

Administrative Regulation

PERSONNEL: MANAGEMENT TEAM

Compensation

I. Base Salary Schedule

The Salary Schedules adopted by the Board of Trustees on July 28, 1998, are attached.

The salary for Food Service Managers will be prorated as follows:

From one (1) through three (3) years of service:

Food Service Manager I & II: .80

Beginning the fourth (4th) year and beyond:

Food Service Manager I & II: .83

II. Health and Welfare Benefits

The District will provide Management Team members monies for payment of health and welfare premiums; the amount established by the Board effective May 31, 1998, is \$6,250.00 per year.

III. Work Year

The work year for Management Team members established by the Board is listed on the Salary Schedule. The Board may authorize an increase in work year above the prescribed number with resultant increase in compensation at a per diem rate.

The Board may authorize a decrease in work year below the prescribed number with resultant decrease in compensation at a per diem rate.

Note: The work year for Classified Managers (with the exception of Food Service Managers) and Confidential Management Team members will be 225 days.

IV. Experience Placement

Previous experience will be evaluated and recommended by the Superintendent (or designee) for initial placement on the salary schedule; maximum initial placement shall be step five. However, initial placement on the Management Team schedule for in-district personnel shall not result in a per diem loss of monies. In-district personnel with a higher per diem shall be "Y" rated on Step 5 at the lower of their current per diem or step 6.

V. Requirement and Recognition of Advanced Degrees

A Master's Degree is required to qualify for certificated administrative positions. Administrators who have been awarded a doctorate shall receive additional 3% of base placement.

VI. Credential Requirements

Administrators shall possess the credentials required by The California Education Code and by The Administrative Code, Title V.

VII. Out-of-Classification Compensation

Management Team members who are temporarily assigned to perform duties in a higher salary classification shall be paid additional compensation, beginning with the first day, equal to the difference between the member's current salary schedule placement and the amount paid at the higher rate at the member's same experience step in the lower salary classification. Days served in the higher classification shall count toward fulfillment of days required to be served in the lower classification.

VIII. Overtime Pay for Confidential Management Team Members

The normal workday shall be eight (8) hours; the work week, forty (40) hours. Overtime shall be compensated for at the rate of one and one-half times the regular rate for all hours worked in excess of eight (8) hours per day or forty (40) hours per week.

Notwithstanding the provisions of above, the work week shall consist of not more than five (5) consecutive work days for any employee having an average workday of four (4) hours or more during the work week. Such an employee shall be compensated at the overtime rate for work performed on the sixth (6th) and seventh (7th) day.

An employee having an average workday of less than (4) hours during a work week shall, for any work performed on the seventh consecutive day be compensated at the overtime rate.

Whenever a Confidential member of the Management Team is called to return to work outside of his/her normal working hours, weekends, or holidays, without 24 hours notice, he/she will be paid a minimum of two (2) hours time at the applicable rate. Overtime must be authorized in advance by the supervisor.

IX. Professional Growth Stipend for Classified Management Team Members

The professional growth stipend is \$225 annually (per increment) to be paid in a lump sum in the November 30th warrant, provided that current professional growth qualifications are met in accordance with Policy 4040.

X. Longevity Recognition For Classified Management Team Members Employed Prior to July 1, 1987

Long term service for classified Management Team Members will be recognized and compensated as follows: 4% added to the base salary at the beginning of the sixth (6th) year; 7% added to the base salary at the beginning of the eleventh (11th) year; 10% added to the base salary at the beginning of the sixteenth (16th) year; and 13% added to the base salary at the beginning of the twentieth (20th) year of service to the District. Employees with breaks in service shall be eligible to have all years counted for longevity effective July 1, 1989.

In the event the District reclassifies a position to a confidential position and the position is filled by an incumbent, the incumbent will be eligible for longevity, provided the incumbent was employed prior to July 1, 1987. Beginning September 1, 1993, Classified Management Team Members will receive the same longevity increments as members of the California School Employees Association (CSEA).

XI. Early Retirement Provisions for Management Team - Premium Contribution For Retirees (Effective May 31, 1998)

1. The district will contribute toward health benefit premiums as set forth below for Management Team employees who retire at age 55 or older and who meet the service eligibility standards. The dollar amount of the contribution by the district shall not exceed the amount the district contributes for Management Team members.

Years of Service	Premium Payments Maximum Number of Year	Type	Dependents
5	10	Medical & Dental	Spouse
15	10	Medical & Dental	All Eligible Dependents
20*	10	Medical & Dental	All Eligible Dependents

*Management Team members retiring at a minimum age of 55 years, with at least 20 years of service in Berryessa Union School District as of July 28, 1998, shall receive a health and welfare fringe benefit allowance equal to the Management Team allowance at the time they retire until the age of 65 which is indicated by the *.

2. The district's contribution level will be the amount for the lowest cost coverage that existed at the time of retirement from service, or in an amount not to exceed the dollar contribution level as stated in II above.
3. The contributions will be made for the maximum number of years listed, or until the employee is eligible for Social Security, or until age 65, whichever event occurs first. Dependent coverage paid by the district will coincide with eligibility of the retiree.
4. The retiree may pay additional premiums to the district for coverage for spouse or eligible dependents, to the extent such dependents would be eligible under the

current district insurance plans.

5. These benefits are subject to the Governing Board's annual review, both as to the level of contribution and the benefit specifications. These benefits are subject to termination and, as such, are not vested in any employee or retiree. These benefits will automatically expire on June 30th of the school year in which they are enacted, unless the Board, by specific resolution, enacts new terms.

- XII. Term life insurance coverage shall be \$50,000 per year for members of the Management Team.

Adopted: June 13, 1985
Revised: December 5, 1985
May 14, 1987
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August 25, 1988
November 9, 1989
September 27, 1990
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May 21, 1996
May 20, 1997
June 17, 1997
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