

# Hollister School District

## Management Team

# HANDBOOK



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Superintendent

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Hollister, CA 95023

# **HOLLISTER SCHOOL DISTRICT**

## **MANAGEMENT TEAM HANDBOOK**

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Dear Hollister School District Management Team:

A well qualified and professional management team is critical to our mission of creating an extraordinary learning environment for students and staff and essential to the full attainment of our District goals. I pledge to you that I will maintain high standards of performance and ethics, and will provide you the support you will need to achieve District goals.

This Management Team Handbook was initially developed by incorporating established norms and industry standards to describe conditions of employment with the Hollister School District. These conditions are established to bring consistency and fairness to all management staff. The current revision maintains these standards and conditions, and provides updates to reflect the standards of our time.

The conditions have been developed and written to provide the parties of a working relationship means for addressing the individual needs as well as the overall requirements of the district. All employees have a shared responsibility to achieve the Mission and District Goals and to create and maintain a positive climate based on our Core Values and Beliefs within the workplace. I offer the following Standards and Expectations:

- Put students at the center of every decision
- Treat each individual with dignity and respect
- Assist each individual to realize her/his greatest potential
- Expect and support teamwork and individual initiative
- Interact with others in a professional, responsible, and respectful manner
- Expect and promote high expectations for performance and accountability to achieve established goals
- Expect and value quality, excellence, and continuous improvement
- Expect and support innovation and creativity
- Model and promote clear, frequent, and honest communication within the organization
- Recognize and reward excellence in performance
- Utilize participatory decision making and problem solving

Annually, there will be a review of the contents of this handbook by myself, the Assistant Superintendent of HR and Business, and representatives of the management team. I will consider the recommendations and then make final recommendations to the Board of Trustees as needed.

It is with great enthusiasm and appreciation for this Management Team that I submit this revised Handbook and the standards that it represents.

Respectfully,

A handwritten signature in cursive script that reads "Lisa Andrew". The signature is written in dark ink and is positioned below the word "Respectfully,".

Lisa Andrew Ed. D.  
Hollister School District Superintendent

## **MISSION STATEMENT**

**Our district is an extraordinary learning community that prepares each of our students for future success.**

### **Communications and Problem Solving Model Philosophy**

All employees have a shared responsibility to treat one another professionally, speak respectfully, listen attentively, and make every effort to resolve differences in a fair and equitable manner. The HSD philosophy dictates that every employee work directly with staff and supervisors in such a way as to allow problems to be addressed at the lowest and most appropriate level in our organization. In the event that this process does not result in satisfactory resolution of problems, then it is expected that the issue would be brought to the next highest level of authority in the organization. It is the responsibility of any employee who has concerns to share those concerns with his/her immediate supervisor, as it is essential that concerns be dealt with by those directly affected. It is most productive if issues are dealt with in a timely manner. However, it is the responsibility for those sharing concerns to determine the timing and the form for the communication. In situations where this recourse is elected, it is most productive if both parties involved with the issue meet together with the next highest responsible manager to resolve the problem.

We believe that the process of communication and problem solving outlined above focuses responsibility for problem solving on individuals most directly involved, while providing a framework for open communication and creative problem solving.

### **Management Team**

- 1) Certificated/Classified Management
  - A. Director
    - i) Certificated
    - ii) Classified
  - B. Principals
  - C. Assistant Principal
  - D. Coordinator
  - E. Student Behavior Specialist/Coordinator
- 2) Classified Manager
- 3) Confidential Employee
- 4) Occupational Therapist

## **I. EMPLOYMENT STATUS**

### **A. CERTIFICATED/CLASSIFIED MANAGEMENT EMPLOYEE**

- i) **Certificated Manager** –The certificated manager serves at the pleasure of the District (see evaluation criteria) and does not have tenure rights in management positions.
- ii) **Certificated Manager with Displacement Rights** – A certificated manager's displacement rights equal the sum of any displacement rights accrued as a teacher in Hollister School District, plus any additional rights accrued as a certificated manager in the District. Pursuant to Ed. Code 44956.5 any certificated manager employed at a school site shall earn up a maximum of three (3) years additional displacement rights; certificated managers working at the District Office earn no such rights. Any individual who satisfactorily completes the probationary period while serving as a certificated manager shall have permanency as a classroom teacher only, with displacement rights determined as outlined above, and does not obtain permanency as a manager.

### **B. CLASSIFIED MANAGEMENT EMPLOYEE**

Classified Management employees, upon initial employment, shall serve a probationary period (1-year) in a paid status. During this probationary period classified management and confidential employee serves at the pleasure of the District and may be dismissed at any time by the District, or his designee. Upon successful completion of the probationary period, a classified manager and/or confidential employee shall gain permanent status in the position.

### **C. CATEGORICALLY FUNDED MANAGEMENT EMPLOYEE**

A management employee hired pursuant to a program which is funded categorically on a year-to year basis is not classified as a permanent, probationary or substitute employee. The manager serves at the pleasure of the District and is given a temporary assignment with specific conditions of employment and separation.

### **D. TEMPORARY MANAGEMENT EMPLOYEE**

A temporary management person employed under the terms mutually agreed upon in writing by the employee and the District. A temporary manager serves at the pleasure of the District and is not classified as a permanent, probationary or substitute employee.

### **E. PART-TIME PERSONNEL**

Part-time employees are persons in positions who are hired on a regular basis, but for less than a normal 8 hour day or 40-hour week. Part-time employees accrue rights to vacation and absence due to illness benefits as do full-time employees, except that their eligibility is proportional.

