

# San Luis Coastal Unified School District

## Management Handbook



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**SUPERINTENDENT**

# **SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT MANAGEMENT HANDBOOK**

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# DISTRICT ORGANIZATION

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The guiding policies of the district are set by the district's seven member Board of Education in consultation with the district Superintendent. Seven elected trustees comprise the Board of Education. They are elected "at large" and represent the entire district, although there is a requirement that four members reside in Trustee Area 1 and three in Trustee Area 2. Area 1 encompasses the City of San Luis Obispo, Avila Beach, a portion of Pismo Beach (north of Spyglass and west of Hwy 101), and the unincorporated areas between those communities to the southern boundary. Area 2 is comprised of the communities of Los Osos and Morro Bay.

The Board is also the employer for everyone working within the district. However, day to day operations is the responsibility of the Superintendent. For overall general administration, SLCUSD has created two divisions: Personnel, Innovation, and Educational Services and Business and Support Services, each of which function under the direction of an Assistant Superintendent. For more information about our district and school, please visit our website at [www.slcusd.org](http://www.slcusd.org).

## MANAGEMENT GROUPS

The **Superintendent's Cabinet** meets weekly to implement the goals of the district. The Superintendent's Cabinet is composed of Assistant Superintendents of Personnel, Innovation, and Educational Services and Business and Support Services, Director of Personnel Services, Elementary Director of Learning and Achievement, Director of Student Support Services, Secondary Director of Learning, Achievement and Innovation, and Administrative Assistant to the Superintendent. This group provides communication and interaction with the Superintendent regarding departmental activities.

Supervisors are responsible for monitoring completion of employee goals and will provide oversight and support in the performance of duties of assigned staff. As a manager, you should feel free to ask your supervisor or the Director of Personnel any question that may arise in the course of employment.

The **Management Educator's Council (MEC)** is the management group responsible for communicating the interest of managers in terms of wages, hours and working conditions. MEC is a "meet and Confer" group (as opposed to a union) which means that MEC representatives express interest on issues but no negotiating relationship exists. All managers except the Superintendent and Assistant Superintendents are part of MEC.

## **MANAGEMENT EMPLOYMENT INFORMATION**

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The policies and definitions listed in this handbook for management and supervisory employees at SLCUSD are the same. A management employee is an employee in a position having significant responsibilities for formulating SLCUSD policies or administering SLCUSD programs. A supervisory employee, regardless of job description, has authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to assign work to other employees and direct them, or to adjust their grievances, or effectively recommend that action, if in connection with the foregoing functions, the exercise of that authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

*(Reference: Government Code 3540.1)*

The following are the classifications of management personnel at San Luis Coastal Unified School District:

### **CERTIFICATED MANAGEMENT EMPLOYEE**

An employee in a position requiring certification under the California Education Code and performing duties designated by the employer as management is considered a certificated management employee. San Luis Coastal Unified School District contracts with certificated management employees as school administrators and district office leaders in matters dealing with curriculum and instruction, personnel, and student support.

#### ***Certificated Manager without Displacement Rights***

A certificated manager hired directly into a position at the district office does not receive tenure or gain seniority at any time (except as noted below), and is never classified as a permanent, probationary or substitute employee. The certificated manager serves at the pleasure of the Superintendent.

#### ***Certificated Manager with Displacement Rights***

A certificated manager with displacement rights is one who has taught as a classroom teacher for SLCUSD and has obtained permanency as a teacher for SLCUSD prior to becoming a manager. Such an employee shall have permanency as a classroom teacher only, retain their original seniority date, and does not obtain permanency or seniority as a manager. Certificated managers hired into a school site administrator position will have permanency after two years, but will have a “rolling” seniority date that never exceeds that of other tenured teachers.

### **CLASSIFIED MANAGEMENT EMPLOYEE**

An employee in a position not requiring certification under the California Education Code, and performing duties designated as management duties by the employer, is considered a classified management employee.

#### ***Probationary Classified Manager***

Classified managers, upon initial employment, shall serve a probationary period of one year. During this probationary period, a classified manager serves at the pleasure of the Superintendent and may be dismissed at any time by the Superintendent or his/her designee.

