards and assessment methods.

EVALUATION OF CERTIFICATED MANAGEMENT PERSONNEL (continued)

Monitoring and Evaluation Procedures: The evaluator shall monitor such activities of the management employee as he/she deems necessary to evaluate the management employee's progress toward meeting the standards established in the Certificated Employee Professional Evaluation Report. This monitoring phase shall include such observations as the evaluator feels necessary and such conferences as either the evaluator or the management employee feels necessary.

If the evaluator indicates to a management employee that improvement is required in meeting the requirements of the district, the evaluator shall indicate to the management employee the following:

1. Areas where improvement is needed.
2. Specific suggestions for improvement.
3. Additional resources that may be utilized by the management employee to assist with improvement.
4. The evaluator's role in assisting the management employee in improving.
5. Techniques that will be used by the evaluator in measuring improvement.
6. The time schedule to be used by the evaluator in future monitoring.

The management employee shall take such remedial action as is necessary to correct any cited deficiencies in an evaluation. A written copy of the evaluation shall be presented to the management employee prior to close of the school year. A conference will be held between the management employee and the evaluator to discuss the written evaluation.

At the final conference each standard will be checked as MS (meets standard) or NI (needs improvement). If NI (needs improvement) is checked, the evaluator will explain under the section for recommendations. A management employee shall have a period of five (5) days following the final conference to prepare and submit a written reaction in response to the evaluation. Such response will become a permanent attachment to the evaluation and be placed in the management employee's personnel file.

Derogatory information or allegations shall be included as a part of the evaluation process only under the following circumstances:

1. The management employee has been notified in writing of the allegation.
2. The management employee has been afforded an opportunity to try to arrange a meeting with the person or persons making the allegation.
3. The alleging party has been apprised of legal constraints under which derogatory material may be placed in a management employee's file and the allegation has not been withdrawn.
4. The management employee has had the opportunity to have his/her written response to the allegation included in the file.

Personnel File Material: Materials in personnel files of management employees which may serve as a basis for affecting the status of their employment shall be made available for inspection by the person involved.

EVALUATION OF CERTIFICATED MANAGEMENT PERSONNEL (continued)

Information of a derogatory nature shall not be placed in a management employee's personnel file until the management employee is supplied with a copy and has had an opportunity to respond in writing to the material.

A management employee may inspect materials in his/her personnel file at a time mutually convenient to the management employee and the person charged with maintaining the file.

A management employee may be accompanied by his/her representative at such time as he/she is given an opportunity to review the material in his/her personnel file.

Evaluation of a management employee's performance shall not be predicated upon lawful, non-school-related personal activities which have no impact on his/her effectiveness as an employee.

Nothing in this regulation shall be construed to allow for any interpretation, application or alleged violation with regard to the substantive standards, objectives, assessment techniques or criteria determined by the evaluator or the district nor shall it be construed to contest the judgment of the evaluator; any complaint shall be limited to a claim that the evaluation procedures have been violated or that there has been an unreasonable application of the procedures. In such case, the problem resolution procedures shall be followed.

**ABC UNIFIED SCHOOL DISTRICT
Board Policy**

MANAGEMENT PERSONNEL

EVALUATION OF THE SUPERINTENDENT

1. The Board of Education shall evaluate the performance of the district superintendent against standards agreed to by the evaluatee and his evaluators. The primary purpose of the evaluation will be to effect improvement in administrative leadership.
2. The superintendent shall know the standards against which he will be evaluated, and he shall be involved in the development of the standards.
3. Evaluation shall be at a scheduled time and place with no other items on the agenda, at closed session with all board members present.
4. The evaluation shall be a composite based upon each board member's assessment of the achievement of the goals established for the year and personal observations of the performance of the superintendent. The board as a whole will meet with the superintendent to discuss the composite evaluation with him.
5. The evaluation shall include a discussion of strengths as well as areas requiring improvement.
6. The evaluation shall be conducted annually during the month of June. Additional evaluations may be planned at any time during the school year at the request of either the superintendent or the board.
7. Both parties shall prepare for the evaluation - the superintendent by conducting a rigorous self-evaluation; the board by examining various sources of information relating to the superintendent's performance.
8. In its evaluation the board is not necessarily limited to the discussion of the achievement of goals or to those items which appear on the evaluation form, since no form or set of goals, in themselves, can encompass the totality of the superintendent's responsibilities.
9. Each judgment shall be supported by as much rationale and objective evidence as possible. One board member's opinion shall not be the sole basis for judgment on an appraisal item.
10. The superintendent shall have the opportunity to evaluate the board. Ideally, the evaluation will include an examination of the working relationships between the board and the superintendent.
11. The evaluation summary agreed to by the board and the superintendent shall be signed by the board members participating in the evaluation and the superintendent each year at the first meeting in August.
12. When the superintendent has received composite profiles from the board, he will then formulate a series of goals and performance objectives for the ensuing year. These job targets will be stated in the form of behavioral changes or productivity gains and will be approved by action of the board.

Legal Reference: Implied

Policy adopted
by the board: 09.07.76
revised: 11.15.88

**ABC UNIFIED SCHOOL DISTRICT
Administrative Regulation**

CLASSIFIED MANAGEMENT/CONFIDENTIAL PERSONNEL

EVALUATION OF CLASSIFIED MANAGEMENT/CONFIDENTIAL PERSONNEL

Persons serving in confidential positions shall be evaluated in conformance with their status in that classified position. Probationary confidential employees shall be evaluated at least twice during the probationary period; permanent employees shall be evaluated at least once every year. The evaluator shall be the employee's immediate management supervisor.

Evaluation Conference

An evaluation conference shall be held between the confidential employee and the evaluator for each evaluation. The evaluator shall present a written evaluation on appropriate district form, and review it with the employee. The employee shall sign the evaluation signifying only that the employee has read the document and has been given a copy.

Response to Evaluation

The employee shall have a period of five (5) days following the evaluation conference to prepare and submit a written reaction in response to the evaluation. Such response shall become a permanent attachment to the evaluation and be placed in the employee's personnel file.

Any negative evaluation shall identify areas where improvement is needed, offer specific suggestions for improvement, and list steps to be taken to assist the employee to improve, if applicable.

Derogatory Information or Allegations from Other Than Evaluator

Derogatory information or allegations emanating from persons other than the evaluator shall be included as a part of the evaluation process only if:

1. The employee has been notified in writing of the allegation within thirty (30) calendar days of the allegation, taking into account the particular circumstances or nature of the incident giving rise to the allegation.
2. The employee has been afforded an opportunity to try and arrange a meeting with the person/persons making the allegation.
3. The alleging party has been apprised of legal constraints under which derogatory material may be placed in an employee's file and the allegation has not been withdrawn.
4. The employee has had the opportunity to have his/her written response to the allegation included in the file.

**ABC UNIFIED SCHOOL DISTRICT
Board Policy**

CERTIFICATED MANAGEMENT PERSONNEL

ADMINISTRATIVE COMPETENCE IN EVALUATION

The Governing Board expects that administrators assigned to evaluate teachers shall have demonstrated competency in instructional methodologies and evaluation. The superintendent or designee shall determine a program leading to certification and shall ensure that administrators who evaluate teachers meet the criteria of the program.

This policy shall be reviewed annually by the Board of Education.

<i>Legal Reference:</i>	<i>Education Code</i>	
	33039	<i>State guidelines for teacher evaluation procedures</i>
	35160.5	<i>Requirement of district policies for competency of personnel assigned to evaluate</i>
	35171	<i>Availability of rules and regulations for evaluation of performance</i>
	44660-44665	<i>Evaluation and assessment of performance of certificated employees</i>
	<i>Government Code</i>	
	3543.2	<i>Scope of representation (re-evaluation procedures)</i>

Policy adopted
by the board: 11.19.84
Revised: 11.19.97

**ABC UNIFIED SCHOOL DISTRICT
Administrative Regulation**

CERTIFICATED MANAGEMENT PERSONNEL

ADMINISTRATIVE COMPETENCE IN EVALUATION

The Superintendent's designee shall assess the competency of administrators to evaluate teachers. Criteria for certification shall include but not be limited to:

1. Possession of a valid administrative credential.
2. Demonstrated understanding of district adopted curriculum, state frameworks, and related curriculum practices including development, implementation, and assessment.
3. Demonstrated skills in the techniques and procedures of evaluation and supervision of instruction.
4. Demonstrated competence in the use of varied instructional methodologies such that exemplary instructional practices can be modeled for staff.
5. Demonstrated understanding of district adopted policies and procedures for personnel supervision, performance evaluation, and staff development.
6. Demonstrated understanding of laws related to personnel and proper procedures related to contract management.
7. Demonstrated a working knowledge of current trends and issues relating to the field of education.

Procedures Leading to Certification

The superintendent's designee shall use a variety of methods to determine competency. Methods of assessment shall include, but not be limited to:

The following conditions must be met, in order to receive certification, by candidates who have never been certified either by ABC or by another school district.

1. A video taped lesson will be analyzed using the clinical supervision model. The analysis will then be reviewed by the Director of Personnel for purposes of provisional certification.
2. Questions related to instructional supervision shall be a part of every interview process. The results of the candidate's responses will be assessed by the Director of Personnel for purposes of provisional certification.
3. Candidates must successfully complete a practicum which requires that his or her supervisor directly observe all components of the clinical supervision process, i.e., the observation of instruction, pre and post conferences with a teacher, and follow-up activities. Candidates must demonstrate knowledge of the district adopted curriculum and effective instructional practices during the course of these observations.
4. All candidates must attend the Level 1 workshop on personnel laws provided by the Personnel Department.

ADMINISTRATIVE COMPETENCE IN EVALUATION (continued)

5. Candidates will participate in appropriate district approved staff development activities. The district will provide opportunities for small group interaction and peer coaching as part of the staff development support.

Procedures Leading to Recertification

1. Each administrator will establish professional growth objectives in his or her Stull document.
2. Each administrator will list attendance at workshops which address his or her professional growth objectives and provide a copy of the document to their supervisor prior to the end of each school year.
3. Each administrator will participate in district inservices which are related to recertification.
4. The district will provide opportunities for small group interaction at regularly scheduled staff meetings. Staff development programs will provide opportunities for hands on experiences utilizing such strategies as simulations, real world application, etc., with appropriate feedback and support from their immediate supervisor.