## **II. PERFORMANCE ASSESSMENT**

The purpose of evaluation in the Hollister School District is to have a common vision of success. Evaluation provides a vehicle for communication that results in increased cooperation and understanding between supervisors and employees, which in turn enhances work performance and work environment, thus providing better customer service to our community and each other. The evaluation process assists administrators to empower all staff and students to reach their maximum potential. The evaluation process facilitates a process that:

1. assists us in deciding what is important (our purpose)
2. builds on our strengths
3. narrows our focus through defined goals and objectives
4. connects our training and development to our purpose
5. establishes a process

## Evaluation Timeline

| WHEN      | WHAT   | WHO  |
|-----------|--|--|
| August    | Self Assessment (CPSEL Rubric, survey data, student achievement data)  | Evaluatee  |
| September | Goal Setting   | Evaluatee & Evaluator  |
| October   | Progress Monitoring: Present Goals & Metrics   | Evaluatee, Evaluator, Peer Cohort, Council Member as Appropriate |
| February  | Progress Monitoring: Present Reflection and Adjustments  | Evaluatee, Evaluator, Peer Cohort, Council Member as Appropriate |
| May/June  | Self Assessment (CPSEL Rubric, survey data, student achievement data)<br><br>Complete Final Reflection Narrative | Evaluatee  |
| May/June  | Final Evaluation Conference  | Evaluatee & Evaluator  |

## Evaluation Content

Each administrator will be evaluated using the California Professional Standards for Educational Leaders (CPSEL). The CPSELs identify what an administrator must know and be able to do to move into sustainable, effective practice. They are a set of broad policy standards that are the foundation for administrator preparation, induction, development, professional learning and evaluation in California. Taken together, the CPSELs describe critical areas of leadership for administrators and offer a structure for developing and supporting education leaders throughout their careers.

### Guiding Principles for the CPSELs

The updated CPSELs reflect current and emerging expectations for education leaders. They are built on a set of Guiding Principles, developed by the revision committee, that identify foundational beliefs supporting each CPSEL. The CPSELs:

- Inform leadership development and performance across a career continuum
- Incorporate existing, accepted descriptions and guides for professional education leadership
- Consistently promote student attainment of performance and content expectations as well as student well being
- Acknowledge the need for ongoing dialogue, challenging assumptions and Continued learning among staff and stakeholders
- Reflect the pervasive need to consider equity dilemmas, problems, and issues
- Promote action on the concepts of access, opportunity, and empowerment for all members of the school community

CPSEL 1: Development and Implementation of a Shared Vision

CPSEL 2: Instructional Leadership

CPSEL 3: Management and Learning Environment

CPSEL 4: Family and Community Engagement  
CPSEL 5: Ethics and Integrity  
CPSEL 6: External Context and Policy

WestEd: *Moving Leadership Standards into Everyday Work: Description of Practice*  
(2015)

Commission on Teacher Credentialing: *Ensuring Educator Excellence: California  
Professional Standards for Educational Leaders (CPSEL) 2014*

### **Evaluation Process**

The evaluation process will reflect leader agency with define autonomy and include self assessment, goal setting and reflection and feedback throughout the year. Evidence will be kept in an Administrator Evaluation Google Classroom. Every site administrator will be evaluated on the same two CPSELs to be determined by the Superintendent. Each site administrator will also select an additional CPSEL, based on identified needs and site data. Every Council Member will be evaluated on the same two CPSELs and one other to be determined by the Superintendent.

#### *August Self Assessment*

Using the CPSEL Description of Practice by WestEd, administrators will highlight the attributes that describe their current level of practice. Where possible, they will use student, parent/family and teacher surveys and student achievement data to inform your response.

#### *September Goal Setting*

Based on the administrator's self assessment and department/site data, the administrator will set SMART goals for the three focus CPSELs for the year.

**Specific**  
**Measurable**  
**Attainable**  
**Relevant**  
**Time Bound**

Examples:

Principals: By March 2018, 70% of all 7th grade students will meet standards or exceed standards in mathematics as measured by the district benchmark and SBAC practice performance task.

Council: By April, 2018, 90% of staff will rate the HR Department as responsive and helpful as measured by the district staff perception survey. At least two respondents will leave an exceptional comment.

**Metrics used to determine SMART Goal and to progress monitor must be aligned to district metrics as identified in the LCAP, Title I/III Plan, and District Technology Plan**

#### *October Progress Monitoring: Present Goals & Metrics*

Each administrator will have the opportunity to present their Goals and Metrics to a cohort of peers for feedback and support. The administrator's Google Site will be used for the presentation.

*January Self Assessment Questions* (Please include both qualitative and quantitative evidence in your answers)

1. What did you want to accomplish by this date?
2. How do you know if you have accomplished what you set out to do?
3. If you have not accomplished what you set out to do, what were the adult practice contributing factors? What are your next steps?
4. If you did accomplish what you set out to do, what were the adult practice contributing factors? How will you continue the momentum?

#### *February Progress Monitoring Presentation*

Present to the group a synopsis of your January reflections and specific adjustments you made based on your self assessment.

#### *May/June Self Assessment and Final Reflection*

Using their August Self Assessment , administrators will highlight the attributes that describe their current level of practice. Where possible, administrators will use student, parent/family and teacher surveys and student achievement data to inform your response.

Reflection Questions (Please include both qualitative and quantitative evidence in your answers)

1. What did you want to accomplish this year?
2. How do you know if you have accomplished what you set out to do?
3. If you have not accomplished what you set out to do, what were the adult practice contributing factors?
4. If you did accomplish what you set out to do, what were the adult practice contributing factors?

#### *May/June Final Evaluation Conference*

By the administrator's last day of work, the administrator will have a final evaluation conference with their evaluator. This conference will include a review of the administrator's Self Assessment, Final Reflection, Evidence, and Evaluator's Final Comments.

### **Evaluation Provisions**

All management and confidential employees will be evaluated annually by their supervisor/evaluator. The evaluation shall insure fair and equitable treatment of each employee. Evaluations shall provide a basis for retention, promotion, salary adjustment, or dismissal of employees.