### ***Permanent Classified Manager***

Upon successful completion of the probationary period, a classified manager shall gain permanent status in the position and shall be entitled to rights identified in the Education Code and the SLCUSD Merit System. Classified managers are subject to all provisions and protections of the SLCUSD Merit System.

### ***Limited Term Classified Manager***

Limited term assignments may be made for a period of six months or less, except in substitute assignments which may not exceed the authorized absence of a regular employee. Limited term positions may be filled through the temporary promotion of a qualifying permanent employee or from any available eligibility lists.

### ***Provisional Appointments***

When no eligibility list exists for a vacancy, an employee may be provisionally appointed to a position while a recruitment is in process not to exceed 90 working days (except under specific guidelines listed in the Merit System rules).

## **NON-REEMPLOYMENT**

The Superintendent may choose not to renew a certificated manager's contract for employment. Classified managers are subject to the provisions set forth in the Merit System. Statutory exceptions include terminating an employee for reasons based on the discrimination laws, for participating in union activity, or for refusing to carry out an activity that violates the law.

### ***Notice***

The Superintendent or designee, shall notify a certificated manager of the decision not to renew his or her contract no later than March 15<sup>th</sup>. The Superintendent's decision not to renew a certificated manager's contract shall be final and not subject to review. Classified managers are subject to the terms and conditions of the Merit System. Classified managers may be dismissed for any of the causes listed in the Merit System.

## **LAYOFFS**

If a reduction in force becomes necessary, certificated management reductions will be determined in accordance with the program needs of SLCUSD. The Superintendent will make the final determinations based upon the recommendations of division heads. Classified managers may only be laid off for lack of work or lack of funds. The procedures regarding lay-off for classified employees are outlined in the Merit System.

## **PERFORMANCE EVALUATIONS**

Performance evaluations provide formal opportunities for employees and supervisors to discuss performance regarding delivery of services provided by SLCUSD to its clients. The major purposes of the evaluation system are to establish annual goals, communicate excellence in performance, and discuss areas where growth has been realized and areas where improvement may be necessary. Performance evaluations are the result of on-going communication between the supervisor and employee and foster a learning environment that encourages personal and professional excellence. All evaluations are based on established job criteria for specific positions, following an established timeline and making use of a designated evaluation system.

## **DISCIPLINARY ACTION PROCEDURE**

Every employee is expected to meet the standards as established by their job description and SLCUSD rules and regulations. Disciplinary action includes any action whereby an employee is subject to a letter of reprimand, suspension, disciplinary reassignment, demotion or dismissal. Certificated managers are subject to the disciplinary provisions set forth in the Education Code, and classified managers are subject to the disciplinary provisions set forth in the Merit System rules.

The disciplinary action varies with each case depending on the seriousness and frequency of the wrongful action, situations, or inaction. In the course of an investigation, a management employee may be placed on administrative leave with pay. This system sets out a practice, not an expectation or contractual right. No employee in a management capacity shall receive a letter of reprimand, suspension, demotion, dismissal, or in any way be discriminated against because of his or her real or perceived ancestry, race, color, religion, creed, gender, gender identity, sexual orientation, age, marital status, physical or mental disability, genetic information, or medical condition related to childbirth, or association to someone in any of these protected classes, or any other consideration made unlawful by federal, state or local laws.

# **MANAGEMENT SALARY & BENEFITS**

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## **MANAGEMENT SALARY SCHEDULES**

The management salary schedules consist of a salary range, with an approximate 16-20% increase between the minimum and maximum for each range for each job classification (or title). The salary range for each classification is assigned according to the degree of knowledge, complexity, accountability, and working conditions required for that classification. There are ten steps in each salary range. Each step is approximately 2% above the previous step. Any cost-of-living adjustment (COLA) typically applies to all steps on the management salary schedules. The salary schedules can be found on the SLCUSD website at [www.slcsd.org](http://www.slcsd.org).

