

***TUCSON UNIFIED SCHOOL DISTRICT***

***2017-2018***

**Employee Agreement for  
Non-Bargaining Employees**

**July 1, 2017 through June 30, 2018**

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## ARTICLE ONE

### DEFINITIONS

- A. The term **ADMINISTRATOR** shall be defined as those persons whose pay is determined by the Exempt Administrator Salary Schedule (Appendix F) and who are listed in Appendix E.
- B. The term **DAYS** shall mean working days. Working days are considered to be those exclusive of holidays and weekends. During the school year, working days shall mean teaching days plus duty days. During the summer, working days will be those when the District's Central Administrative offices are open for business with the public.
- C. The term **DISTRICT** shall mean the Tucson Unified School District.
- D. The term **EMERGENCY** shall mean an event which a reasonable, prudent person could not have reasonably foreseen and prepared for.
- E. The term **EMPLOYEE** shall mean those individuals covered by this agreement: Exempt Administrators, Supervisory Confidential Employees and Exempt Coordinators.
- F. The term **EXEMPT COORDINATOR** shall be defined as those persons who coordinate District-wide programs and whose pay is determined by the Exempt Coordinator Salary Schedule (Appendix D).
- G. The term **FAMILY** shall mean parents, foster parents, step-parents, grandparents, spouse, children, siblings, aunt, uncle, or anyone as defined by FMLA.
- H. The term **GOVERNING BOARD** shall mean the Governing Board of Tucson Unified School District.
- I. The term **SUPERINTENDENT** shall mean the Superintendent appointed by the Governing Board of Tucson Unified School District.

**Nothing in the provisions of this agreement shall be construed as a limitation upon the application of federal law including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Equal Employment Opportunity Act of 1972, Age Discrimination in Employment Act, Americans with Disabilities Act of 1990, and other Federal and State non-discriminations laws and regulations.**

## ARTICLE TWO

### WAGES

- A. **Salary Schedules**
  - 1. The positions list and salary schedule for Exempt Administrators are found in Appendices E and F.
  - 2. The positions list and salary schedule to Exempt Coordinators are found in Appendices C and D.

3. The positions list and salary schedule for Supervisory/Confidential Employees are found in Appendices A and B.
4. For the 2016-2017 year only, if additional revenues become available to the District through legislative appropriation, state sales tax revenues, payment of back revenue or inflation adjustment owed by the State of Arizona, decrease in anticipated cuts or decrease in revenue drop, or other legal enactment and if those revenues are appropriated, authorized, and/or permitted to be used for salaries during the 2015-2016 and/or the 2016-2017 contract year, the Employee may be given a raise in salary, if so approved by the Governing Board in its sole discretion. Any such salary increase shall be apportioned to Employee in a manner that will be determined by the Governing Board unless the authorizing enactment specifies the method by which the increase is to be distributed. The Employee must be employed by the District in the 2016-2017 contract year to receive any increase.

**B. Administrative Educational Stipend**

Exempt Administrators with a Ph.D. will receive a \$1,000 educational stipend to be added to their annual contract amount. Exempt Administrators with an Ed.D. will receive a \$700 educational stipend to be added to their annual contract amount. This stipend will be prorated if applicable.

**C. Supervisory/Confidential Employees Working Out of Class**

An out of class assignment is one in which a supervisory confidential employee is replacing an absent employee or is assigned to and given the responsibilities of a higher level position.

1. Supervisory confidential employees assigned to perform work in a higher paying classification or grade in the unit than the grade of the position in which they perform their regular duties, shall receive additional compensation of two dollars and seventy-five cents (\$2.75) per hour for each day actually worked in the higher level position. The employee shall be compensated only for the actual hours worked.
2. Supervisory confidential employees assigned to perform work in the absence of a department head will be compensated at a rate established by the District after serving two days in that assignment.

**D. Reclassification Purpose**

1. The purpose of a reclassification is to review the duties and level of responsibilities in a classification. A request for reclassification does not in any way guarantee that a position will be upgraded. Reclassifications can result in one of the following: upgrade, downgrade, frozen in current rate of pay, or no change. When an employee is reclassified the employee's pay shall be commensurate with the market average, responsibilities, and experience.

**2. Procedure**

- a. An employee who feels that his/her duties have undergone a significant change in the kinds of duties and level of responsibility shall submit a request for review of his/her position by filling out a Position Analysis Form available from the Human Resources Department.
- b. If the Human Resources Department performs an independent position audit, the employee may also appeal the allocation as defined in 3 below.
- c. An employee's position will not be reviewed more than once every two (2) years.

- d. The definition of classifications or the assignment of a classification to a pay grade on the wage schedules are matters left to the sole discretion of the District.
- e. Within thirty (30) days of receipt of the analysis form, Human Resources shall inform the employee of receipt. A meeting will be scheduled within thirty (30) days of notification to review his/her classification. The review may include but not be limited to:
  - i) Position Description Questionnaire;
  - ii) Interviews;
  - iii) Work Observation.

**3. Appeal**

If the employee disagrees with Human Resources' decision, he/she shall within twenty (20) days appeal the decision by corresponding with the Chief Human Resources Officer, specifically stating the reasons for an appeal. The Chief Human Resources Officer shall refer the appeal to the Classification Appeal Board composed of three (3) members appointed by the District, including one (1) employee randomly selected from the unit. However, no District appointee who has conducted the evaluation in the reclassification will serve as a voting member on the appeals committee. The Appeal Board shall review the appeal and within thirty (30) days of its receipt render a recommendation to the Chief Human Resources Officer. The Chief Human Resources Officer shall, within ten (10) days of the Appeal Board's recommendation, correspond with the appealing employee informing the employee of the final decision.