The employee shall receive a dated copy of the evaluation report signed by the evaluator. The employee should sign the evaluation report to indicate it has been read, although the signature does not mean concurrence with the evaluation. Should the employee disagree with the judgment of the evaluator, it should be so indicated on the report or a separate statement provided by the employee to be made a part of the report. The formal evaluation together with any attachments will become a part of an employee's personnel file.

Though the evaluation process described here denotes a year-long observation and feedback cycle, as soon as an unsatisfactory level of performance is noted, a formal written notice shall be made. Each employee who is given an unsatisfactory level of performance will be notified in writing that they are being placed on probationary status and the specific reasons for the probationary status. While an employee is on probationary status they will be formally evaluated every 60 days. In addition, the employee will be given a performance improvement plan detailing specific expectations and goals. The employee will be given an appropriate amount of time (depending on the unsatisfactory area) to correct any unsatisfactory areas. If after the appropriate amount of time, the employee's performance is still deemed unsatisfactory the employee will be demoted or dismissed in accordance with all Education Code provisions. Written notice of the District's intention to demote or dismiss the services of management/confidential employees shall be given to the employee at least forty-five (45) days



prior to the effective date of the proposed changes. Disciplinary (suspension, demotion or dismissal) proceedings shall be in accord with all Education Code provisions.

### **Evaluatee/Evaluator Pairings**

Superintendent

Administrative Assistant to the Superintendent

Principals

Vice Principals

Teachers (Intervention Teachers, Support Teachers, Resource Specialists, Speech and Language Pathologist, Middle School Music)

Site Classified

School Office Managers/School Secretaries

Health Office Clerks

Lead/Custodians

Lead/Food Service Workers

Technology Specialists

Library Media Specialists

Instructional Assistants Bil/RSP

Instructional Assistants- General

School Campus Monitor (at Middle Schools only)

Assistant Superintendent of Ed Services

Secretary of Support Services

Office Assistant

Instructional Coaches

Director of Learning and Achievement

Secretary Support Services

Community Liaisons

Migrant Preschool Specialists

Instructional Assistants Bil/RSP (Migrant Preschool only)

Migrant Recruiter

Teacher on Special Assignment

K-8 Music Teacher

Director of Student Support Services

Coordinator of Special Education

Coordinator of Positive Behavior Interventions and Mental Health Services

Executive Secretary

Secretary Support Services

Nurses

APE Teacher

School Psychologists

Special Education Program Specialist

Student Behavior Specialist

Principal of Special Education

Special Day Class Teachers

Para Professionals Special Education Bilingual Level 1-3

Para Professionals Special Education Level 1-3

Director of Technology and Innovation

Technology Teacher on Special Assignment

Lead Technology Specialist  
Technology Support Specialists  
Site Technology Specialists  
SIS Applications Specialist  
Principal on Special Assignment  
BTSA Mentor  
Assistant Superintendent of Human Resources  
Manager of Human Resources  
HR Analysts  
Receptionist  
Substitute Assignment Clerk  
Director of Facilities  
Manager of Maintenance  
Executive Secretary  
Groundskeeper  
Lead Maintenance  
Craft Supply Lead  
General Maintenance Worker  
Lead Maintenance Specialist  
Transportation Coordinator  
Transport Driver  
Assistant Superintendent of Business Services  
Director Student Nutrition & Warehouse  
Food Service Workers  
Lead Food Service Worker  
Executive Secretary  
Delivery Driver Warehouse  
Manager of Fiscal Services  
Accountant Specialist  
Payroll Specialists  
Secretary Support Services

### **III. SALARY**

#### **A. Salary Schedule**

The Superintendent shall pay each employee as stated on the salary schedule; see Appendix A. The Superintendent will consider on or off salary increases similar to those of the District Bargaining Units at least on an annual basis.

### **IV. FRINGE BENEFITS**

#### **A. Health & Welfare Benefits (All Management Team Members)**

The Superintendent shall provide a basic contribution of 90% of the 80G-30 medical plan with 9/35 RX, Delta Incentive Plan, and Vision Service Plan (VSP). Cashback will be given to currently enrolled Management Team members. No new Management Team Member will be eligible for cashback. Disability Income Insurance will be offered and paid at 50%.

#### **B. Longevity (All Management Team Members)**

- i) Non-represented employees shall receive longevity increases according to the following schedule, based upon their base step, as detailed on their specific salary schedules in Appendix A.
- ii) After completion of the 5<sup>th</sup> year (as a full time administrator in the Hollister School District, between 6-8 years): an additional 2% to the base step (salary).
- iii) After completion of the 8<sup>th</sup> year (as a full time administrator in the Hollister School District, between 9 and 11 years): an additional 3.5% for a total of 5.5% to the base step (salary).
- iv) After completion of the 11<sup>th</sup> year (as a full time administrator in the Hollister School District, between 12<sup>th</sup> and 14<sup>th</sup> years): an additional 3.5% for a total of 9% to the base step (salary).
- v) For the 15<sup>th</sup> year and after, an additional 3.5% for a total of 12.5% will be added to the base step (salary).

#### **C. Degree Stipends**

- i) Doctorate: \$1,750
- ii) Masters: \$1,250
- iii) Bachelors: \$750 (Classified Management & Confidential Employees)
- iv) Associates: \$500 (Classified Management & Confidential Employees)

#### **D. Mileage Stipends**

- i) \$100 per month for travel within the district boundary.
  - (1) Director of Student Support Services
  - (2) Director of Technology and Innovation
  - (3) Director of Facilities
  - (4) Director of Learning & Achievement
  - (5) Director of Nutrition & Warehouse
  - (6) Principal of Special Education
  - (7) Coordinator of Special Education/Mental Health Services
  - (8) Student Behavior Specialist/Coordinator
  - (9) Classified Manager of Human Resources
  - (10) Occupational Therapist
- ii) \$100 per year for travel within the district boundary.
  - (1) Principal
  - (2) Assistant Principal

**E. Organizational Dues**

- i) ACSA dues paid at 75% prorated by FTE; or,
- ii) Same dollar amount towards an organization of the employee's choice to assist his/her position.