Newly appointed classified and certificated managers are always placed at the first step on the salary schedule and advance to the next step every year on July 1. Salary upon promotion into a higher level position will be approximately 3-5% more than the current daily rate of pay.

## **MANAGEMENT STEP INCREASES**

Step increases are granted on July 1st of each year. Managers will be granted one step increase for each year of service until the maximum salary for the classification is reached. Management employees will be eligible for a salary increase on July 1st of their second calendar year in which all eligibility criteria is met. For example, the first year you are hired (at any time during the calendar year) and meet all the criteria above, you are eligible for a salary step increase on July 1st of the next calendar year. This also applies to current management employees that promote or accept another management position. Managers who promote or accept another management position will step on July 1st of their second calendar year in the new position.

## **EQUALIZED PAY**

SLCUSD equalizes pay over a full 12 month period. With equalized pay the gross amount of each pay warrant is the same for each month, regardless of the number of days worked each month. For example, work days in the month of December may be fewer than the number of work days in October, however both pay warrants reflect the same amount of pay. If an employee has a change of status during the work year (transfers or promotes to another position) payroll will adjust pay based on the actual days worked prior to the change of status. The department will be asked to submit a work calendar of actual days worked. Payroll will make an adjustment between what has been paid up to that point and what has actually been worked up to that point. If an employee has worked more days than the equalized pay process has paid, the employee will receive a pay warrant with compensation for the days worked, but not yet paid through the equalized pay process. If an employee has worked fewer days than the equalized pay process has paid, the employee will receive a pay warrant reflecting a deduction of time previously paid, but not actually worked.

## **MANAGEMENT WORK HOURS**

Management employees at SLCUSD are required to work hours as directed by their supervisor. Management employees are paid based on eight-hour work days and will normally be at work during the regular business hours of 7:30 a.m. to 4:00 p.m. Managers shall work the necessary number of hours per day to perform the duties of the position. As a result, management positions are based on annual salaries and not hourly positions. Most managers are exempt from earning overtime based on the Fair Labor Standards Act requirements and therefore do not turn in time

cards for extra work. As a result of the exempt status, it is expected that certain professional responsibilities will be performed outside regular business hours, such as in the evening or on weekends.

## **MANAGEMENT WORK DAYS**

Each certificated management classification has a designated number of contract days indicated on the appropriate management salary schedule. Each classified management classification has a designated work year indicated on the appropriate management salary schedule. Managers working less than a 1.0 FTE (Full Time Equivalent) as listed on the salary schedule will receive a prorated salary and service credit. Management positions reflect eight-hour work days.

A management employee may be authorized to work days in excess of the number of days designated for the classification on the management salary schedule. However, it will not be considered a guarantee for increased days in future years. The number of contract days may be reduced from the previous school year to the following school year based on program funding.

## **CALENDARS**

Everyone is assigned a calendar which determines how a person is paid and when to deduct leaves when a manager is not able to be at work. Certificated managers have work days and unpaid non-duty days. Classified managers have work days, paid holidays and paid vacation days. Classified managers assigned to positions with less than a 247 day work year will also have unpaid non-duty days. In the event a manager does not complete a full work year, the calendar is reconciled with the days worked to date on the calendar to determine final pay.

## **CHANGING CALENDARS**

If a school site administrator needs to make adjustments to the calendar during non-student days, an alternative calendar that has been approved by the supervisor must be submitted to the Personnel Department in order to correctly process pay, retirement and leaves of absence.

## **LIFE INSURANCE BENEFITS FOR MANAGEMENT**

See the SLCUSD Employee Handbook for general information on Health, Dental and Vision Insurance for all employees. Management employees receive an annual term-life policy of \$100,000. This policy covers the employee only, but a manager may purchase additional life insurance for themselves or family members.

## **INVESTMENT BENEFITS**

Effective July 1, 1999, the District will annually contribute a matching share of up to \$1,000 for each classified manager and certificated administrator to a 403b-7 plan selected by the employee from an approved list.

