



Memorandum of Understanding

Between

Sunnyvale School District

and

Sunnyvale Certificated and Classified Association for
Management Personnel
(SCCAMP)

July 1, 2018 – June 30, 2021

Board of Education

Jeffrey Arnett
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Dr. Benjamin H. Picard, Superintendent

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ARTICLE I

PURPOSE & ACCEPTANCE

- 1.1 The Superintendent and the Deputy Superintendent, representing the Board of Education, have met and conferred with the Sunnyvale Certificated and Classified Association for Management Personnel (“SCCAMP”) for the purpose of revising this Memorandum of Understanding (“MOU”) with certificated management, classified management, confidential employees, District Nurses, and Psychologists (collectively “employee” or “employees”) on the subjects of their compensation, benefits, and other conditions of employment for the 2018-19 through 2020-2021 school years. Unless otherwise noted, provisions applicable to Certificated Management shall apply to Nurses and Psychologists. [Updated 2018]
- 1.2 On or about May 30, 2021 the parties will meet and confer regarding compensation, benefits, and other conditions of employment for the 2021-22 school year. [Updated 2018]
- 1.3 The terms and conditions described in this MOU remain in effect until such time as they are modified. [Updated 2018]

Acknowledged by SCCAMP on: June 14, 2018

For SCCAMP:

Sarah Tellez, Chairperson

Christina Ballantyne, Member

Renee Wedell, Member

For the District:

Benjamin H. Picard, Ed.D., Superintendent

Michael Gallagher, Ed.D., Deputy Superintendent

The Board of Education accepted and ratified this MOU on August 9, 2019.

Reid Myers, President, Board of Education

Michelle Maginot, Vice President, Board of Education

ARTICLE II

COMPENSATION & BENEFITS

2.1 Salary [Updated 2018]

- 2.1.1 The salary schedules for Certificated/Classified Management and Confidential employees shall be as set forth annually in Exhibits B through M attached hereto.

For 2018-19 the 2017-18 salary schedules as set forth in Exhibits B through M shall be increased by four percent (4%) effective July 1, 2018.

For 2019-20 the 2018-19 salary schedules as set forth in Exhibits B through M shall be increased by four percent (4%) effective July 1, 2019.

For 2020-21 the 2019-20 salary schedules as set forth in Exhibits B through M shall be increased by two percent (2%) effective July 1, 2020.

Effective July 1, 2018, the Classified Management Salary Schedule, Range VIII, for 12 month, 261 day employees will be extended to include a step increase at step 16. This step increase will be the same increment as is found throughout this schedule.

- 2.1.2 The salary schedules shall be implemented as follows: [New 2018]

- 2.1.2.1 Initial Placement – Classified Management/Confidential employees –

Salary schedule placement for current Sunnyvale School District employees will be made in accordance with Section 3.4 Promotion.

Salary schedule placement for employees new to the Sunnyvale School District will be made based on the number of years of prior experience in the same classification. The Superintendent or designee shall have discretion to make salary schedule placement decisions to attract new classified management and confidential employees to the district with a goal of placing current employees and employees new to the District similarly.

- 2.1.2.2 Initial Placement – Certificated Management –

Current Sunnyvale School District employees will be placed on the first salary schedule step that results in at least a 7% per diem increase. Initial placement on the appropriate salary schedule for employees new to the Sunnyvale School District is dependent upon the number of college or university semester units completed after receipt of the Bachelor's Degree and the number of years of prior experience in the same classification.

The Superintendent or designee shall have discretion to make salary schedule placement decisions to attract new certificated management employees to the district with a goal of placing current employees and employees new to the District similarly.

2.1.2.3 Training and Experience –

Classified Management/Certificated Management and Confidential employees will be responsible for furnishing the Human Resources Office sufficient evidence of training and experience. Official transcripts from colleges and universities are required of all Certificated Management personnel.

2.1.2.3.1 A year of experience shall consist of continuous active service of 75% or more of each year. Fractional parts of different years may not be added for the purpose of counting a year of experience in placement on the salary schedule.

2.1.2.4 Vertical Advancement – After initial employment, vertical advancement on the salary schedule from one step to the next shall be allowed where the employee has worked 75% of the number of days of a full time employee. Vertical advancement will be made at the beginning of each new fiscal year.

2.1.2.5 Horizontal Advancement – Certificated Management

2.1.2.5.1 Horizontal advancement from column to column on the salary schedule will be made at the beginning or middle of each school year, as defined below, upon verification by official college or university transcripts. Units of work are in the terms of semester units. A maximum of seven (7) credits for short courses and other approved professional growth seminars may be used in moving from one column to the next.

2.1.2.5.2 All course work taken after initial employment must have prior approval by the immediate supervisor. In cases when prior approval was not obtained by the employee, the immediate supervisor, at his/her option, may subsequently approve the course work.

2.1.2.5.2.1 Beginning of Year Salary Moves: Official transcripts verifying additional units for course work must be submitted to the Human Resources Department no later than October 1 in order for credit to be given for additional units effective at the beginning of that school year.

2.1.2.5.2.2 Middle of Year Salary Moves: Official transcripts verifying additional units for

course work completed by December 31 must be submitted to the Human Resources Department no later than January 31 in order for credit to be given for additional units for a mid-year salary move. The mid-year salary change for these units will be effective as of February 1 and will be reflected in the February pay warrant.

2.1.2.5.3 Scholarship – To encourage a high level of scholarship in the District's professional staff, the following conditions will prevail:

2.1.2.5.3.1 College or university course work, to be credited for salary advancement, must be at the level of "C" grade or above, on a grading scale represented by A, B, C, D, F. Grades D, F, and Incomplete are not acceptable.

2.1.2.5.3.2 When institutions grade on a "pass-fail" or "plus-minus", those units receiving "pass" or "plus" shall be considered as qualifying units though not included in averaging procedures. "Fail" or "minus" units will not be credited.

2.2 Health and Welfare Benefits

2.2.1 Certificated/Classified Management and Confidential Employees

Physical Examinations: Personnel may be required by the District to have physical examinations at any time deemed necessary. Such examinations will be completed by a physician of the District's choice and will be at the District's expense.

Tuberculosis Clearance: Prior to employment, or immediately thereafter, all employees must show evidence that they have had a chest X-ray or Tuberculosis Risk Assessment within the past 60 days and have been deemed to be free from active tuberculosis. After employment, employees shall undergo such examination at least once in each four years and shall provide the District with evidence that they have been declared to be free from active tuberculosis per Education Code 49406.

An employee may be exempted from the X-ray or Tuberculosis Risk Assessment by filing an affidavit requesting such exemption on the grounds of religious beliefs. However, if the District has probable cause to believe the employee is afflicted with tuberculosis, the employee may be prohibited from working until the said employee is tuberculosis free.

2.2.1.1 Health Insurance: [Updated 2018]

2.2.1.1.1 Medical Insurance

The District shall assume and pay for the full cost of health (medical) insurance benefits offered through the Santa Clara County Schools Insurance Group ("SCCSIG") for the employee only, prorated for part-time employees who work at least half-time.

The District shall assume and pay for seventy percent (70%) of the full cost of health (medical) insurance benefits provided in the Agreement for the employee's dependents (i.e., one dependent or family coverage). The employee shall contribute the remaining thirty percent (30%) of the cost of dependent coverage through automatic payroll deduction.

For eligible part-time employees, the District's 70% contribution level shall be prorated by the same percentage representing the part-time employee's full-time equivalency (FTE). For example: For a half-time (.5 FTE or 50%) employee, the District would assume and pay for one-half the cost of the employee's own health premium and one-half of the 70% contribution for dependent coverage (equal to 35% of the cost of dependent coverage). The employee would contribute one-half his/her employee health premium, and the remaining 65% of the premium for dependent coverage.

2.2.1.1.2 Vision Service Plan

The District pays 100% of the premium cost for the Vision Service Plan (VSP) for all full and part-time employees and their dependents covered under this MOU offered by the Santa Clara County Schools Insurance Group.

2.2.1.1.3 Dental Plans

Effective July 1, 2017, employees may participate in the Delta Dental "premium," "high," and "low" plans offered by the SCCSIG.

The District shall assume and pay 100% of the premium cost of the "high" dental plan for employees and their dependents employed full-time. This will be prorated for employees working less than full time.

Employees will have the option to choose the "low" or "premium" plans.

Employees choosing the “premium” plan will pay the cost difference between “high” plan (employee, employee plus one, or family) and their selected plan (employee, employee plus one, or family).

Employees choosing the “low” plan will pay the cost difference between the “high” plan (employee, employee plus one, or family) and their selected plan (employee plus one, or family).

2.2.1.2 Life Insurance:

District pays 100% for Trustmark Life insurance (with accidental Death and Dismemberment) \$100,000

2.2.2 Certificated, Classified Management and Confidential

In addition to those benefits listed in 2.2.1, the District pays the full cost of disability insurance (Standard Insurance Company income protection plan) which provides benefits of 66 2/3% of gross salary to a maximum monthly benefit of \$5,000. Qualifying period: the first 3 months of any one period of total disability.

2.2.3 Health and Welfare Extension

Certificated, classified management and confidential employees who are laid off (does not mean terminated/fired) from the district would have 100% of their health/welfare benefits paid by the district for ninety (90) calendar days following the date of lay off.

2.3 Miscellaneous Compensation

Salary schedule percentage increases will be applied to mileage compensation/transportation allowances for Certificated and Classified Management

2.3.1 Mileage - Certificated Management – Salary schedule increases will be applied to these mileage stipends.

- \$2,459 for 12 month employees (Includes Directors, Coordinators and Managers)
- \$2,254 for 11 month employees (Includes Principals, Assistant Principals, Nurses and Coordinators)
- \$2,050 for Psychologists and 10 month Nurses

2.3.2 Mileage - Classified Management - Salary schedule increases will be applied to these mileage stipends.

- \$2,459 for 12 month employees unless a vehicle is assigned in which case employee forfeits the entire mileage stipend.
- \$2,254 for 11 month employees
- \$2,050 for 10 month employees

2.3.3 Mileage - Confidential

Employees using their vehicles on District business shall be reimbursed at the IRS approved rate for all miles driven on behalf of the District.

2.3.4 Anniversary Date – Classified Management/Confidential Employees All employees of the District, as of July 1, 2004, shall have their anniversary dates adjusted to July 1st. For employees hired after July 1, 2004, the anniversary date shall be as follows:

- 2.3.4.1 Employees whose hire date is on or before March 15th shall have an anniversary date of the immediately preceding July 1st.
- 2.3.4.2 Employees whose hire date is after March 15th shall have an anniversary date of the immediately following July 1st.

2.3.5 Professional Growth - Classified Management and Confidential Employees

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

All regular classified management and confidential employees of the Sunnyvale School District may participate in the Professional Growth Plan.

Professional Growth is being developed if:

1. The growth experience reflects increased knowledge, understanding, and skills in the participant's regular assignment;
2. The growth experience provides background materials for the work in which the employee is engaged;
3. The growth experience provides for personal skill development.

Professional Growth may be achieved through participation in any of the following categories of activity if pertinent to growth plan:

1. College and Junior College Courses
2. District Professional Growth Courses
3. Correspondence Courses (Accredited)

4. Adult Education Courses
5. Vocational Education courses (Including Business Colleges)
6. Individual Research (Prior approval of supervisor and the Human Resources Administrator required)
7. Lecture Series
8. Published Work – Approval of supervisor and the Human Resources Administrator
9. Other programs approved in accordance with the criteria set forth in the Classified Management and Confidential Employees Professional Growth Plan

Professional Growth is a joint enterprise between the District and the individual employee and should be planned together in order to assure maximum gain for both the participant and the District.

Criteria: The following are established in connection with courses taken by employees:

1. The subject matter of the course should relate directly to the position currently occupied by the employee; or
2. The subject matter of the course should meet the requirements of the position for which the employee is training; or
3. The subject matter of the course should be a general education requirement for an AA degree or certificate of proficiency in a job-related course of study or to meet the requirements of the promotional position for which the employee is training.

An activity which does not meet the requirements described in (1), (2) or (3) shall be submitted to the employee's supervisor and the Human Resources Administrator for approval.

This program is intended to enhance and improve the performance of classified management and confidential employees in their present positions. Credit shall not be given for workshops and conferences attended on District time or when the District pays any portion of the workshop or conference expense.

Increments: Each increment earned through this program shall consist of eight (8) semester units [or twelve (12) quarter units]. Seven (7) semester units or equivalent must be taken from areas 1-5 listed below unless special

approval of the supervisor and the Human Resources Administrator is given. No more than two (2) semester units in any one increment may be earned through categories 6, 7 and 8 unless there is prior approval of the Human Resources Administrator.

1. University courses, college courses, community college courses.
2. Sunnyvale School District professional growth courses.*

**Double credit will be given to any classified management or confidential employee who leads a District professional growth project.*

3. Correspondence courses (accredited).
4. Adult education courses.
5. Vocational Education schools (including Business Colleges).

Credit for Adult Education courses, trade school courses and professional growth courses shall be equated as follows:

Total Hours In Adult Ed, Vocational Ed, Professional Growth <u>Courses</u>	Semester Units <u>Granted</u>
7 - 14	1/2
15 - 22	1
23 - 29	1 1/2
30 - 36	2
37 - 44	2 1/2
45 - 51	3
52 - 59	3 1/2
60 - +	4

In certain cases where an employee has more than the permitted number of absences, the Human Resources Administrator may reduce the amount of credit.

6. Individual Research - an outline of study must be submitted to the supervisor and the Human Resources Administrator for advance approval. Credit shall be determined by the Human Resources Administrator.
7. Lecture Series - The unit value for lecture series shall be the same as for adult education courses and trade school hours providing these lectures relate to the employee's area of employment in the District.

8. Published work.
9. Other programs approved in accordance with the criteria set forth in the Classified Management and Confidential Employees Professional Growth Plan.

Procedures:

1. Employees desiring to participate in the program must file their intent with their supervisor and the Human Resources Administrator and secure prior approval.
2. The increments shall be 50.00 per month. Salary schedule increments will be applied to increments. All increments are permanent. Increments will commence the first of the month at least thirty (30) days after an employee submits evidence of meeting requirements and receives approval of the Human Resources Administrator.
3. A maximum of eight (8) increments can be earned in the Professional Growth Plan for classified management and confidential employees.
4. On all courses taken, a grade of "C" or better shall be achieved in order for units to be honored; or a "pass" designation if no grades are given.
5. The District's Professional Growth Form must be completed for prior approval of the supervisor. The completed form must bear the instructor's signature and be filed with the Human Resources Administrator. For professional growth courses provided by the District, this will suffice as the official record. For professional growth courses provided by agencies outside the District (such as colleges, adult evening schools, etc.) the employee must also provide an official transcript. Should any unusual problem arise in complying with the above, time must be allowed for the Human Resources Administrator to conduct an evaluation.
6. Courses offered at an accredited college or university may be taken for credit with the prior approval of the supervisor and the Human Resources Administrator.
7. A course taken as a trade extension class for journeyman craftsman may be taken for credit if it relates directly to the individual's area of employment and approval has been secured from the supervisor and the Human Resources Administrator.
8. It is the responsibility of the classified management or confidential employee to apply for professional growth credit and verify completion of course work with the Human Resources Administrator. Application for the professional growth increment must be in writing.

2.3.6 ACSA/CASBO Dues [New 2015]

The District will pay 50% of annual membership dues for either the Association of California School Administrators (ACSA) or the California Association of School Business Officials (CASBO). The employee will pay the other 50%. SCCAMP membership will commit to establish and maintain active District participation in Charter, Region and Statewide professional organization activities.

2.3.7 Cell Phone Stipend

2.3.7.1 Certificated Management

- The following 12 month certificated managers shall receive a \$600 annual cell phone stipend: Directors and Coordinators
- The following 11 month certificated managers shall receive a \$550 annual cell phone stipend: Assistant Principals, Elementary Principals, Middle School Principals, Coordinators
- The following classification shall receive a \$500 annual cell phone stipend: District Nurses (10 and 11 months)

2.3.7.2 Classified Management

- The following 12 month classified manager classifications shall receive a \$600 annual cell phone stipend: Capital Projects Coordinator, Manager of Operations, Chief Operations Officer, Chief Financial Officer, Communications Coordinator
- The following 11 month classified manager classifications shall receive a \$550 annual cell phone stipend: SELPA Behavior Services Supervisor, Clinical Manager of Behavior Intervention, Behavior Intervention Services Supervisor

2.3.7.3 Confidential Management

- The following 12 month confidential management classification shall receive a \$600 annual cell phone stipend: Administrative Assistant to Superintendent

- 2.3.8 Effective July 1, 2018, Behavior Intervention Services Supervisors and SELPA II Behavior Services Supervisors who possess a valid Board Certified Behavior Analyst certificate shall receive an annual stipend of \$2434. This stipend will be included on the salary schedule and will be increased by any negotiated salary schedule percentage increase.
[New 2018]

ARTICLE III

MANAGEMENT EMPLOYEE RIGHTS

3.1 Personnel Files: Management Team Employees

Any management team employee shall have the right to inspect his or her personnel file upon request by arranging a convenient time with the Human Resources Administrator.

The management team employee will be given a copy of any material added to his or her personnel file. Information of a derogatory nature shall not be entered or filed in the personnel file unless and until the management team employee is given a five (5) day notice and an opportunity to review and comment therein.
(Reference: Ed. Code 44031)

3.2 Grievance Procedures: Management Team Employees

A management team employee is entitled to file a grievance against an employee when solutions to problems are not possible through normal channels. Such problems must be directly related to employment conditions between the employee and another employee or the District.

Resolution of problems requires a written complaint filed with the employee's immediate supervisor unless the complaint is against the immediate supervisor; then the complaint shall be filed with the next higher level supervisor.

The aggrieved and grievant may have personal counsel from any organization recognized by the Board of Education at any time.

A grievance shall be in writing, stating:

1. The problem
2. Persons involved in the problem
3. Previous steps taken to solve the problem
4. The remedy desired

A copy of any grievance shall be sent to the Superintendent and/or his or her designee within five (5) working days from the date the grievance is filed.

Once received, if the grievance is not satisfactorily resolved within ten (10) working days, the grievant may request a hearing with the Superintendent. The grievant and Superintendent may have counsel present.

The Superintendent shall be the last appeal and his/her decision shall be final unless the grievance is directed toward the Superintendent. If the grievance is against the Superintendent, the grievant shall be entitled to a hearing with the Board of

Education upon a request in writing. Such a grievance must be resolved at the next subsequent Board of Education meeting or within fifteen (15) working days.