The final decision by the Chief Human Resources Officer is not subject to appeal.

**ARTICLE THREE**

**CONTRACTS FOR EXEMPT ADMINISTRATORS**

**A. Distribution of Contracts**

The District shall submit annual contracts to all exempt administrators to whom it intends to offer contracts with an effective date of July 1 prior to the beginning of the school term each year. Exempt administrators who hold a certificate issued by the Arizona Department of Education must receive the annual contract no later than May 15 of the current contract year. Exempt administrators who do not hold a certificate issued by the Arizona Department of Education must receive the annual contract prior to July 1.

**B. Notice of Non-Renewal of Contract**

- 1. In accordance with A.R.S. 15-503(D), the District must provide notice of its intent not to renew the contract of an administrator on or before April 15 of the current contract year for any exempt administrator who holds a certificate issued by the Arizona Department of Education.
- 2. The District must provide notice of its intent not to renew the contract of an exempt administrator who does not qualify under Article 3(B)(1) above no later than May 15 of the current contract year. Notice of intention not to re-employ an administrator shall be delivered personally to the administrator or sent by certified mail directed to the employee at his/her place of residence.

- a. In 2017-2018, for non-certificated administrators, the Governing Board may unilaterally terminate Employee's employment with the District per the terms of the contract approved by the Governing Board on June 27, 2017. In the event there is a direct conflict between the language set forth in this agreement and the contract, the language provided in the contract shall supersede the language in the agreement.
- 3. Notice of intention not to re-employ an administrator shall be delivered personally to the administrator or sent by certified mail directed to the employee at his/her place of residence.

**C. Contract Offer Acceptance**

- 1. An exempt administrator offered a contract for the following school year must indicate acceptance of the contract within thirty (30) days from the date of the written contract or the offer is revoked.
- 2. Release from Contract: An exempt administrator under contract will be released from the obligations of the contract upon request, under the following conditions:
  - a. a release from contract, prior to July 1, will be granted provided a letter of resignation is submitted prior to that date.
  - b. a release from contract will be granted in case of illness or a life changing situation (in accord with Family Medical Leave Act).

- D.** Administrators covered by this Agreement are employed by individual contracts on an annual basis, or pro-rata annual basis, as applicable. They receive no "tenure" rights, and all such contracts are subject to non-renewal in accordance with the terms of this Agreement and the Governing Board and District policies and regulations. This provision shall not be construed to abrogate any rights afforded to an administrator under Arizona Revised Statutes, Title 15.

**ARTICLE FOUR**

**REDUCTION IN FORCE FOR EXEMPT ADMINISTRATORS**

- A.** District notification of administrators in the event of a reduction in force shall be in accordance with the notice of non-renewal provisions of Article 3(B) above.

**ARTICLE FIVE**

**PROFESSIONAL DEVELOPMENT**

**THE PROFESSIONAL DEVELOPMENT FUND IS SUSPENDED UNLESS AND UNTIL THE GOVERNING BOARD DETERMINES, IN ITS SOLE DISCRETION, THAT FUNDS EXIST FOR PROFESSIONAL DEVELOPMENT AT A FUTURE DATE.**

**ARTICLE SIX**

**FRINGE BENEFITS**

**A. Medical Insurance**

- 1. For the duration of this agreement, the employee will pay up to 15% of the cost of the PPO medical premium for district sponsored single coverage medical insurance for each employee.

2. The following optional insurance programs are available for an employee at his/her own expense:
  - a) Medical Insurance (administrator);
  - b) Dental Insurance (administrator);
  - c) Dependent coverage for medical and/or dental care;
  - d) Life Insurance (up to three times salary or a maximum of \$300,000);
  - e) Vision;
  - f) Group Universal Life;
  - g) Short-Term Disability insurance.
3. If the full-time employee works less than his/her full contract year, the District contribution will be prorated based on the portion of the contract year worked.
4. Employees who terminate before the last duty day in the school year shall terminate the District's further contribution to District-sponsored single coverage medical insurance.

**B. Life Insurance**

All full-time employees shall be provided at District expense with a term life insurance policy equal to the employee's base salary as of July 1, but not less than \$10,000. Employees shall have the option of purchasing additional term life insurance at his/her own expense.

**C. Mileage Allowance**

Reimbursements for mileage will be made in accordance with Governing Board Regulation EEB-R1.

**D. Holidays**

1. 9-, 9-1/2, 10-, 10-1/2 and 12-month employees shall be granted the following paid holidays, provided they were on-pay status during any portion of their regular work day of their assignment immediately preceding or succeeding the holiday.

**a) Nine (9), Nine and a half (9-1/2), Ten (10), and Ten and a half (10-1/2) Month**

i) Labor Day	1
ii) Veterans' Day	1
iii) Thanksgiving	2
iv) Winter Break	10
v) Martin Luther King Day	1
vi) Rodeo Break	2
vii) Spring Break	3

**b) Twelve (12) Month**

i) Independence Day	1
ii) Labor Day	1
iii) Veterans' Day	1
iv) Thanksgiving	2
v) Winter Break	10
vi) Martin Luther King Day	1

vii)	Rodeo Break	2
viii)	Spring Break	1
ix)	Memorial Day	1

2. A non-exempt employee required to work on a holiday shall be compensated at one and a half (1.5x) times his/her normal rate of pay.