## **HEALTH BENEFITS UPON RETIREMENT**

The district shall continue its contributions for health and accident/major medical insurance for all management employees who retire from the District between the ages of 55 and 65 with at least 10 full years of District service for certificated management and between the ages of 53 and 65 with at least 10 years of District service for classified management. Contribution shall commence upon such early retirement and shall terminate at age 65.

# **LEAVES OF ABSENCE**

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## **REPORTING ABSENCES**

Managers are expected to report sick leave, personal necessity, and bereavement leave for any full work day. Classified managers are also expected to enter vacation days as they are planned. See the SLCUSD Employee Handbook for more information on reporting absences. In addition to reporting absences, managers are expected to monitor the absences of their employees. Managers are encouraged to require their employees to use the pre-approval process in advance of all known absences. Should an employee use a leave inappropriately, it is expected that the manager will have a conversation with the employee and not approve the leave.

## **VACATION**

For general information on vacation, see the SLCUSD Employee Handbook. Vacation days for classified managers are listed on the appropriate management salary schedule. Classified management, working 12 months per year, will earn vacation at the rate of 16.66 hours per month, or 25 paid vacation days annually. The fiscal year begins on July 1<sup>st</sup> of each year. Unused annual vacation may be accumulated up to a maximum of 75 days.

## **SICK LEAVE**

Sick leave is authorized for all management employees at the rate shown below. Any sick leave days unused at the end of the year will be carried over each year with no cap applied. If transferring to or from another K-12 California public school employer, sick leave accruals will transfer with the employee. Classified managers receives a total of 96 hours (12 days) of sick leave annually. Certificated managers working less than 210 days per year also receive 12 days of sick leave, but it is calculated in days rather than hours. Certificated managers working more 210 days or more per year earn fifteen (15) days of sick leave annually.

## **PERSONAL NECESSITY LEAVE**

Personnel necessity leave comes out of an employee's accrued sick leave. Classified management may utilize a maximum of seven (7) days per year for personal necessity, including personal business. Certificated management may utilize fifteen (15) days of personal necessity annually from their sick leave allotment.

Events justifying personal necessity leave will include:

1. Death of a member of your immediate family when additional leave is required beyond that provided in the bereavement leave policy.
2. An accident involving your personal property, a member of your immediate family, or an immediate family member's property.
3. Appearance in court as a litigant or a witness under subpoena.
4. Religious holiday.
5. To attend to an illness of your child, parent, spouse or registered domestic partner.
6. Other occasions you cannot reasonably be expected to disregard during working hours.

Personal necessity leave shall be requested at least three working days in advance, except for purposes of death, serious illness of immediate family members, or accident involving personal property.

### **EXTENDED SICK LEAVE (DIFFERENTIAL PAY)**

See SLCUSD Employee Handbook for general information about extended sick leave. For purposes of calculating the differential for all management employees, the substitute pay described shall not exceed Step One of the manager's salary grade.

### **BEREAVEMENT LEAVE**

An employee will receive Bereavement Leave in the amount of five days without loss of pay due to the death of an immediate family member. For the purposes of bereavement leave, immediate family means the employee's spouse or registered Domestic Partner. The following relatives, (including "step," "foster" and "in-law") of the employee or the employee's spouse or Registered Domestic Partner: Grandmother, Grandfather, Mother, Father, Sister, Brother, Child and Grandchild. In addition, any relative of the employee living in the immediate household of the employee, are considered immediate family for the purpose of bereavement leave. Immediate family does not include Aunt, Uncle, Niece, Nephew or an ex-spouse or any family members of an ex-spouse.

*(Reference: Education Code 44985 and 45194)*

### **INDUSTRIAL INJURY AND ILLNESS LEAVE (WORKER'S COMPENSATION)**

Classified managers who have successfully completed an initial probationary period will be granted a leave of absence with pay for a period of 60 working days in any one fiscal year for the same industrial injury/illness. Certificated managers are eligible for 60 days paid leave of absence immediately upon hire. If the 60 days overlap into the next fiscal year, salary will be paid for only those days remaining at the end of the fiscal year in which the industrial injury/illness occurred. To qualify for leave with pay, the absence must have been recommended by the attending physician. Industrial leave is not deducted from accrued sick leave. Such leave shall not be accumulated from year to year. Employees who are unable to return to work after 60 days may be eligible for additional leave, such as sick or extended sick leave.