Frequency of Certification

Administrators responsible for evaluating teachers shall receive either clear certification, which is valid for up to three years or provisional certification, which is valid for not more than one year. Any administrator who is provisionally certified will be provided the opportunity to achieve competency through a prescribed program as approved by the superintendent's designee. This approved plan will be filed with the Director of Personnel Services and reviewed in February of each school year. Successful completion of the certification/recertification constitutes evidence of professional growth as referred to in Board Policy 4341.2.

This regulation shall be reviewed annually by the superintendent's cabinet.

**ABC UNIFIED SCHOOL DISTRICT
Board Policy**

CERTIFICATED MANAGEMENT PERSONNEL

REDUCED-SERVICES EMPLOYMENT

A management employee may apply for reduced-services employment with full-time contribution to the State Teachers' Retirement System as follows:

1. Employee participation in the reduced-services employment program shall be at the sole discretion of the district.
2. This option is limited to management employees who do not hold positions with salaries above that of a high school principal.
3. The employee must have reached age 55 but must be less than age 65 before the beginning of the reduced service employment work year.
4. The employee must have been employed full-time in a position requiring certification for at least ten (10) years of which the immediately preceding five years were full-time employment.
5. Employees may not participate in the reduced-service employment plan for a period greater than five years and may not participate in the plan after age 65.
6. Reduced-services employment shall be the equivalent of one-half of the number of days of service required by the employee's contract of employment during the final year of service in a full-time position.
7. The employee shall be paid a salary which is the pro rata share of the salary that would have been earned had the employee not elected to exercise the option of reduced-services employment.
8. The district and employee shall contribute amounts to the State Teachers' Retirement System equal to that which would be contributed if the employee were to have remained as a full-time employee.
9. The district will continue to pay the full premiums for an employee on reduced-services employment to participate in the district's fringe benefit program.
10. Employees who opt to participate in reduced-services employment shall not be eligible to participate in the district's early retirement incentive program.

The procedure to request reduced-services employment is as follows:

1. The employee shall submit to his/her supervisor a written request for reduced-services employment.
2. The supervisor shall review and recommend appropriate action and forward to the appropriate director or division head.
3. The appropriate director or division head shall review and recommend appropriate action and forward to the personnel office.

REDUCED-SERVICES EMPLOYMENT (continued)

4. The director - personnel services (or designee) shall review the request and take appropriate action. If approved, the item will be carried to the Board of Education for action.
5. The employee will be notified by the personnel office as to the official disposition of his/her request.

Return to full-time employment shall be at the sole discretion of the district.

Legal Reference: Education Code
44922 Regulations; reduction to part-time employment status
22724 Credit for certain part-time employment
89516 Regulation; reduction to part-time employment status

Policy adopted
by the board: 02.20.79
revised: 07.21.80

**ABC UNIFIED SCHOOL DISTRICT
Administrative Regulation**

CLASSIFIED MANAGEMENT/CONFIDENTIAL PERSONNEL

EARLY RETIREMENT BENEFIT

A classified management/confidential employee may continue to participate in the health insurance portion of the fringe benefit program upon retirement from the district subject to the following eligibility requirements:

1. The employee must have reached age 55 but must be less than age 65.
2. The employee must have rendered ten (10) or more years of service to the district.
3. The district's contribution toward health insurance coverage shall be at the same level of benefit the employee held in the year immediately preceding early retirement.
4. The employee's health premiums will only be paid by the district for a maximum of seven (7) years or until such time as he/she becomes eligible for Medicare or reaches age 65.

The payment of the full cost of health insurance coverage by the district shall be subject to contractual agreement by the insurance companies providing service to the district.

**ABC UNIFIED SCHOOL DISTRICT
Board Policy**

CERTIFICATED MANAGEMENT PERSONNEL

PERSONNEL REASSIGNMENT/DEMOTION [DISMISSAL NOT INCLUDED]

1. This policy shall only be applicable to certificated management employees not subject to Education Code Section 35031.
2. Management employees may be released from their position and reassigned pursuant to Education Code Section 44951 due to lack of work, lack of funds, reduction in services, decline in enrollment and/or as a result of an administrative reorganization.
 - a. Prior to notice of the proposed reassignment, the management employee shall be given an opportunity to discuss the reason(s) for the reassignment with the Superintendent or designee and jointly review whether viable options exist to permit the management employee to remain in the restructured position. Upon written request, the reason(s) for the reassignment shall be reduced to writing and made available to the management employee. The management employee shall have access to materials on which the proposed action is based pursuant to Education Code Section 44031.
 - b. Prior to final Board action effecting the reassignment, the management employee may request to meet with the Board of Education and respond orally and/or in writing to the proposed action in closed session.
 - c. The management employee shall have the right to be represented by a person of the employee's choice.
3. Management employees may be released from their position and reassigned to another position with less compensation and/or significantly less responsibility for reasons other than those stated in paragraph 2 above as authorized under Education Code Section 44951.
 - a. Prior to notice of the proposed reassignment, the management employee shall be given an opportunity to discuss the reason(s) for the reassignment with the Superintendent or designee. Upon written request, the reason(s) for the reassignment shall be reduced to writing and made available to the management employee. The management employee shall have access to materials on which the proposed action is based pursuant to Education Code Section 44031.
 - b. If the reason(s) for the reassignment includes incompetency, the management employee shall be entitled to receive a completed evaluation pursuant to Article 11 (commencing with Section 44660) of the Education Code not more than 60 days prior to the notice of transfer.
 - c. Upon the issuance of the proposed notice of reassignment, the management employees shall be given suggestions and an opportunity for improvement prior to final Board action affecting the reassignment.

PERSONNEL REASSIGNMENT/DEMOTION (continued)

- d. Prior to final Board action effecting the reassignment, the management employee may request to meet with the Board of Education and respond orally and/or in writing to the proposed action in closed session.
- d. The management employee shall have the right to be represented by a person of the employee's choice.

Legal Reference:	Education Code
	35031 Term of employment
	44031 Personnel file contents and inspection
	44896 Employee transfer from administrative or supervisory position to teaching position: statement of reason
	44951 Continuation in position unless notified

**ABC UNIFIED SCHOOL DISTRICT
Board Policy**

CERTIFICATED MANAGEMENT PERSONNEL

DISMISSAL AND DEMOTION

Certificated management employees may be dismissed or demoted to a position with less compensation and/or responsibility within the district, for reasons other than reduction in force under appropriate provisions of the Education Code and administrative regulation 4317.4.

Legal Reference:	Education Code
	44932 Grounds for dismissal of permanent employee
	44951 Continuation in position unless notified

Policy adopted
by the board: 08.17.81

**ABC UNIFIED SCHOOL DISTRICT
Administrative Regulation**

CERTIFICATED MANAGEMENT PERSONNEL

DISMISSAL AND DEMOTION

Employee Rights in Matters Relating to Demotion and Dismissal

1. Demotion:
 - a. The Board of Education may demote any certificated management employee for specified reasons in accordance with provisions of the Education Code as found in Education Code Section 44932.
 - b. For the purposes of this rule and regulations, demotion shall be defined as reassignment to another position with less compensation and/or responsibility.
 - c. Action by the Board of Education to demote a certificated management employee in accordance with provisions of Education Code 44932 shall be preceded by an evaluation process that includes the following steps:
 - (1) Pre-notice rights to include the following steps:
 - (a) By October 15 set goals for current year and give assistance in making necessary improvement.
 - (b) By December 15 hold a progress and if necessary issue notice of possible demotion.
 - (c) By March 1 for principals and March 15 for all other certificated management employees give final notice.
 - (2) Notice rights:
 - (a) Notice of proposed action of demotion.
 - (b) Statement in writing of specific reason(s).
 - (c) Access, upon request, to materials on which the proposed action is based.
 - (d) Right of the employee to meet with the superintendent and have representation.
 - (e) Right of employee to request a hearing with the Board of Education and at the further discretion of the board the right to respond orally and/or in writing to the proposed action at a closed hearing. The board may or may not choose to hold the hearing.
 - (3) Post-decision rights:
 - (a) Receive a written copy of the board's decision at the request of the employee.

DISMISSAL AND DEMOTION (continued)

2. Dismissal:

- a. The Board of Education may dismiss any certificated management employee for reasons specified in accordance with provisions of the Education Code as provided in Education Code Section 44932.
- b. For the purpose of this rule and regulation, dismissal shall be defined as a permanent separation from the district.
- c. When there is a possibility of an impending dismissal, the affected certificated management employee shall be notified of the proposed action as provided in Education Code Section 44951 that includes the following steps:
 - (1) Notice rights:
 - (a) Notice of proposed action of dismissal.
 - (b) Statement in writing of specific reason(s).
 - (c) Access to materials on which the proposed action is based.
 - (d) Right of the employee to meet with the superintendent and have representation.
 - (e) Right to request a hearing with the Board of Education and at the further discretion of the board the right to respond orally and/or in writing to the proposed action at a closed hearing. The board may or may not choose to hold the hearing.
 - (2) Post-decision rights:
 - (a) Receive a written copy of the board's decision at the request of the employee.

**ABC UNIFIED SCHOOL DISTRICT
Board Policy**

MANAGEMENT PERSONNEL

SURVEYS

The district shall annually conduct surveys of staff and community attitudes toward district programs and management to assist in improving the quality of the educational programs and the efficiency of the total district operation.

The Board of Education and the superintendent shall receive community survey results from each individual school unit and the total district survey.

**ABC UNIFIED SCHOOL DISTRICT
Board Policy**

CLASSIFIED MANAGEMENT/CONFIDENTIAL PERSONNEL

IN-SERVICE GROWTH PROGRAM

The in-service growth program is a system designed to recognize improvement in the employee's personal job-related knowledge and effective on-the-job performance through additional salary increments.

The in-service growth program shall consist of job-related activities which:

1. Provide comprehensive background information relative to the employee's job.
2. Provide increased skill, training and knowledge relative to the employee's job.
3. Provide additional skill, training, and knowledge to enable an employee to qualify for promotional positions that are closely related to his/her current position.
4. Provide additional knowledge relative to confidential positions, negotiations, management team and related subjects.