The content of an evaluation shall not serve as the basis for a grievance.

A written grievance may be withdrawn at any time and shall not be included in the management team employee's personnel file.

3.3 Probationary and Permanent Status [Updated 2018]

3.3.1 Certificated Management

Permanent status as a certificated employee in the District is earned pursuant to the Education Code. Any person serving in a management position who holds the appropriate certification shall be given proper notice pursuant to Education Code section 44951 should the decision be made that s/he will not continue in a position not requiring administrative or supervisory credentials for the following school year.

3.3.2 Classified Management and Confidential

The probationary period for all Classified Management and Confidential employees shall be twelve (12) consecutive calendar months from the first date of paid service. If, at the end of twelve (12) months of service, or if the parties mutually agree to extend the probationary period per Section 3.3.2.1 below, an employee has met the performance standards for the position, he/she will become a permanent employee.

3.3.2.1 When an employee's absences exceed ten (10) days within the probationary period the probationary period will be extended by the same number of days absent over ten (10) days. For example: if the employee is absent for twenty (20) days then the probationary period is extended by ten (10) days. This is applicable irrespective of the nature of the absences.

3.3.2.2 Upon mutual agreement, the probationary period may be extended up to an additional three (3) months. Should an extension be agreed upon, then the employee must receive written notice, length of extension, and the improvement plan.

3.4 Promotion - Classified Management and Confidential

A promotion is a reassignment to a job classification above that currently held by the District employee. A position change includes the job description, salary, and benefits commensurate with similar positions including salary, work benefits, work year and hours.

The salary will be to the next step above the position held by the District employee, or to the first step of the next higher range. The increase in any case will be at least seven and one half (7-1/2) percent above the District employee's previous salary.

All management team employees may apply for any position above the one currently held.

Promotion to a higher position shall be contingent upon recommendation by the Superintendent and approval by the Board of Education.

A person receiving a promotion may request in writing and receive his or her previous position without prejudice within a school year.

3.5 Management Team Employee Transfer

The Superintendent or his/her designee shall have the authority to transfer management employees from one location to another. Transfers are either administrative; i.e. made whether requested by the management employee or not; or made following a written request by the management employee.

The Superintendent or his/her designee shall in writing inform the management employee of the Superintendent's approval or denial of the transfer request and shall give the reasons for the decision.

The management employee may request that the Superintendent's decision to administratively transfer the employee or the Superintendent's decision to deny the employee's transfer request be reconsidered. Such request for reconsideration shall be delivered to the Superintendent no later than five (5) days prior to the scheduled effective date of an administrative transfer, or, with respect to a transfer request, no later than five (5) days after such request is denied.

3.6 Reassignment

Certificated management employees may be reassigned by the Governing Board, upon recommendation of the Superintendent, pursuant to the provisions of Education Code 44951.

Reassignment is the movement of a certificated management employee to a classroom position or to another administrative position.

Classified management employees may be reassigned by the Superintendent, provided that, if such reassignment constitutes a demotion or involves a reduction in salary, such reassignment shall be subject to the provisions of Education Code 45104.5, 45113 and of Article VII of this Memorandum of Understanding.

In reassigning classified management employees, and in recommending the reassignment of certificated management employees, the Superintendent shall consider the following factors:

1. Satisfactory evaluation on the most recent evaluation.
2. Length of service in the position being reduced (cumulative years or partial years in that position in the District).
3. Current job description will serve to define positions held.
4. Assignment to comparable position if the educational degree, credential, training, and experience requirements are met.
5. Reassignment to a previously held position if that position is available. Such consideration, however, shall not limit the Superintendent's discretion in deciding whether or not to reassign/recommend reassignment of a management employee.

In the event that the reassignment of a management employee results in a recommendation of dismissal of such employee, then any such dismissal shall be subject to the dismissal/disciplinary requirements of the Education Code and this Memorandum of Understanding.

A reassigned classified management employee who, in lieu of layoff from employment, had taken a demotion, shall have a priority right to return to the position from which he/she has been reassigned, if such reassignment was the result of a layoff. A reassigned classified management employee shall have such right pursuant to the provisions of Education Codes 45117, 45298 and 45308.

3.7 Disciplinary Procedures

A. Classified Management Employees

In handling disciplinary matters, it is intended that the discipline shall be commensurate with the offense and that, whenever possible, progressive steps be utilized unless the incident giving rise to the discipline is of such a nature that more severe action is appropriate.

1. Progressive Steps:

- a. Warnings: Except in those situations where an immediate suspension is justified, an employee whose work or conduct is of such character as to incur discipline shall first be specifically warned in writing by the Superintendent. Such warnings shall state the reasons underlying any intention the Superintendent may have of recommending any disciplinary action. The Superintendent shall give a reasonable period of advance warning to permit the employee to correct the deficiency without incurring disciplinary action.

- b. Suspension: Suspension is temporary removal from the employment of the District (with or without pay) for a specified period of time, not to exceed thirty (30) days.
 - c. Involuntary Demotion: Involuntary demotion is placement in a lower job classification.
 - d. Dismissal: Dismissal is the termination for cause of an employee's employment with the District.
2. Causes: Permanent employees shall be subject to disciplinary action for the following causes:
- a. Prolonged or permanent physical or mental disability which incapacitates the employee from the performance of his/her assigned duties. Incapacity shall be subject to verification of the employee's physician or a physician assigned by the District.
 - b. Insubordination, inefficiency, incompetence, dereliction of duty or repeated failure or refusal to perform assigned duties in a satisfactory manner.
 - c. Willful misuse of or negligent damage to, or waste of District property or equipment.
 - d. Possession or drinking of alcoholic beverages or possession or being under the influence of narcotics on District property or reporting for work while under the influence of alcohol or narcotics.
 - e. Conviction of a narcotics offense.
 - f. Unauthorized absence or excessive absence or excessive tardiness.
 - g. Falsifying information supplied to the District including, but not limited to, information supplied on application forms, employment records or any other District record.
 - h. Discourteous, offensive or abusive conduct or language toward other employees, students or the public.
 - i. Failure to maintain any license or certification needed to perform duties, or failure to meet District insurability requirements.
 - j. Knowingly violating California or federal law pertaining to school districts.
 - k. Conviction of felony or a misdemeanor involving moral turpitude. A plea or verdict of guilty or a conviction following a plea of nolo

contendere, to a charge of a felony or any offense involving moral turpitude shall be deemed to be a conviction within the meaning of this section.

- l. Arrest for a sex offense as described in Education Code Section 45123.
- m. Knowingly making, duplicating or causing to be duplicated any key to any District facility without District authorization.

The District shall not initiate any disciplinary action for any cause alleged to have arisen prior to the employee becoming permanent nor for any cause alleged to have arisen more than two years preceding the date that the District files the notice of disciplinary action.

3. Written Notice: When the Superintendent intends to recommend to the Board of Education that the Board impose discipline upon an employee, the Superintendent shall cause written notice of his/her intent to be served on the employee. Such notice shall be served personally on the employee, or by registered or certified mail sent to the employee's last known address. The notice shall include:

A statement of the specific charges against the employee written in ordinary and concise language. The statement shall include the cause and the specific acts and/or omissions, including times, dates and location, on which the disciplinary action is based.

The discipline which is being recommended.

A copy of each document upon which the charges are based.

A statement that the employee has the right to a hearing on the charges before the Board of Education; that the employee's request for such hearing must be in writing, mailed or delivered to the Superintendent no later than seven (7) calendar days after the date on which the District's notice of intent is served on the employee' that failure to request a hearing within such time shall constitute a waiver of the right to representation at such hearing.

A card or form which the employee may use to deny the charges against him/her and to request a hearing before the Board of Education on the charges.

A copy of the provision(s) of the policy which the employee is charged with violating.

4. Emergency Suspension: Emergency situations may occur in the District, as a result of an employee's condition or conduct, which present a clear and present danger to the health, safety or property of students, employees or other persons.

If an employee's presence at work is, or clearly and presently threatens to be, the cause of such emergency situation, the Superintendent or his/her designee may immediately suspend the employee, upon giving written notice of the reasons for such suspension to the employee. The notice shall be given either personally or by certified or registered mail sent to the employee's last known address and shall be effective when given or when deposited in the mail. Such notice shall, whenever possible, be delivered or mailed within 24 hours of the District's knowledge of the emergency occurrence.

Such suspension shall be with pay until the employee has been given the opportunity to meet with the Superintendent or his/her designee.

Thereafter, whether or not the employee's emergency suspension continues, and if it continues, whether it shall be with pay or without pay, shall be decided by the Superintendent or his/her designee.

There are two kinds of emergency suspensions: (1) that which involves a suspension only, with no dismissal involved; and (2) that which involves a recommendation by the Superintendent for dismissal of the employee.

An emergency suspension which is not imposed in connection with a dismissal of the employee may last for up to ten (10) working days. Within three (3) working days after commencement of the suspension, the employee shall be given the opportunity to meet with the Superintendent and his/her designee, who shall explain the reasons for the emergency suspension. At such meeting, the employee may state, orally or in writing, his/her side of the matter. If the employee's statement is in writing, the District shall enter such statement in the employee's personnel file, along with the District's notice of emergency suspension and accompanying reasons therefore.

An employee who has been placed on emergency suspension shall, within five (5) working days of the commencement of such suspension, be given the written notice described above, and shall have the right to request a hearing before the Board of Education.

An emergency suspension which is combined with a notice to the employee of the Superintendent's recommendation of dismissal shall continue until the date on which the Board of Education has taken action on the recommended dismissal. Such action may occur either following a Board hearing on the question of the dismissal of the employee, or, if no timely request for a hearing before the Board is made by the employee as described herein above, following the expiration of the time for requesting same.

If the action by the Board of Education following its hearing of the matter of the employee's emergency suspension and dismissal, or of the matter of

the employee's emergency suspension alone, is not to dismiss the employee, and/or not to suspend the employee, the Board may in its discretion change the employee's unpaid emergency suspension to a paid suspension and order the employee paid, retroactively, for all workdays of the emergency suspension.

5. Discipline Hearing: When the District seeks the imposition of any disciplinary action as defined above, notice of such discipline shall be made in writing and served in person or by registered or certified mail upon the employee. The notice shall include a statement of the act or omission upon which the proposed discipline is based, the specific charges against him/her, a statement of his/her right to a hearing before the Board of Education, and the time within which such hearing must be requested, which shall not be less than seven (7) calendar days after service of the notice. If it is claimed that the employee has violated a rule or regulation of the District, that rule or regulation will be set forth in the notice. An employee may request a public hearing regarding complaints or charges brought by another person or employee. Notice of the right to a public session must be given to the employee at least twenty-four (24) hours before the session. In addition, the employee shall be given a card notice or letter which only needs his/her signature to constitute a request for a hearing and a denial of the charges.

Any notice or request shall be deemed served when it is delivered in person to the employee to whom it is directed, or when it is deposited in the United States registered or certified mail, postage prepaid and addressed to the last address the employee has given the Human Resources Office.

6. Suspensions: If a suspension is to be longer than ten (10) working days, the employee shall be accorded rights, stated in Section 3, Written Notice, prior to the commencement of the suspension.

If the suspension is for ten (10) working days or less, the employee may be notified in writing of the suspension by the Superintendent or designee, and shall be accorded the rights, stated in section on Written Notice, within five (5) working days after commencement of the suspension.

If an employee elects to appeal a suspension, he/she must submit a request to the Superintendent or designee seven (7) calendar days after receipt of the notice of suspension. Failure to file a timely appeal shall constitute a waiver of appeal rights. The Superintendent or designee shall rule on the request within fourteen (14) calendar days. He/she may sustain, revoke or modify the suspension. If the employee wishes to appeal his/her suspension further, he/she may appeal to the Board within seven (7) calendar days after service of the Superintendent or designee's decision. Failure to file a timely appeal to the Board of Education constitutes a waiver of appeal rights. A Board of Education hearing such as that described for termination shall be held within thirty (30) calendar days of receipt of the request for hearing. In the event the employee has been suspended pending a Board hearing on

his/her dismissal, the hearing shall be consolidated with the dismissal hearing.

If an employee's suspension is revoked, he/she shall be compensated for the entire period. If the suspension is modified, he/she shall be compensated for any part of the suspension that is rescinded.

7. Dismissal: Upon receipt of a request for a hearing, the Board of Education shall hold a hearing within thirty (30) days. Failure of the employee to file a timely request for hearing shall constitute a waiver of the rights set forth therein. An employee who requests a hearing shall have the right to appear on his/her behalf or with counsel or such representation as he/she desires. Hearings shall be held in closed session unless the employee requests an open hearing. The Board of Education may sustain, reject, or modify the recommended dismissal (Government Code 54957 et seq.)

B. Certificated Management Employees

Certificated management team employees may be temporarily removed from a position during the investigation of a matter related to the discipline of a certificated management employee. Said employee shall receive salary and benefits during the time of removal from his/her position until the employee is returned to duty.

Certificated management team employees are entitled to due process in disciplinary actions undertaken by the District.

A certificated management team employee may be reassigned to a lesser position or dismissed from the District for the following reasons:

1. Unsatisfactory performance
2. Conviction of a felony
3. Violation of statutes
4. Reasons defined within School District policies

Reassignment or dismissal of a certificated management team employee for unsatisfactory performance shall meet evaluation procedures under District evaluation policies pertinent to that position as well as legal requirements.

Reassignment or dismissal of a certificated management team employee shall require the recommendation of Superintendent and approval of the Board of Education.

The causes and procedures for the discipline (dismissal, suspension) of certificated management employees, other than for temporary removal from a position, shall be as prescribed in Education Code 44932 et seq.

ARTICLE IV

WORK CALENDAR

4.1 Time Schedules -Classified and Certificated Management Team

It is recognized that the working hours of members of the management team extend beyond the normal working day. Therefore, each member of the management team shall maintain a work schedule that enables the individual to successfully carry out the duties of the position.

4.2 Certificated Management Work Year for 10 Month Employees

Ten (10) month District Nurses shall work 187 days on the same calendar as district credentialed teachers.

Certificated Management Work Year for 11 Month Employees

Principals, Assistant Principals, eleven (11) month Coordinators, and the eleven (11) month District Nurse shall work 211 days per year. Principals, Assistant Principals, eleven (11) month Coordinators, and the eleven (11) month District Nurse hired prior to July 1, 2015 will have five (5) in lieu days for weekend and evening activities. Eleven (11) month District Nurses hired after July 1, 2015 will have two (2) in lieu days for weekend and evening activities. These positions are granted, with pre-approval, a "sell-back" to the District of two (2) accumulated in lieu days per year. In-lieu days are not eligible for carryover to the next fiscal year.

Psychologists and Program Specialists hired on/before June 30, 2007, shall work 208 days per year. Psychologists hired after June 30, 2007, shall work 197 days per year.

Certificated Management Work Year for 12 Month Employees

Directors, Managers, and Coordinators shall work 219 days per year. They will have five (5) in lieu days for evening and weekend activities. These employees shall be entitled to twenty-six (26) days annual vacation with pay, exclusive of holidays defined in sections 37220, 37221, and 37222 of the Education Code. Any accrual of vacation shall not exceed sixty (60) days at any time. At the employee's request, the District will buy back up to ten (10) unused vacation days per year for 12-month certificated management personnel. In-lieu days are not eligible for carryover to the next fiscal year.

4.3 Classified Management/Confidential Work Year

Classified Management/Confidential employees who work twelve (12) months will work 245 days per year and will have sixteen (16) paid holidays.

Classified Management/Confidential employees who work eleven (11) months will work 197 or 208 days per year and will have sixteen (16) paid holidays.

Classified Management/Confidential employees who work eleven (11) months and who are off the month of July will have fifteen (15) paid holidays since July 4th would not be part of their work year.

Twelve (12) month Classified Management employees, with the exception of the Chief Financial Officer, the Chief Operations Officer, and the Communications Coordinator, will have two (2) in-lieu days for evening and weekend activities. The Chief Financial Officer, the Chief Operations Officer, and the Communications Coordinator will have five (5) in lieu days for evening and weekend activities. In-lieu days are not eligible for carryover to the next fiscal year.

- 4.4 Annual Vacation Accrual - Classified Management and Confidential Employees
The annual paid vacation allowance will accrue at the rates shown in the table below. The rates are for full-time employees in a paid status and will be prorated for employees who work less than full-time. Initial placement will be established by the Human Resources Administrator. Employees will progress through the table based on years of service in the Sunnyvale School District (SSD).

Rate of Years of SSD Service	Total Accrual Per Month	Total Days per 10 Months*	Total Days per 11 Months*	Total Days per 12 Months*
1 - 3	1 1/4 days	13 1/2	14 3/4	16
4 - 6	1 1/2 days	16	17 1/2	19
7 - 10	1 3/4 days	18 1/2	20 1/4	22
11 - 29	2 days	21	23	25
30+	2 1/2 days	26	28 1/2	31

**One additional day per annum is reflected in the above "Total Days" columns.*

It is the policy of the District that vacations will be taken each year. However, in unusual circumstances and with the approval of the immediate supervisor, an employee may carry one year's vacation to the next year.

Vacation schedules must be approved in advance by the immediate supervisor, in the best interest of the District.

Vacation time can be advanced not to exceed the amount to be earned during the current school year. If an employee terminates employment before completing the year, the pay for any vacation so advanced and not yet earned will be deducted from the final payroll. If any employee terminates after six months of service without using the vacation allowance, payment for the unused portion shall be made in a lump sum payment with the final warrant.

At the employee's request, the District will buy back up to ten (10) unused vacation days per year. This item applies to eleven (11) and twelve (12) month employees.

ARTICLE V

LEAVES

5.1 Illness

When employees are absent from work because of illness or accident, the following procedures shall be applicable.

1. Paid leaves of absence for illness or accident shall be earned by employees at the rate of one day for each month or partial month of employment.
2. Unused days of illness leave shall be accumulated without limit from year to year.
3. When an employee has used all of his/her accumulated illness leave and is absent due to illness or accident, the employee shall be paid the difference between his/her regular salary and the salary paid to his/her substitute or the amount which would have been paid to a substitute. The amount withheld from the employee's salary shall not exceed 50% of his/her per diem. Such period shall not exceed one hundred (100) days beginning with the first day of absence due to illness or accident after complete use of the current year's allowance, but shall include all days of accumulated illness leave.
4. An employee new to the Sunnyvale School District may, upon request and subsequent verification, and subject to Education Code requirements, be credited for any unused accumulated illness leave held in a California school district where such employment was during the preceding school year and providing such employment was for a period of one year or more.
5. During a period of illness or accident leave, the employee shall continue to receive all employee benefits in force prior to such illness.
6. In the event that the Superintendent believes that an employee is attempting to use illness leave for any non-illness caused absence, the Superintendent may require such employee to submit to the District a physician's statement confirming the fact of the employee's illness or injury.
7. Employees who have exhausted all Personal Necessity Leave may use accumulated sick leave days for the purpose of caring for a seriously ill family member or domestic partner (as defined in section 5.3).