**ARTICLE SEVEN**

**LEAVES OF ABSENCE WITH PAY**

**A. Sick Leave**

1. All regular full-time employees shall be eligible for sick leave benefits which will accrue without limit at the following rate:

Classification	Sick Leave
12-month	8 days a year
10-1/2 month	5 days a year
10-month	5 days a year
9-1/2-month	5 days a year
9-month	5 days a year

2. Employees may not utilize sick leave during their initial sixty days of employment. Sick leave hours as identified above are credited every two weeks in conjunction with the pay period.
3. Employees are required to notify their immediate supervisor(s) or designee(s) of a necessary sick leave absence at least one-half (1/2) hour prior to the start of the employee's work day.
4. Employees who need to leave their position before the work day is finished, or employees who start their work day later, will have their absence time charged to sick leave to the nearest quarter hour.
5. Employees must report absences of 1/2 day or more when they are adjusting their schedule due to excessive time worked during the pay period
6. Sick leave may be used in accordance with the requirements of The Fair Wages and Healthy Families Act, A.R.S. 23-262 et seq.,.
7. A written statement from the treating physician will be required by the District to substantiate an absence due to an employee's illness or for illness within the employee's immediate family (as defined in paragraph A-8 above) if the absence is more than three (3) consecutive days duration. The District may require a written statement from the treating physician to substantiate any sick leave absence, including those of less than three (3) days, when there is a reasonable doubt as to the proper use of sick leave.



**B. Personal Leave**

1. All regular full-time employees shall be eligible for personal leave benefits which will be credited at the following rate:

Classification	Personal Leave
12-month	8 days a year
10-1/2 month	7 days a year
10-month	7 days a year
9-1/2-month	7 days a year
9-month	7 days a year

2. Personal leave is credited to the employee on July 1 of each year. New employees whose entry day to the District is other than July 1, will have their personal leave prorated.
3. Unused personal leave shall be made part of the employee's accumulated sick leave at the end of each fiscal year.
4. An employee planning to use a personal day or days shall notify his/her immediate supervisor at least one day in advance, except in cases of emergency. Use of personal leave must be approved by his/her supervisor.
5. Non-emergency use of personal leave should be scheduled with the immediate supervisor.

**C. Bereavement**

In the event of death in the family of an employee, the employee may use accumulated paid leave balances for a maximum of eight (8) days (which may include necessary travel time), excluding weekends. Additional days may be granted at the discretion of the Superintendent or his/her designee. For purpose of this paragraph, family is as defined as parents (including biological, adoptive, step-parent or foster-parent), spouse, child (including a child for whom the employee stands in place of a parent or serves as legal guardian), brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, aunt, uncle, or anyone in the metropolitan Tucson area for whom the employee has or shares a major financial responsibility and is an established resident within the household.

**D. Medical Leave Assistance Program**

1. Employees who have depleted their accrued sick and personal leave as a result of serious illness or injury may request access to the Medical Leave Assistance Program by submitting a form to the Chief Human Resources Officer asking to receive donations of sick leave from other employees. Serious illness or injury is defined as a "non-work related" illness or injury that is anticipated to last for the continuous period of time of four or more weeks, as verified by a licensed health care practitioner.
2. The donor employee may donate a maximum of five (5) sick leave days annually and may only donate if he/she has thirty (30) or more days of accumulated sick leave. The donor employee will designate the donation in the name of the employee to receive the donation. Supervisory Confidential employees may donate to and receive donations from other TUSD classified employees in the Supervisory Professional and/or White Collar/Food Service employee units.

3. The donor employee may donate a maximum of five (5) sick leave days annually and may only donate if he/she has thirty (30) or more days of accumulated sick leave. The donor employee will designate the donation in the name of the employee to receive the donation. Exempt Coordinator employees may donate to and receive donations from any other TUSD employee's groups/units.
4. The recipient employee will be credited with the number of days donated, up to a maximum of one week after their projected return to work. Days donated in excess of this amount will be held in reserve and credited to the employee only if needed. If not needed, days in excess of one week beyond the original amount requested will be restored to the donor(s). Days of leave, not the actual wage of the donor employee, will be donated.

**E. Vacation**

1. **Vacation leave eligibility** – Only 12-month employees are eligible to accrue vacation.
2. **Vacation Leave Accrual for non-administrators**

YEARS OF SERVICE	DAYS ACCRUED
1-5 YEARS	10
6-15 YEARS	15
16+ YEARS	20

- a) Years of service shall be calculated from the employee's most recent date of hire in the District in a regular part-time or full-time position.
  - b) Exempt coordinators and supervisory/confidential employees will earn vacation during the first year; however, are not eligible to schedule accrued vacation until after completion of the first year of employment.
  - c) If a nine and one-half (9-1/2), ten (10), or ten and a half (10-1/2) month contract employee is transferred to a twelve (12) month position, the employee will accrue his/her vacation from the first day in the new assignment, at the vacation accrual rate equal to the years of service in the District.
3. **Vacation Days For Exempt Administrators**
    - a) Administrators receive twenty (20) days (160 hours) of vacation entitlement each year. Vacation entitlement is accrued on a bi-monthly pro-rata basis starting with the first day of employment.
    - b) Administrators separating from the District will receive payment for any unused vacation leave at their existing daily rate of pay at the time of separation.
  4. **Vacation Leave Usage**
    - a) Employees having earned vacation may take vacation in increments as approved by the immediate supervisor and/or site administrator.
    - b) The immediate supervisor shall grant or deny vacation request in writing within ten (10) days of receipt. Denial of an employee's vacation request shall be put in writing and a copy forwarded to Human Resources.

- c) Twelve (12) month employees may accumulate up to and no more than 160 hours (or prorated cap) of vacation at any given time. No more than 160 hours or four weeks of vacation may be rolled over into the next fiscal year. Vacation must be scheduled with the employee's supervisor no less than four weeks in advance, except in cases of emergency. If a supervisor denies vacation to an employee and vacation will be lost under those circumstances, the supervisor shall submit a request in writing by March 31 to the Chief Financial Officer (CFO) to pay out the vacation earned by the employee. The CFO shall either mandate that vacation be taken by the employee or approve that the vacation leave be paid out at the current rate of pay.
- d) If a holiday occurs during an employee's vacation, said holiday shall not be deducted from accumulated vacation leave.