In-service credit may be acquired for the following activities:

1. Coursework
2. Conferences and conventions

Confidential employees shall be eligible to participate in the inservice growth program on an individual basis. An initial request for approval of an activity for in-service credit shall constitute a declaration of intent to participate in the program.

If an employee's position changes or his/her administrator's position changes, no longer classifying the employee's position as confidential, any prior approved courses, workshops, conferences and/or conventions which were job related shall be approved for inservice credit.

**ABC UNIFIED SCHOOL DISTRICT
Administrative Regulation**

CLASSIFIED MANAGEMENT/CONFIDENTIAL PERSONNEL

IN-SERVICE GROWTH PROGRAM

Coursework

In-service credit may be earned by confidential employees for successfully completing courses at universities, colleges, junior colleges, trade schools, or adult education sites. Such credit shall be granted subject to the following conditions:

1. Prior approval to take the course for in-service credit has been secured. Requests for prior approval must include a course description or short outline of course content.
2. A "C" or better grade has been earned.
3. Successful completion of coursework has been verified by a transcript or grade card from the school attended. Adult Education must be verified by the person in charge of the class on the appropriate district form.

Credit for coursework shall be earned as follows:

1. College - 1 point per semester unit.
2. Junior College - 1 point per semester unit.
3. Trade Schools - 1 point per semester unit.
4. Adult Education - 14-30 hour course = 1 point; 3165 hour course = 2 points.
5. Coursework taken at institutions which are on a quarter system shall be credited at the rate of two-thirds (2/3) of a point for each unit earned.

Coursework must be taken at accredited educational agencies approved by the Western Association of Schools, Colleges and Universities.

Workshops

In-Service credit may be earned by confidential employees for attendance and involvement in the in-district or out-of-district workshops. Such credit shall be granted subject to the following conditions:

1. Prior approval to attend the workshop for inservice credit has been secured. Requests for prior approval must include a short outline or narrative description of the workshop.
2. Attendance at the workshop has been verified in writing by the leader of the workshop in such a manner as to fully state the date(s) and hours of attendance.

Credit for attendance at workshops will be credited at the rate of one (1) point for each fifteen (15) hours of attendance. The employee will not receive point credit for attendance at workshops if the employee's attendance occurs at such time as he/she is being paid for regular duties by the district.

IN-SERVICE GROWTH PROGRAM (continued)Conferences and Conventions

In-service credit may be earned by the confidential employee for attendance at one (1) or more approved sessions of conferences or conventions. Such credit shall be granted subject to the following conditions:

Prior approval to attend the session(s) for in-service credit has been secured. Requests for prior approval must include a program of activities and a short outline or narrative description of the session(s).

Credit for attendance at conferences or conventions shall be credited at the rate of one (1) point for each fifteen (15) hours of attendance. An employee will not receive in-service credit for attendance at conferences or conventions if the employee's attendance occurs at such time as he/she is being paid for regular duties by the district.

Administration of Program

1. The classified personnel administrator (or designee) shall have the responsibility for reviewing and approving all requests for prior approval of activities, approving applications for credit, awarding credit for job-related activities, and maintaining in-service records for all employees in the program.
2. Procedure for securing prior approval of activities will be:
 - a. A request for prior approval of an activity shall be made on the appropriate district form and submitted to the personnel office at least ten (10) working days prior to the beginning of the activity.

If a request for prior approval is not submitted to the personnel office by the deadline, the employee waives his/her right to an appeal and the decision rendered for approval or disapproval shall be final.
 - b. The classified personnel administrator (or designee) shall determine whether or not in-service credit shall be granted for an activity and notify the employee of the decision. Activities which are not job-related shall not be approved. A decision to not grant prior approval for an activity may be appealed to the in-service review committee provided the filing deadline has been met.
3. Adult Education courses taken by a confidential employee for the purpose of earning credits toward a high school diploma shall be exempt from the requirement of prior approval provided the courses are required courses in the subject matter areas of English, math, science, and social science. Prior to enrolling in adult education courses for such purpose the employee shall submit to the personnel office a district form on which his/her adult education counselor has verified the number of courses in each subject matter area necessary for the employee to earn a diploma.
 - a. The G.E.D. course shall also be exempt from prior approval and shall be considered as a single adult education course.
 - b. Elective courses taken to earn a high school diploma shall require prior approval and shall be approved only if job related.
4. Courses and workshops in the field of psychology will be approved for an accumulated total of three (3) points during the entire period a confidential employee participates in the program.

IN-SERVICE GROWTH PROGRAM (continued)

5. The in-service growth review committee shall serve as a reviewing body regarding any questions which may arise as to the acceptability or allowability of in-service activities and shall hear appeals made by employees regarding activities which have not been approved for in-service credit.

Application Procedure

Application for in-service credit shall be made on the approved form designated for the specific activity for which credit is being requested. All appropriate verification must be attached to the application form. The application and verification shall be submitted to the personnel office for awarding of credit.

Program Stages

1. An in-service growth program stage is a period of time in which an employee is accumulating points in order to earn a salary increment.
 - a. A confidential employee must accumulate twenty (20) points in order to complete the first stage.
 - b. A confidential employee must accumulate thirty (30) points in order to complete each of the second and third stages.
2. Points must be recorded on the employee's permanent in-service record before it is determined that a stage of the program has been completed.
3. When an employee has completed a stage of the program, he/she shall receive the appropriate salary increment effective the first of the month following the date of official completion of the stage.
4. Points accumulated in excess of those necessary for completion of one stage of the program may be applied to the next stage of the program.
5. When three (3) stages of the program have been completed, an employee may no longer participate in the program.

Salary Increments

When a stage of the program has been completed by a confidential employee, he/she shall receive an increase in salary equivalent to one (1) step above his/her current step placement on the salary schedule, or approximately five percent (5%).

**ABC UNIFIED SCHOOL DISTRICT
Board Policy**

MANAGEMENT/CONFIDENTIAL PERSONNEL

AUTOMOBILE ALLOWANCES

1. Monthly Automobile Allowance:
 - a. Monthly automobile allowance is provided for positions on the Schedule of Monthly Automobile Allowances as approved by the superintendent.
 - b. Consideration will be given to all management and confidential employees who are required to use their personal cars on a regular basis.
 - c. Payment will be made at the rate established for each full month of service*. A full month of service is defined as any calendar month wherein the employee is on duty at least fifty percent (50%) of the working days. In no case will double payment be made for the number of days a substitute had been authorized to receive mileage reimbursement for the same service. An employee on a percentage contract will receive their contract percentage of the flat rate established.
 - d. All twelve-month employees qualifying for flat rate mileage will receive no more than eleven (11) months reimbursement.
 - e. All eleven-month employees qualifying for flat rate mileage will receive no more than ten (10) months reimbursement.
 - f. All ten-month employees qualifying for flat rate mileage will receive no more than ten (10) months reimbursement.
2. Mileage Allowance:

Other management or confidential employees using their private cars on school business authorized by the appropriate supervisor will be reimbursed at the rate per mile established by the board each year.
3. The superintendent shall prepare an annual report to the board on monthly automobile allowance.

*No reimbursements will be made for the number of days of vacation earned each year. Twelve-month employees will receive eleven (11) monthly payments for a full year of service and eleven-month employees will receive ten (10) monthly payments for a full year of service.

Legal Reference: Education Code

<i>44032</i>	<i>Travel expense payment</i>
<i>35147</i>	<i>Mileage allowance, governing board</i>
<i>35173</i>	<i>Expenses: membership in societies, associations and organizations</i>
<i>35330</i>	<i>Excursions and field trips</i>
<i>44016</i>	<i>Reimbursement for expenses of employment candidates</i>

Policy adopted
by the board: 09.18.77
revised: 03.17.80

**ABC UNIFIED SCHOOL DISTRICT
Administrative Regulation**

MANAGEMENT/CONFIDENTIAL PERSONNEL

PROBLEM RESOLUTION PROCEDURE

Problem resolution is a procedure established for an employee to express a complaint or dissatisfaction relating to any matter directly affecting such employee.

In the interest of maintaining an effective working environment and unity of district management/confidential staff, it is incumbent upon all involved to make every effort to arrive at a reasonable, equitable, and prompt resolution through conferences at the lowest level possible.

Due Process

A management/confidential employee is entitled to the following elements of due process in initiating appeals under this procedure:

1. The furnishing, upon request, of a written statement of the reason(s) for the action that is being appealed.
2. The provision of conference with the appropriate supervisor, upon request, for the purpose of clarifying the reason for an action or seeking to change, modify or delay an action.
3. The right to appeal the decision of his/her supervisor to the next higher level, without prejudice and without the supervisor's approval, when a management/confidential employee feels that the complaint has not been handled in a reasonable and equitable manner.
4. The right to be accompanied by a friend or advisor of the employee's choice.
5. The right to request a meeting with the superintendent to discuss the complaint or dissatisfaction.

**ABC UNIFIED SCHOOL DISTRICT
Board Policy**

MANAGEMENT/CONFIDENTIAL PERSONNEL

DEVELOPMENT OF ANNUAL PAY PLANS FOR MANAGEMENT/CONFIDENTIAL EMPLOYEES

The Board of Education shall establish, improve, and adjust the salaries for all management/confidential positions.

In establishing, improving, and adjusting management/confidential salaries, consideration shall be given to maintaining the district in a competitive position in relation to other school districts in the recruitment and retention of qualified management/confidential employees.

It shall be the policy of the district to offer like salaries for comparable duties and responsibilities for management/confidential positions; the board shall take into consideration the generally prevailing rates for the various management/confidential positions in comparable school districts.