**V. WORK YEAR**

**A. Work Year Calendar (Positive Work Year)**

- i) Prior to July 1 of each year, each unit member shall meet with his or her supervisor to develop a work year calendar. A copy of the approved work year calendar shall be filed with the Human Resources Office. The total number of work days may only be changed by the employer and made available to the Executive Council.
- ii) Employees shall schedule all non-workdays or vacation days each fiscal year. Special circumstances will be considered for modification of this requirement on a case-by-case basis by the direct supervisor. Changes to the calendar must be communicated to and approved by the superintendent or designee at least one week prior to the requested change.
- iii) The standard workweek shall be Monday through Friday. All management team members (except Confidential Employees) are salaried employees and are not subject to overtime provisions or hourly rates.
- iv) Employees required by the Superintendent to work a weekend, holiday or late evenings will count the time towards their work year.

**B. Transfer of Accumulated Leave**

Employees promoted internally may bring forward accrued vacation days not to exceed two years of accrued vacation.

**C. Certificated Management**

**i) Work Year**

- (1) The designated work year for Certificated Management shall be approved by the Superintendent (Appendix D).
- (2) On July 1 of each year, the vacation days shall be determined by subtracting workdays, all weekend days, and holidays from the total number of days in the fiscal year. The remaining balance shall be the total vacation days for the fiscal year. Management employees may not work more than their established work days per year without prior approval of the Superintendent.
- (3) Holidays shall be scheduled by the Superintendent each fiscal year as specified in the work calendars.
- (4) Occupational Therapist will work 186 days

**D. Classified Management (Directors, Managers and Confidential Employees)**

**i) Work Year**

The designated work year for Classified Management Employees shall be 247 work days and 13 paid holidays equaling 260 days.

**ii) Vacation Leave**

- (1) Each Classified Director shall be granted 20 vacation days per fiscal year.
- (2) Each Classified Manager and Confidential Employee shall be granted 15 (1-3 years) vacation days and 20 (4+ years) vacation days per fiscal year.
- (3) If a Classified Management Employee is terminated and has been granted vacation which was not yet earned, the time used in excess of that earned shall be deducted from the member's last payroll check at the member's daily rate as computed.

- (4) Classified Management Employees may carry forward into a new work year a maximum of 2 years' worth of accrued vacation.
- (5) Occupational Therapists do not accrue vacation.

### **iii) Holidays**

Classified Management Employees shall be entitled to thirteen (13) paid holidays per fiscal year as specified on the salary schedule.

## **VI. HOURS**

- A. Management Team Members shall work the total number of hours per week necessary to perform his/her duties, recognizing that there must be allowances for the kind of flexibility needed to fulfill managerial responsibilities, and to perform adequately all expected duties which may require work at unusual hours of the day and night. Classified Management Employees shall leave information as to where they can be contacted in case of emergency. It is also acknowledged that Classified Management employees have flexibility during the traditional work week to recognize and offset work done outside the traditional work week.
- B. Working out of Classification: An employee assigned to work out of classification for any period of time shall be compensated at a higher classification rate for the time worked out of classification beyond five work days. The term "higher classification rate" means step placement at the out-of-classification step that immediately exceeds the employee's salary. With approval of the Superintendent, this provision may be applied to an employee working out of class for fewer than five work days.
- C. Occupational Therapist shall work a total of 8 hours per day, including a thirty (30) minute duty-free lunch period. Occupational Therapist shall be compensated up to forty-five (45) hours per year for time spent conducting special education duties (i.e. developing IEP's, attending IEP meetings, analyzing assessment results, developing assessment reports, time spent on case management duties, etc.). The hours and days for these duties must be verified by the site principal and reviewed by the Director of Special Education and Health Services.

## **VII. PROMOTIONS**

Employees promoted internally to Management positions may be placed on the salary schedule at other than Step A—based on years of service and training—upon the recommendation of the Superintendent. An employee will receive their step increase on July 1. To be eligible for a step increase, an employee shall have been in paid status for at least 75 percent of the total work days, holidays, and vacation days of the employee's assigned position during the year.

## **VIII. LEAVES**

### **A. Sick Leave**

Sick leave shall be granted at the rate of 12 days per fiscal year and may be accrued without limit. Unused sick leave may be added to the member's retirement service credit, if eligible, upon retirement in accordance with regulations specified by STRS and PERS.

### **B. Other Leaves**

Employees are eligible for all leaves specified below and shall comply with the regulations and provisions in Appendix C when requesting such leaves.

- i) Military Leave
- ii) Jury Duty
- iii) Bereavement Leave
- iv) Industrial Accident or Illness Leave

- v) Personal Necessity Leave
- vi) Discretionary Leave
- vii) Extended Sick Leave
- viii) Professional Growth
- ix) Leave of Absence Without Pay
- x) Catastrophic Leave

## **IX. RETIREE BENEFITS**

### **A. Retiree Benefits for Employees Employed Prior to July 1, 2010**

- i) Employees who were employed prior to July 1, 2010 will qualify for health insurance benefits described below if (1) they have provided at least 15 full years of service to District, (2) are employed by the District at the time of retiring, and (3) were enrolled in District medical, dental and vision insurance plans for a full year immediately prior to retiring from HSD.
- ii) For eligible retirees who are 62, 63, and 64 years of age, the District will contribute a total of 100% of an amount equal to the District's basic contribution for active employees, or a prorated amount if the employee is less than 1.0 FTE, toward the annual medical insurance premiums for each retiree who enrolls in a medical insurance plan offered by the District. Retirees must pay the difference between the District's contribution and the premium costs of the medical insurance coverage they elect for themselves and/or their dependents. Retirees and their eligible dependents will be eligible to purchase the District dental and/or vision plans, provided they pay the full cost.
- iii) All retirees must enroll in and participate in Medicare, if eligible.
- iv) At 65 years of age, retirees and their eligible dependents will be eligible to purchase District medical, dental, and/or vision plans that are offered to current unit members, provided they pay the full cost.