**F. Jury Duty**

Employees subpoenaed for jury duty or as a witness in the course and scope of employment shall not suffer loss of earnings as a result of such service. An employee may choose:

- 1) to keep his/her jury duty or witness pay and have his/her pay docked an equal amount; or,
- 2) in cases where jury duty pay exceeds the employee's daily rate, he/she may use a personal leave day or be docked at his/her daily rate instead of using a jury code for those days.

Employees subpoenaed for jury duty or as a witness, are required to submit a copy of the jury summons or subpoena to his/her supervisor and inform the supervisor of his/her choice regarding jury duty or witness pay. It is the employee's responsibility to report a jury duty or witness absence to the time clock system. No report of jury duty or witness absence need be submitted if the employee chooses to take a pay dock or a personal leave day.

Absences due to litigation while the employee is either a plaintiff, defendant, or subpoenaed as a witness outside of the course and scope of employment must be charged to personal leave, vacation, or dock.

**G. Military Leave**

In accordance with A.R.S. § 38-610, employees will receive pay for all days during which they are employed in training duty under orders with any branch of the armed forces for a period not to exceed thirty days in any two consecutive years. For purposes of this article only the term "year" means the fiscal year of the U.S. government.

**H. Released Time**

Released time may be granted to attend any approved conference or convention which would enhance an employee's work performance. First consideration will be given to employees participating or presenting in the conference. Released time must be requested at least one (1) week before in-state meetings, and out-of-state forms must be submitted for Superintendent approval prior to the conference.

## ARTICLE EIGHT

### UNPAID LEAVES OF ABSENCE

#### A. **Governing Board-Approved Leave of Absence**

1. The Board may grant a leave of absence to employees not to exceed one year for the purposes listed below. All requests for such leaves of absence shall be submitted in writing to Human Resources. No leaves will be granted for other employment.
  - a) Health of employee (doctor's verification of illness is required)
  - b) Health of immediate family, as defined in this agreement. A doctor's verification of illness or disability and projected date of return to work is required.
  - c) New infant or childcare (birth certificate or doctor's statement required)
  - d) Course of study, education or training, as approved by TUSD (enrollment or registration documentation required)
  - e) Military service (military order required)
  - f) Campaign/Serve in public office
2. Employees must have worked the equivalent of one full school year to be eligible for an unpaid, board-approved leave of absence.
3. Employees on unpaid leave of absence shall be allowed to continue insurance coverage in the program in which he/she is enrolled, provided the employee notifies the District of his/her desire to continue, and pays the premiums for the insurance and other benefits at the employee's expense
4. Upon granting the authorized absence, all rights of tenure, seniority, retirement, accrued leave with pay and other benefits shall be preserved and available to the applicant after the termination of the leave, provided they were earned prior to the leave.
5. Notification of intention to resume employment by the employee must be submitted in writing thirty (30) days prior to date of return, or if the employee is an Administrator, then the notification must be submitted by the earlier of either February 1 or thirty (30) days prior to the leave's expiration date.
6. An administrator on a leave of absence is subject to the provisions of Article 3, Reduction in Force.

#### B. **Family and Medical Leave**

All requests for Family Medical Leave by District employees will be processed in accordance with the corresponding Governing Board Policy.

#### C. **Absence Due to On-the-Job Injury**

1. An employee will use accumulated paid leave for absences due to an industrial injury, not to exceed 100% of their regular pay. The District's Workers' Compensation carrier will also compensate the employee in accordance with state law. Within four weeks of returning to work, an employee may make arrangements with Payroll to buy back paid leave used to supplement Workers' Compensation benefits for an on-the-job injury or illness.
2. Employees injured on the job may be assigned to work "restricted duty" as recommended by the industrial injury treating physician.

3. A combination of paid leaves, restricted duty, and unpaid leaves of absences are not to exceed twelve (12) months for a single on-the-job injury. At twelve months, the position will be released for recruitment.

**D. Variable office hours for Exempt Administrators**

Variable office hours may be applied when normal work responsibilities require an administrator's presence at activities beyond the normal work day. Administrators will be given reasonable flexibility in office hours so long as 1) proper notification is given to the administrator's supervisors; 2) time away from the site/office is reasonably limited; and 3) the administrator works the required number of hours and performs his/her duties in a satisfactory manner.

**ARTICLE NINE**

**SEVERANCE / SEPARATION BENEFITS**

**A. SEVERANCE PAY – FROZEN AS OF JULY 1, 2010 AND DISCONTINUED FOR EMPLOYEES WHO DID NOT QUALIFY AS OF JUNE 30, 2010**

1. On June 30, 2010, the employee's severance stipend benefit shall be calculated as follows for those with thirteen (13) or more years of continuous service and this dollar amount will be frozen as the employee's minimum severance pay. It shall be calculated by multiplying the employees 2009-2010 annual salary by .006 and then multiplying by the employee's years of service by June 30, 2010. The service stipend shall be paid out at the time of voluntary separation. Employees with less than thirteen (13) years of continuous service as of June 30, 2010 are not eligible for this stipend.
2. If an employee has elected separation but dies before the severance pay is made, said payment shall be paid to the estate of the deceased.