**ABC UNIFIED SCHOOL DISTRICT
Administrative Regulation**

MANAGEMENT/CONFIDENTIAL PERSONNEL

DEVELOPMENT OF ANNUAL PAY PLANS FOR MANAGEMENT/CONFIDENTIAL EMPLOYEES

1. Basic Premises
 - a. Management/confidential employee salary proposals shall be developed under the leadership of, and in cooperation with, the superintendent as a member of the management team.
 - b. Management/confidential employee salary plans will be developed by comparing benchmark positions with like positions in comparable school districts.
 - c. Management employees shall receive a higher rate, compared on a daily basis, than the employees they supervise.
 - d. Salary ranges within the management or confidential employees pay schedules shall reflect:
 - (1) The degree or scope of responsibility.
 - (2) Supervisory duties.
 - (3) Qualifications required for the various positions.
 - e. Step placement within a range shall reflect a management employee's service factor within a classification.
2. The management/confidential employees salary committee shall annually prepare and submit recommendations to the superintendent for general improvement or across-the-board increases of the management employees salary schedule and the confidential employees salary schedule.
3. Each year a salary survey comparing salaries for management/confidential employees in the district with salaries for management/confidential employees in ten (10) select comparable school districts in California shall be conducted.
4. Bench mark and Non-Bench Mark Positions for Management/Confidential Employees
 - a. The annual management/confidential employees salary survey shall be concerned with gathering, reporting and analyzing salary data for bench mark positions and nonbench mark positions on request.
 - (1) A bench mark position will be one which has a common title and comparable level of responsibilities within most school districts.
 - (2) A non-bench mark position is one that has assigned a collection of duties and responsibilities which vary only insignificantly in at least five (5) of the ten (10) comparable school districts.

A non-bench mark position may only be studied after the head of the division has been informed of the request for the study.

DEVELOPMENT OF ANNUAL PAY PLANS FOR MANAGEMENT/CONFIDENTIAL EMPLOYEES (continued)

- (3) Non-bench mark position members may request a salary study only by a majority approval of the members for that position.
- b. The bench mark position for certificated and classified management and confidential employees shall be:
- (1) Principal-High School
5. The following criteria shall be considered in selecting ten (10) California school districts to be used in comparing salaries for management/confidential employees:
- | <u>Criteria</u> | <u>General Parameters</u> | | |
|----------------------|---|----|--------|
| a. Type of district | Unified | | |
| b. Size of district | ADA of 15,000-25,000 | | |
| c. Financial ability | Comparable revenue base | | |
| d. Growth status | Declining, stable student enrollment
student enrollment increase | or | slight |
- e. The following school districts shall be used in comparing salaries for management/confidential employees.
- (1) Glendale Unified School District
 - (2) Irvine Unified School District
 - (3) Hacienda-La Puente Unified School District
 - (4) Newport Mesa Unified School District
 - (5) Norwalk-La Mirada Unified School District
 - (6) Orange Unified School District
 - (7) Pasadena Unified School District
 - (8) Rowland Unified School District
 - (9) Saddleback Unified School District
 - (10) Torrance Unified School District
- f. The compensation committee shall annually approve the ten (10) districts selected for comparison studies.
6. Treatment of the data:
- a. The average daily maximum salary rate for the bench mark positions in the comparable school district shall be gathered and an average maximum daily rate computed and shall be compared with the maximum daily rate for like positions in the district.
 - b. Where supported by the salary data, adjustments to the maximum daily rates for the bench mark positions shall receive consideration in conjunction with the general overall improvement of the schedule. The non-bench mark positions attached to a bench mark position for salary adjustment purposes will be adjusted in accordance with adjustment to the benchmark.

DEVELOPMENT OF ANNUAL PAY PLANS FOR MANAGEMENT/CONFIDENTIAL EMPLOYEES (continued)

- c. Non-bench mark positions data, when studied, will be treated in a like manner.

**ABC UNIFIED SCHOOL DISTRICT
Administrative Regulation**

MANAGEMENT/CONFIDENTIAL PERSONNEL

MANAGEMENT/CONFIDENTIAL COMPENSATION COMMITTEE

Purpose

It shall be the purpose of the management/confidential compensation committee to serve as an advisory committee to the district superintendent in salary and policy matters relating to the management employees salary schedule and the confidential employees salary schedule and other forms of compensation.

Members of the Committee

The members of the management/confidential compensation committee shall be elected from those persons who have been designated as management or confidential employees. All management and confidential employees shall be included in a group for representation.

Each of the groups identified hereinbelow shall have one representative on the management/confidential compensation committee. The director-personnel services shall serve as an ex officio member of the committee.

Attention: School year denotes first of three year term of service so as to set cycle for continuing and new members. (See Length of Service)

Management/Confidential Salary Groups

Group I: Superintendent's Cabinet ('89, '92, '95)

Assistant Superintendent - Business/Personnel Services
Assistant Superintendent - Educational Services
Director - Elementary/Secondary Education
Director - Fiscal Services
Director - Instructional Services
Director - Personnel Services
Director - Resource Planning
Director - Support Services
Administrator - Special Programs & Services
Administrator - Special Education/Pupil Personnel Services

Group II: Secondary Principals ('89, '92, '95)

Adult Education Principal
High School Principals
Junior High School Principals
Principal - Tracy Education Center

Group III: Elementary Principals ('88, '91, '94)

Elementary Principals

MANAGEMENT/CONFIDENTIAL COMPENSATION COMMITTEE (continued.)Group IV: Assistant Principals ('87, '90, '93)

Assistant Principal-Guidance Services/Continuation High School
 Assistant Principals - High School
 Assistant Principals - Junior High School

Group V: Special Services ('88, '91, '94)

Coordinator - Child Welfare and Attendance
 Coordinator - Curriculum/Staff Development
 Coordinator - Special Education Program Specialist
 Coordinator - Special Programs and Services
 Psychologist
 Supervisor - Curriculum/Staff Development
 Supervisor - Health Services
 Supervisor - Vocational Education

Group VI: Counselors ('87, '90, '93)

Guidance Administrator
 Counselor

Group VII: Classified Management ('87, '90, '93)

Administrative Systems Technician
 Assistant Director - Fiscal Services
 Assistant Director - Personnel Services
 Assistant Supervisor - Custodial Services
 Community Program Coordinator
 Director - Data Processing
 Director - Food Services
 Director - Maintenance, Operations and Transportation
 Director - Purchasing and Stores
 Insurance Administrator
 Management Information Supervisor
 Safety Coordinator
 School-Family Counselor
 Supervisor - Custodial Services
 Supervisor - Food Services
 Supervisor - Grounds
 Supervisor - Maintenance Services
 Supervisor - Transportation
 Supervisor - Warehouse
 Systems and Programming Manager

Group VIII: Confidential Employees ('88, '91, '94)

Executive Secretary - Office of the Superintendent
 Division Assistant
 Fringe Benefit Specialist
 Personnel Secretary
 Secretary - Office of Superintendent
 Senior Word Processing Technician
 Supervisor - Word Processing Center

MANAGEMENT/CONFIDENTIAL COMPENSATION COMMITTEE (continued)Chairperson of the Committee

The committee chairperson shall be elected by the members of the management/ confidential compensation committee at the organizational meeting.

The Chairperson's Term of Office

The chairperson of the committee shall serve from July 1 through June 30 or until completion of the committee's work on compensation matters for the next ensuing school year.

Selection of the Committee

Committee persons shall be elected by the eight (8) above-listed groups by a vote of the members being represented.

Length of Service

Committee-persons shall serve for a three-year period; the terms of service shall be staggered so as to allow for new and continuing members each year.

Schedule of Meetings

An organizational meeting shall be called in September by the director - personnel services who shall meet on a regular basis with the committee. The committee shall meet one (1) time each month thereafter and may call such other meetings as may be deemed necessary.

Role of the Committee

The committee shall:

1. Compile, organize and study salary data related to positions on the management and confidential salary schedules which has been secured from comparable school districts.
2. Annually recommend salary schedules for management and confidential employees.
3. Annually review the management/confidential calendars.
4. Annually review the management/confidential compensation salary policies and recommend new and revised policies when deemed appropriate.
5. Review and recommend other forms of compensation for management and confidential employees.

Regulation
approved: 02.20.79
revised: 12.06.88

**ABC UNIFIED SCHOOL DISTRICT
Board Policy**

CERTIFICATED MANAGEMENT PERSONNEL

MANAGEMENT/CONFIDENTIAL PERSONNEL - SALARY GUIDES

All administrative personnel entering the school district shall be placed on the salary schedule based upon training and experience. There shall be a separate salary schedule for administrators and for teachers.

The salary schedule shall contain a class or position title and a number of steps which provide salary increments for service and professional growth within each class. Advancement shall be made on the basis of evidence of professional growth.

The Governing Board shall work cooperatively with the staff in matters involving the formulation, amendment or repeal of salary provisions for school personnel. The Governing Board shall make the final decision on salary provisions.

Legal Reference: Education Code
45032 *Power of governing board to fix salaries*
45053 *Minimum salaries of persons serving under other than
emergency or provisional credentials*
45160-45169 *Salaries*

**ABC UNIFIED SCHOOL DISTRICT
Administrative Regulation**

CERTIFICATED MANAGEMENT PERSONNEL

MANAGEMENT/CONFIDENTIAL PERSONNEL - SALARY GUIDES

Salary Guides

There shall be a separate salary schedule for administrators and for teachers.

The salary schedule shall contain a class or position title and a number of steps which provide salary increments for service and professional growth within each class. Advancement shall be made on the basis of evidence of professional growth.

The Governing Board shall work cooperatively with the staff in matters involving the formulation, amendment or repeal of salary provisions for school personnel. The Governing Board shall make the final decision on salary provisions.

Seniority Compensation (Longevity)

Certificated Management Employees

A long-service recognition benefit shall be paid to certificated management employees in addition to the regular rate of pay.

1. Upon completion of 10, 15, 20, and 25 years of service, confidential employees shall receive an additional two and one-half (2-1/2) percent over salary schedule placement of each increment attained.
2. Longevity pay shall become effective on the first working day of the month following completion of the required years of service.

Classified Management/Confidential Employees

A long-service recognition benefit shall be paid to classified management/confidential employees in addition to the regular rate of pay.

1. Upon completion of 10, 15, 20, and 25 years of service, confidential employees shall receive an additional two and one-half (2-1/2) percent over salary schedule placement of each increment attained.
2. Longevity pay shall become effective on the first working day of the month following completion of the required years of service.