### **B. Retiree Benefits in General**

- i) In no event will the District provide the amounts of District contributions described above as cash to any retiree. Retirees who elect not to participate in District health benefits are not entitled to the District contribution.
- ii) Employees with a first date of paid service as a probationary employee on or after July 1, 2010, shall not be eligible for a District contribution toward health benefits upon retirement.
- iii) Unit members must maintain continuous coverage from the date of retirement to age 62, in order to receive benefits as stated above.

**APPENDIX A**  
**SALARY SCHEDULES**

**A-1: 2017-2018 Certificated/Classified Administrative Salary Schedule**

**A-2: 2017-2018 Occupational Therapist Salary Schedule**

**A-3: 2017-2018 Classified Management Salary Schedule**

**A-4: 2017-2018 Confidential Salary Schedule**

# HOLLISTER SCHOOL DISTRICT

## 2017-18 Certificated/Classified Administrative Salary Schedule

Schedule 05: 1,000 FTE

| Position   | Total Days | 1       | 2       | 3       | 4       | 5       | 6       | 7       | 8       | 9       | 10      |
|--|------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| <b>Assistant Superintendent</b><br>Salary Schedule 05-D, Range 32  | 220        | 121,087 | 123,509 | 125,980 | 128,499 | 131,069 | 133,691 | 136,364 | 139,091 | 141,873 | 144,711 |
| <b>Chief Business Official</b><br>Salary Schedule 05-D, Range 32   | 220        | 121,087 | 123,509 | 125,980 | 128,499 | 131,069 | 133,691 | 136,364 | 139,091 | 141,873 | 144,711 |
| <b>Director</b><br>Salary Schedule 05-E, Range 29                  | 220        | 106,125 | 108,248 | 110,414 | 112,621 | 114,874 | 117,172 | 119,514 | 121,903 | 124,343 | 126,830 |
| <b>Director-Classified</b><br>Salary Schedule 05-E, Range 29       | 260        | 106,125 | 108,248 | 110,414 | 112,621 | 114,874 | 117,172 | 119,514 | 121,903 | 124,343 | 126,830 |
| <b>Principal - Middle School</b><br>Salary Schedule 05-B, Range 28 | 215        | 102,886 | 104,924 | 106,985 | 109,103 | 111,346 | 113,572 | 115,845 | 118,161 | 120,524 | 122,888 |
| <b>Principal - Elem School</b><br>Salary Schedule 05-A, Range 27   | 210        | 98,510  | 100,479 | 102,489 | 104,539 | 106,631 | 108,702 | 110,937 | 113,155 | 117,682 | 122,388 |
| <b>Assistant Principal</b><br>Salary Schedule 05-A, Range 24       | 210        | 91,151  | 92,895  | 94,754  | 96,648  | 98,583  | 100,553 | 102,566 | 104,617 | 106,708 | 108,869 |
| <b>Coordinator</b><br>Salary Schedule 05-A, E, Range 24            | 190        | 82,402  | 84,050  | 85,731  | 87,446  | 89,193  | 90,978  | 92,798  | 94,655  | 96,549  | 98,478  |
|  | 210        | 91,075  | 92,895  | 94,756  | 96,648  | 98,583  | 100,555 | 102,566 | 104,617 | 106,710 | 108,844 |
|  | 220        | 95,413  | 97,320  | 99,268  | 101,253 | 103,278 | 105,344 | 107,450 | 109,623 | 111,816 | 114,052 |

### Longevity

|                          |                     |
|--------------------------|---------------------|
| 2% Additional to Base    | =6th - 8th years    |
| 5.5% Additional to Base  | =9th - 11th years   |
| 9% Additional to Base    | =12th - 14th years  |
| 12.5% Additional to Base | 15th year and after |

Effective: 07/01/2015  
Board Approved: July 28, 2015



# APPENDIX A HOLLISTER SCHOOL DISTRICT

## 2017-18 Occupational Therapist Salary Schedule

Schedule 04-71: 186 Days: 1,000 FTE

| Position Step                 | 1      | 2      | 3      | 4      | 5      | 6      | 7      | 8      | 9       | 10      |
|-------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|
| <b>Occupational Therapist</b> |        |        |        |        |        |        |        |        |         |         |
| Range 65                      | 66,728 | 69,680 | 73,164 | 76,824 | 80,663 | 83,873 | 88,067 | 92,471 | 97,094  | 101,949 |
| 2% Additional to Base         | 44,84  | 46.83  | 49.17  | 51.63  | 54.21  | 56.37  | 59.18  | 62.14  | 65.25   | 68.51   |
| 5.5% Additional to Base       |        |        |        |        |        | 85,551 | 89,828 | 94,320 | 99,036  | 103,988 |
| 9% Additional to Base         |        |        |        |        |        | 57.49  | 60.37  | 63.39  | 66.56   | 69.88   |
| 12.5% Additional to Base      |        |        |        |        |        |        |        |        | 102,434 | 107,556 |
|                               |        |        |        |        |        |        |        |        | 68.84   | 72.28   |
|                               |        |        |        |        |        |        |        |        |         | 111,125 |
|                               |        |        |        |        |        |        |        |        |         | 74.68   |
|                               |        |        |        |        |        |        |        |        |         | 114,693 |
|                               |        |        |        |        |        |        |        |        |         | 77.08   |