5.2 Industrial Accident

The following procedures shall apply to industrial accident leave of absence:

1. Allowable leave is for maximum of sixty (60) working days in any fiscal year for the same accident and is not accumulated from year to year.

2. The employee shall be paid at a rate which, when added to the temporary disability payment granted by worker's compensation, equal to his/her full salary.
3. Industrial accident or illness leave shall be used at the rate of one day for each day of absence regardless of temporary disability indemnity award.
4. When an industrial accident or illness leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due him/her for the same illness or injury.
5. Upon termination of the industrial accident or illness leave benefits the employee shall use his/her accumulated sick leave and vacation leave at a rate which, when added to the temporary disability payment, equals his/her normal wage.
6. During any paid leave of absence the employee shall endorse to the District the temporary disability indemnity check he/she receives on account of his/her industrial accident or illness. The District, in turn, shall issue the employee appropriate salary warrants for payment of his/her salary and shall deduct normal retirement and other authorized contributions.
7. Any employee receiving benefits as a result of this section shall, during periods of injury or illness, remain within the State of California unless the Board authorizes travel out of the State.
8. If an employee has exhausted all of his/her paid leaves and is not medically able to resume the duties of his/her position, he/she shall be placed on a 39-month reemployment list, in accordance with the provisions of Education Code 45192 (Classified employees) (See Education Code Section 44984 for certificated employees.)

5.3 Bereavement

An employee shall be allowed up to five (5) days of absence without loss of pay for the death of any member of his immediate family. Members of the immediate family for this purpose include the parent, grandparent or grandchild of either the employee or the employee's spouse/registered domestic partner, or the spouse, registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law of the employee, an aunt or uncle of the employee who stands or has stood in loco parentis to the employee, or any relative living in the immediate household of the employee.

5.4 Flexible Time Off (FTO) – Confidential Employees

In addition to Personal Necessity days, up to six (6) days of FTO may be granted annually to confidential employees for the purpose of conducting personal business. Prior approval of the immediate supervisor is required. FTO days are charged to accumulated sick leave. FTO days shall not be cumulative from year to year.

5.5 Personal Necessity – Certificated/Classified Management and Confidential Employees

Personal Necessity Leave shall be limited to serious and compelling circumstances that cannot be disregarded, that necessitate immediate attention, and cannot be taken care of after work hours or on weekends. A maximum of ten (10) days of accumulated sick leave may be used in any school year for Personal Necessity Leave. Personal Necessity Leave may not be taken to extend vacation or holiday periods. A normal two-day weekend does not constitute a vacation or holiday.

Written notice of Personal Necessity Leave shall be submitted on forms prepared by the Human Resources Department. Such notice shall be filed with the employee's supervisor for forwarding to the Human Resources Administrator, at least three (3) working days in advance of the effective date of the leave or as soon in advance as possible, given the nature of the leave.

The employee shall not be required to secure prior permission for Personal Necessity Leave for any of the following reasons:

- a. Death or serious illness of a member of the employee's immediate family.
- b. Accident involving the employee's person or property, or the person or property of the employee's immediate family.

In an emergency, the employee shall be responsible for contacting the supervisor at his/her earliest convenience during the first day of leave and also shall indicate the number of days that may be required.

Personal Necessity Leave days shall not be cumulative from year to year.

The District, within ten (10) working days after the date on which the employee has taken Personal Necessity Leave, may request that the employee state in writing the factual basis for such leave.

Within five (5) working days following such request, the employee shall furnish the District with a written statement of the factual basis for such leave.

If the District finds that such factual basis is not true or is not a reason for Personal Necessity Leave, the employee shall not be entitled to a paid leave for the day in question. If the employee has already been paid for such day, such payment constitute an erroneous over-payment of the employee, and the District shall be entitled to recover the payment by payroll deduction from the employee's next succeeding pay warrant.

The initial option to reduce illness leave accumulation for purposes of Personal Necessity Leave is that of the employee, and his submittal of a Personal Necessity Leave request shall be considered adequate evidence that reduction of illness leave is of his choice.

5.6 Catastrophic Sick Leave

SCCAMP members and bargaining unit members of CSEA/SEA may donate accrued vacation or sick leave in one-half day increments to another bargaining unit member for use by that member as leave.

Eligibility for Using Donated Time

- a. The member must be off work (not actually rendering service to the District) due to a personal serious health condition or for purpose of caring for a member of the employee's immediate family.
- b. The member must have exhausted all accrued sick leave, vacation, flex, compensation and personal necessity time (if applicable).

There is no minimum or maximum number of days that must be donated, received, or used.

Procedure for Donation of Hours

SCCAMP and CSEA/SEA, respectively, shall inform members on a case-by-case basis when the need for donated time arises. (Appendix A)

SCCAMP and CSEA/SEA, respectively, shall be responsible for collecting donated time. Members shall authorize donations in writing, signed, and dated. (Appendix B)

SCCAMP and CSEA/SEA, respectively, shall compile the list of donated time in order of donations received and submit the list to the District along with supporting written authorizations.

Once the first-round list is received by the District, no more donations will be added to the list. In the event that more donations are needed the process may be repeated.

The District will convert the donated days to dollar amounts, based on the pay rate(s) of the donor member. Thereafter, the District will deduct vacation or sick leave from the donor, according to the list, and credit the member on leave, according to the pay rate of the member on leave.

Donor members on the list whose days were not used will have the original authorization forms returned to them as a confirmation that their donated days were not used.

5.7 Pregnancy Disability Leave

- 5.7.1 Pregnancy Disability Leave: The Board of Education shall grant a pregnancy disability leave of absence as provided by law to a female

employee who will be absent from her duties due to pregnancy, miscarriage, childbirth and recovery therefrom (hereafter referred to collectively as “pregnancy” for purposes of sections 5.7.1 through 5.7.5). Pregnancy shall be treated as a disability. Therefore accumulated sick leave shall be utilized by an employee for absences due to pregnancy and recovery from pregnancy when a statement from the individual’s physician indicated that the employee is unable to work.

- 5.7.2 A written statement from the employee shall be filed in the Human Resources Office no later than three months prior to the date when leave is desired, when practicable, stating the approximate date the leave shall begin and the approximate date the employee expects to resume her duties. The length of the leave of absence, including the date on which the employee shall resume duties, shall be determined by the employee and the employee's physician. Prior to the effective date of the leave of absence, the District may, at its discretion, require the employee to submit a letter from her physician stating that she is able to perform the regular duties of her assignment.
- 5.7.3 Absences necessitated by pregnancy, miscarriage, childbirth and recovery therefrom shall entitle the employee to the sick leave benefits provided in Education Code 44965. When such disability occurs, the employee shall be responsible for having her physician send a letter to the Human Resources Office stating the beginning date of the disability. When the disability ceases, the employee shall have her physician send a letter to the Human Resources office stating the disability termination date and that the employee is able to resume all duties associated with her position. Should the requested leave of absence begin prior to the beginning date of disability and extend beyond the disability termination date, these periods of time shall not be eligible for sick leave benefits.
- 5.7.4 The District will pay its prorated amount of employee benefits during the period of the disability.
- 5.7.5 Written notification shall be given by the employee to the Human Resources Office at least five (5) days prior to the resumption of duties. Prior to the termination of Pregnancy Disability Leave, the employee may request Infant Child Care Leave.

5.8 Child Bonding Leave

- 5.8.1 The Board of Education shall grant Child Bonding Leave of Absence when requested by the certificated, classified or confidential management employee.
- 5.8.2 Members may elect to utilize up to 12 weeks of child bonding leave occasioned by the birth of the employee’s child or the placement of a child

with the employee in connection with the employee's adoption or foster care of the child as provided by the California Family Rights Act (CFRA).

- 5.8.2.1 The District must be provided with at least thirty (30) days prior notice of intent to take child bonding leave, except in the case of emergency.
- 5.8.2.2 Any Child Bonding Leave (s) taken shall be concluded within one year of the birth or placement of the child with the employee in connection with the adoption or foster care of the child by the employee.
- 5.8.2.3 An Infant Child Care Leave of Absence or Child Bonding Leave of Absence may not terminate during a semester except at the discretion of the District.
- 5.8.3 The School District will pay its prorated amount of employee benefits for up to twelve weeks of Child Bonding Leave. Thereafter the employee may elect to continue his/her benefits at his/her own expense. Arrangements for this should be made through the Human Resources Office.
- 5.8.4 Pursuant to Education Code section 44977.5, if a unit member exhausts his/her accumulated sick leave prior to expiration of the 12 week Child Bonding Leave, s/he shall be entitled to differential pay for the balance of the 12 week period.
- 5.8.5 If both Parents are eligible for CFRA leave and are employed by the District, Pursuant to CFRA, Child Bonding Leave shall be limited to a combined total of 12 workweeks in a 12-month period between the two parents.
- 5.8.6 In accordance with other pertinent District policies, absence due to pregnancy shall not jeopardize the employee's position, seniority, sick leave or other rights and privileges upon her return to service.
- 5.8.7 When on Child Bonding Leave, vertical advancement on the salary schedule from one step to the next shall be allowed where the employee has worked 75% of the number of working days required by the terms of his/her annual contract of employment. Vertical advancement shall be made at the beginning of each contract year.

When, during the period of his/her employment with the Sunnyvale School District, the employee is granted more than one Child Bonding Leave, he/she may add parts of years of service to attain the 75% required for vertical advancement on the salary schedule.

When the employee has worked 75% of the number of working days required by the terms of his/her annual contract of employment, he/she shall

be entitled to their full annual allowance for illness leave. If the employee has worked less than the 75% of the number of working days, the annual sick leave allowance shall be determined on the basis of one day per each school month worked.

5.9 Military

Employees who are members of any reserve corps of the armed forces of the United States or the National Guard, or who are inducted, enlisted, or are otherwise ordered to active military duty, shall be granted such leave as is provided by law. (California, Military and Veterans Code)

5.10 Professional Leaves - Classified Management and Confidential Employees Only

Any permanent classified management or confidential employee, upon the recommendation of the Superintendent, may be granted a leave of absence by the Board of Education without pay for the purpose of job related advance or specialized training. Such leave shall not be for more than ten (10) working days. Determination as to the length of the leave of absence shall be at the discretion of the Board of Education and shall be for the welfare of the District. In determining the number of persons on professional leaves of absence at any time, the Superintendent shall be guided by the welfare of the District and by staffing needs.

5.11 Non-school Employment/Consulting - Management

Participation by members of the management team in outside activities may serve to enhance the professional expertise of individuals and bring added resources to the District.

Such participation during the regular working hours must have prior approval of the Superintendent. When an amount of money is offered for consulting activities that occur during normal working hours employees have a choice of receiving either their salaried amount or the amount offered. In no case shall a management employee receive compensation from both school employment and non-school employment during normal working hours.

Members of the management team are encouraged to participate in selected outside consulting activities when:

1. Such activities serve to enhance the Sunnyvale School District.
2. Participation furthers one's experience and expertise.
3. Participation does not interfere, limit, and/or constrict one's ability to perform his/her District responsibilities.
4. Prior approval is received from the Superintendent.
5. Participation does not conflict with Education Code, Administrative Code, Title V, or any other applicable local, state and Federal law in regards to receiving compensation.

5.12 Staff Visitations and Conferences - Management

The Board of Education recognizes the inherent value in its management team attending conferences and participating in interdistrict visits that foster innovative education programs or services for children. The following procedures shall govern such conferences and visitation activities.

1. When feasible, management employees are encouraged to participate in educational meetings that serve to enhance creative and/or enriched instructional programs for students.
2. All expenses necessary to attend such educational meetings shall be charged to a District Office budget account(s) by the Superintendent or by one or more members of his/her immediate staff when:
 - a. Requests to attend such meetings originate from the Superintendent or from one or more members of his/her staff, or
 - b. Requests to attend such meetings originate from management personnel and have prior approval of the Superintendent or from one or more members of his/her immediate staff.
3. Management personnel may attend such educational meetings when all or part of required expenses are borne by individuals or are charged to local budget accounts and when such activities are consistent with legislation and/or District policies and do not interfere with effective operation of the assignment.
4. When attendance at an educational meeting requires an employee to be absent from the District for more than one-half of the working day, the employee shall make his/her immediate supervisor aware of the intent to attend such meeting.
5. When District's interests are being served, management employees of the District may attend out-of-state meetings pending prior approval by the Board of Education.

5.13 Sabbatical Leave - Classified Management and Confidential Employees

The Board of Education may grant a sabbatical leave to classified management and confidential employees. The following conditions are prescribed:

1. The applicant must have completed seven years of satisfactory service in the District before the effective date of the leave and must be currently employed in a confidential or management position.
2. The application for sabbatical leave must be submitted on or before January 15 of the school year preceding the school year in which the sabbatical leave is taken.

3. The proposed activity must be mutually agreed upon and be related to the applicant's present or future service in the District. Such activities may include, but are not limited to:
 - Study program
 - Training program
 - Travel involving eventual benefit to the District
 - Independent research
4. The length of the leave will be mutually agreed upon.
5. A detailed outline of the proposed leave, including the purpose and dates, must be submitted with the application.
6. Upon approval of the leave, the employee shall sign an agreement to render service in the Sunnyvale School District for a period of time equal to twice the period of the leave. The conditions set forth in Article 3.6 "Reassignment of Management Personnel" shall be applicable.
7. In case of injury to, or illness of, the employee during the sabbatical leave which prevents his/her completing the purpose of the leave, the sabbatical leave will be terminated and all provisions for sick leave will apply. If death or physical or mental disability prevents the employee from fulfilling his/her agreement to return to service in the District, no repayment of salary will be required.
8. Retirement, income tax and other authorized deductions will be withheld from the employee's compensation while on leave.
9. Should the employee fail to complete the required period of service in the District upon completion of the leave, he/she shall repay to the District a portion of the salary paid while on leave equal to the ratio that the incomplete time bears to the full required period of time unless mutually agreed otherwise by the Board and the employee. The District may require an indemnification bond to ensure repayment of salary amounts paid.
10. No travel credits shall be granted for salary schedule purposes.
11. College units of credit earned while on leave will be recognized for either salary schedule purposes, when applicable, or professional growth credit.
12. Full credit for time on leave will be allowed for salary schedule purposes.
13. Should the employee request a leave of absence to be effective prior to completing the required period of service, he/she shall post a performance bond equal to the amount required in Paragraph 6 above.

14. The employee may be required to perform such services during the leave as the Governing Board and the employee may agree upon in writing.
15. Sabbatical leave compensation shall be one-half salary.
16. When the leave is for an undergraduate or graduate study program, it shall be one which leads toward a degree or credential or to update the knowledge and skills for the position currently held or desired.
17. When the leave is for an undergraduate or graduate study program, the employee must submit to the Human Resources Office an official transcript of credits within 90 calendar days after completion of the leave.
18. When the leave is for a training program, the employee must submit to the Human Resources Office an official description of the training activities within 90 calendar days after completion of the leave along with a copy of a certificate or certified statement of completion.
19. Travel and/or research activities:
 - a. A tentative itinerary must accompany the application.
 - b. A statement of how the District will benefit from the travel and/or research must accompany the application.
 - c. The applicant must be in travel status for at least 75% of the length of the leave.
 - d. The applicant must submit a satisfactory written report or specified document and/or activity within 90 calendar days after completion of the leave. A performance bond may be required.
20. If a leave is for a combination of independent research, graduate or undergraduate or training program, and travel, the required scope of course work and the required length of time in travel status are to be mutually agreed upon between employee and Board of Education in writing prior to the leave.
21. Any remuneration received as a result of independent research must have prior approval of the Superintendent. The District may reduce the sabbatical compensation by the amount the employee earns over the regular salary he would have received had he not been on leave. Grants and scholarships shall not be considered income. The employee shall provide the District with a written statement of all salaries earned while on leave.
22. The maximum number of confidential and management persons on sabbatical leave at any one time shall not exceed two.

23. Upon returning from a sabbatical leave the confidential or management employee shall be placed in his former position or in a position with a classification equal to or higher than his classification immediately prior to the leave or in such other position as may be mutually agreed upon between the employee and the District.
24. A screening committee shall be appointed by the Human Resources Administrator and shall include only certificated and classified management personnel and confidential employees. The committee shall review and recommend approval/disapproval to the Superintendent on or before February 15.

5.14 Sabbatical Leave - Certificated Management

The Board of Education may grant a sabbatical leave to management employees, upon the following conditions:

1. Upon agreement between the District and management employee, the employee may receive STRS service credit for the entire period of the sabbatical, pursuant to the provisions of Ed. Code 22901 and 22902.
2. A detailed outline of the purpose and plans for the leave must accompany the application. The employee may be required to perform such services during the leave as the Board and the employee may agree upon in writing.
3. Upon approval of the leave, the employee shall sign an agreement to render service in the District for a period of time equal to twice the period of the leave. Moreover, in the event a sabbatical leave is granted to a management employee, conditions set forth in the regulation governing Reassignment of Management Personnel, shall be applicable.
4. Should the employee fail to complete the required period of service in the District upon completion of the leave, the employee shall repay to the District a portion of the salary paid while on leave equal to the ratio that the uncompleted time bears to the full required period of time unless mutually agreed upon by the Board and the employee. The District may require an indemnification bond to ensure repayment of salary amounts paid.
5. In case of injury to, or illness of, the employee during the sabbatical leave which prevents his/her completing the purpose of the leave, the sabbatical leave will be terminated and all provisions for sick leave will apply. If death or physical or mental disability prevents the employee from fulfilling his/her agreement to return to service in the District, no repayment of salary will be required.
6. Retirement, income tax, and other authorized deductions will be withheld from the employee's compensation while on leave.
7. No travel credits shall be granted for salary schedule purposes.

8. College units of credit earned while on leave will be recognized for salary schedule purpose.
9. Full credit for time on leave will be allowed for salary schedule purposes.
10. Should the employee request a leave of absence to be effective prior to completing the required period of service, he/she shall post an indemnification bond equal to the amount required in No. 4 above.