### **CATASTROPHIC LEAVE**

A catastrophic leave program is available to allow all employees to participate. See general information in the SLCUSD Employee Handbook. Management employees have the same benefits and conditions that are decided for other employees relative to a catastrophic leave program. Please contact the Personnel Services Department for specific rules and procedures regarding the use of catastrophic leave.

# **HEALTH AND SAFETY**

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## **INDUSTRIAL INJURIES/ ILLNESSES**

In compliance with California law, and to promote the concept of a safe workplace, SLCUSD maintains an Injury and Illness Prevention Program (IIPP). It is the responsibility of the manager to follow up when an employee reports an industrial (work-related) illness or injury. Failure to report an injury/illness at the time it occurs may be grounds for disciplinary action for which the supervisor may be required to take action.

## **WORKERS COMPENSATION**

If an injury or illness requires medical attention, the Administrative Assistant for Business Services must be notified, and an employee will be instructed to seek treatment at one of SLCUSD's designated medical facilities. Whenever possible, a manager should accompany the employee to the designated medical facility. Employees should not seek medical treatment without authorization from a supervisor or the Personnel Department. Proper procedure must be followed in order for SLCUSD to accept responsibility for an injury and related medical bills. Treatment at a hospital emergency room is only authorized when an actual emergency exists.

Employees must obtain and complete the appropriate paperwork from the Administrative Assistant for Business Services. It is the supervisor's responsibility to assist with the completion of paperwork, sign, and forward the paperwork to Business Services in a timely manner. Following treatment by a designated medical facility, employees should submit the Physician's Return to Work Evaluation form to their supervisor and Business Services. If modified work or time off is recommended, the restrictions should be discussed with the immediate supervisor and the Personnel Department.

For additional information, see the Industrial Injury or Illness Leave and/or Worker's Compensation Benefits sections of the SLCUSD Employee Handbook.

# **POLICIES AND PROCEDURES**

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## **SEXUAL HARASSMENT TRAINING FOR MANAGERS**

As of January 1, 2006, AB 1825 mandated that all managers receive two hours of sexual harassment training within six months of hire or promotion, and every two years thereafter. SLCUSD provides this training every other year and it is the responsibility of the Superintendent or designee to ensure that annual training is provided to all employees regarding the issues of sexual harassment. Attendance is mandatory. Sexual harassment is any unwanted, unwelcome, or unsolicited sexual conduct imposed on a person who regards it as offensive or undesirable. When a person finds the conduct is unwelcome, it becomes illegal. If the employee or student states that she or he finds the behavior offensive, the actions are unwelcome. Often victims will seek to avoid confrontation or may fear reprisals and consequently do not clearly state their objection. Therefore, all employees must learn to be sensitive to how their actions may be perceived by others, no matter what they personally may believe or intend.

Employees who believe they are being sexually harassed, or observe inappropriate behavior in the work area or at any SLCUSD activity should contact the Personnel Department. It is an employee's right to file a complaint under the Complaint Procedure, and the duty of a management employee to report and investigate allegations and incidents of sexual harassment, as directed.

## **APPEARANCE AND DRESS**

San Luis Coastal Unified School District deals with the public. Common sense in personal appearance, should be considered in neatness, cleanliness, and clothing and should be followed by all employees. Managers should model professional attire.

## **OUTSIDE EMPLOYMENT**

Regular management assignments are considered to be full-time professional positions. Management employees should not engage in outside employment if it impairs their efficiency with the San Luis Coastal Unified School District, or if the nature of the outside work would create a conflict of interest. If there is a question concerning the appropriateness of such employment, the manager is required to consult with the Personnel Director.

## **PROFESSIONAL MEMBERSHIPS**

San Luis Coastal Unified School District encourages employees to join professional organizations that will promote and advance education, but typically does not pay for personal membership in professional organizations.