### Longevity

|                          |                     |
|--------------------------|---------------------|
| 2% Additional to Base    | =6th - 8th years    |
| 5.5% Additional to Base  | =9th - 11th years   |
| 9% Additional to Base    | =12th - 14th years  |
| 12.5% Additional to Base | 15th year and after |

Effective: 7/01/2016  
Board Approved:

**APPENDIX A  
HOLLISTER SCHOOL DISTRICT  
2017-18 Classified Manager Salary Schedule**

Schedule 04-A; 260 Days; 1.000 FTE

| Position Step                  | 1               | 2               | 3               | 4               | 5               | 6               | 7               | 8               | 9               | 10              |
|--------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Classified Manager<br>Range 43 | 59,422<br>28.57 | 62,393<br>30.00 | 65,513<br>31.50 | 68,787<br>33.07 | 72,227<br>34.72 | 74,394<br>35.77 | 76,560<br>36.81 | 78,728<br>37.85 | 80,894<br>38.89 | 83,119<br>39.96 |
| 2% Additional to Base          | -               | -               | -               | -               | -               | 75,881          | 78,091          | 80,302          | 82,512          | 84,782          |
| 5.5% Additional to Base        | -               | -               | -               | -               | -               | 36.48           | 37.54           | 38.61           | 39.67           | 40.76           |
| 9% Additional to Base          | -               | -               | -               | -               | -               | -               | -               | -               | 85,344          | 87,691          |
| 12.5% Additional to Base       | -               | -               | -               | -               | -               | -               | -               | -               | 41.03           | 42.16           |
|                                | -               | -               | -               | -               | -               | -               | -               | -               | -               | 90,600          |
|                                | -               | -               | -               | -               | -               | -               | -               | -               | -               | 43.56           |
|                                | -               | -               | -               | -               | -               | -               | -               | -               | -               | 93,509          |
|                                | -               | -               | -               | -               | -               | -               | -               | -               | -               | 44.96           |
|                                | -               | -               | -               | -               | -               | -               | -               | -               | -               | -               |
| Assistant Manager<br>Range 56  | 56,093<br>26.97 | 58,898<br>28.32 | 61,843<br>29.73 | 64,935<br>31.22 | 68,182<br>32.78 | 70,869<br>34.07 | 73,636<br>35.40 | 76,486<br>36.77 | 79,427<br>38.19 | 82,488<br>39.66 |
| 2% Additional to Base          | -               | -               | -               | -               | -               | 72,286          | 75,109          | 78,015          | 81,015          | 84,138          |
| 5.5% Additional to Base        | -               | -               | -               | -               | -               | 34.75           | 36.11           | 37.51           | 38.95           | 40.45           |
| 9% Additional to Base          | -               | -               | -               | -               | -               | -               | -               | -               | 83,795          | 87,025          |
| 12.5% Additional to Base       | -               | -               | -               | -               | -               | -               | -               | -               | 40.29           | 41.84           |
|                                | -               | -               | -               | -               | -               | -               | -               | -               | -               | 89,912          |
|                                | -               | -               | -               | -               | -               | -               | -               | -               | -               | 43.23           |
|                                | -               | -               | -               | -               | -               | -               | -               | -               | -               | 92,799          |
|                                | -               | -               | -               | -               | -               | -               | -               | -               | -               | 44.61           |

Longevity  
 2% Additional to Base =6th - 8th years  
 5.5% Additional to Base =9th - 11th years  
 9% Additional to Base =12th - 14th years  
 12.5% Additional to Base 15th year and after

# APPENDIX A HOLLISTER SCHOOL DISTRICT

## 2017-18 Confidential Salary Schedule

### Schedule 04-A: 260 Days; 1,000 FTE

| Position Step                  | 1      | 2      | 3      | 4      | 5      | 6      | 7      | 8      | 9      | 10     |
|--------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| <b>Adm. Asst. to the Supt.</b> |        |        |        |        |        |        |        |        |        |        |
| Range 37                       | 52,765 | 55,403 | 58,173 | 61,082 | 64,136 | 67,343 | 70,710 | 74,244 | 77,957 | 81,855 |
| 2% Additional to Base          | 25.37  | 26.64  | 27.97  | 29.37  | 30.83  | 32.38  | 34.00  | 35.69  | 37.48  | 39.35  |
| 5.5% Additional to Base        |        |        |        |        |        | 68,690 | 72,124 | 75,729 | 79,516 | 83,492 |
| 9% Additional to Base          |        |        |        |        |        | 33.02  | 34.68  | 36.41  | 38.23  | 40.14  |
| 12.5% Additional to Base       |        |        |        |        |        |        |        |        | 82,245 | 86,357 |
|                                |        |        |        |        |        |        |        |        | 39.54  | 41.52  |
|                                |        |        |        |        |        |        |        |        |        | 89,222 |
|                                |        |        |        |        |        |        |        |        |        | 42.90  |
|                                |        |        |        |        |        |        |        |        |        | 92,087 |
|                                |        |        |        |        |        |        |        |        |        | 44.27  |
| <b>HR Analyst- Certified</b>   |        |        |        |        |        |        |        |        |        |        |
| Range 25                       | 52,765 | 55,403 | 58,173 | 61,082 | 64,136 | 67,343 | 70,710 | 74,244 | 77,957 | 81,855 |
| 2% Additional to Base          | 25.37  | 26.64  | 27.97  | 29.37  | 30.83  | 32.38  | 34.00  | 35.69  | 37.48  | 39.35  |
| 5.5% Additional to Base        |        |        |        |        |        | 68,690 | 72,124 | 75,729 | 79,516 | 83,492 |
| 9% Additional to Base          |        |        |        |        |        | 33.02  | 34.68  | 36.41  | 38.23  | 40.14  |
| 12.5% Additional to Base       |        |        |        |        |        |        |        |        | 82,245 | 86,357 |
|                                |        |        |        |        |        |        |        |        | 39.54  | 41.52  |
|                                |        |        |        |        |        |        |        |        |        | 89,222 |
|                                |        |        |        |        |        |        |        |        |        | 42.90  |
|                                |        |        |        |        |        |        |        |        |        | 92,087 |
|                                |        |        |        |        |        |        |        |        |        | 44.27  |
| <b>HR Analyst- Classified</b>  |        |        |        |        |        |        |        |        |        |        |
| Range 25                       | 41,604 | 43,134 | 45,869 | 48,160 | 50,570 | 53,099 | 55,755 | 58,541 | 61,469 | 64,543 |
| 2% Additional to Base          | 20.00  | 20.74  | 22.05  | 23.15  | 24.31  | 25.53  | 26.81  | 28.14  | 29.55  | 31.03  |
| 5.5% Additional to Base        |        |        |        |        |        | 54,161 | 56,870 | 59,712 | 62,699 | 65,834 |
| 9% Additional to Base          |        |        |        |        |        | 26.04  | 27.34  | 28.71  | 30.14  | 31.65  |
|                                |        |        |        |        |        |        |        |        | 64,850 | 68,093 |
|                                |        |        |        |        |        |        |        |        | 31.18  | 32.74  |
|                                |        |        |        |        |        |        |        |        |        | 70,352 |