Criteria for approval of a full-year sabbatical leave at one-half pay or a one semester sabbatical leave at full pay are:

1. The applicant must have completed seven years of satisfactory service in the Sunnyvale School District on a regular credential before the effective date of leave.
2. The application must be submitted on or before January 15 of the school year preceding the school year in which the sabbatical leave is taken.
3. The proposed activity must be mutually agreed upon and be related to the applicant's present or future service in the District.
4. If the applicant plans a graduate study program, it shall be one which leads toward an advanced degree, credential or to update the knowledge and skills for the position currently held or desired.
5. When the leave is for a graduate study program, the applicant must submit an official transcript of credits within 90 calendar days after completion of the leave.
6. Travel and/or research activities:
 - a. A tentative itinerary must accompany the application.
 - b. A statement of how the District will benefit from the travel must accompany the application.
 - c. The applicant must be in travel status for at least twelve weeks during each semester while on leave.
 - d. The applicant must submit a satisfactory written report or specified document and/or activity within 90 calendar days after completion of the leave. An indemnification bond may be required.
7. If a leave is for a combination of independent research, graduate study and travel, the required number of semester units and the required number of weeks in travel status is to be mutually agreed upon in writing prior to the leave. Any

remuneration received as a result of independent research must have prior approval of the Superintendent.

8. A screening committee shall be appointed by the Human Resources Administrator and shall include only management personnel. The committee shall review and recommend approval/disapproval to the Superintendent on or before February 15.

ARTICLE VI

EMPLOYEE EVALUATIONS

6.1 Certificated Management Evaluation Procedures

All certificated management employees shall be evaluated annually pursuant to the following schedule: (However, compliance by the District with such an evaluation schedule is neither a condition precedent to nor a prerequisite of the reassignment of a management employee to another position.)

1. A pre-evaluative conference prior to September 30.
2. A mid-year evaluative conference in January/February
3. A final evaluative conference by June 30 of school year followed by a formal written evaluation by September 1 using the District's approved form.

The employee and his/her supervisor shall sign the evaluation indicating that both parties read and discussed the evaluation. Signature by the person who has been evaluated does not imply agreement with the content.

If the evaluation is negative, the person who has been evaluated may attach a written response. Said response shall refer only to the evaluation and shall be kept in the employee's personnel file with the evaluation.

The District and certificated management will follow the guidelines prescribed by Education Codes 44662, 44663 and 44664.

6.2 Classified Management and Confidential Employees Evaluation Procedures

Probationary employees shall be formally evaluated at the end of three (3) months and five (5) months from the latest date of employment.

Permanent employees shall be formally evaluated on or before January 1.

Problems of a professional or personal nature concerning the competence or effectiveness of the employee in the classified management and confidential position shall be discussed prior to the regular formal evaluation. A written statement of the problem should serve as basis for the discussion.

Special formal evaluations shall be made when the supervisor deems appropriate or when requested by the employee.

All formal evaluations shall be in writing and on the District's approved form.

A formal evaluation shall be reviewed and discussed by the evaluator with the employee. The person being evaluated and the evaluator shall sign the formal

written evaluation. Signature by the person who has been evaluated does not imply agreement with the content.

A copy of the evaluation shall be given to the person being evaluated and another copy shall be placed in the personnel file.

The Human Resources Administrator will conduct in-service training for supervisors on evaluation procedures as needed.

6.3 Employee Evaluations [New 2018]

A written complaint regarding a certificated management, classified management, or confidential employee made by any parent, student, employee, or any other person shall be handled in accordance with Board Policy. Whenever possible, in accordance with Board Policy, the complaint shall be discussed with the employee. If appropriate and at the discretion of the employee's supervisor, the supervisor may schedule a meeting between the complainant and the employee in an effort to resolve the matter.

ARTICLE VII

RETIREMENT

CERTIFICATED MANAGEMENT PERSONNEL

7.1 Early Retirement with Service Contract for Certificated Management

Letters requesting participation in the early retirement program must be made through the Human Resources Office.

To become and/or remain eligible for any retirement health, dental, and/or vision benefits described in this Article, the former employee must have no such health, dental, and/or vision benefits available to them from her/his work for a public employer.

ELIGIBILITY:

Unit Members Hired After June 30, 2006

The employee must be at least sixty (60) years old or older at date of retirement.

Certificated management employees must be currently employed in the district in a full-time certificated management position. They must have a minimum of ten (10) years of cumulative service with the Sunnyvale School District. A year of service is defined as actual service for not less than 75% of the days of service required each school year by the management employee's contract of employment.

Years of service are not considered interrupted by a district-approved leave of absence; however, the time spent on such a leave shall not count toward meeting the ten (10) year service requirement specified above.

Unit Members Hired On/Before June 30, 2006

The employee must be at least fifty-five (55) years old or older at the date of retirement.

Certificated management employees must be currently employed in the district in a full-time certificated management position. Certificated management employees must have five (5) years of service with the District in one or more of such positions. A year of service is defined as actual service for not less than 75% of the days of service required each school year by the management employee's contract of employment.

Years of service are not considered interrupted by a District approved leave of absence; however, the time spent on such a leave shall not count toward meeting the five (5) year service requirement specified above.

For All Certificated Management Unit Members

1. To be eligible to participate in a service contract, in the early retirement program, the certificated management employee's resignation must be effective prior to the commencement of his/her service contract.
2. An early retirant's service contract may be terminated at any time upon mutual agreement between the early retirant and the District; or upon 30 days' written notice by either party in the event the other party should fail to discharge his/her obligations under the contract.
3. Since the participant is not an employee, sick leave and vacation allowance are not applicable.
4. Under the terms of this plan the participant shall perform such services as may be mutually agreed upon and which meet the needs of the District. The Superintendent reserves the right to revise the agreed upon services, when necessary, commensurate with the participant's training and/or experience.
5. A certificated management employee who goes on early retirement with a service contract shall be entitled to receive to age 65:

For Unit Members Hired After June 30, 2006

Payment by the District of one hundred percent (100%) of the cost for the health, dental, vision and life insurance programs which the certificated management employee was enrolled in during the year prior to retirement, up to a maximum annual contribution of 10,000 for all benefits (medical, dental, vision). If the District changes its health, dental, vision or life insurance carrier, participants in the retirement plan will also be changed to the new carrier.

For Unit Members hired on/before June 30, 2006

Payment by the District of one hundred percent (100%) of the cost for the health, dental, vision and life insurance programs which the certificated management employee was enrolled in during the year prior to retirement. If the District changes its health, dental, vision or life insurance carrier, participants in the retirement plan will also be changed to the new carrier. Retiree will pay 30% of benefits costs for dependents.

6. Revision or suspension of the early retirement plan will not modify the status of personnel entering the program prior to the effective date of such revision or suspension.

7.2 Early Retirement without Service Contract for Certificated Management

Letters requesting participation in the early retirement program must be made through the Human Resources Office.

To become and/or remain eligible for any retirement health, dental, and/or vision benefits described in this Article, the former employee must have no such health, dental, and/or vision benefits available to them from her/his work for a public employer.

ELIGIBILITY:

Upon the following conditions, the District shall enter into an agreement with certificated management employees who desire to take early retirement without a service contract. (Appendix B)

For Unit Members hired after June 30, 2006

The employee must be at least sixty (60) years old or older at the date of retirement.

Certificated management employees must have ten (10) years of service with the District in one or more of such positions. A year of service is defined as actual service for not less than 75% of the days of service required each school year by the management employee's contract of employment.

Years of service are not considered interrupted by a District approved leave of absence; however, the time spent on such a leave shall not count toward meeting the ten (10) year service requirement specified above.

A certificated management employee who goes on early retirement without a service contract between the ages of 60 and 65, shall receive payment by the District of one hundred percent (100%) of the cost for the health, dental, vision, and life insurance programs which the certificated management employee was enrolled in during the year prior to retirement, up to a maximum of 10,000 for all benefits (medical, dental, vision). If the District changes its health, dental, vision or life insurance carrier, participants in the retirement plan will also be changed to the new carrier.

Retirement shall be voluntary on the part of certificated management personnel.

For Unit Members Hired On/Before June 30, 2006

The employee must be at least fifty-five (55) years old or older at the date of retirement.

Certificated management employees must have five (5) years of service with the District in one or more of such positions. A year of service is defined as actual service for not less than 75% of the days of service required each school year by the management employee's contract of employment.

Years of service are not considered interrupted by a District approved leave of absence; however, the time spent on such a leave shall not count toward meeting the five (5) year service requirement specified above.

A certificated management employee who goes on early retirement without a service contract between the ages of 55 and 65, shall receive payment by the District of one hundred percent (100%) of the cost for the health, dental, vision, and life insurance programs which the certificated management employee was enrolled in during the year prior to retirement. If the District changes its health, dental, vision or life insurance carrier, participants in the retirement plan will also be changed to the new carrier. Retiree will pay 30% of benefits costs for dependents.

Retirement shall be voluntary on the part of certificated management personnel.

For All Certificated Unit Members

Letters requesting participation in the retirement program must be made through the Human Resources Office.

- 7.3 Certificated management employees who retire after age 62 without early retirement eligibility may, by paying the full premium in advance each year, take part in the district's health, dental, and vision insurance programs for the months beyond the employee's date of retirement as prescribed by COBRA or age 65, whichever comes first.

CLASSIFIED MANAGEMENT AND CONFIDENTIAL PERSONNEL

- 7.4 Early Retirement with or without Service Contract for Classified Management and Confidential Employees

Letters of intent to retire and a request to participate in the early retirement program must be made through the Human Resources Office.

To become and/or remain eligible for any retirement health, dental, and/or vision benefits described in this Article, the former employee must have no such health, dental, and/or vision benefits available to them from her/his work for a public employer.

For Unit Members Hired After June 30, 2006

The District shall enter in an agreement with classified management and confidential employees desirous of entering early retirement. The employee must be at least sixty (60) years old or older at the date of retirement.

Employees must have a minimum of ten (10) years of service in the Sunnyvale School District and must be currently in a full-time classified management or confidential position.

Employees who retire at age of 60 or beyond shall have 100% of their benefits paid to age 65 by the District, up to a maximum of 10,000 for all benefits (medical, dental, vision). The employee shall be eligible for the Health and Welfare programs that he/she was enrolled in the year prior to retirement. If the District changes its health, dental, vision or life insurance carrier, participants in the retirement plan will also be changed to the new carrier.

As a part of the Classified Management/Confidential Employee Early Retirement Program, a bonus of no less than 20% of the early retirant's previous 12-month salary shall be issued in the employee's final warrant. This provision will only apply to employees who entered into classified management and/or confidential service prior to January 1, 2015.

For Unit Members hired on/before June 30, 2006

The District shall enter in an agreement with classified management and confidential employees desirous of entering early retirement. The employee must be at least fifty-five (55) years old or older at the date of retirement.

Employees must have a minimum of five (5) years of service in the Sunnyvale School District and must be currently in a full-time classified management or confidential position.

Employees who retire at age of 55 or beyond shall have 100% of their benefits paid to age 65 by the District. The employee shall be eligible for the Health and Welfare programs that he/she was enrolled in the year prior to retirement. If the District changes its health, dental, vision or life insurance carrier, participants in the retirement plan will also be changed to the new carrier. Retiree will pay 30% of benefits costs for dependents.

As a part of the Classified Management/Confidential Employee Early Retirement Program, a bonus of no less than 20% of the early retirant's previous 12-month salary shall be issued in the employee's final warrant. This provision will only apply to employees who entered into classified management or confidential service prior to January 1, 2015.

- 7.5 Classified Management or Confidential employees who retire after age 62 without early retirement eligibility may, by paying the full premium in advance each year, take part in the district's health, dental, and vision insurance programs for the months beyond the employee's date of retirement as prescribed by COBRA or age 65, whichever comes first.

7.6 Classified Management/Confidential Early Retirement Service Contract Program

- 7.6.1 Retirees may participate in the Early Retirement Service Contract Program on a mutually agreeable basis, to complete special management and/or administrative projects if need for such project exists. Participants will be compensated at the same per diem rate as existed at the time of retirement.

Working participants shall serve a maximum of 25 days or a minimum of 15 days each school year and at such times as may be mutually agreed upon with the District.

- 7.6.2 To be eligible to participate as a consultant in the early retirement program, the classified management or confidential employee's resignation must be effective prior to the commencement of his/her services. The early

retirement service contract program is available only to employees who served in a Classified Management or Confidential position immediately prior to retirement. Retirees who served in Classified Management or Confidential positions and subsequently served in classified non-management or certificated non-management positions immediately prior to retirement will be considered for participation in this program on a case by case basis.

- 7.6.3 Participants are bound by all applicable State Teachers Retirement System, Public Employees Retirement System, Internal Revenue Service, Education Code and other applicable state and federal laws, rules, and regulations. Participants are required to possess and keep current credentials, authorizations, licenses, and/or other certificates required for the contracted service. Since the participant is not an employee, sick leave and vacation allowances are not applicable.
- 7.6.4 The contract may be changed, modified or otherwise amended, or terminated upon the mutual agreement of the participant and the District. Either party may terminate the contract at his/her option should the other party fail to perform required services.
- 7.6.5 Under the terms of this plan the working participant shall perform such services as may be mutually agreed upon and which meet the needs of the District. The Superintendent reserves the right to revise the agreed-upon services, when necessary, commensurate with the working participant's training and/or experience.

Assignments for the participant may include, but not limited to, the following:

- a. Consultant on program evaluation for the District
- b. Public Relations
- c. Consultant on Parent Advisory Committee
- d. Consultant to Task Forces
- e. Recruitment
- f. New staff orientation
- g. Development and/or delivery of professional development training
- h. Development and Revision of Policies
- i. Research
- j. Development of Special Education, Wellness, or Student Services Programs
- k. Grievance processing
- l. Fact-finding
- m. Administrator Representative in grievances

ARTICLE VIII

MISCELLANEOUS

8.1 Less Than Full-Time Management - Certificated

The Board of Education may enter into an annual contract with eligible management personnel for less than a full-time management assignment. Management employees may request to reduce their work load from full-time to part-time and receive existing fringe benefits on a prorated basis with full credit toward retirement under the following conditions:

1. Has been a continuous full-time employee in the Sunnyvale School District for at least ten years.
2. Will have reached the age of 55 by September 1 of the school year during which the agreement is in effect.
3. Has made application for less than full-time management assignment to the Human Resources Office prior to February 15 so as to be effective during the ensuing school year.
4. Has submitted a proposal of the less than full-time management assignment to the Superintendent (or designee) listing the proposed work schedule, assignment duties, and the advantages to the instructional program or management of the District.
5. Employee may not participate after age 65. An employee reaching age 65 during the school year may continue through the year.
6. Pursuant to Education Code, Sections 22713, 44920 and 44922, the STRS member and the employing district will submit retirement contributions based on the amount employee would have earned working on a full-time basis.
7. The part-time status must be based on the calendar in effect during the school year in which the less than full-time management assignment occurs. If the assignment is for part-time during the entire school year, salary payments shall be on a monthly basis for that year. When the assignment is for one full-time semester's work, payment of salary shall be made on a regular monthly basis for the semester. The employee must sign an authorization for double retirement deductions.
8. Assignment of part-time employees shall be made by the Superintendent.
9. Acceptance of employees into the Less Than Full-Time Management Plan shall be at the discretion of the Board of Education.

10. Contracts executed for the less than full-time management plan shall be for one year.
11. The employee participating in the program shall be limited to five (5) years or to age 65, whichever comes first. A contract to participate in the program may be revoked during its term upon the mutual agreement of the District and the employee.
12. Personnel accepted into the less than full-time management program shall apply to the Superintendent's office by February 15 for continuation in the program for the ensuing school year.
13. The Board of Education will review the less than full-time management plan within a two-year period.
14. Upon written request management personnel shall have the option to return to full status with all rights thereof upon the next following year if a vacancy exists in a job classification to which the employee was assigned prior to the less than full-time assignment.

8.2 Hiring - Management Personnel

The Sunnyvale School District recognizes that instruction and/or management services can be enhanced by hiring management personnel that possess unique training and proven ability and, therefore, established the following regulations:

1. Screening and subsequent selection of management personnel shall not conflict with the District's hiring policies.
2. Selection procedures shall be on a fair and impartial basis with established criteria to be applied to all management candidates.
3. Management personnel who have supervisory and evaluation responsibilities shall be involved in the selection process either directly or by representation.
4. Selection and subsequent employment of management personnel shall be based on professional qualifications.
5. Preference shall be given to those management applicants whose training and experience as shown by transcripts, recommendations, and personal interview(s) demonstrate the greatest promise of success in the position available.
6. All management personnel selected for employment must be recommended to the Board by the Superintendent.
7. Only the Board of Education shall have legal responsibility for the employment of management personnel.

8. Should the Board fail to approve the employment of a candidate being recommended by the Superintendent, it shall be the responsibility of the Superintendent to recommend another candidate to the Board.
9. The employment of any member of management is not official until the “offer of employment” is approved by the Board and signed by the candidate.
10. The employment sequence shall be as follows:
 - a. The verbal offer of employment to the candidate.
 - b. Verbal acceptance by the candidate.
 - c. Approval of candidate by Board.
 - d. “Offer of Employment” letter sent to the candidate.
 - e. Candidate's acceptance as signified by a signed offer letter returned to the Human Resources Administrator within ten (10) working days.

8.3 Orientation - Management Personnel

The Superintendent (or designee) shall be responsible for providing a suitable orientation program each year for new and returning management personnel. Such programs shall include but not be limited to:

1. District goals and objectives
2. Legislative activities or enactments
3. In-service training
4. Budget
5. Curriculum
6. District policies
7. Administrative regulations

8.4 Staff Participation in Political Activities

The Board of Education recognizes that employees of the Sunnyvale School District have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for, or assisting in the campaign for, an elective public office.

In connection with campaigning for, or assisting in the campaign for, or screening for the purposes of endorsing candidates for, or in any other way assisting selected candidates for, a partisan or nonpartisan public office, school system facilities, equipment or supplies shall not be used at any time and there shall be no involvement of system personnel during the work day and no encroachment on the time of the work day.

Violation of this regulation may be grounds for suspension and/or dismissal of the employee(s) involved.

SCCAMP**REQUEST FOR CATASTROPHIC SICK LEAVE DONATIONS**

Date: _____

Name of Member: _____

Site: _____ Site Phone: _____

Home Address: _____

Home Phone: _____

“A letter of Verification from a physician supporting need for catastrophic must accompany the application.”