MANAGEMENT/CONFIDENTIAL PERSONNEL - SALARY GUIDES (continued)

SALARY GUIDES

Legal References:

EDUCATION CODE

45032	<i>Power of governing board to fix salaries</i>
4053	<i>Minimum salaries of persons serving under other than emergency or provisional credentials</i>
45160-45169	<i>Salaries</i>

**ABC UNIFIED SCHOOL DISTRICT
Board Policy**

CLASSIFIED MANAGEMENT PERSONNEL

EXCLUSION FROM OVERTIME PROVISIONS (EXEMPT EMPLOYEES)

Positions which are management, supervisory, administrative, executive, or professional in nature are deemed to be exempt from overtime provisions. The duties, flexibility of hours, salary, benefit structure, and authority of the positions are of such a nature that they should be set apart from those positions which are subject to overtime provisions. Employees serving in these exempt positions will not be unreasonably discriminated against as a result of the exclusion.

If a person serving in an excluded position is required to work on a holiday, as provided by the Education Code, or by action of the Board of Education, he/she shall be paid, in addition to regular pay for the holiday, compensation, or given compensating time off, at a rate not less than his/her normal rate of pay.

The following position classifications are deemed exempt from overtime provisions:

Administrative Systems Technician
Assistant Director - Fiscal Services
Assistant Director - Personnel Services
Assistant Supervisor-Custodial Services
Community Program Coordinator
Director - Fiscal Services
Director - Food Services
Director - Maintenance, Operations and Transportation
Director - Purchasing and Stores
Insurance Administrator
Management Information Supervisor
Safety Coordinator
School - Family Counselor
Supervisor - Custodial Services
Supervisor - Food Services
Supervisor - Grounds
Supervisor - Maintenance Services
Supervisor - Transportation
Supervisor - Warehouse
Systems and Programming Manager

EXCLUSION FROM OVERTIME PROVISIONS (EXEMPT EMPLOYEES) (continued)

If at any time the Board of Education determines that one of the above-designated positions is not clearly and reasonably a management position and should not be excluded from overtime provisions, such position shall become a subject of bargaining to determine its inclusion in the appropriate bargaining unit.

Legal Reference:

<i>Education Code</i>	
<i>45130</i>	<i>Exclusion from overtime provisions</i>
<i>Title 29</i>	<i>United States Code (Fair Labor Standards Act)</i>
<i>213</i>	<i>Exemptions</i>
<i>Title 29</i>	<i>Code of Federal Regulations (Fair Labor Standards Act Regulations)</i>
<i>Part 541.1</i>	<i>Executive</i>
<i>Part 541.2</i>	<i>Administrative</i>
<i>Part 541.3</i>	<i>Professional</i>
<i>Government Code</i>	
<i>3540.1</i>	<i>Definitions</i>

Policy adopted
by the board: 02.20.79
revised: 11.15.88

**ABC UNIFIED SCHOOL DISTRICT
Board Policy**

CLASSIFIED MANAGEMENT/CONFIDENTIAL PERSONNEL

SENIORITY COMPENSATION (LONGEVITY)

A full-time classified management/confidential employee shall receive seniority compensation (longevity) according to the following:

9 years	1 percent
12 years	2.5 percent
15 years	2.5 percent
18 years	2.5 percent
25 years	2.5 percent
30 years	2.5 percent

Policy adopted
by the board: 02.20.79
11.16.04

**ABC UNIFIED SCHOOL DISTRICT
Board Policy**

CONFIDENTIAL PERSONNEL

COMPENSATION AND RELATED BENEFITS

Hours and Overtime

The regular work week of a full-time confidential employee shall be forty (40) hours within a period of not more than five (5) consecutive days. The duty day shall be eight (8) hours. These provisions do not restrict the extension of a regular work day or work week on an overtime basis when such is necessary to carry on the business of the district.

The Board of Education shall provide the extent to which, and establish the method by which, ordered overtime for confidential employees shall be compensated. Such compensation or compensatory time off shall be provide at a rate of at least equal to one and one-half the regular rate of pay of the confidential employee designated and authorized to perform the overtime assignment.

When compensatory time of is authorized in lieu of cash compensation, such compensatory time off shall be granted within 12 calendar months following the month in which the overtime was worked and without impairing the services rendered by the employing district.

Meals and Rest Periods

An uninterrupted unpaid meal period of not less than thirty (30) minutes shall be granted each full-time confidential employee. A paid rest period of fifteen (15) minutes for every four consecutive hours of work shall be granted.

Longevity Increments

A long-service recognition benefit may be paid to confidential employees in addition to the regular rate of pay.

1. Upon completion of 12, 15, 18, and 25 years of service, confidential employees shall receive an additional two and one-half (2-1/2) percent over salary schedule placement of each increment attained.
2. Longevity pay shall become effective on the first working day of the month following completion of the required years of service.

Legal Reference:

EDUCATION CODE

45127 Work Week

45128 Overtime

45129 Compensatory time off

**ABC UNIFIED SCHOOL DISTRICT
Administrative Regulation**

MANAGEMENT/CONFIDENTIAL PERSONNEL

GENERAL LEAVES OF ABSENCE

Leaves of Absence - With Pay

1. Bereavement
2. Critical Family Illness
3. Illness or Accident (Sick Leave)
4. Industrial Accident and Illness (Coordinated Pay)
5. Judicial (Coordinated Pay)
6. Maternity
7. Personal Necessity
8. Sabbatical (Half Pay)*

Leaves of Absence Without Pay

1. Personal
2. Unauthorized

Benefits While On Paid Leaves Of Absence

Employees on approved paid leaves of absence will have the leave time count toward sick leave, seniority, earned vacation, step advancement and eligibility for other leaves except for the following:

1. While on sabbatical leave, certificated management shall not earn sick leave benefits.
2. While on fifty percent (50%) sick leave pay, employees shall be entitled to only fifty percent (50%) holiday pay, if eligible.

Employees on approved paid leaves of absence shall not be considered to have a break in service for purposes of participating in fringe benefits with district paid premiums.

Benefits While On Unpaid Leaves Of Absence

Employees on approved unpaid leaves of absence shall not have the leave time count toward sick leave, seniority, earned vacation, step advancement or eligibility for other leaves.

Employees on approved unpaid leaves of absence will be eligible to participate in the health and welfare benefits provided the employee pays the full cost of premiums for self and for family members, if applicable. To remain eligible for participation, the employee shall remit the full amount of premiums to the district one (1) month in advance of the month of the benefit coverage. Employees who fail to remit the premiums as provided above shall be deemed to be ineligible for further participation in the benefit program. Continuation of such participation shall be subject to the underwriting rules of the various insurance carriers.

*Certificated management only

GENERAL LEAVES OF ABSENCE (continue.)

If an employee serves one-half (1/2) or more of the duty days in a month in which an approved unpaid leave begins, the district will make its regular contribution to the employee's fringe benefit coverage at the first of the month following the start of the leave. Thereafter, the employee may participate under the conditions enumerated in the preceding paragraph.

If an employee serves less than one-half (1/2) the duty days in a month in which an approved unpaid leave begins, the employee will be responsible for the full amount of any premiums to be paid at the first of the month following the start of the leave.

Employees on unpaid leave of absence who render service for seventy-five percent (75%) or more of the required days of service in a given year will have the year count toward step (increment) advancement on the salary schedule.

Certificated management employees returning from unpaid leave shall be entitled to return to a teaching position within the district.

Classified management or confidential employees returning from unpaid leave shall be entitled to return to a position similar to the one held at the time leave was granted.

Requests to return to service prior to the expiration date of an approved leave will be considered on the basis of convenience to the district. The district shall not be under any obligation to permit an early return from leave.

If an employee fails to report for duty at the expiration of an approved leave, this shall be considered sufficient cause for dismissal. At the time the leave is granted, the district will give written notification to employees of this leave condition.

While on an unpaid leave of absence or unauthorized leave, employees shall not be eligible to benefit from any paid leave of absence provided by this regulation.

Unpaid leaves shall not be extended with the possible exception of health leave. Health leaves may be extended at the discretion of the district. Employees shall return to work at the expiration of an approved leave or shall resign from the district.

Employees who need to take leave of absence for bereavement, critical family illness, industrial accident or illness, illness or accident, or the following personal necessity leaves (special problems relating to a death, funeral of a close friend, accident, family illness, paternal or imminent danger to an employee's home) shall orally notify their supervisor as soon as possible after the need becomes known.

Employees who do not know that they will need to be absent until after 4:30 p.m. of the day preceding their absence shall notify their supervisor as soon as practical.

Request Procedure for Paid Leaves of Absence

Employees who need to take leave of absence for judicial, maternity or the following personal necessity leaves (appearance in court, participation in lawful meetings, activities or observances) shall submit a request for such leave on the proper district form to the personnel office through their supervisor.

GENERAL LEAVES OF ABSENCE (continued)

Requests for maternity leaves shall be made at least two (2) months prior to the commencement of such leaves. Requests for judicial leaves shall be made as soon as possible after an employee receives a Court Order to appear. Requests for the personal necessity leaves, i.e., (appearance in court, participation in lawful meetings, activities, or observances) shall be made at least five (5) days prior to the commencement of such leaves.

Certificated management employees who wish to request a sabbatical leave of absence shall comply with the provisions of the sabbatical leave regulation 4351.8.*

Employees requesting paid leaves of absence shall provide the following information in support of their request for such leave:

1. Industrial Accident or Illness: A copy of any physician's statement relating to the accident or illness and an Employer's Report of Occupational Injury or Illness form.
2. Judicial: Official notification to appear for jury duty.
3. Maternity: District Maternity Leave form completed by employee's physician.
4. Personal Necessity: The court order ordering the employee to appear as a witness; a statement from the unit member stating the nature of the lawful meeting, activity or observance.

An absent employee shall notify his/her supervisor of his/her intention to return to duty as soon as practical.

Upon return to service an employee shall complete and submit a Certification of Absence form to his/her supervisor stipulating the reason for the absence.

Employees returning to duty from illness involving surgery, serious illness or extended absence shall be required to present a doctor's statement verifying medical release to return to duty, including any restrictions.

If the absence is due to illness or injury and is five (5) or more days in length, the district may require a statement from a medical doctor verifying the reason for the absence. The district may require such verification for an absence of less than five (5) days if the district has reason to believe that the absence may not have been used for proper leave purposes.