Board Approved: July 28, 2015

33.82  
72,611  
34.91

Hourly  
Annual  
Hourly

12.5% Additional to Base

**Longevity**

2% Additional to Base  
5.5% Additional to Base  
9% Additional to Base  
12.5% Additional to Base

=6th - 8th years  
=9th - 11th years  
=12th - 14th years  
15th year and after

## APPENDIX B

### Health Benefits Agreement

| Medical Plan                        | (Plan Years Begin October 1)                    |   |   |  |                            |
|-------------------------------------|---|---|---|--|----------------------------|
| Plan Title                          | 40722A  | 40722B  | 40722C  | 40722D   | KAISER HMO                 |
| Subtitle                            | 100D-\$20                                       | 90C-\$30  | 80G-\$30  | 80M-\$40                                       |                            |
| % Coverage                          | 100%  | 90%   | 80%   | 80%  | 100%                       |
| Deductible<br>(Out of Pocket)       | \$300/\$600<br>(Pays 100%<br>after ded met)     | \$200/\$500<br>(Pays 90%<br>after ded met)      | \$500/\$1,000<br>(Pays 80%<br>after ded met)    | \$3,000/\$6,000<br>(Pays 80%<br>after ded met) | No deductible              |
| Co-Insurance Max<br>(Out of Pocket) | \$1,000/\$3,000<br>(Pays 100%<br>after Max met) | \$1,000/\$3,000<br>(Pays 100%<br>after Max met) | \$2,000/\$4,000<br>(Pays 100%<br>after Max met) | \$4,000/\$8,000                                | \$1,500/3,000              |
| Office Visit                        | Employee pays \$20                              | Employee pays \$30                              | Employee pays \$30                              | Employee pays \$40                             | Employee pays \$30         |
| Chiropractic                        | 100%  | 90%   | 80%   | 80%  |                            |
| Emerg Room                          | Employee pays \$100                             | Employee pays \$100                             | Employee pays \$100                             | Employee pays \$100                            | Employee pays \$100        |
| Pharmacy                            | \$9/Generic<br>\$35/Brand                       | \$9/Generic<br>\$35/Brand                       | \$9/Generic<br>\$35/Brand                       | \$9/Generic<br>\$35/Brand                      | \$10/Generic<br>\$30/Brand |

| Dental   | (Delta # 866-499-3001)  |
|--|---|
| <u>Delta Incentive Plan</u><br>\$2,000 annual max<br>Three (3) cleanings/year<br>70% year one<br>80% year two<br>90% year three<br>100% thereafter | <u>Delta DPO Plan</u><br>\$3,000 max in network<br>Three (3) cleanings/year<br>Designated dentist only<br>(list is limited)<br>\$3,000 orthodontics (100%)<br>(lifetime max per person) |
| <i>*Note: transferring back to the Incentive Plan from DPO means starting again at 70%.</i>  |   |

| Vision  | (VSP: 800-877-7195) |
|---|---------------------|
| Full time employees are eligible for one District paid MES (Medical Eye Services) Vision Plan. <ul style="list-style-type: none"><li>* Examination every calendar year</li><li>* Lenses every calendar year</li><li>* Frames (allowance) every two calendar years</li><li>* Within network of providers</li></ul> |                     |

**Plan details current as of October 1, 2017 and subject to change pursuant to SISC plan modifications.**

## **APPENDIX C**

### **LEAVES EXPLANATIONS AND CONDITIONS**

#### **1) Military Leave**

Military Leave shall be granted to management team members pursuant to Military and Veterans' Code Section 395 and Education Code Section 45059.

#### **2) Jury Duty**

Management team members may be absent from duty to serve as jurors without loss of pay. Fees paid to the management team member for such service shall be paid to the Superintendent. The management team member shall notify the immediate supervisor as soon as possible after the call to jury duty is received.

#### **3) Bereavement Leave**

Every management team member shall be entitled to three (3) days of paid leave of absence, or five (5) days if travel of more than two hundred (200) miles is involved, on account of the death of any member of his/her immediate family. This leave shall not be deducted from sick leave. An additional three (3) days may be granted upon request of the supervisor.

#### **4) Industrial Accident or Illness Leave**

Industrial Accident or Illness Leave shall be available to management team members pursuant to Education Code Section 87787.