**B. SEPARATION BENEFIT FOR SUPERVISORY/CONFIDENTIAL – SICK LEAVE PAYOUT**

1. After ten (10) consecutive years of service in the Tucson Unified School District, employees who are Supervisory/Confidential as of the effective date of the agreement, or who become Supervisory/Confidential after the effective date of the agreement, shall receive pay for unused sick leave at voluntary separation.
2. The District shall provide a payment for unused sick leave to employees upon separation in accord with the following: The amount of payment shall be 2/3rds of the base salary hourly rate of pay for Step 1 of the grade level of the employee at separation times the number of sick leave hours accrued through the date of separation up to a maximum of 500 hours. Payment shall be included in the last payroll in that fiscal year or the first payroll of the following fiscal year, at the District's option. All legally required deductions will be taken from the incentive payment, including the employee's contribution to the State Retirement Fund, if any. The rights contained in this paragraph are not considered vested rights.
3. MBUs who meet the criteria for sick leave payout under this article do not receive their sick leave pay at separation through payroll. Rather, the amount of their accrued leave is paid directly to a tax-sheltered annuity 403 (b) or the Health Reimbursement Account as

determined by the exit interview between the approved vendor and the MBU. If no interview occurs, the separation benefits will be paid directly to the tax-sheltered annuity 403(b). This payment shall be paid after the employee's final paycheck. Those who do not meet the criteria will receive unused leave pay accruals through regular payroll processing. The eligibility requirements for the retirement savings plan are:

- The employee who is severing employment will receive employer contributions in lieu of compensation if age 55 or older at the time of severance, and,
- The total of the payment for unused leave accruals is equivalent to \$3,000 or more.

**C. SEPARATION BENEFIT FOR EXEMPT COORDINATORS – SICK LEAVE PAYOUT**

1. After ten (10) consecutive years of service in Tucson Unified School District, Exempt Coordinators shall receive pay for unused sick leave.
2. The District shall provide a payment for unused sick leave to Exempt Coordinators upon separation in accord with the following: The amount of payment shall be 2/3rds of the base salary daily rate of pay for Step 1 of the grade level of the employee at separation times the number of sick leave days up to a maximum of 67 days. Payment shall be included in the last payroll in that fiscal year or the first payroll of the following fiscal year, at the District's option. All legally required deductions will be taken from this payment, including the employee's contribution to the State Retirement.
3. MBUs who meet the criteria for sick leave payout under this article do not receive their sick leave pay at separation through payroll. Rather, the amount of their accrued leave is paid directly to a tax-sheltered annuity 403(b) or the Health Reimbursement Account as determined by the exit interview between the approved vendor and the MBU. If no interview occurs, the separation benefits will be paid directly to the tax-sheltered annuity 403(b). This payment shall be paid after the employee's final paycheck. Those who do not meet the criteria will receive unused leave pay accruals through regular payroll processing. The eligibility requirements for the retirement savings plan are:

- The employee who is severing employment will receive employer contributions in lieu of compensation if age 55 or older at the time of severance, and,
- The total of the payment for unused leave accruals is equivalent to \$3,000 or more.

**D. SEPARATION BENEFIT FOR EXEMPT ADMINISTRATORS – SICK LEAVE PAYOUT**

1. **SICK LEAVE PAY AT SEPARATION FOR ADMINISTRATORS HIRED AFTER AUGUST 16, 2005**
  - a. After ten (10) consecutive years of full time service in the Tucson Unified School District administrators who are covered under these terms and conditions as of the effective date of agreement, or who become covered by these terms and conditions after the effective date of the agreement shall receive pay for unused sick leave.

- b. The District shall provide a payment for unused sick leave to administrators upon separation in accordance with the following: The amount of payment shall be accrued up to a maximum of 67 days. The payout shall be 2/3rds of the base salary the daily rate of pay for Step 1 of the grade level of the employee at separation, times the number of sick leave days up to 67 days. Payment shall be included in the last payroll in that fiscal year or the first payroll of the following fiscal year, at the District's option. All legally required deductions shall be taken from the incentive payment including the administrator's contribution to the State Retirement Fund, if any. The rights contained in this paragraph are not considered vested rights.
- c. MBUs who meet the criteria for sick leave payout under this article do not receive their sick leave pay at separation through payroll. Rather, the amount of their accrued leave is paid directly to a tax-sheltered annuity 403(b) or the Health Reimbursement Account as determined by the exit interview between the approved vendor and the MBU. If no interview occurs, the separation benefits will be paid directly to the tax-sheltered annuity 403(b). This payment shall be paid after the employee's final paycheck. Those who do not meet the criteria will receive unused leave pay accruals through regular payroll processing. The eligibility requirements for the retirement savings plan are:
  - The employee who is severing employment will receive employer contributions in lieu of compensation if age 55 or older at the time of severance, and,
  - The total of the payment for unused leave accruals is equivalent to \$3,000 or more.
- d. If an administrator is eligible for sick leave payout but dies before the payment is made, said payment shall be paid to the estate of the deceased.

**2. SICK LEAVE PAY AT SEPARATION ADMINISTRATORS ONLY HIRED PRIOR TO AUGUST 16, 2005**

**Voluntary Separation - 20 years of service**

- a. After twenty (20) years of full-time service in the Tucson Unified School District an administrator may apply for the benefits in Article Nine by giving written notice to the District's Chief Human Resource Officer on or before January 15. Should an administrator separate at mid-year, written notice should be received by the Chief Human Resource Officer on or before November 15. In the event state legislation concerning retirement is changed in such a way as to allow administrators benefits unavailable before the change, the date for notice of separation will be reopened for a period of fifteen (15) days following the enactment of the legislation. The notice may be withdrawn until and including the first Monday in February after notice is made.
- b. For those administrators meeting the eligibility requirements in D-2-a above, the District shall provide pay for unused sick leave accrued before June 30, 1991 and not used before date of separation. Payment shall be based upon the daily rate of

pay for the minimum salary on the 1991-92 administrative salary schedules, as follows:

- i) Daily rate of pay for administrators on Grade I, I-A, or I-A-12 at time of separation shall be based on Class I of the 1991-92 salary schedule.
- ii) Daily rate of pay for administrators on Grade II or II-12 at time of separation shall be based on Class II of the 1991-92 salary schedule.
- iii) Daily rate of pay for administrators on Grade III at time of separation shall be based on Class III of the 1991-92 salary schedule.
- iv) Daily rate of pay for administrators on Grade IV at time of separation shall be based on Class IV of the 1991-92 salary schedule.
- v) Daily rate of pay for administrators on Grade VA or VA-12 at time of separation shall be based on Class VA of the 1991-92 salary schedule.
- vi) Daily rate of pay for administrators on Grade VB or VB-12 at time of separation shall be based on Class VB of the 1991-92 salary schedule.
- vii) Daily rate of pay for administrators on Grade VI at time of separation shall be based on Class VI of the 1991-92 salary schedule.
- viii) Daily rate of pay for administrators on Grade VII at time of separation shall be based on Class VII of the 1991-92 salary schedule.

c. For those administrators meeting the eligibility requirements in D-2-a above, the District shall provide pay for unused sick leave accrued before June 30, 1991 and not used before date of separation. With implementation of the new salary schedule (January 5, 2003), payment for classified and certified administrators shall be, as follows:

<u>New Class</u>	<u>91-92 Schedule</u>
o All Grade 1	Class 1
o 2-A (AP, middle & dual elem)	Class 11
o 2-B (AP, middle EYOS)	Class 11
o 3-A (AP HS)	Class VI
o 4-A (princ elem)	Class VA
o 4-B (princ/elem EYOS)	Class VA
o 4-B (all others)	Class VI
o 5-A (princ/middle & dual elem)	Class VB
o 5-A (Mary Meredith)	Class VI
o 5-B (princ /middle & elem combo)	Class VI
o 5-C (princ/middle EYOS)	Class VII
o 6 (princ/HS)	Class VII

- i) Rate of pay shall be multiplied by the number of sick leave days accumulated prior to June 30, 1991.
- ii) Payment shall be included in the last payroll in that fiscal year or the first payroll of the following fiscal year, at the District's option.
- iii) All legally required deductions will be taken from the incentive payment including the employee's contribution to the State Retirement Fund, if any.



- iv) Sick Leave used subsequent to July 1, 1991, will be deducted from sick leave accumulated after July 1, 1991, unless that accumulation has been depleted.
- v) In addition to Section D-1, administrators are eligible to receive the benefits outlined in Section D-2--Voluntary Separation, 10 Years of Service.

d. MBUs who meet the criteria for sick leave payout under this article do not receive their sick leave pay at separation through payroll. Rather, the amount of their accrued leave is paid directly to a tax-sheltered annuity 403(b) or the Health Reimbursement Account as determined by the exit interview between the approved vendor and the MBU. If no interview occurs, the separation benefits will be paid directly to the tax-sheltered annuity 403(b). This payment shall be paid after the employee's final paycheck. Those who do not meet the criteria will receive unused leave pay accruals through regular payroll processing. The eligibility requirements for the retirement savings plan are:

- The employee who is severing employment will receive employer contributions in lieu of compensation if age 55 or older at the time of severance, and,
- The total of the payment for unused leave accruals is equivalent to \$3,000 or more.

e. If after twenty (20) years of full time service in the Tucson Unified School District, an administrator dies, the payment described in Section D-1-b above will be paid to the estate of the deceased.

f. An administrator shall receive the separation benefits contained herein if the effective date of the separation is at the end of a semester or at the end of a school year. Exceptions to this provision may be granted to applicants who are forced to separation because of emergency.

### **3. Voluntary Separation for Exempt Administrators – 10 Years of Service**

Upon separation, administrators with at least ten (10) consecutive years of full-time service in TUSD are eligible to request and receive pay for ninety percent (90%) of the days of unused sick leave accumulated subsequent to **July 1, 1991**. This request will be a written application to the District's Chief Human Resource Officer on or before November 15 for administrators separating at end of the semester, or January 15 for administrators separating at end of the school year. The rate of pay will be the daily administrative substitute rate at the time of separation.

### **4. No Vested Rights for Exempt Administrators**

Administrators who do not serve a timely notice of separation as provided in Section D-2-a above in the school year immediately preceding their separation shall gain no vested rights through or under this Article; however, exceptions to this may be granted by the

District in cases where timelines are not met due to emergency situations or other extenuating circumstances.

## ARTICLE TEN

### CONFLICT RESOLUTION PROCESS

The intent of this process is to provide a method of resolving conflict in an equitable manner. As such, this process is recognized as a non-judicial, administrative process. The employee, in implementation of the process, has the right to have another employee assist him/her in the presentation of a problem issue.

**A. The Conflict Resolution Process may be used for the following:**

1. Informal Step - The employee and his/her immediate supervisor shall meet informally to try to resolve the issue. If resolution is not reached by such a meeting, the employee may proceed to the next step.
2. If no resolution is reached, the employee shall, within 10 days of the informal meeting, present a written summary of the issue to his/her immediate supervisor, with a copy to the department head. The immediate supervisor or department head shall respond in writing to the employee's complaint within 10 days. If the department head is the immediate supervisor, the matter may then proceed directly in writing to the Director of Employee Relations.
3. The employee, the Director of Employee Relations, and the department head shall then schedule a meeting to mediate the employee's issue.