Verification by physician attached: ☐ YES ☐ NO

Number of sick leave days you have left: _____ as of (date) _____

Number of vacation days you have left: _____ as of (date) _____

Anticipated length of sick leave needed: ____ Days: ____ Unable to determine at this time

_____ Check here if you would like your name to be kept confidential

Additional information regarding this request (if desired):

Request received by SCCAMP Chairperson(s) on _____ (date)

☐ Approved

☐ Not Approved

Signature: _____ Date _____

SCCAMP Chairperson

SCCAMP

DONOR FORM FOR CATASTROPHIC SICK LEAVE

Date: _____

Name of Member: _____

Site: _____ Site Phone: _____

Home Address: _____

Home Phone: _____

Number of Sick Leave Days to be donated (minimum is ½ day): _____

Number of Vacation Days to be donated (minimum is ½ day): _____

Employee designated to receive donation: _____

I understand that days are used in the order in which they are received. Should these days be unused by the end of the current school year, this form will be returned to me. If the day is used, it will be permanently deducted from my accumulated sick leave/vacation days.

Donor Signature: _____ Date: _____

Received by SCCAMP Chairperson(s) on

Date: _____

Time of day: _____

Signature: _____
 SCCAMP Chairperson

CONSTITUTION OF THE SUNNYVALE ASSOCIATION FOR MANAGEMENT PERSONNEL

ARTICLE I

Section 1

The name of this organization shall be the Sunnyvale Classified and Certificated Association for Management Personnel (SCCAMP).

Section 2

The purpose of this organization shall be to:

- a. Encourage high standards for members of management team.
- b. Foster effective relationships with the community.
- c. Enhance communication and collegial relationships between members of SCCAMP and the Board of Education.
- d. Increase professional and social contacts among members of the management team.
- e. Cooperate with other organizations interested in the advancement of education.

ARTICLE II - MEMBERSHIP

Section 1 Any person designated as a member of the management team is eligible for membership in the organization.

Section 2 The Chairpersons shall invite all eligible persons to become members of the organization during the first month of their employment in a qualifying position.

Section 3 To be considered an active and official member of the organization, dues must be paid yearly by the date designated by the Chairpersons and Secretary-Treasurer.

ARTICLE III - OFFICERS, NOMINATIONS, AND ELECTION

Section 1 The officers of the organization shall be three co-chairpersons (one from certificated, one from classified, one from confidential, or as determined by the organization), and a Secretary-Treasurer.

Section 2 Any member whose dues are paid-up is eligible to hold office and serve on committees in this organization.

- Section 3 As necessary, the Chairpersons shall appoint a nominating committee thirty (30) days prior to the regular meeting in May. The committee shall consist of five members whose duty it shall be to present to the organization during the May meeting the name of one candidate for each elective office. Immediately thereafter further nominations may be made from the floor.
- Section 4 All officers shall take office at the regular meeting in September and shall hold office for one year.

ARTICLE IV - DUTIES OF OFFICERS

Section 1

The Chairpersons shall preside at all regular meetings and shall:

- a. Appoint the chairperson of all committees.
- b. Be an ex-officio member of each committee.
- c. Be held responsible for the progress of the organization.
- d. Represent SCCAMP in meetings with superintendent regarding the MOU.

Section 2

The Secretary shall:

- a. If requested, keep a careful record of the proceedings of the meetings of the organization.
- b. If requested, provide copies of the minutes of each meeting to the members of this organization.
- c. Notify members of meetings of the organization.

The Treasurer shall:

- a. Collect and deposit dues, pay on accounts/charges/reimbursements
- b. Keep an accurate record of financial transactions
- c. Be prepared to furnish a financial report upon request.
- d. If requested, working with the chairperson(s) provide an annual budget

ARTICLE V - VACANCIES

- Section 1 Vacancies occurring in the offices of this organization shall be filled by appointment by the Chairpersons and appointees shall hold office for the remainder of the unexpired term for which appointed.

Section 2 In case of a vacancy in the office of the Chairpersons, the Secretary-Treasurer may hold a special election within thirty (30) days after the vacancy.

ARTICLE VI - QUORUM

Section 1 A quorum shall be composed of a simple majority of the membership present

ARTICLE VII - COMMITTEES AND DUTIES

Section 1 Membership

Each committee shall consist of not less than three nor more than five members.

Section 2 Titles and Duties

- a. Social Committee: This committee of five members shall arrange such social and recreational activities as are desired by the organization members.
- b. Program Committee: This committee of five members shall develop programs of interest for the membership.

Section 3 Other Committees

The Chairpersons may organize and designate responsibilities to such other committees as may be considered essential.

ARTICLE VIII - FISCAL OPERATION

Section 1 – Dues

The dues of this organization may be set annually by the executive board.

The Dues Schedule, which is reviewed annually, is as follows:

Certificated Management 40/year
Classified Management 30/year
Confidential Employee 20/year

Section 2 – Duration

The fiscal period of this organization shall be from July 1 to June 30.

ARTICLE IX - PARLIAMENTARY PROCEDURE

Section 1

In matters of procedure not otherwise covered by provisions of the Constitution, Robert's Rules of Order (Revised) shall be the official guide. A Parliamentarian may be designated by the Chairpersons.

SCHEMATIC LIST FOR
CLASSIFIED MANAGEMENT AND
CONFIDENTIAL MANAGEMENT
Effective: July 1, 2018

CLASSIFIED MANAGEMENT

Accountant/Budget Analyst	I
Behavior Intervention Services Supervisor (11 mts/235 days)	II
SELPA II Behavior Services Supervisor (11 mts/224 days)	II
Communications Coordinator	III
Capital Projects Coordinator	III
Clinical Manager of Behavior Intervention Ser (11 mts/235 days)	VII
Manager of Operational Services	VII
Manager of Information Systems and Human Resources	VII
Chief Financial Officer	VIII
Chief Operations Officer	VIII

CONFIDENTIAL MANAGEMENT

Confidential Payroll Analyst	III
Confidential Personnel Analyst	III
Confidential Secretary III	III
Accounting Analyst - Benefits	III
Administrative Assistant to Superintendent	IV

Classified Management Salary Schedule - Ranges I and II

Effective 7/1/2018

Range I				Range II			
STEP	Hourly	Daily	11 mos 224 days Monthly	11 mos 235 days* Monthly	12 mos 231 days Monthly	12 mos 231 days Monthly	12 mos 261 days Monthly
1	34.62	\$ 276.96	\$ 5,639.91	\$ 5,916.87	\$ 5,331.48	\$ 5,331.48	\$ 6,023.88
2	36.33	\$ 290.64	\$ 5,918.49	\$ 6,209.13	\$ 5,594.82	\$ 5,594.82	\$ 6,321.42
3	38.17	\$ 305.36	\$ 6,218.24	\$ 6,523.60	\$ 5,878.18	\$ 5,878.18	\$ 6,641.58
4	40.05	\$ 320.40	\$ 6,524.51	\$ 6,844.91	\$ 6,167.70	\$ 6,167.70	\$ 6,968.70
5	42.04	\$ 336.32	\$ 6,848.70	\$ 7,185.02	\$ 6,474.16	\$ 6,474.16	\$ 7,314.96
6	43.32	\$ 346.56	\$ 7,057.22	\$ 7,403.78	\$ 6,671.28	\$ 6,671.28	\$ 7,537.68
7	43.73	\$ 349.84	\$ 7,124.01	\$ 7,473.85	\$ 6,734.42	\$ 6,734.42	\$ 7,609.02
8	44.18	\$ 353.44	\$ 7,197.32	\$ 7,550.76	\$ 6,803.72	\$ 6,803.72	\$ 7,687.32
9	44.64	\$ 357.12	\$ 7,272.26	\$ 7,629.38	\$ 6,874.56	\$ 6,874.56	\$ 7,767.36
10	45.09	\$ 360.72	\$ 7,345.57	\$ 7,706.29	\$ 6,943.86	\$ 6,943.86	\$ 7,845.66
11	45.51	\$ 364.08	\$ 7,413.99	\$ 7,778.07	\$ 7,008.54	\$ 7,008.54	\$ 7,918.74
12	45.99	\$ 367.92	\$ 7,492.19	\$ 7,860.11	\$ 7,082.46	\$ 7,082.46	\$ 8,002.26
13	46.44	\$ 371.52	\$ 7,565.50	\$ 7,937.02	\$ 7,151.76	\$ 7,151.76	\$ 8,080.56
14	46.92	\$ 375.36	\$ 7,643.69	\$ 8,019.05	\$ 7,225.68	\$ 7,225.68	\$ 8,164.08
15	47.38	\$ 379.04	\$ 7,718.63	\$ 8,097.67	\$ 7,296.52	\$ 7,296.52	\$ 8,244.12
16	47.87	\$ 382.96	\$ 7,798.46	\$ 8,181.42	\$ 7,371.98	\$ 7,371.98	\$ 8,329.38
17	48.32	\$ 386.56	\$ 7,871.77	\$ 8,258.33	\$ 7,441.28	\$ 7,441.28	\$ 8,407.68
18	48.81	\$ 390.48	\$ 7,951.59	\$ 8,342.07	\$ 7,516.74	\$ 7,516.74	\$ 8,492.94
20	49.80	\$ 398.40	\$ 8,112.87	\$ 8,511.27	\$ 7,669.20	\$ 7,669.20	\$ 8,665.20
22	50.78	\$ 406.24	\$ 8,272.52	\$ 8,678.76	\$ 7,820.12	\$ 7,820.12	\$ 8,835.72
24	51.78	\$ 414.24	\$ 8,435.43	\$ 8,849.67	\$ 7,974.12	\$ 7,974.12	\$ 9,009.72
26	52.85	\$ 422.80	\$ 8,609.75	\$ 9,032.55	\$ 8,138.90	\$ 8,138.90	\$ 9,195.90
* 11 month, 235 day salaries are based on a calculation including vacation days. Calculation is 208 duty days + 16 holidays + 11 vacation days = 235 total days							

Classified Management Salary Schedule - Ranges I and II

Effective 7/1/2019

				Range I				Range II			
STEP	Hourly	Daily		11 mos 224 days Monthly	11 mos 235 days* Monthly	12 mos 231 days Monthly	12 mos 261 days Monthly				
1	\$ 36.00	\$ 288.00	\$ 5,864.73	\$ 6,152.73	\$ 6,456.95	\$ 5,544.00	\$ 6,264.00				
2	\$ 37.78	\$ 302.24	\$ 6,154.71	\$ 6,456.95	\$ 6,785.09	\$ 5,818.12	\$ 6,573.72				
3	\$ 39.70	\$ 317.60	\$ 6,467.49	\$ 6,785.09	\$ 7,118.36	\$ 6,113.80	\$ 6,907.80				
4	\$ 41.65	\$ 333.20	\$ 6,785.16	\$ 7,118.36	\$ 7,472.15	\$ 6,414.10	\$ 7,247.10				
5	\$ 43.72	\$ 349.76	\$ 7,122.39	\$ 7,472.15	\$ 7,853.27	\$ 6,732.88	\$ 7,607.28				
6	\$ 45.05	\$ 360.40	\$ 7,339.05	\$ 7,699.45	\$ 8,013.93	\$ 6,937.70	\$ 7,838.70				
7	\$ 45.48	\$ 363.84	\$ 7,409.11	\$ 7,772.95	\$ 8,089.13	\$ 7,003.92	\$ 7,913.52				
8	\$ 45.95	\$ 367.60	\$ 7,485.67	\$ 7,853.27	\$ 8,174.58	\$ 7,076.30	\$ 7,995.30				
9	\$ 46.43	\$ 371.44	\$ 7,563.87	\$ 7,935.31	\$ 8,254.91	\$ 7,150.22	\$ 8,078.82				
10	\$ 46.89	\$ 375.12	\$ 7,638.81	\$ 8,013.93	\$ 8,340.36	\$ 7,221.06	\$ 8,158.86				
11	\$ 47.33	\$ 378.64	\$ 7,710.49	\$ 8,089.13	\$ 8,422.40	\$ 7,288.82	\$ 8,235.42				
12	\$ 47.83	\$ 382.64	\$ 7,791.94	\$ 8,174.58	\$ 8,507.85	\$ 7,365.82	\$ 8,322.42				
13	\$ 48.30	\$ 386.40	\$ 7,868.51	\$ 8,254.91	\$ 8,588.18	\$ 7,438.20	\$ 8,404.20				
14	\$ 48.80	\$ 390.40	\$ 7,949.96	\$ 8,340.36	\$ 8,675.35	\$ 7,515.20	\$ 8,491.20				
15	\$ 49.28	\$ 394.24	\$ 8,028.16	\$ 8,422.40	\$ 8,761.72	\$ 7,589.12	\$ 8,574.72				
16	\$ 49.78	\$ 398.24	\$ 8,109.61	\$ 8,507.85	\$ 8,851.38	\$ 7,666.12	\$ 8,661.72				
17	\$ 50.25	\$ 402.00	\$ 8,186.18	\$ 8,588.18	\$ 8,942.40	\$ 7,738.50	\$ 8,743.50				
18	\$ 50.76	\$ 406.08	\$ 8,269.27	\$ 8,675.35	\$ 9,025.71	\$ 7,817.04	\$ 8,832.24				
20	\$ 51.79	\$ 414.32	\$ 8,437.06	\$ 8,851.38	\$ 9,107.84	\$ 7,975.66	\$ 9,011.46				
22	\$ 52.81	\$ 422.48	\$ 8,603.23	\$ 9,025.71	\$ 9,193.24	\$ 8,132.74	\$ 9,188.94				
24	\$ 53.85	\$ 430.80	\$ 8,772.65	\$ 9,203.45	\$ 9,283.90	\$ 8,292.90	\$ 9,369.90				
26	\$ 54.96	\$ 439.68	\$ 8,953.48	\$ 9,393.16	\$ 9,369.90	\$ 8,463.84	\$ 9,563.04				
				* 11 month, 235 day salaries are based on a calculation including vacation days. Calculation is 208 duty days + 16 holidays + 11 vacation days = 235 total days							

Classified Management Salary Schedule - Ranges I and II

[illegible]

Effective 7/1/2018

Classified Management Salary Schedule - Ranges III and IV

Range III										Range IV									
			11 mos	11 mos	12 mos	12 mos						11 mos	11 mos	12 mos	12 mos				
			224 days	235 days*	231 days	261 days						224 days	235 days*	231 days	261 days				
STEP	Hourly	Daily	Monthly	Monthly	Monthly	Monthly			Hourly	Daily	Monthly	Monthly	Monthly	Monthly	Monthly				
1	\$ 40.38	\$ 323.04	\$ 6,578.27	\$ 6,901.31	\$ 6,218.52	\$ 7,026.12			\$ 43.61	\$ 348.88	\$ 7,104.47	\$ 7,453.35	\$ 7,453.35	\$ 8,154.30	\$ 9,213.30				
2	\$ 42.38	\$ 339.04	\$ 6,904.09	\$ 7,243.13	\$ 6,526.52	\$ 7,374.12			\$ 45.77	\$ 366.16	\$ 7,456.35	\$ 7,822.51	\$ 7,822.51	\$ 8,403.78	\$ 9,495.18				
3	\$ 44.52	\$ 356.16	\$ 7,252.71	\$ 7,608.87	\$ 6,856.08	\$ 7,746.48			\$ 48.08	\$ 384.64	\$ 7,832.67	\$ 8,217.31	\$ 8,217.31	\$ 8,483.86	\$ 9,585.66				
4	\$ 46.71	\$ 373.68	\$ 7,609.48	\$ 7,983.16	\$ 7,193.34	\$ 8,127.54			\$ 50.45	\$ 403.60	\$ 8,218.76	\$ 8,622.36	\$ 8,622.36	\$ 8,769.30	\$ 8,778.30				
5	\$ 49.03	\$ 392.24	\$ 7,987.43	\$ 8,379.67	\$ 7,550.62	\$ 8,531.22			\$ 52.95	\$ 423.60	\$ 8,626.04	\$ 9,049.64	\$ 9,049.64	\$ 8,154.30	\$ 9,213.30				
6	\$ 50.53	\$ 404.24	\$ 8,231.80	\$ 8,636.04	\$ 7,781.62	\$ 8,792.22			\$ 54.57	\$ 436.56	\$ 8,889.95	\$ 9,326.51	\$ 9,326.51	\$ 8,403.78	\$ 9,495.18				
7	\$ 51.01	\$ 408.08	\$ 8,309.99	\$ 8,718.07	\$ 7,855.54	\$ 8,875.74			\$ 55.09	\$ 440.72	\$ 8,974.66	\$ 9,415.38	\$ 9,415.38	\$ 8,483.86	\$ 9,585.66				
8	\$ 51.53	\$ 412.24	\$ 8,394.71	\$ 8,806.95	\$ 7,935.62	\$ 8,966.22			\$ 55.65	\$ 445.20	\$ 9,065.89	\$ 9,511.09	\$ 9,511.09	\$ 8,570.10	\$ 9,683.10				
9	\$ 52.07	\$ 416.56	\$ 8,482.68	\$ 8,899.24	\$ 8,018.78	\$ 9,060.18			\$ 56.24	\$ 449.92	\$ 9,162.01	\$ 9,611.93	\$ 9,611.93	\$ 8,660.96	\$ 9,785.76				
10	\$ 52.60	\$ 420.80	\$ 8,569.02	\$ 8,989.82	\$ 8,100.40	\$ 9,152.40			\$ 56.81	\$ 454.48	\$ 9,254.87	\$ 9,709.35	\$ 9,709.35	\$ 8,748.74	\$ 9,884.94				
11	\$ 53.08	\$ 424.64	\$ 8,647.21	\$ 9,071.85	\$ 8,174.32	\$ 9,235.92			\$ 57.33	\$ 458.64	\$ 9,339.58	\$ 9,798.22	\$ 9,798.22	\$ 8,828.82	\$ 9,975.42				
12	\$ 53.64	\$ 429.12	\$ 8,738.44	\$ 9,167.56	\$ 8,260.56	\$ 9,333.36			\$ 57.93	\$ 463.44	\$ 9,437.32	\$ 9,900.76	\$ 9,900.76	\$ 8,921.22	\$ 10,079.82				
13	\$ 54.17	\$ 433.36	\$ 8,824.79	\$ 9,258.15	\$ 8,342.18	\$ 9,425.58			\$ 58.50	\$ 468.00	\$ 9,530.18	\$ 9,998.18	\$ 9,998.18	\$ 9,009.00	\$ 10,179.00				
14	\$ 54.72	\$ 437.76	\$ 8,914.39	\$ 9,352.15	\$ 8,426.88	\$ 9,521.28			\$ 59.10	\$ 472.80	\$ 9,627.93	\$ 10,100.73	\$ 10,100.73	\$ 9,101.40	\$ 10,283.40				
15	\$ 55.26	\$ 442.08	\$ 9,002.36	\$ 9,444.44	\$ 8,510.04	\$ 9,615.24			\$ 59.68	\$ 477.44	\$ 9,722.41	\$ 10,199.85	\$ 10,199.85	\$ 9,190.72	\$ 10,384.32				
16	\$ 55.84	\$ 446.72	\$ 9,096.84	\$ 9,543.56	\$ 8,599.36	\$ 9,716.16			\$ 60.31	\$ 482.48	\$ 9,825.05	\$ 10,307.53	\$ 10,307.53	\$ 9,287.74	\$ 10,493.94				
17	\$ 56.37	\$ 450.96	\$ 9,183.19	\$ 9,634.15	\$ 8,680.98	\$ 9,808.38			\$ 60.88	\$ 487.04	\$ 9,917.91	\$ 10,404.95	\$ 10,404.95	\$ 9,375.52	\$ 10,593.12				
18	\$ 56.93	\$ 455.44	\$ 9,274.41	\$ 9,729.85	\$ 8,767.22	\$ 9,905.82			\$ 61.48	\$ 491.84	\$ 10,015.65	\$ 10,507.49	\$ 10,507.49	\$ 9,467.92	\$ 10,697.52				
20	\$ 58.08	\$ 464.64	\$ 9,461.76	\$ 9,926.40	\$ 8,944.32	\$ 10,105.92			\$ 62.73	\$ 501.84	\$ 10,219.29	\$ 10,721.13	\$ 10,721.13	\$ 9,660.42	\$ 10,915.02				
22	\$ 59.23	\$ 473.84	\$ 9,649.11	\$ 10,122.95	\$ 9,121.42	\$ 10,306.02			\$ 63.97	\$ 511.76	\$ 10,421.29	\$ 10,933.05	\$ 10,933.05	\$ 9,851.38	\$ 11,130.78				
24	\$ 60.39	\$ 483.12	\$ 9,838.08	\$ 10,321.20	\$ 9,300.06	\$ 10,507.86			\$ 65.22	\$ 521.76	\$ 10,624.93	\$ 11,146.69	\$ 11,146.69	\$ 10,043.88	\$ 11,348.28				
26	\$ 61.65	\$ 493.20	\$ 10,043.35	\$ 10,536.55	\$ 9,494.10	\$ 10,727.10			\$ 66.58	\$ 532.64	\$ 10,846.49	\$ 11,379.13	\$ 11,379.13	\$ 10,253.32	\$ 11,584.92				
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Classified Management Salary Schedule - Ranges III and IV