Request for Unpaid Leaves of Absence

Employees who wish to request a personal leave (without pay) shall submit a request for such leave on the proper district form to the personnel office through their immediate supervisor.

Employees shall provide the following information in support of their request for leave:

1. Personal
 - a. A statement of the reason for requesting leave.
 - b. Appropriate documents of verification in support of the request.

**ABC UNIFIED SCHOOL DISTRICT
Administrative Regulation**

MANAGEMENT/CONFIDENTIAL PERSONNEL

BEREAVEMENT LEAVE OF ABSENCE (WITH PAY)

Definition

1. A bereavement leave is a leave granted to an employee due to the loss by death of a person closely related by blood or marriage and, as such, considered a member of the employee's "immediate family."
2. "Immediate family" shall be defined to include:
 - Brother (brother-in-law)
 - Daughter (stepdaughter, foster daughter, daughter-in-law)
 - Father (stepfather, foster father)
 - Father-in-law
 - Granddaughter
 - Grandfather
 - Grandmother
 - Grandson
 - Husband
 - Mother (stepmother, foster mother)
 - Mother-in-law
 - Sister (sister-in-law)
 - Son (stepson, foster son, son-in-law)
 - Wife
 - Any relative living in the immediate household of the employee
3. The definition herein and above shall also be interpreted to include:
 - a. Official notice in time of war that a member of the "immediate family" is "missing in action."
 - b. Official notice that a deceased member of the immediate family is being returned by the armed forces for interment in this country.

Length and Time of Leave

1. Management/confidential employees shall be entitled to a maximum of three (3) working days, not necessarily consecutive, within ten (10) calendar days after demise or notification of date of funeral of an "immediate family" member.
2. Two (2) additional days, or a total of five (5) days, are allowable if travel of more than four hundred (400) miles one way or out-of-state is required.
3. Three-day bereavement leaves may be granted for each death described above.

If more than one (1) death occurs simultaneously, such leaves may be consecutive. (Additional days may be granted under personal necessity leave, if needed.)
4. A bereavement leave shall not be granted during an illness leave or during any other leave of absence.

Compensation

1. Employees shall be entitled to regular salary for a maximum of three (3) days' absence for each instance of absence due to bereavement or for a total of five (5) days if two (2) additional days are granted for travel.

Regulation

approved: 02.20.79

**ABC UNIFIED SCHOOL DISTRICT
Administrative Regulation**

MANAGEMENT/CONFIDENTIAL PERSONNEL

CRITICAL FAMILY ILLNESS LEAVE OF ABSENCE (WITH PAY)

Definition

1. A critical family illness leave is a leave granted to an employee whose presence is needed because a member of his/her immediate family is critically ill.

"Critical illness" shall be defined as one in which the family member's life is in danger and there is the possibility of death. Major surgery will be considered as falling within the definition of "critical illness."

2. "Immediate family" is defined to include:

Brother (brother-in-law)
Daughter (stepdaughter, foster daughter, daughter-in-law)
Father (stepfather, foster father)
father-in-law
Granddaughter
Grandfather
Grandmother
Grandson
Husband
Mother (stepmother, foster mother)
mother-in-law
Sister (sister-in-law)
Son (stepson, foster son, son-in-law)
Wife
Any relative living in the immediate household of the employee.

3. The employee shall provide verification by physician's certification that the family illness is critical in nature if the employee's immediate supervisor has reason to believe that the leave benefit may not have been used for proper leave purposes.

Length of Leave

An employee shall be entitled to three (3) days of paid leave for critical family illness during any one (1) year. Such leave is not accumulated.

Compensation

An employee shall be entitled to regular salary for the maximum of three (3) days' absence annually for critical family illness leave as described above.

**ABC UNIFIED SCHOOL DISTRICT
Administrative Regulation**

CERTIFICATED MANAGEMENT PERSONNEL

ILLNESS OR ACCIDENT (SICK LEAVE) LEAVE OF ABSENCE (WITH PAY)

Definition

Sick leave is a leave of absence granted to a certificated management employee because of personal illness or injury.

Length of Leave

In any fiscal year an employee shall be entitled to paid sick leave at the rate of one (1) day for each month of paid service on an unlimited accumulated basis as follows:

1. Ten-month employees shall be allowed ten (10) days of sick leave annually.
2. Eleven-month employees shall be allowed eleven (11) days of sick leave annually.
3. Twelve-month employees shall be allowed twelve (12) days sick leave annually.
4. Certificated management working at an hourly rate of pay during the summer, winter and spring intersessions shall be allowed one (1) hour of sick leave for every twenty (20) hours of paid service on an unlimited accumulated basis. Such hourly sick leave shall be credited in a separate bank.
5. Certificated management's hourly accumulated sick leave may not be used during the regular contract year but may be used when the employee is serving at an hourly rate of pay during the summer, winter and spring intersessions.

Special Conditions

1. Sick leave for the current school year need not be accrued prior to taking such leave by the employee. Such leave may be taken at any time during the current year provided such leave does not exceed the current year's sick leave benefit entitlement.
2. An employee serving part-time shall only earn sick leave and be paid sick leave benefits in direct proportion to which the employee's assignment relates to full-time service.
3. If an employee resigns, retires or is terminated and has used more sick leave than was earned, the amount of pay for days used but not earned shall be deducted from the final warrant of the employee.
4. Certificated management must serve seventy-five percent (75%) or more of the number of days in the regular year to earn a year of credit for the purpose of tenure. Time on sick leave shall not count as service toward acquiring permanency with the district.

**ILLNESS OR ACCIDENT (SICK LEAVE) LEAVE OF ABSENCE
(WITH PAY) (continued)**

Compensation

1. When an employee is absent from his/her duties because of illness or injury, whether or not the absence arises out of or in the course of his/her employment, said employee is paid:
 - a. Full salary for that period of his/her absence covered by his/her current and accumulated sick level.
 - b. Fifty percent (50%) of regular salary for 100 days after current and accumulated sick leave have been expended.
2. When an employee has used all of his/her current, cumulative and fifty percent (50%) sick leave and the employee is still unable to return to service, the employee will be placed on a health leave of absence without pay.
 - a. A health leave without pay initiated after seventy-five percent (75%) of a given year has been completed, may be granted for the balance of the current year and one (1) additional year. Extension of such leave shall be at the discretion of the district.

**ABC UNIFIED SCHOOL DISTRICT
Administrative Regulation**

CLASSIFIED MANAGEMENT/CONFIDENTIAL PERSONNEL

ILLNESS OR ACCIDENT (SICK LEAVE) LEAVE OF ABSENCE (WITH PAY)

A. Definition

Sick leave is a leave of absence granted to a classified management/confidential employee because of personal illness or injury.

B. Length of Leave

1. In any fiscal year a classified management/confidential employee shall be entitled to paid sick leave at the rate of one (1) day for each month of paid regular service on an unlimited accumulated basis.
 - a. Ten-month classified management/confidential employees shall be allowed ten (10) days of sick leave annually.
 - b. Eleven-month classified management/confidential employees shall be allowed eleven (11) days of sick leave annually.
 - c. Twelve-month classified management/confidential employees shall be allowed twelve (12) days of sick leave annually.

C. Special Conditions

1. Sick leave for the current fiscal year need not be accrued prior to taking such leave by the unit member. Such leave may be taken at any time during the current fiscal year provided such leave does not exceed the current fiscal year's sick leave benefit entitlement.
 - a. A classified management/confidential employee shall not be eligible to take more than six (6) days of sick leave until the first day of the calendar month after completion of six (6) months of active service with the district.
2. A classified management/confidential employee serving part-time only shall earn sick leave and be paid sick leave benefits in direct proportion to which his/her assignment relates to full-time service.
3. A classified management/confidential employee employed for intersession or an additional limited-term assignment in a classification which is different from the classification to which the classified management/confidential employee is regularly assigned shall not earn sick leave benefits for the time working in such assignments.
4. If a classified management/confidential employee resigns, retires or is terminated and has used more sick leave than was earned, the amount of pay for days used but not earned shall be deducted from the final warrant of the unit member.
5. Time on sick leave shall not count as service toward acquiring permanency with the district.

**ILLNESS OR ACCIDENT (SICK LEAVE) LEAVE OF ABSENCE
(WITH PAY) (continued)****D. Compensation**

1. When a classified management/confidential employee is absent from his/her duties because of illness or injury, whether or not the absence arises out of or in the course of his/her employment, said classified management/confidential employee is paid:
 - a. Full salary for the period his/her absence covered by his/her current and accumulated sick leave.
 - b. Fifty percent (50%) of regular salary for any days remaining after current and accumulated sick leave have been expended and one-hundred (100) working days have not elapsed.
 - (1) A classified management/confidential employee shall be credited with not more than one-hundred (100) working days of sick leave (current, accumulated and fifty percent [50%]) in each fiscal year if the classified management/confidential employee has earned less than one-hundred (100) working days of current and accumulated sick leave.
 - (2) A new classified management/confidential employee of the district shall not be eligible for the fifty percent (50%) pay until he/she has satisfactorily completed his/her probationary period.
2. When a classified management/confidential employee who has exhausted all of his/her entitlement to paid sick leave and is still unable to return to work, he/she may be granted a personal leave of absence without pay by the Board of Education for a period not to exceed six (6) months. The board may renew the personal leave for two (2) additional six (6) month periods, or such lesser leave periods that it may provide, but not to exceed a total of eighteen (18) months.
 - a. If at the conclusion of all paid or unpaid leave the employee is still unable to return to his/her regular assignment, he/she shall be placed on a reemployment list for a period of thirty-nine (39) months in the same manner as if he/she were laid off for lack of work or lack of funds.

**ABC UNIFIED SCHOOL DISTRICT
Administrative Regulation**

MANAGEMENT/CONFIDENTIAL PERSONNEL

INDUSTRIAL ACCIDENT AND ILLNESS LEAVE OF ABSENCE (WITH PAY)

Definition

As industrial accident leave is a leave granted to an employee for absence because of occupational illness or injury which arose out of and in the course of school district employment, and which qualifies under workers' compensation.