## ARTICLE ELEVEN

### SENIORITY CREDIT/SALARY SCHEDULE PLACEMENT AS A TEACHER FOR EXEMPT ADMINISTRATORS

**A. Criteria.** Administrators who return to teaching will be eligible for salary placement as described in subsection (B) below if:

1. The District and an administrator reach a mutual agreement that the administrator shall return to teacher; or
2. The District notifies the administrator that his/her administrative contract will not be renewed and that he/she will be assigned to a teaching position; or
3. In the absence of an agreement or assignment, the administrator's position has been eliminated for budgetary or programmatic reasons,

And

1. The administrator acquired tenure or continuing teacher status as defined in A.R.S. Section 15-501.5 and 15-538.01, as amended, or predecessor statutes, as a certificated teacher with the District prior to going into administration; and
2. The administrator has had continuous employment, including approved leaves where taken, with the District.

**B. Salary Placement**

For the purposes of this paragraph, notwithstanding any provision of the Consensus Agreement with TEA or successor agreement regarding experience credit for placement on the salary schedule, administrators who return to teaching as provided in this Agreement shall be accorded one step on the salary schedule for each year of prior experience in the District up to any maximum contained within the teacher salary schedule, regardless of the years or decade in which it was earned. The salary step credits provided for in the preceding sentence shall be granted for each year step increases were granted to teachers.

- C. Administrators who, in accord with Article 11, Seniority Credit as a Teacher, are reassigned to positions covered under the Consensus Agreement with the Tucson Education Association will be accorded District Initiated Transfer (DIT) status under that agreement for purposes of assignments.

**ARTICLE TWELVE**

**EVALUATION**

**A. Evaluation**

Employees will be evaluated according to applicable Arizona statutes and Evaluation Procedures as adopted by the Governing Board.

**B. Personnel File**

1. All employees in the Tucson Unified School District shall have the right to review the contents of her/his personnel file and to receive a copy of all material contained therein at District expense.
2. The official personnel file for all employees shall be maintained in Human Resources.
3. Following adoption of this policy, no material derogatory regarding an employee's conduct, performance, character or personality shall be placed in the personnel file unless a copy is provided to the employee for review, and unless the employee has the opportunity to submit a reply to the material. Said reply shall be attached to the original document and shall remain attached throughout the term of that employee's employment unless removed by mutual agreement between the employee and the Superintendent or designee. Such agreement shall be in writing and signed by both the employee and the Superintendent or designee.
4. Any discipline issued as a result of a criminal offense against a student shall remain in the employee's official personnel file and is not subject to removal. These offenses include, but are not limited to, criminal offenses defined by Arizona state law under Title 13, assault, hitting, striking, harassment, inappropriate touching or caressing of a student, sexual assault, or causing the student to suffer physical harm.

**C. Surveillance**

Eavesdropping or surveillance methods will not be used for conducting performance reviews or evaluations of employees, but may be used for safety and security purposes. At no time will the District use security cameras in a location where Employees or students have a reasonable expectation for privacy.

## **ARTICLE THIRTEEN**

### **ADMINISTRATIVE TRANSFERS FOR EXEMPT ADMINISTRATORS**

**A. Purpose**

The purpose of the following provisions on administrative transfers is to ensure consistent, fair and equitable transfer opportunities and assignments for all administrators. Transfers are not intended to replace administrative evaluations, nor are transfers to be used for punitive or disciplinary purposes.

**B. Notice and Consultation**

Written notice of all administrative vacancies occurring prior to the end of the school year and not advertised through TUSD's Human Resources Department will be provided by the District to each administrator.

All current administrators who volunteer to transfer may provide a letter of intent to the Chief Human Resources Officer and Superintendent identifying the specific position in which he/she may be interested. Those current administrators shall be given equal consideration with other applicants in the placement or interview and selection process.

**Appendix A – Supervisory/Confidential Titles**  
**Supervisory/Confidential Non-Exempt Titles (CCS)**

<b>Grade</b>	<b>Code</b>	<b>Title</b>
5	93010	Courier (Governing Board Office)
7	91157	Human Resources Assistant
9	91160	Administrative Assistant-Legal
9	91115	Custodian Student and Public Records
9	91150	Human Resources Associate
9	91341	Multi-Media Technician
9	91163	Staff Assistant I to Governing Board
9	92340	HR Benefits Associate
10	91159	Administrative Assistant to the Superintendent
10	92312	Program Budget Technician I
11	92333	Employee Relations Assistant
11	91182	Legal Secretary
13	91183	Executive Assistant
13	91187	Executive Assistant - Lead Legal
14	91188	Executive Assistant to Deputy Superintendent
14	94433	Legal Assistant
14	62320	HR Analyst
14	91161	Senior Staff Assistant I to Governing Board
15	62338	HR Analyst Sr.
16	91176	Executive Assistant to Superintendent
16	91162	Senior Staff Assistant II to Governing Board

**Supervisory/Confidential Exempt Titles (CCE)**

<b>Grade</b>	<b>Code</b>	<b>Title</b>
14	92152	Accounting Analyst
16	92135	Accounts Payable Manager
16	92233	Budget Analyst, Senior
16	92247	Planner
16	920411	Senior Accounting Manager

**Appendix B – Supervisory/Confidential Salary Schedule  
Supervisory/Confidential Non-Exempt Salary Schedule  
July 1, 2017 – June 30, 2018**