Effective 7/1/2019

Range III										Range IV									
			11 mos	11 mos	12 mos	12 mos	12 mos	12 mos	12 mos			11 mos	11 mos	11 mos	11 mos	12 mos	12 mos	12 mos	
			224 days	235 days*	231 days	231 days	231 days	231 days	231 days			224 days	235 days*	231 days	231 days	231 days	231 days	261 days	
STEP	Hourly	Daily	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly			Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	
1	\$ 41.99	\$ 335.92	\$ 6,840.62	\$ 7,176.54	\$ 6,466.52	\$ 7,306.33	\$ 7,306.33	\$ 7,306.33	\$ 7,306.33	\$ 45.35	\$ 362.80	\$ 7,387.87	\$ 7,750.66	\$ 6,983.84	\$ 7,750.66	\$ 6,983.84	\$ 7,890.84		
2	\$ 44.07	\$ 352.53	\$ 7,178.85	\$ 7,531.38	\$ 6,786.26	\$ 7,667.59	\$ 7,667.59	\$ 7,667.59	\$ 7,667.59	\$ 47.59	\$ 380.74	\$ 7,753.16	\$ 8,133.89	\$ 7,329.16	\$ 8,133.89	\$ 7,329.16	\$ 8,280.99		
3	\$ 46.31	\$ 370.45	\$ 7,543.68	\$ 7,914.13	\$ 7,131.14	\$ 8,057.26	\$ 8,057.26	\$ 8,057.26	\$ 8,057.26	\$ 50.01	\$ 400.08	\$ 8,147.18	\$ 8,547.26	\$ 7,701.63	\$ 8,547.26	\$ 7,701.63	\$ 8,701.84		
4	\$ 48.58	\$ 388.64	\$ 7,914.21	\$ 8,302.86	\$ 7,481.41	\$ 8,453.02	\$ 8,453.02	\$ 8,453.02	\$ 8,453.02	\$ 52.47	\$ 419.74	\$ 8,547.35	\$ 8,967.09	\$ 8,079.92	\$ 8,967.09	\$ 8,079.92	\$ 9,129.26		
5	\$ 51.00	\$ 407.96	\$ 8,307.55	\$ 8,715.51	\$ 7,853.23	\$ 8,873.13	\$ 8,873.13	\$ 8,873.13	\$ 8,873.13	\$ 55.07	\$ 440.60	\$ 8,972.15	\$ 9,412.75	\$ 8,481.49	\$ 9,412.75	\$ 8,481.49	\$ 9,582.98		
6	\$ 52.55	\$ 420.37	\$ 8,560.27	\$ 8,980.64	\$ 8,092.13	\$ 9,143.06	\$ 9,143.06	\$ 9,143.06	\$ 9,143.06	\$ 56.75	\$ 454.00	\$ 9,245.10	\$ 9,699.10	\$ 8,739.50	\$ 9,699.10	\$ 8,739.50	\$ 9,874.50		
7	\$ 53.05	\$ 424.38	\$ 8,641.98	\$ 9,066.36	\$ 8,169.37	\$ 9,230.33	\$ 9,230.33	\$ 9,230.33	\$ 9,230.33	\$ 57.29	\$ 458.33	\$ 9,333.34	\$ 9,791.67	\$ 8,822.92	\$ 9,791.67	\$ 8,822.92	\$ 9,968.76		
8	\$ 53.60	\$ 428.77	\$ 8,731.29	\$ 9,160.06	\$ 8,253.80	\$ 9,325.72	\$ 9,325.72	\$ 9,325.72	\$ 9,325.72	\$ 57.88	\$ 463.07	\$ 9,429.79	\$ 9,892.86	\$ 8,914.10	\$ 9,892.86	\$ 8,914.10	\$ 10,071.78		
9	\$ 54.16	\$ 433.25	\$ 8,822.50	\$ 9,255.74	\$ 8,340.02	\$ 9,423.14	\$ 9,423.14	\$ 9,423.14	\$ 9,423.14	\$ 58.49	\$ 467.91	\$ 9,528.30	\$ 9,996.20	\$ 9,007.22	\$ 9,996.20	\$ 9,007.22	\$ 10,176.99		
10	\$ 54.69	\$ 437.54	\$ 8,909.90	\$ 9,347.44	\$ 8,422.64	\$ 9,516.49	\$ 9,516.49	\$ 9,516.49	\$ 9,516.49	\$ 59.07	\$ 472.54	\$ 9,622.70	\$ 10,095.24	\$ 9,096.46	\$ 10,095.24	\$ 9,096.46	\$ 10,277.81		
11	\$ 55.21	\$ 441.65	\$ 8,993.51	\$ 9,435.16	\$ 8,501.68	\$ 9,605.79	\$ 9,605.79	\$ 9,605.79	\$ 9,605.79	\$ 59.62	\$ 476.98	\$ 9,712.99	\$ 10,189.97	\$ 9,181.81	\$ 10,189.97	\$ 9,181.81	\$ 10,374.26		
12	\$ 55.79	\$ 446.31	\$ 9,088.52	\$ 9,534.83	\$ 8,591.49	\$ 9,707.27	\$ 9,707.27	\$ 9,707.27	\$ 9,707.27	\$ 60.25	\$ 482.02	\$ 9,815.60	\$ 10,297.62	\$ 9,278.81	\$ 10,297.62	\$ 9,278.81	\$ 10,483.85		
13	\$ 56.34	\$ 450.70	\$ 9,177.83	\$ 9,628.53	\$ 8,675.92	\$ 9,802.66	\$ 9,802.66	\$ 9,802.66	\$ 9,802.66	\$ 60.84	\$ 486.75	\$ 9,912.06	\$ 10,398.81	\$ 9,369.99	\$ 10,398.81	\$ 9,369.99	\$ 10,586.87		
14	\$ 56.92	\$ 455.36	\$ 9,272.84	\$ 9,728.20	\$ 8,765.73	\$ 9,904.14	\$ 9,904.14	\$ 9,904.14	\$ 9,904.14	\$ 61.47	\$ 491.79	\$ 10,014.66	\$ 10,506.46	\$ 9,466.99	\$ 10,506.46	\$ 9,466.99	\$ 10,696.47		
15	\$ 57.48	\$ 459.84	\$ 9,364.05	\$ 9,823.89	\$ 8,851.95	\$ 10,001.55	\$ 10,001.55	\$ 10,001.55	\$ 10,001.55	\$ 62.08	\$ 496.63	\$ 10,113.17	\$ 10,609.80	\$ 9,560.11	\$ 10,609.80	\$ 9,560.11	\$ 10,801.68		
16	\$ 58.06	\$ 464.51	\$ 9,459.05	\$ 9,923.56	\$ 8,941.76	\$ 10,103.03	\$ 10,103.03	\$ 10,103.03	\$ 10,103.03	\$ 62.71	\$ 501.67	\$ 10,215.78	\$ 10,717.45	\$ 9,657.10	\$ 10,717.45	\$ 9,657.10	\$ 10,911.27		
17	\$ 58.61	\$ 468.89	\$ 9,548.36	\$ 10,017.26	\$ 9,026.19	\$ 10,198.42	\$ 10,198.42	\$ 10,198.42	\$ 10,198.42	\$ 63.30	\$ 506.40	\$ 10,312.23	\$ 10,818.64	\$ 9,748.28	\$ 10,818.64	\$ 9,748.28	\$ 11,014.29		
18	\$ 59.21	\$ 473.65	\$ 9,645.27	\$ 10,118.92	\$ 9,117.80	\$ 10,301.92	\$ 10,301.92	\$ 10,301.92	\$ 10,301.92	\$ 63.94	\$ 511.54	\$ 10,416.89	\$ 10,928.44	\$ 9,847.22	\$ 10,928.44	\$ 9,847.22	\$ 11,126.08		
20	\$ 60.41	\$ 483.26	\$ 9,840.99	\$ 10,324.25	\$ 9,302.81	\$ 10,510.97	\$ 10,510.97	\$ 10,510.97	\$ 10,510.97	\$ 65.24	\$ 521.92	\$ 10,628.27	\$ 11,150.19	\$ 10,047.03	\$ 11,150.19	\$ 10,047.03	\$ 11,351.84		
22	\$ 61.60	\$ 492.78	\$ 10,034.81	\$ 10,527.59	\$ 9,486.03	\$ 10,717.98	\$ 10,717.98	\$ 10,717.98	\$ 10,717.98	\$ 66.53	\$ 532.20	\$ 10,837.59	\$ 11,369.79	\$ 10,244.91	\$ 11,369.79	\$ 10,244.91	\$ 11,575.42		
24	\$ 62.81	\$ 502.49	\$ 10,232.42	\$ 10,734.91	\$ 9,672.84	\$ 10,929.05	\$ 10,929.05	\$ 10,929.05	\$ 10,929.05	\$ 67.84	\$ 542.68	\$ 11,051.02	\$ 11,593.70	\$ 10,446.67	\$ 11,593.70	\$ 10,446.67	\$ 11,803.38		
26	\$ 64.11	\$ 512.84	\$ 10,443.34	\$ 10,956.19	\$ 9,872.22	\$ 11,154.33	\$ 11,154.33	\$ 11,154.33	\$ 11,154.33	\$ 69.23	\$ 553.87	\$ 11,278.81	\$ 11,832.68	\$ 10,662.00	\$ 11,832.68	\$ 10,662.00	\$ 12,046.68		
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Classified Management Salary Schedule - Ranges III and IV

[illegible]

Effective 7/1/2018

Classified Management Salary Schedule - Ranges VII and VIII

Range VII				Range VIII			
	11 mos 224 days	11 mos 235 days*	12 mos 261 days		11 mos 224 days	11 mos 235 days*	12 mos 261 days
Hourly	Daily	Monthly	Monthly	Hourly	Daily	Monthly	Monthly
1	\$ 52.03	\$ 416.24	\$ 8,476.16	\$ 8,892.40	\$ 8,012.62	\$ 9,053.22	\$ 12,373.82
2	\$ 54.64	\$ 437.12	\$ 8,901.35	\$ 9,338.47	\$ 8,414.56	\$ 9,507.36	\$ 12,758.36
3	\$ 57.38	\$ 459.04	\$ 9,347.72	\$ 9,806.76	\$ 8,836.52	\$ 9,984.12	\$ 12,985.67
4	\$ 60.25	\$ 482.00	\$ 9,815.27	\$ 10,297.27	\$ 9,278.50	\$ 10,483.50	\$ 13,524.04
5	\$ 63.26	\$ 506.08	\$ 10,305.63	\$ 10,811.71	\$ 9,742.04	\$ 11,007.24	\$ 13,908.58
6	\$ 65.12	\$ 520.96	\$ 10,608.64	\$ 11,129.60	\$ 10,028.48	\$ 11,330.88	\$ 14,291.42
7	\$ 65.80	\$ 526.40	\$ 10,719.42	\$ 11,245.82	\$ 10,133.20	\$ 11,449.20	\$ 14,675.96
8	\$ 66.47	\$ 531.76	\$ 10,828.57	\$ 11,360.33	\$ 10,236.38	\$ 11,565.78	\$ 15,060.51
9	\$ 67.10	\$ 536.80	\$ 10,931.20	\$ 11,468.00	\$ 10,333.40	\$ 11,675.40	\$ 15,439.93
10	\$ 67.82	\$ 542.56	\$ 11,048.49	\$ 11,591.05	\$ 10,444.28	\$ 11,800.68	\$ 15,824.47
11	\$ 68.43	\$ 547.44	\$ 11,147.87	\$ 11,695.31	\$ 10,538.22	\$ 11,906.82	\$ 16,209.02
12	\$ 69.15	\$ 553.20	\$ 11,265.16	\$ 11,818.36	\$ 10,649.10	\$ 12,032.10	\$ 16,591.85
13	\$ 69.83	\$ 558.64	\$ 11,375.94	\$ 11,934.58	\$ 10,753.82	\$ 12,150.42	\$ 16,974.69
14	\$ 70.52	\$ 564.16	\$ 11,488.35	\$ 12,052.51	\$ 10,860.08	\$ 12,270.48	\$ 17,362.65
15	\$ 71.24	\$ 569.92	\$ 11,605.64	\$ 12,175.56	\$ 10,970.96	\$ 12,395.76	\$ 17,740.36
16	\$ 71.95	\$ 575.60	\$ 11,721.31	\$ 12,296.91	\$ 11,080.30	\$ 12,519.30	\$ 18,123.20
17	\$ 72.65	\$ 581.20	\$ 11,835.35	\$ 12,416.55	\$ 11,188.10	\$ 12,641.10	\$ 18,505.96
18	\$ 73.44	\$ 587.52	\$ 11,964.04	\$ 12,551.56	\$ 11,309.76	\$ 12,778.56	\$ 18,889.96
20	\$ 74.86	\$ 598.88	\$ 12,195.37	\$ 12,794.25	\$ 11,528.44	\$ 13,025.64	\$ 19,274.88
22	\$ 76.36	\$ 610.88	\$ 12,439.74	\$ 13,050.62	\$ 11,759.44	\$ 13,286.64	\$ 19,660.51
24	\$ 77.84	\$ 622.72	\$ 12,680.84	\$ 13,303.56	\$ 11,987.36	\$ 13,544.16	\$ 20,046.24
26	\$ 79.44	\$ 635.52	\$ 12,941.50	\$ 13,577.02	\$ 12,233.76	\$ 13,822.56	\$ 20,431.96
* 11 month, 235 day salaries are based on a calculation including vacation days.							
Calculation is 208 duty days + 16 holidays + 11 vacation days = 235 total days							

Effective 7/1/2019

Classified Management Salary Schedule - Ranges VII and VIII

Range VII				Range VIII			
		11 mos 224 days	11 mos 235 days*	12 mos 231 days	12 mos 261 days		
Hourly	Daily	Monthly	Monthly	Monthly	Monthly	Hourly	Daily
1	\$ 54.11	\$ 432.89	\$ 8,815.21	\$ 9,248.10	\$ 8,333.12	\$ 9,415.35	
2	\$ 56.83	\$ 454.60	\$ 9,257.41	\$ 9,712.01	\$ 8,751.14	\$ 9,887.65	
3	\$ 59.68	\$ 477.40	\$ 9,721.63	\$ 10,199.03	\$ 9,189.98	\$ 10,383.48	
4	\$ 62.66	\$ 501.28	\$ 10,207.88	\$ 10,709.16	\$ 9,649.64	\$ 10,902.84	
5	\$ 65.79	\$ 526.32	\$ 10,717.85	\$ 11,244.18	\$ 10,131.72	\$ 11,447.53	
6	\$ 67.72	\$ 541.80	\$ 11,032.99	\$ 11,574.78	\$ 10,429.62	\$ 11,784.12	
7	\$ 68.43	\$ 547.46	\$ 11,148.19	\$ 11,695.65	\$ 10,538.53	\$ 11,907.17	
8	\$ 69.13	\$ 553.03	\$ 11,261.71	\$ 11,814.74	\$ 10,645.84	\$ 12,028.41	
9	\$ 69.78	\$ 558.27	\$ 11,368.45	\$ 11,926.72	\$ 10,746.74	\$ 12,142.42	
10	\$ 70.53	\$ 564.26	\$ 11,490.43	\$ 12,054.70	\$ 10,862.05	\$ 12,272.71	
11	\$ 71.17	\$ 569.34	\$ 11,593.78	\$ 12,163.12	\$ 10,959.75	\$ 12,383.09	
12	\$ 71.92	\$ 575.33	\$ 11,715.77	\$ 12,291.10	\$ 11,075.06	\$ 12,513.38	
13	\$ 72.62	\$ 580.99	\$ 11,830.98	\$ 12,411.97	\$ 11,183.97	\$ 12,636.44	
14	\$ 73.34	\$ 586.73	\$ 11,947.88	\$ 12,534.61	\$ 11,294.48	\$ 12,761.30	
15	\$ 74.09	\$ 592.72	\$ 12,069.87	\$ 12,662.59	\$ 11,409.80	\$ 12,891.59	
16	\$ 74.83	\$ 598.62	\$ 12,190.16	\$ 12,788.79	\$ 11,523.51	\$ 13,020.07	
17	\$ 75.56	\$ 604.45	\$ 12,308.76	\$ 12,913.21	\$ 11,635.62	\$ 13,146.74	
18	\$ 76.38	\$ 611.02	\$ 12,442.61	\$ 13,053.63	\$ 11,762.15	\$ 13,289.70	
20	\$ 77.85	\$ 622.84	\$ 12,683.19	\$ 13,306.02	\$ 11,989.58	\$ 13,546.67	
22	\$ 79.41	\$ 635.32	\$ 12,937.33	\$ 13,572.64	\$ 12,229.82	\$ 13,818.11	
24	\$ 80.95	\$ 647.63	\$ 13,188.08	\$ 13,835.71	\$ 12,466.85	\$ 14,085.93	
26	\$ 82.62	\$ 660.94	\$ 13,459.16	\$ 14,120.10	\$ 12,723.11	\$ 14,375.46	
* 11 month, 235 day salaries are based on a calculation including vacation days. Calculation is 208 duty days + 16 holidays + 11 vacation days = 235 total days							