Requirements

1. The injury or illness was directly related to the performance of the employee's duties in the district.
2. The district has the right to have the employee examined by a physician designated by the district to assist in determining the length of time during which the employee will be temporarily unable to perform assigned duties and the degree to which a disability is attributable to the injury involved.

Length of Leave

1. Such leave shall commence from the first day of absence resulting from industrial accident or illness but shall not exceed sixty (60) working days (when the employee would have been performing his/her duties) for one (1) accident, and shall not exceed beyond the last day for which temporary disability indemnity is received. The allowance is reduced by one (1) day for each day of absence resulting from the industrial accident or illness, regardless of any award made under workers' compensation laws.
2. The sixty (60) days is not accumulative from year to year. In case the absence extends into the following year only the unused amount of leave for the same industrial accident is available.

Payment

1. Before salary payments can be made, a workers' compensation accident report must be on file in the personnel office.
 - a. Temporary disability indemnity checks shall be made out to the district. The district, in turn, will issue appropriate salary warrants, including the amount of the temporary disability payments, but not exceeding the employee's full salary. Such warrants are subject to normal retirement and other authorized deductions.
 - b. During the maximum sixty (60) day absence, the employee shall receive full pay with the district paying the difference between his/her regular salary and the compensation received from the compensation fund; such payment will not be charged against the employee's accumulated illness balance. If the sixty (60) day maximum is exceeded, the employee may start drawing the regular illness or accident benefits to which he/she may be entitled.

**INDUSTRIAL ACCIDENT AND ILLNESS LEAVE OF ABSENCE
(WITH PAY) (continued)**Effect on Sick Leave

Time on industrial accident or illness leave will not constitute a break in service; the first sixty (60) days is not charged against sick leave.

Absence after Sixtieth Working Day

1. If the industrial accident or illness leave should extended beyond sixty (60) working days, the employee may elect to use sick leave to which he/she is entitled.
2. When the employee goes on sick leave while he/she is receiving workers' compensation insurance benefits, he/she will be entitled to use only so much of the sick leave benefits as will provide full salary for his/her basic assignment when added to workers' compensation insurance benefits.
3. Employees who exhaust all current and accumulated sick leave and who are still entitled to fifty percent (50%) of their regular salary will be paid by the district. The temporary disability indemnity checks shall be made out to the district.
4. After expiration of all paid leave, an employee who is unable to return to work as determined by a licensed physician may request a health leave without pay for one (1) year.

If at the conclusion of all paid or unpaid leave a classified management/confidential employee is still unable to return to his/her regular assignment, he/she shall be placed on a reemployment list for a period of thirty-nine (39) months in the same manner as if he/she were laid off for lack of work or lack of funds.

Activities While on Leave

1. An industrial accident leave period begins on the first day for which injury or illness is claimed and extends through the last day for which injury or illness is claimed. If, between these two dates, an employee initiates any new gainful employment, he/she shall be required to forfeit any injury pay received from the district under this leave.
2. An employee on industrial accident leave shall remain within the state unless the district authorizes travel outside the state.

**ABC UNIFIED SCHOOL DISTRICT
Administrative Regulation**

MANAGEMENT/CONFIDENTIAL PERSONNEL

JURY DUTY AND WITNESS LEAVE OF ABSENCE (WITH PAY)

1. Definition

A jury duty and witness leave is a leave granted to a management/ confidential employee to serve as a juror or to appear as a witness if he/she receives an official notification calling for such duty.

2. Eligibility Requirements

- a. The management/confidential employee must be employed on a regular basis.
- b. The management/confidential employee must receive an official summons to appear as a juror or a subpoena to appear as a witness and not as a litigant in a case to be eligible for such leave.
 - (1) Each date of necessary attendance under such order, other than the date specified in the summons or subpoena, shall be certified by the clerk or authorized officer of the court, or other official of a body with jurisdiction.
- c. It is unlawful to encourage, solicit or suggest that any management/ confidential employee seek exemption from such duty.

3. Length of Leave

- a. The management/confidential employee shall be allowed to serve for the period of time as directed by the courts and shall return to work during any day or portion of a day equal to or greater than one-half (1/2) of the work shift in which appearance in court is not required.
- b. Management/confidential employees who are assigned a full time (8-hour day) swing or graveyard shift shall be granted leave for the entire work shift on any day in which court appearance is required for four (4) hours or more.

4. Compensation

- a. A management/confidential employee shall receive his/her regular pay for all working days spent on jury duty or as a witness.
- b. A leave of absence without pay may be granted to a certificated manager who is officially called for jury duty. (This does not apply to confidential employees.) If the jury duty is served, he/she may keep all juror fees and mileage. However, a unit member may choose to serve during his/her off-duty or vacation days.
- c. A management/confidential employee shall endorse any jury duty fees, excluding mileage, received and forward them to the payroll office.
- d. In any case in which a witness fee is payable, such fee shall be collected by the management/confidential employee and remitted to the district.

Regulation
approved: 02.20.79
revised: 12.06.88

**ABC UNIFIED SCHOOL DISTRICT
Administrative Regulation**

MANAGEMENT/CONFIDENTIAL PERSONNEL

MATERNITY LEAVE OF ABSENCE (WITH PAY)

Definition

A maternity leave is a leave granted to an employee during the time she must absent herself from her duties because of disability resulting from pregnancy or convalescence following childbirth. Sick leave (with pay) will be allowed for the period of physical disability provided the dates of disability are certified by the employee's physician and otherwise meet the provisions specified below.

Eligibility

An employee shall only be eligible to use sick leave benefits under this leave policy when the employee is on a working paid status immediately prior to starting the maternity leave.

Steps to be Followed in Requesting Maternity Leave of Absence

1. Pregnant employees shall promptly notify the district (supervisor and personnel office) at least two (2) months prior to the anticipated beginning of her absence to enable the district to make advance preparation for substitute employees.
2. Prior to absenting herself from work due to disability, a pregnant employee shall:
 - a. Secure a district Request for Leave of Absence form and a district form for the attending physician's report.
 - b. Complete and submit to her supervisor the Request for Leave of Absence form along with the district form completed by a licensed physician stating the beginning date of physical disability, the date of the expected birth, and the date following delivery when she will be physically able to resume her duties.

Compensation

An employee on maternity leave shall have the option of using sick leave to which she may be entitled during the period her physician certifies that she is physically unable to perform her regular duties.

Use of sick leave for maternity leave of absence shall be in accordance with illness or accident leave of absence.

If the district has reason to believe that an employee requesting to return to duty is not in good health, she will not be allowed to return to service until she presents to the personnel office a certificate of good health from her attending physician.

**ABC UNIFIED SCHOOL DISTRICT
Administrative Regulation**

MANAGEMENT/CONFIDENTIAL PERSONNEL

PERSONAL NECESSITY LEAVE OF ABSENCE (WITH PAY)

Definition

A personal necessity leave is a leave granted to an employee for a maximum of six (6) days, as defined below:

1. Special Problems Relating to the Death of a Member of the Immediate Family.

An employee is entitled to three (3) days off with pay (not charged against sick leave) for bereavement. Two (2) additional days, or a total of five (5) days are allowed if travel of more than four-hundred (400) miles one-way or out-of-state travel is required.

Should special problems of an emergency nature be involved, such as settling an estate, long-distance travel, or similar situations requiring absence beyond the bereavement allowance, an employee may use personal necessity leave.

The immediate family shall be defined to include:

Brother (brother-in-law)
 Daughter (stepdaughter, foster daughter, daughter-in-law)
 Father (stepfather, foster father)
 Father-in-law
 Grandfather
 Grandmother
 Granddaughter
 Grandson
 Husband
 Mother (stepmother, foster mother)
 Mother-in-law
 Sister (sister-in-law)
 Son (stepson, foster son, son-in-law)
 Wife
 Any relative living in the immediate household of the employee

2. Funeral of a Close Friend or Relative not Defined as Immediate Family, where an employee wishes to pay respect to the passing of a close friend or relative not defined as immediate family.

3. Accident, involving the employee's person or property, or the person or property of his/her immediate family, as defined above, of such an emergency nature that the immediate presence of the employee is required during his/her work day. Such accident must involve circumstances the employee cannot reasonably be expected to disregard, and require the attention of the employee during his/her assigned hours of service.

PERSONAL NECESSITY LEAVE OF ABSENCE (WITH PAY) (continued)

4. Appearance in Court as a witness or as a litigant under an official order. The employee must report to his/her supervisor in cases where it is not necessary for employee to be absent the entire day.

Each date of necessary attendance under such order, other than the date specified in the subpoena, shall be certified by the clerk or authorized officer of the court, or other official of a body with jurisdiction.

In any case in which a witness fee is payable, such fee shall be collected by the employee and remitted to the district.

5. Illness of a Member of the Immediate Family, as defined above, which shall be of such a nature that the immediate presence of the employee is required during his/her work day. The employee may be called upon to furnish a physician's statement or any other proof requested by his/her immediate supervisor.
6. Paternity Leave for the birth of a child making it necessary for an employee, who is the father of the child, to be absent from his position during his assigned hours of service.
7. Adoption Leave for the processing of the adoption of a child making it necessary for an employee who is to be the parent of the child to be absent from his/her position during assigned hours of service.
8. Imminent Danger to the Home of an Employee, occasioned by a factor such as flood or fire, serious in nature, which under the circumstances the employee cannot reasonably be expected to disregard and which requires the attention of the employee during his/her assigned hours of service.
9. Participation in Lawful Meetings, Activities or Observances, where the employee conscientiously believes that his/her participation there is necessary and requires his/her absence from duty.

Length of Leave

1. No more than six (6) days of personal necessity leave may be allowed in any fiscal year. This leave is nonaccumulative.
2. The number of days of personal necessity leave allowed shall be deducted from and may not exceed the number of full days of sick leave to which the employee is entitled.
3. Personal necessity leave must be taken in increments of not less than one-half (1/2) day.
4. An employee who is absent from his/her duties because of personal necessity leave shall receive full salary for such absence if that period does not exceed sick leave benefits to which the employee may be entitled.

**ABC UNIFIED SCHOOL DISTRICT
Administrative Regulation**

CERTIFICATED MANAGEMENT PERSONNEL

SABBATICAL LEAVE OF ABSENCE (WITH HALF PAY)

Definitions

Sabbatical Leave is a leave of absence granted to an employee by the Board of Education for the purpose of permitting formal study, independent study or research, travel or a combination leave which will benefit the district.