The Superintendent shall provide worker's compensation coverage to protect members for expenses due to on-the-job injuries. This coverage will provide benefits to the full extent of California law and will include but not be limited to temporary disability benefits, permanent disability benefits, death benefits, mileage reimbursement, and complete medical coverage. All these coverage benefits shall be provided at no cost to the member. The benefits provided in this Article are in addition to sick leave benefits. Accordingly, the Superintendent shall not deduct from accumulated sick leave the Industrial Accident and Illness Leave used by a member who is absent as a result of an industrial accident or illness. As a condition of receiving full salary while on Industrial Accident or Illness Leave, the member shall endorse over to the Superintendent all monies received from the worker's compensation insurance carrier on account of such industrial accident or illness.

#### **5) Personal Necessity Leave**

A management team member may use up to seven (7) days of accumulated sick leave each school year for personal necessity. Such leave shall be taken in no less than half-day increments. Any of these days used are deducted from the twelve (12) annual sick days. Unused personal necessity days do not accumulate from year to year. Each member starts with seven (7) new personal necessity days at the beginning of the new work year.

- i. Personal loss (death). This can be in addition to Bereavement Leave.
- ii. Accident or sudden illness in the management team member's immediate family. Leave granted shall be no less than one-half day per occurrence or more than six (6) total. "Immediate family" is defined as mother, mother-in-law, father, father-in-law, grandmother, grandmother-in-law, grandfather, grandfather-in-law, or grandchildren of the member or of the spouse of the member and the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, foster parent or foster child, relative living in the member's immediate household, or a domestic partner meeting all the criteria or child of member's domestic partner.

- iii. Accident involving a management team member's person or property, or the person or property of a member of the member's immediate family.
- iv. Appearance in court as litigant or as a witness.

## **6) Discretionary Leave**

Discretionary leave days are personal necessity days for any reason that the member feels is sufficiently compelling to warrant his/her absence from his/her normal duties; and up to five (5) may be used annually. These days, as they are personal necessity days, are deducted from the twelve (12) annual sick leave days.

## **7) Extended Sick Leave**

### **A. Certificated Management Team Members**

#### **Education Code: 44977 Salary deductions due to absence from duties; exhaustion of available sick leave**

(a) During each school year, when a person employed in a position requiring certification qualifications has exhausted all available sick leave, including all accumulated sick leave, and continues to be absent from his or her duties on account of illness or accident for an additional period of five school months, whether or not the absence arises out of or in the course of the employment of the employee, the amount deducted from the salary due him or her for any of the additional five months in which the absence occurs shall not exceed the sum that is actually paid a substitute employee employed to fill his or her position during his or her absence or, if no substitute employee was employed, the amount that would have been paid to the substitute had he or she been employed. The school district shall make every reasonable effort to secure the services of a substitute employee.

Use of extended sick leave shall be verified by a note from a duly licensed physician, and may be carried over into a subsequent school year if the school year ends before the five-month period ends. A non-represented employee shall not be provided more than one five-month period of leave per illness or accident.

### **B. Classified Management Team Members**

#### **Education Code: 45196 Salary; deduction during sick leave**

When a person employed in the classified service is absent from his duties on account of illness or accident for a period of five months or less, whether or not the absence arises out of or in the course of employment of the employee, the amount deducted from the salary due him for any month in which the absence occurs shall not exceed the sum which is actually paid a substitute employee employed to fill his position during his absence.

Excepting in a district the governing board of which has adopted a salary schedule for substitute employees of the district, the amount paid the substitute employee during any month shall be less than the salary due the employee absent from his duties.

Entitlement to sick leave provisions under this section, if any, shall be considered "entitlement to other sick leave" for the purposes of computing benefits under the provisions of Section 45192 if the absence is for industrial accident or illness and shall be used after entitlement to all regular sick leave, accumulated compensating time, vacation or other available paid leave has been exhausted. The foregoing provisions shall not apply to any school district which adopts and maintains in effect a rule which provides that a regular classified employee shall once a year be credited with a total of not less than 100 working days of paid sick leave, including days to which he is entitled under Section 45191. Such days of paid sick leave in addition to those required by Section 45191 shall be compensated at not less than 50 percent of the employee's regular salary. The paid sick leave authorized under such a rule shall be exclusive of any other

paid leave, holidays, vacation, or compensating time to which the employee may be entitled. Nothing in this section shall preclude the governing board from adopting such a rule.

Use of extended sick leave shall be verified by a note from a duly licensed physician, and may be carried over into a subsequent school year if the school year ends before the five-month period ends. A non-represented employee shall not be provided more than one five-month period of leave per illness or accident.

#### **8) Professional Growth/Development**

A member, with the Superintendent's prior approval, may be granted paid leave for the purpose of improving performance. Such leave may be used to attend professional workshops and conferences, or other activities related to the performance of the Supervisor's duties and responsibilities. Employees shall be reimbursed for expenses incurred attending such workshops.

#### **9) Leave of Absence Without Pay**

A member may request a Leave of Absence Without Pay. If the requested leave period is for more than one-half of the work year, then the request shall be made at least five (5) weeks prior to the leave's starting date. The written request shall include reason(s) for the leave, beginning and ending dates, and shall be directed to the Superintendent who shall respond to the request within five (5) days of receipt of the request. While on leave the member may elect to continue all fringe benefits at the member's expense. Upon returning from leave, the member may be entitled to reinstatement in the same or similar position to the one held before the leave.



## **APPENDIX D**

### **CALENDARS**

|  | <u>Work Days</u> |
|--|------------------|
| A. Directors                               |                  |
| i) Certificated                            | 220              |
| ii) Classified                             | 260              |
| B. Principals                              |                  |
| i) K-8 and Middle School                   | 215              |
| ii) Elementary                             | 210              |
| C. Assistant Principals                    |                  |
| i) K-8 and Middle School                   | 215              |
| ii) Elementary                             | 210              |
| D. Coordinators                            | 190-220          |
| E. Student Behavior Specialist/Coordinator | 210              |
| F. Classified Managers                     | 260              |
| G. Confidential Employees                  | 260              |
| H. Occupational Therapist                  | 186              |