Classified Management Salary Schedule - Ranges VII and VIII

Effective 7/1/2020

Range VII				Range VIII			
		11 mos 224 days	11 mos 235 days*	12 mos 231 days	12 mos 261 days		
Hourly	Daily	Monthly	Monthly	Monthly	Monthly	Hourly	Daily
1	\$ 55.19	\$ 441.55	\$ 8,991.51	\$ 9,433.06	\$ 8,499.79	\$ 76.80	\$ 614.42
2	\$ 57.96	\$ 463.70	\$ 9,442.55	\$ 9,906.25	\$ 8,926.17	\$ 79.19	\$ 633.51
3	\$ 60.87	\$ 486.95	\$ 9,916.07	\$ 10,403.01	\$ 9,373.78	\$ 80.60	\$ 644.80
4	\$ 63.91	\$ 511.31	\$ 10,412.04	\$ 10,923.35	\$ 9,842.63	\$ 83.94	\$ 671.53
5	\$ 67.11	\$ 536.85	\$ 10,932.21	\$ 11,469.06	\$ 10,334.36	\$ 86.33	\$ 690.62
6	\$ 69.08	\$ 552.63	\$ 11,253.65	\$ 11,806.28	\$ 10,638.21	\$ 88.70	\$ 709.63
7	\$ 69.80	\$ 558.41	\$ 11,371.16	\$ 11,929.56	\$ 10,749.30	\$ 91.09	\$ 728.73
8	\$ 70.51	\$ 564.09	\$ 11,486.94	\$ 12,051.04	\$ 10,858.75	\$ 93.48	\$ 747.82
9	\$ 71.18	\$ 569.44	\$ 11,595.82	\$ 12,165.25	\$ 10,961.67	\$ 95.83	\$ 766.66
10	\$ 71.94	\$ 575.55	\$ 11,720.24	\$ 12,295.79	\$ 11,079.29	\$ 98.22	\$ 785.76
11	\$ 72.59	\$ 580.72	\$ 11,825.66	\$ 12,406.38	\$ 11,178.94	\$ 100.61	\$ 804.85
12	\$ 73.35	\$ 586.83	\$ 11,950.09	\$ 12,536.92	\$ 11,296.57	\$ 102.98	\$ 823.86
13	\$ 74.08	\$ 592.61	\$ 12,067.60	\$ 12,660.20	\$ 11,407.65	\$ 105.36	\$ 842.87
14	\$ 74.81	\$ 598.46	\$ 12,186.84	\$ 12,785.30	\$ 11,520.37	\$ 107.77	\$ 862.13
15	\$ 75.57	\$ 604.57	\$ 12,311.27	\$ 12,915.84	\$ 11,637.99	\$ 110.11	\$ 880.89
16	\$ 76.32	\$ 610.60	\$ 12,433.96	\$ 13,044.56	\$ 11,753.98	\$ 112.49	\$ 899.90
17	\$ 77.07	\$ 616.54	\$ 12,554.93	\$ 13,171.47	\$ 11,868.34	\$ 112.49	\$ 899.90
18	\$ 77.91	\$ 623.24	\$ 12,691.46	\$ 13,314.70	\$ 11,997.39	\$ 112.49	\$ 899.90
20	\$ 79.41	\$ 635.29	\$ 12,936.85	\$ 13,572.15	\$ 12,229.37	\$ 112.49	\$ 899.90
22	\$ 81.00	\$ 648.02	\$ 13,196.07	\$ 13,844.10	\$ 12,474.41	\$ 112.49	\$ 899.90
24	\$ 82.57	\$ 660.58	\$ 13,451.84	\$ 14,112.42	\$ 12,716.19	\$ 112.49	\$ 899.90
26	\$ 84.27	\$ 674.16	\$ 13,728.34	\$ 14,402.50	\$ 12,977.57	\$ 112.49	\$ 899.90
* 11 month, 235 day salaries are based on a calculation including vacation days.							
Calculation is 208 duty days + 16 holidays + 11 vacation days = 235 total days							

Confidential Management 2018-2019 Salary Schedule

Range III				Range IV			
STEP	Hourly	Daily	Monthly	STEP	Hourly	Daily	Monthly
1	\$36.65	\$293.20	\$6,377.10	1	\$40.30	\$322.40	\$7,012.20
2	\$37.37	\$298.96	\$6,502.38	2	\$41.10	\$328.80	\$7,151.40
3	\$38.14	\$305.12	\$6,636.36	3	\$41.96	\$335.68	\$7,301.04
4	\$38.93	\$311.44	\$6,773.82	4	\$42.82	\$342.56	\$7,450.68
5	\$39.76	\$318.08	\$6,918.24	5	\$43.69	\$349.52	\$7,602.06
6	\$40.50	\$324.00	\$7,047.00	6	\$44.54	\$356.32	\$7,749.96
7	\$41.30	\$330.40	\$7,186.20	7	\$45.44	\$363.52	\$7,906.56
8	\$42.14	\$337.12	\$7,332.36	8	\$46.35	\$370.80	\$8,064.90
9	\$42.96	\$343.68	\$7,475.04	9	\$47.25	\$378.00	\$8,221.50
10	\$43.82	\$350.56	\$7,624.68	10	\$48.18	\$385.44	\$8,383.32
11	\$44.65	\$357.20	\$7,769.10	11	\$49.13	\$393.04	\$8,548.62
12	\$45.31	\$362.48	\$7,883.94	12	\$49.86	\$398.88	\$8,675.64
13	\$46.00	\$368.00	\$8,004.00	13	\$50.61	\$404.88	\$8,806.14
14	\$46.69	\$373.52	\$8,124.06	14	\$51.37	\$410.96	\$8,938.38
15	\$47.38	\$379.04	\$8,244.12	15	\$52.14	\$417.12	\$9,072.36
16	\$48.10	\$384.80	\$8,369.40	16	\$52.92	\$423.36	\$9,208.08
17	\$48.80	\$390.40	\$8,491.20	17	\$53.71	\$429.68	\$9,345.54
18	\$49.54	\$396.32	\$8,619.96	18	\$54.51	\$436.08	\$9,484.74

Confidential Management 2019-2020 Salary Schedule

Range III				Range IV			
STEP	Hourly	Daily	Monthly	STEP	Hourly	Daily	Monthly
1	\$38.12	\$304.96	\$6,632.88	1	\$41.91	\$335.28	\$7,292.34
2	\$38.86	\$310.88	\$6,761.64	2	\$42.74	\$341.92	\$7,436.76
3	\$39.67	\$317.36	\$6,902.58	3	\$43.64	\$349.12	\$7,593.36
4	\$40.49	\$323.92	\$7,045.26	4	\$44.53	\$356.24	\$7,748.22
5	\$41.35	\$330.80	\$7,194.90	5	\$45.44	\$363.52	\$7,906.56
6	\$42.12	\$336.96	\$7,328.88	6	\$46.32	\$370.56	\$8,059.68
7	\$42.95	\$343.60	\$7,473.30	7	\$47.26	\$378.08	\$8,223.24
8	\$43.83	\$350.64	\$7,626.42	8	\$48.20	\$385.60	\$8,386.80
9	\$44.68	\$357.44	\$7,774.32	9	\$49.14	\$393.12	\$8,550.36
10	\$45.57	\$364.56	\$7,929.18	10	\$50.11	\$400.88	\$8,719.14
11	\$46.44	\$371.52	\$8,080.56	11	\$51.10	\$408.80	\$8,891.40
12	\$47.12	\$376.96	\$8,198.88	12	\$51.85	\$414.80	\$9,021.90
13	\$47.84	\$382.72	\$8,324.16	13	\$52.63	\$421.04	\$9,157.62
14	\$48.56	\$388.48	\$8,449.44	14	\$53.42	\$427.36	\$9,295.08
15	\$49.28	\$394.24	\$8,574.72	15	\$54.23	\$433.84	\$9,436.02
16	\$50.02	\$400.16	\$8,703.48	16	\$55.04	\$440.32	\$9,576.96
17	\$50.75	\$406.00	\$8,830.50	17	\$55.86	\$446.88	\$9,719.64
18	\$51.52	\$412.16	\$8,964.48	18	\$56.69	\$453.52	\$9,864.06

Confidential Management 2020-2021 Salary Schedule

Range III				Range IV			
STEP	Hourly	Daily	Monthly	STEP	Hourly	Daily	Monthly
1	\$38.88	\$311.04	\$6,765.12	1	\$42.75	\$342.00	\$7,438.50
2	\$39.64	\$317.12	\$6,897.36	2	\$43.60	\$348.80	\$7,586.40
3	\$40.46	\$323.68	\$7,040.04	3	\$44.51	\$356.08	\$7,744.74
4	\$41.30	\$330.40	\$7,186.20	4	\$45.42	\$363.36	\$7,903.08
5	\$42.18	\$337.44	\$7,339.32	5	\$46.35	\$370.80	\$8,064.90
6	\$42.96	\$343.68	\$7,475.04	6	\$47.25	\$378.00	\$8,221.50
7	\$43.81	\$350.48	\$7,622.94	7	\$48.20	\$385.60	\$8,386.80
8	\$44.70	\$357.60	\$7,777.80	8	\$49.17	\$393.36	\$8,555.58
9	\$45.57	\$364.56	\$7,929.18	9	\$50.12	\$400.96	\$8,720.88
10	\$46.48	\$371.84	\$8,087.52	10	\$51.11	\$408.88	\$8,893.14
11	\$47.36	\$378.88	\$8,240.64	11	\$52.12	\$416.96	\$9,068.88
12	\$48.06	\$384.48	\$8,362.44	12	\$52.89	\$423.12	\$9,202.86
13	\$48.80	\$390.40	\$8,491.20	13	\$53.69	\$429.52	\$9,342.06
14	\$49.53	\$396.24	\$8,618.22	14	\$54.49	\$435.92	\$9,481.26
15	\$50.26	\$402.08	\$8,745.24	15	\$55.31	\$442.48	\$9,623.94
16	\$51.02	\$408.16	\$8,877.48	16	\$56.14	\$449.12	\$9,768.36
17	\$51.77	\$414.16	\$9,007.98	17	\$56.98	\$455.84	\$9,914.52
18	\$52.55	\$420.40	\$9,143.70	18	\$57.82	\$462.56	\$10,060.68

**SUNNYVALE SCHOOL DISTRICT
SALARY SCHEDULE
ASSISTANT PRINCIPAL**

Effective July 1, 2018

	Up to 75 Units Including Masters Degree	83 Units Including Masters Degree	90 Units Including Masters Degree
Years of Experience	A	B	C
1	113151	115678	118205
2	116801	119329	121856
3	120452	122979	125506
4	124102	126629	129157
5	127753	130280	132807
6	131403	133930	136457
7	132621	135148	137675
8	133839	136366	138893
9	135056	137584	140111
10	136274	138802	141329
11	137492	140019	142547
12	138710	141237	143764
15	142360	144888	147415
18	146011	148538	151065
21	149661	152188	154716

HORIZONTAL INCREMENT	2527
VERTICAL INCREMENT	3650
DOCTORATE INCREMENT	5077
MIN VERTICAL INCREMENT	1218

1.04000

**SUNNYVALE SCHOOL DISTRICT
SALARY SCHEDULE
ASSISTANT PRINCIPAL**

Effective July 1, 2019

	Up to 75 Units Including Masters Degree	83 Units Including Masters Degree	90 Units Including Masters Degree
Years of Experience	A	B	C
1	117677	120305	122933
2	121473	124101	126729
3	125269	127897	130525
4	129065	131693	134321
5	132861	135489	138117
6	136657	139285	141913
7	137924	140552	143180
8	139190	141819	144447
9	140457	143085	145713
10	141724	144352	146980
11	142991	145619	148247
12	144257	146885	149514
15	148053	150681	153310
18	151849	154477	157106
21	155645	158273	160902

HORIZONTAL INCREMENT	2628
VERTICAL INCREMENT	3796
DOCTORATE INCREMENT	5280
MIN VERTICAL INCREMENT	1267

1.04000

**SUNNYVALE SCHOOL DISTRICT
SALARY SCHEDULE
ASSISTANT PRINCIPAL**

Effective July 1, 2020

	Up to 75 Units Including Masters Degree	83 Units Including Masters Degree	90 Units Including Masters Degree
Years of Experience	A	B	C
1	120031	122711	125392
2	123902	126583	129264
3	127774	130455	133136
4	131646	134327	137007
5	135518	138199	140879
6	139390	142071	144751
7	140682	143363	146044
8	141975	144655	147336
9	143267	145948	148628
10	144560	147240	149921
11	145852	148532	151213
12	147144	149825	152505
15	151016	153697	156377
18	154888	157569	160249
21	158760	161441	164121

HORIZONTAL INCREMENT	2681
VERTICAL INCREMENT	3872
DOCTORATE INCREMENT	5386
MIN VERTICAL INCREMENT	1292

1.02000

**SUNNYVALE SCHOOL DISTRICT
SALARY SCHEDULE
PRINCIPALS
ELEMENTARY SCHOOLS
Effective July 1, 2018**

EXHIBIT F-1

	Up to 75 Units Including Masters Degree	83 Units Including Masters Degree	90 Units Including Masters Degree
Years of Experience	A	B	C
1	121619	124339	127059
2	125543	128263	130983
3	129467	132187	134907
4	133391	136111	138831
5	137315	140035	142755
6	141239	143959	146679
7	142548	145268	147988
8	143857	146577	149297
9	145166	147886	150606
10	146475	149195	151915
11	147784	150504	153224
12	149093	151813	154533
15	153017	155737	158457
18	156941	159661	162381
21	160865	163585	166305

HORIZONTAL INCREMENT	2720
VERTICAL INCREMENT	3924
DOCTORATE INCREMENT	5077
MIN VERTICAL INCREMENT	1309
	1.04000

**SUNNYVALE SCHOOL DISTRICT
SALARY SCHEDULE
PRINCIPALS
ELEMENTARY SCHOOLS
Effective July 1, 2019**

EXHIBIT F-2

	Up to 75 Units Including Masters Degree	83 Units Including Masters Degree	90 Units Including Masters Degree
Years of Experience	A	B	C
1	126484	129313	132141
2	130565	133394	136222
3	134646	137474	140303
4	138727	141555	144384
5	142808	145636	148465
6	146889	149717	152546
7	148250	151079	153908
8	149611	152440	155269
9	150973	153801	156630
10	152334	155163	157992
11	153695	156524	159353
12	155057	157886	160714
15	159138	161966	164795
18	163219	166047	168876
21	167300	170128	172957

HORIZONTAL INCREMENT	2829
VERTICAL INCREMENT	4081
DOCTORATE INCREMENT	5280
MIN VERTICAL INCREMENT	1361
	1.04000

**SUNNYVALE SCHOOL DISTRICT
SALARY SCHEDULE
PRINCIPALS
ELEMENTARY SCHOOLS
Effective July 1, 2020**

EXHIBIT F-3

	Up to 75 Units Including Masters Degree	83 Units Including Masters Degree	90 Units Including Masters Degree
Years of Experience	A	B	C
1	129014	131900	134785
2	133177	136063	138948
3	137340	140226	143111
4	141503	144389	147274
5	145666	148552	151437
6	149829	152715	155600
7	151217	154103	156988
8	152605	155491	158376
9	153993	156879	159764
10	155381	158267	161152
11	156769	159655	162540
12	158157	161043	163929
15	162320	165206	168091
18	166483	169368	172254
21	170645	173531	176416

HORIZONTAL INCREMENT	2886
VERTICAL INCREMENT	4163
DOCTORATE INCREMENT	5386
MIN VERTICAL INCREMENT	1388
	1.02000

SUNNYVALE SCHOOL DISTRICT
SALARY SCHEDULE
PRINCIPALS -MIDDLE SCHOOL
COORDINATOR - LITERACY AND ENGLISH LEARNER SUPPORT SERVICES
Effective July 1, 2018

	Up to 75 Units Including Masters Degree	83 Units Including Masters Degree	90 Units Including Masters Degree
Years of Experience	A	B	C
1	129426	132222	135018
2	133484	136280	139076
3	137542	140338	143134
4	141600	144396	147192
5	145658	148454	151250
6	149716	152512	155308
7	151072	153868	156664
8	152428	155224	158020
9	153784	156580	159376
10	155140	157936	160732
11	156496	159292	162088
12	157852	160648	163444
15	161910	164706	167502
18	165968	168764	171560
21	170026	172822	175618

HORIZONTAL INCREMENT 2796
 VERTICAL INCREMENT 4058
 DOCTORATE INCREMENT 5077
 MIN VERTICAL INCREMENT 1356

1.04000

SUNNYVALE SCHOOL DISTRICT
SALARY SCHEDULE
PRINCIPALS -MIDDLE SCHOOL
COORDINATOR - LITERACY AND ENGLISH LEARNER SUPPORT SERVICES
Effective July 1, 2019