Sabbatical Leave for Formal Study is a leave of absence granted for full-time graduate study. Courses which are undertaken for the purpose of meeting sabbatical leave requirements must:

1. Be taken in residence at an accredited institution of higher learning.
2. Be a program of graduate studies.
3. Relate to the present or prospective service of the employee.
4. Be initiated subsequent to the filing and approval of the leave request.
5. Be completed with a passing grade for which unit credit is allowed.
6. Meet the minimum load requirements for each semester of leave as follows:
 - a. One Semester Leave An official full program of graduate studies for the respective institution being attended.
 - b. Two Semester Leave An official full program of graduate studies for the respective institution being attended.

Sabbatical Leave for Independent Study or Research is a leave based on a program of independent study or research relating to the present or prospective service of the applicant which promises professional values equivalent to that derived from formal study at recognized educational institutions.

Sabbatical Leave for Educational Travel is one during which an employee engages in planned educational travel for at least sixty percent (60%) of the leave period. Travel is considered educational if it results in a significant contribution to professional growth. It is expected that this growth will be certified by means of the required report and will be reflected in subsequent assignments.

Sabbatical Leave Combination Type is one in which the employee will undertake a combination of travel and formal or independent study. One (1) calendar month of travel will be considered equivalent to two (2) semester units of university work. In this case, the employee must meet the minimum load requirement in formal study for each semester of leave as specified above.

SABBATICAL LEAVE OF ABSENCE (WITH HALF PAY) (continued)

Eligibility Requirements

A sabbatical leave may be granted to a full-time employee if the employee has rendered satisfactory service to the district under a regular credential for at least seven (7) consecutive years immediately preceding the sabbatical leave.

Not more than one (1) sabbatical leave shall be granted to an employee in each eight (8) year period.

The employee's age must be such that he/she will be able to render a minimum of two (2) full years of service after his/her return from a sabbatical leave. The employee must be able to begin his/her second year of service following his/her leave before reaching age sixty-five (65).

The district reserves the right to demand a physician's statement attesting to the state of the physical and mental health of the employee, if deemed necessary.

Criteria for Granting Leaves

In case more applications are received than can be granted under these regulations, precedence shall be determined as follows:

1. Relative value to the district of the proposed program of those applying for leave.
2. Seniority.
3. Reasonable distribution of leaves by school or department.
4. Securing a satisfactory replacement.
5. Whether or not the applicant had previously been granted a sabbatical leave.

Application for Sabbatical Leave

Applications for sabbatical leaves must be submitted on forms provided by the personnel office and must be filed in the personnel office by February 15 for leaves to be taken during the following fiscal year, or by October 1 for leaves to be taken during the second half of the fiscal year.

Applications must include a complete outline of the proposed sabbatical program and a statement of the way in which the program will benefit the district.

Request for sabbatical leave for formal study shall include the following:

1. Name of the institution which will be attended.
2. Number of units which will be carried.
3. Whether a degree will be received.
4. A listing of the courses which will be taken.

SABBATICAL LEAVE OF ABSENCE (WITH HALF PAY) (continued)

Request for sabbatical leave for independent study or research shall include:

1. A description of the study or research project which will be undertaken.
2. The way in which the research will be completed.
3. The contacts which will be made and the way in which these contacts will be made.
4. The specific itinerary.
5. The specific values to be derived for the district and the employee and any other pertinent information.

Request for sabbatical leave for travel shall include:

1. A detailed statement of the proposed itinerary.
2. The way in which the travel will relate to the work of the employee.
3. A statement of the educational growth which is believed will be derived from the travel.
4. A calendar plan showing at least sixty percent (60%) of the leave in residence in a foreign country or in travel.

Request for sabbatical leave combination shall include specific points required under respective leaves hereinbefore.

The employee, at the time of application, must submit as part of his/her application a letter of intent stating his/her commitment to return and fulfill two (2) full years of service within the district if extended a sabbatical leave.

Sabbatical Leave Committee

All requests for sabbatical leave shall be reviewed by a sabbatical leave committee.

The sabbatical leave committee shall review the applicant's service record and details in the application for leave, as well as carefully weigh the ways in which the leave will benefit the district.

Members of the committee shall include three (3) management employees appointed by the superintendent.

Length of Leave

Sabbatical leave shall be granted for not less than one (1) full semester nor more than two (2) semesters. Leave for a fractional part of a semester shall not be permitted.

An employee requesting a leave for the second semester of any school year must have served a minimum of eighty percent (80%) of the days of the first semester of that school year.

SABBATICAL LEAVE OF ABSENCE (WITH HALF PAY) (continued)Extent and Distribution of Leaves

The total number of sabbatical leaves granted during a school year shall not exceed four percent (4%) of the total number of management employees.

Not more than two (2) employees from any one (1) school/department shall be on sabbatical leave at any one time.

The Board of Education reserves the right to modify the number of sabbatical leaves or suspend the granting of such leaves in a given year depending on budget requirements and available tax resources.

Compensation

Compensation for employee on sabbatical leave shall be fifty percent (50%) of the base salary which the employee would have received had he/she remained in active service.

Sabbatical Payment Plan

The employee may elect to receive compensation under either Plan A or Plan B:

1. Plan A: Salary for sabbatical leave shall be paid in two equal installments during the first two (2) years following the return from the leave.

The first installment shall be paid at the end of the year (June 30) following the return of the employee to duty. The second installment shall be paid at the end of the second year after the return of the employee from such leave.

2. Plan B: Salary for a sabbatical leave shall be paid in the same manner as if the employee were on regular duty.

It is the employee's responsibility to furnish a suitable bond* indemnifying the governing board against loss in the event the employee fails to return and render at least two (2) years' service or fails to satisfactorily carry out the programs outlined in the leave agreement.

*Such bond shall be exonerated in the event the failure of the employee to return and render such two (2) years' service is caused by the death or physical or mental disability of the employee.

In the event the recipient of the sabbatical leave fails to satisfactorily carry out the program outlined in the leave agreement, said employee forfeits any salary pay during the sabbatical leave.

Effect on Retirement

Service for retirement will be credited in the proportion the compensation paid during leave bears to the compensation the employee would have received had he/she been employed on a full-time basis. The district's State Teacher Retirement System (STRS) contribution will be prorated and based on the compensation paid.

SABBATICAL LEAVE OF ABSENCE (WITH HALF PAY) (continued)

An employee may receive full-time service credit for the period of a sabbatical leave providing he/she pays to STRS additional contributions based on the compensation which is the difference between compensation earned and the compensation earnable during the period of sabbatical leave. In this case, the employee shall make a full contribution based on the employee's earnable pay and also pay the difference between the district's prorated contribution and the full contribution the district would have made had the employee continued in full-time service.

Required Report

Each employee who has been on sabbatical leave shall file with the sabbatical leave committee a written report not later than thirty (30) days after return to active duty. Such report shall contain detailed data as to the activities of the employee, together with the employee's appraisal of the professional value of the experience gained while on leave, the manner in which such experience or knowledge gained may be used for the benefit of the district and any other data deemed necessary by the committee for a satisfactory report.

For a study leave an official transcript showing all courses completed and degrees granted must be submitted. Reports on independent study or research, travel, or combination leave must be typewritten.

The employee shall not be considered as having completed the requirements of a sabbatical leave until his/her report has been approved by the sabbatical leave committee and the superintendent.

Return to Service

An employee returning from a sabbatical leave shall return to the district to a position which is the same or at the same level as the one held when the leave was granted.

Accident or Illness

Interruption of the program of study or travel caused by serious injury or illness during a sabbatical leave shall not be considered failure to fulfill the conditions of study or travel upon which such leave was granted nor shall such interruption affect the compensation to be paid such employee under the terms of the leave agreement, provided:

1. Notification as soon as practicable of injury or illness during sabbatical leave is given to the superintendent by means of registered or certified letter.
2. Written evidence verifying the interruption of the program of travel or study due to serious injury or illness is filed with the personnel office.
3. A sabbatical leave cannot be changed to an illness leave before the expiration date of the sabbatical leave. The leave shall change to a personal leave without pay.

**ABC UNIFIED SCHOOL DISTRICT
Administrative Regulation**

MANAGEMENT/CONFIDENTIAL PERSONNEL

PERSONAL LEAVE OF ABSENCE (WITHOUT PAY)

Definition

A personal leave of absence is a leave of absence which may be granted to a management/confidential employee which will meet the personal interests and needs of a management/confidential employee if such leave does not adversely affect the efficient operation of the district. The granting of such leave shall be solely at the discretion of the district.

Personal leaves shall include, but not be limited to the following:

1. Child care
2. Health (after exhaustion of sick leave benefits)
3. Professional/graduate study
4. Rest and recuperation
5. Travel
6. Peace Corps
7. Teaching overseas or foreign county

Eligibility

1. Management/confidential employees shall hold permanent status in the district to be eligible for a personal leave (without pay).
2. Management/confidential employees shall not be granted a personal leave to accept other employment.

Length of Leave

The length of time for which a personal leave (without pay) may be granted shall be at the sole discretion of the district.

Compensation

No salary will be paid by the district to the management/confidential employee while on a personal leave of absence.

**ABC UNIFIED SCHOOL DISTRICT
Administrative Regulation**

MANAGEMENT/CONFIDENTIAL PERSONNEL

UNAUTHORIZED LEAVE

Unauthorized leave is defined as nonperformance of those duties and responsibilities assigned by the district and its representatives including all duties and responsibilities as defined by the Education Code, rules and regulations of the State Board of Education and policies and regulations of the Board of Education of the district. Such unauthorized leave may include but is not limited to unauthorized use of sick leave, unauthorized use of other leave benefits and collective refusals to provide service.

An employee is deemed to be on unauthorized leave at such time and on such occasions as the employee is absent from duties without approval.

Disciplinary Action

Unauthorized leave may result in the dismissal, demotion, loss of salary or such action as deemed appropriate by the district. Beginning on the first day of unauthorized leave no warrant shall be drawn in favor of any employee who has not faithfully performed all required duties.