	Up to 75 Units Including Masters Degree	83 Units Including Masters Degree	90 Units Including Masters Degree
Years of Experience	A	B	C
1	134603	137511	140419
2	138823	141731	144639
3	143044	145952	148859
4	147264	150172	153080
5	151484	154392	157300
6	155705	158612	161520
7	157115	160023	162931
8	158525	161433	164341
9	159935	162843	165751
10	161346	164253	167161
11	162756	165664	168572
12	164166	167074	169982
15	168386	171294	174202
18	172607	175515	178422
21	176827	179735	182643

HORIZONTAL INCREMENT 2908
 VERTICAL INCREMENT 4220
 DOCTORATE INCREMENT 5280
 MIN VERTICAL INCREMENT 1410

1.04000

SUNNYVALE SCHOOL DISTRICT
SALARY SCHEDULE
PRINCIPALS -MIDDLE SCHOOL
COORDINATOR - LITERACY AND ENGLISH LEARNER SUPPORT SERVICES
Effective July 1, 2020

	Up to 75 Units Including Masters Degree	83 Units Including Masters Degree	90 Units Including Masters Degree
Years of Experience	A	B	C
1	137295	140261	143227
2	141599	144566	147532
3	145904	148870	151836
4	150208	153174	156141
5	154513	157479	160445
6	158817	161783	164749
7	160255	163221	166188
8	161693	164660	167626
9	163132	166098	169064
10	164570	167536	170502
11	166008	168974	171940
12	167446	170412	173379
15	171751	174717	177683
18	176055	179021	181987
21	180359	183326	186292

HORIZONTAL INCREMENT 2966
 VERTICAL INCREMENT 4304
 DOCTORATE INCREMENT 5386
 MIN VERTICAL INCREMENT 1438

1.02000

SUNNYVALE SCHOOL DISTRICT
SALARY SCHEDULE
NURSE (187 days)
2018 - 2019
Effective July 1, 2018

STEPS	A REG. CRED. B.A. PLUS 30 SEM. HRS.	B REG. CRED. B.A. PLUS 45 SEM HRS.	C REG. CRED. B.A. PLUS 60 SEM. HRS.
1	70,357	74,443	78,529
2	73,258	77,344	81,430
3	76,159	80,245	84,331
4	79,060	83,146	87,232
5	81,961	86,047	90,133
6	84,862	88,948	93,034
7	87,763	91,849	95,935
8	90,664	94,750	98,836
9	93,565	97,651	101,737
10	96,466	100,552	104,638
11	99,367	103,453	107,539
12		106,354	110,440
15*			113,341
18*			116,242
21*			119,143
24*			122,044
27*			124,945
30*			127,846

HORIZONTAL INCREMENT 4,086

VERTICAL INCREMENT 2,901

*Masterdegree required

104.00%

SUNNYVALE SCHOOL DISTRICT
SALARY SCHEDULE
NURSE (187 days)
2019 - 2020
Effective July 1, 2019

STEPS	A REG. CRED. B.A. PLUS 30 SEM. HRS.	B REG. CRED. B.A. PLUS 45 SEM HRS.	C REG. CRED. B.A. PLUS 60 SEM. HRS.
1	73,171	77,421	81,670
2	76,188	80,438	84,687
3	79,205	83,455	87,704
4	82,222	86,472	90,721
5	85,239	89,489	93,738
6	88,256	92,506	96,755
7	91,274	95,523	99,772
8	94,291	98,540	102,789
9	97,308	101,557	105,806
10	100,325	104,574	108,824
11	103,342	107,591	111,841
12		110,608	114,858
15*			117,875
18*			120,892
21*			123,909
24*			126,926
27*			129,943
30*			132,960

HORIZONTAL INCREMENT 4,249

VERTICAL INCREMENT 3,017

*Masterdegree required

104.00%

SUNNYVALE SCHOOL DISTRICT
SALARY SCHEDULE
NURSE (187 days)
2020 - 2021
Effective July 1, 2020

STEPS	A REG. CRED. B.A. PLUS 30 SEM. HRS.	B REG. CRED. B.A. PLUS 45 SEM HRS.	C REG. CRED. B.A. PLUS 60 SEM. HRS.
1	74,634	78,968	83,302
2	77,712	82,046	86,380
3	80,789	85,123	89,457
4	83,866	88,200	92,534
5	86,944	91,278	95,612
6	90,021	94,355	98,689
7	93,098	97,432	101,766
8	96,176	100,510	104,844
9	99,253	103,587	107,921
10	102,330	106,664	110,998
11	105,408	109,742	114,076
12		112,819	117,153
15*			120,230
18*			123,308
21*			126,385
24*			129,462
27*			132,540
30*			135,617

HORIZONTAL INCREMENT 4,334

VERTICAL INCREMENT 3,077

*Masterdegree required

102.00%

SUNNYVALE SCHOOL DISTRICT
SALARY SCHEDULE
NURSE (211 Days)
2018 - 2019
Effective July 1, 2018

STEPS	A REG. CRED. B.A. PLUS 30 SEM. HRS.	B REG. CRED. B.A. PLUS 45 SEM HRS.	C REG. CRED. B.A. PLUS 60 SEM. HRS.
1	79,817	84,429	89,041
2	83,090	87,702	92,314
3	86,363	90,975	95,587
4	89,636	94,248	98,860
5	92,909	97,521	102,133
6	96,182	100,794	105,406
7	99,455	104,067	108,679
8	102,728	107,340	111,952
9	106,001	110,613	115,225
10	109,274	113,886	118,498
11	112,547	117,159	121,771
12		120,432	125,044
15*			128,317
18*			131,590
21*			134,863
24*			138,136
27*			141,409
30*			144,682

HORIZONTAL INCREMENT 4,612

VERTICAL INCREMENT 3,273

*Masterdegree required

104.00%

SUNNYVALE SCHOOL DISTRICT
SALARY SCHEDULE
NURSE (211 Days)
2019 - 2020
Effective July 1, 2019

STEPS	A REG. CRED. B.A. PLUS 30 SEM. HRS.	B REG. CRED. B.A. PLUS 45 SEM HRS.	C REG. CRED. B.A. PLUS 60 SEM. HRS.
1	83,010	87,806	92,603
2	86,414	91,210	96,007
3	89,818	94,614	99,410
4	93,221	98,018	102,814
5	96,625	101,422	106,218
6	100,029	104,826	109,622
7	103,433	108,230	113,026
8	106,837	111,634	116,430
9	110,241	115,038	119,834
10	113,645	118,441	123,238
11	117,049	121,845	126,642
12		125,249	130,046
15*			133,450
18*			136,854
21*			140,258
24*			143,661
27*			147,065
30*			150,469

HORIZONTAL INCREMENT 4,796

VERTICAL INCREMENT 3,404

*Masterdegree required

104.00%

SUNNYVALE SCHOOL DISTRICT
SALARY SCHEDULE
NURSE (211 Days)
2020 - 2021
Effective July 1, 2020

STEPS	A REG. CRED. B.A. PLUS 30 SEM. HRS.	B REG. CRED. B.A. PLUS 45 SEM HRS.	C REG. CRED. B.A. PLUS 60 SEM. HRS.
1	84,670	89,562	94,454
2	88,142	93,034	97,926
3	91,614	96,506	101,398
4	95,086	99,978	104,870
5	98,559	103,450	108,342
6	102,031	106,923	111,814
7	105,503	110,395	115,287
8	108,975	113,867	118,759
9	112,447	117,339	122,231
10	115,919	120,811	125,703
11	119,391	124,283	129,175
12		127,755	132,647
15*			136,119
18*			139,591
21*			143,063
24*			146,535
27*			150,007
30*			153,479

HORIZONTAL INCREMENT 4,892

VERTICAL INCREMENT 3,472

*Master degree required

102.00%

SUNNYVALE SCHOOL DISTRICT
SALARY SCHEDULE
PSYCHOLOGISTS / PROGRAM SPECIALIST
(197 working days/year)
Effective July 1, 2018

	Up to 75 Units Including Masters Degree	83 Units Including Masters Degree	90 Units Including Masters Degree
Years of Experience	A	B	C
1	97776	100158	102540
2	101218	103600	105982
3	104660	107042	109424
4	108102	110484	112866
5	111544	113926	116308
6	114986	117368	119750
7	116132	118514	120896
8	117278	119660	122042
9	118424	120806	123188
10	119570	121952	124334
11	120716	123098	125480
12	121862	124244	126626
15	125304	127686	130068
18	128746	131128	133510

HORIZONTAL INCREMENT	2382
VERTICAL INCREMENT	3442
DOCTORATE INCREMENT	5077
MIN VERTICAL INCREMENT	1146
	1.04000

SUNNYVALE SCHOOL DISTRICT
SALARY SCHEDULE
PSYCHOLOGISTS / PROGRAM SPECIALIST
(197 working days/year)
Effective July 1, 2019

	Up to 75 Units Including Masters Degree	83 Units Including Masters Degree	90 Units Including Masters Degree
Years of Experience	A	B	C
1	101687	104164	106642
2	105267	107744	110221
3	108846	111324	113801
4	112426	114903	117381
5	116006	118483	120960
6	119585	122063	124540
7	120777	123255	125732
8	121969	124446	126924
9	123161	125638	128116
10	124353	126830	129307
11	125545	128022	130499
12	126736	129214	131691
15	130316	132793	135271
18	133896	136373	138850

HORIZONTAL INCREMENT	2477
VERTICAL INCREMENT	3580
DOCTORATE INCREMENT	5280
MIN VERTICAL INCREMENT	1192
	1.04000

SUNNYVALE SCHOOL DISTRICT
SALARY SCHEDULE
PSYCHOLOGISTS / PROGRAM SPECIALIST
(197 working days/year)
Effective July 1, 2020

	Up to 75 Units Including Masters Degree	83 Units Including Masters Degree	90 Units Including Masters Degree
Years of Experience	A	B	C
1	103721	106247	108774
2	107372	109899	112425
3	111024	113550	116077
4	114676	117202	119729
5	118327	120854	123380
6	121979	124505	127032
7	123195	125721	128248
8	124410	126937	129464
9	125626	128153	130679
10	126842	129369	131895
11	128058	130584	133111
12	129274	131800	134327
15	132925	135452	137978
18	136577	139104	141630

HORIZONTAL INCREMENT	2527
VERTICAL INCREMENT	3652
DOCTORATE INCREMENT	5386
MIN VERTICAL INCREMENT	1216
	1.02000

SUNNYVALE SCHOOL DISTRICT
SALARY SCHEDULE
PSYCHOLOGISTS / PROGRAM SPECIALIST
(208 working days / year)
Effective July 1, 2018

Up to
75 Units
Including
Masters
Degree

83 Units
Including
Masters
Degree

90 Units
Including
Masters
Degree

Years of Experience	A	B	C
1	103237	105619	108001
2	106679	109061	111443
3	110121	112503	114885
4	113563	115945	118327
5	117005	119387	121769
6	120447	122829	125211
7	121593	123975	126357
8	122739	125121	127503
9	123885	126267	128649
10	125031	127413	129795
11	126177	128559	130941
12	127323	129705	132087
15	130765	133147	135529
18	134207	136589	138971

HORIZONTAL INCREMENT 2382

VERTICAL INCREMENT 3442

DOCTORATE INCREMENT 5077

MIN VERTICAL INCREMENT 1146

1.04000

SUNNYVALE SCHOOL DISTRICT
SALARY SCHEDULE
PSYCHOLOGISTS / PROGRAM SPECIALIST
(208 working days / year)
Effective July 1, 2019

Up to
75 Units
Including
Masters
Degree

83 Units
Including
Masters
Degree

90 Units
Including
Masters
Degree

Years of Experience	A	B	C
1	107366	109844	112321
2	110946	113423	115901
3	114526	117003	119480
4	118106	120583	123060
5	121685	124162	126640
6	125265	127742	130219
7	126457	128934	131411
8	127649	130126	132603
9	128840	131318	133795
10	130032	132510	134987
11	131224	133701	136179
12	132416	134893	137370
15	135996	138473	140950
18	139575	142053	144530

HORIZONTAL INCREMENT 2477

VERTICAL INCREMENT 3580

DOCTORATE INCREMENT 5280

MIN VERTICAL INCREMENT 1192

1.04000

SUNNYVALE SCHOOL DISTRICT
SALARY SCHEDULE
PSYCHOLOGISTS / PROGRAM SPECIALIST
(208 working days / year)
Effective July 1, 2020

Up to
75 Units
Including
Masters
Degree

83 Units
Including
Masters
Degree

90 Units
Including
Masters
Degree

Years of Experience	A	B	C
1	109513	112040	114566
2	113165	115691	118218
3	116817	119343	121870
4	120468	122995	125521
5	124120	126646	129173
6	127771	130298	132824
7	128987	131514	134040
8	130203	132730	135256
9	131419	133945	136472
10	132635	135161	137688
11	133851	136377	138904
12	135066	137593	140119
15	138718	141245	143771
18	142370	144896	147423

HORIZONTAL INCREMENT

2527

VERTICAL INCREMENT

3652

DOCTORATE INCREMENT

5386

MIN VERTICAL INCREMENT

1216

1.02000

**SUNNYVALE SCHOOL DISTRICT
SALARY SCHEDULE
COORDINATOR (219 wd+26vac=245days)**

Effective July 1, 2018

	Up to 75 Units Including Masters Degree	83 Units Including Masters Degree	90 Units Including Masters Degree
Years of Experience	A	B	C
1	126,229	128,949	131,669
2	130,153	132,873	135,593
3	134,077	136,797	139,517
4	138,001	140,721	143,441
5	141,925	144,645	147,365
6	145,849	148,569	151,289
7	147,158	149,878	152,598
8	148,467	151,187	153,907
9	149,776	152,496	155,216
10	151,085	153,805	156,525
11	152,394	155,114	157,834
12	153,703	156,423	159,143
15	157,627	160,347	163,067
18	161,551	164,271	166,991

HORIZONTAL INCREMENT	2720
VERTICAL INCREMENT	3924
DOCTORATE INCREMENT	5077
MIN VERTICAL INCREMENT	1309
% Increase	1.04000

**SUNNYVALE SCHOOL DISTRICT
SALARY SCHEDULE
COORDINATOR (219 wd+26vac=245days)**

Effective July 1, 2019

	Up to 75 Units Including Masters Degree	83 Units Including Masters Degree	90 Units Including Masters Degree
Years of Experience	A	B	C
1	131,278	134,107	136,936
2	135,359	138,188	141,017
3	139,440	142,269	145,098
4	143,521	146,350	149,179
5	147,602	150,431	153,260
6	151,683	154,512	157,341
7	153,044	155,873	158,702
8	154,406	157,234	160,063
9	155,767	158,596	161,425
10	157,128	159,957	162,786
11	158,490	161,319	164,147
12	159,851	162,680	165,509
15	163,932	166,761	169,590
18	168,013	170,842	173,671

HORIZONTAL INCREMENT	2829
VERTICAL INCREMENT	4081
DOCTORATE INCREMENT	5280
MIN VERTICAL INCREMENT	1361
% Increase	1.04000

**SUNNYVALE SCHOOL DISTRICT
SALARY SCHEDULE
COORDINATOR (219 wd+26vac=245days)**

Effective July 1, 2020

	Up to 75 Units Including Masters Degree	83 Units Including Masters Degree	90 Units Including Masters Degree
Years of Experience	A	B	C
1	133,904	136,789	139,675
2	138,066	140,952	143,837
3	142,229	145,114	148,000
4	146,391	149,277	152,163
5	150,554	153,440	156,325
6	154,717	157,602	160,488
7	156,105	158,990	161,876
8	157,493	160,379	163,264
9	158,881	161,767	164,652
10	160,270	163,155	166,041
11	161,658	164,543	167,429
12	163,046	165,932	168,817
15	167,209	170,094	172,980
18	171,371	174,257	177,142

HORIZONTAL INCREMENT	2886
VERTICAL INCREMENT	4163
DOCTORATE INCREMENT	5386
MIN VERTICAL INCREMENT	1388
% Increase	102.00%

**SUNNYVALE SCHOOL DISTRICT
SALARY SCHEDULE
DIRECTORS - CE
Effective July 1, 2018**

	Up to 75 Units Including Masters Degree	83 Units Including Masters Degree	90 Units Including Masters Degree
Years of Experience	A	B	C
1	147923	150591	153259
2	151789	154457	157125
3	155655	158323	160991
4	159521	162189	164857
5	163387	166055	168723
6	167253	169921	172589
7	168541	171209	173877
8	169829	172497	175165
9	171117	173785	176453
10	172405	175073	177741
11	173693	176361	179029
12	174981	177649	180317
15	178847	181515	184183
18	182713	185381	188049

HORIZONTAL INCREMENT	2668
VERTICAL INCREMENT	3866
DOCTORATE INCREMENT	5077
MIN VERTICAL INCREMENT	1288
PERCENTAGE	1.04000

**SUNNYVALE SCHOOL DISTRICT
SALARY SCHEDULE
DIRECTORS - CE
Effective July 1, 2019**

	Up to 75 Units Including Masters Degree	83 Units Including Masters Degree	90 Units Including Masters Degree
Years of Experience	A	B	C
1	153840	156615	159389
2	157861	160635	163410
3	161881	164656	167431
4	165902	168677	171451
5	169922	172697	175472
6	173943	176718	179493
7	175283	178057	180832
8	176622	179397	182172
9	177962	180736	183511
10	179301	182076	184851
11	180641	183415	186190
12	181980	184755	187530
15	186001	188776	191550
18	190022	192796	195571

HORIZONTAL INCREMENT	2775
VERTICAL INCREMENT	4021
DOCTORATE INCREMENT	5280
MIN VERTICAL INCREMENT	1340
PERCENTAGE	1.04000

**SUNNYVALE SCHOOL DISTRICT
SALARY SCHEDULE
DIRECTORS - CE
Effective July 1, 2020**

	Up to 75 Units Including Masters Degree	83 Units Including Masters Degree	90 Units Including Masters Degree
Years of Experience	A	B	C
1	156917	159747	162578
2	161018	163849	166679
3	165120	167950	170781
4	169221	172052	174882
5	173322	176153	178983
6	177424	180254	183085
7	178791	181621	184452
8	180158	182988	185819
9	181524	184355	187185
10	182891	185722	188552
11	184258	187088	189919
12	185625	188455	191286
15	189726	192557	195387
18	193828	196658	199489

HORIZONTAL INCREMENT	2831
VERTICAL INCREMENT	4101
DOCTORATE INCREMENT	5386
MIN VERTICAL INCREMENT	1367
PERCENTAGE	1.02000