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
Step 1	\$10.07	\$10.95	\$11.48	\$11.96	\$13.05	\$14.27	\$15.23	\$16.32
Step 2	\$10.17	\$11.06	\$11.59	\$12.08	\$13.18	\$14.41	\$15.38	\$16.48
Step 3	\$10.27	\$11.17	\$11.71	\$12.20	\$13.31	\$14.55	\$15.53	\$16.64
Step 4	\$10.37	\$11.28	\$11.83	\$12.32	\$13.44	\$14.71	\$15.70	\$16.82
Step 5	\$10.48	\$11.39	\$11.95	\$12.44	\$13.58	\$14.85	\$15.85	\$16.98
Step 6	\$10.58	\$11.50	\$12.07	\$12.57	\$13.72	\$15.00	\$16.01	\$17.15
Step 7	\$10.69	\$11.63	\$12.19	\$12.70	\$13.86	\$15.15	\$16.17	\$17.32
Step 8	\$10.80	\$11.74	\$12.31	\$12.83	\$13.99	\$15.30	\$16.33	\$17.49
Step 9	\$10.91	\$11.86	\$12.43	\$12.95	\$14.13	\$15.45	\$16.49	\$17.68
Step 10	\$11.01	\$11.98	\$12.55	\$13.08	\$14.27	\$15.60	\$16.65	\$17.85
Step 11	\$11.12	\$12.10	\$12.69	\$13.21	\$14.41	\$15.77	\$16.83	\$18.03
Step 12	\$11.23	\$12.22	\$12.81	\$13.34	\$14.56	\$15.92	\$16.99	\$18.21
Step 13	\$11.34	\$12.34	\$12.94	\$13.47	\$14.71	\$16.08	\$17.16	\$18.39
Step 14	\$11.46	\$12.46	\$13.07	\$13.61	\$14.86	\$16.24	\$17.33	\$18.57
Step 15	\$11.57	\$12.58	\$13.20	\$13.75	\$15.00	\$16.40	\$17.50	\$18.76
Step 16	\$11.70	\$12.72	\$13.33	\$13.89	\$15.15	\$16.56	\$17.69	\$18.95
Step 17	\$11.81	\$12.84	\$13.46	\$14.03	\$15.30	\$16.74	\$17.86	\$19.14
Step 18	\$11.93	\$12.97	\$13.59	\$14.16	\$15.45	\$16.90	\$18.04	\$19.33
Step 19	\$12.05	\$13.10	\$13.74	\$14.30	\$15.61	\$17.07	\$18.22	\$19.52
Step 20	\$12.17	\$13.23	\$13.87	\$14.45	\$15.77	\$17.24	\$18.40	\$19.72
Step 21	\$12.29	\$13.36	\$14.01	\$14.59	\$15.93	\$17.41	\$18.58	\$19.92
Step 22	\$12.41	\$13.49	\$14.15	\$14.74	\$16.08	\$17.58	\$18.77	\$20.11
Step 23	\$12.53	\$13.62	\$14.29	\$14.89	\$16.24	\$17.77	\$18.96	\$20.31
Step 24	\$12.66	\$13.77	\$14.43	\$15.04	\$16.40	\$17.94	\$19.15	\$20.51
Step 25	\$12.79	\$13.91	\$14.57	\$15.19	\$16.57	\$18.12	\$19.34	\$20.73
Step 26	\$12.92	\$14.04	\$14.73	\$15.34	\$16.74	\$18.30	\$19.53	\$20.93
Step 27	\$13.04	\$14.18	\$14.87	\$15.49	\$16.91	\$18.48	\$19.73	\$21.14
Step 28	\$13.17	\$14.32	\$15.02	\$15.64	\$17.07	\$18.66	\$19.93	\$21.35
Step 29	\$13.30	\$14.46	\$15.17	\$15.81	\$17.24	\$18.86	\$20.12	\$21.56
Step 30	\$13.44	\$14.61	\$15.32	\$15.96	\$17.41	\$19.04	\$20.32	\$21.78
Step 31	\$13.57	\$14.76	\$15.47	\$16.12	\$17.59	\$19.23	\$20.52	\$22.00
Step 32	\$13.71	\$14.91	\$15.62	\$16.28	\$17.77	\$19.42	\$20.74	\$22.22
Step 33	\$13.85	\$15.06	\$15.79	\$16.44	\$17.95	\$19.62	\$20.94	\$22.44
Step 34	\$13.99	\$15.21	\$15.94	\$16.60	\$18.12	\$19.82	\$21.15	\$22.66
Step 35	\$14.12	\$15.36	\$16.10	\$16.78	\$18.30	\$20.02	\$21.36	\$22.89
Step 36	\$14.26	\$15.51	\$16.26	\$16.94	\$18.48	\$20.21	\$21.57	\$23.12
Step 37	\$14.41	\$15.67	\$16.42	\$17.11	\$18.67	\$20.41	\$21.79	\$23.35

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
Step 38	\$14.55	\$15.83	\$16.59	\$17.28	\$18.86	\$20.62	\$22.01	\$23.58
Step 39	\$14.70	\$15.98	\$16.76	\$17.45	\$19.05	\$20.83	\$22.23	\$23.82
Step 40	\$14.85	\$16.14	\$16.93	\$17.63	\$19.24	\$21.04	\$22.45	\$24.06
Step 41	\$14.99	\$16.30	\$17.09	\$17.81	\$19.43	\$21.25	\$22.67	\$24.30
Step 42	\$15.14	\$16.46	\$17.26	\$17.99	\$19.62	\$21.46	\$22.91	\$24.54
Step 43	\$15.29	\$16.63	\$17.43	\$18.16	\$19.82	\$21.67	\$23.13	\$24.79
Step 44	\$15.44	\$16.80	\$17.61	\$18.34	\$20.02	\$21.89	\$23.36	\$25.04
Step 45	\$15.60	\$16.97	\$17.79	\$18.53	\$20.22	\$22.11	\$23.59	\$25.28
Step 46	\$15.76	\$17.14	\$17.97	\$18.72	\$20.42	\$22.33	\$23.84	\$25.53
Step 47	\$15.92	\$17.30	\$18.14	\$18.91	\$20.62	\$22.55	\$24.07	\$25.80
Step 48	\$16.08	\$17.48	\$18.32	\$19.09	\$20.84	\$22.78	\$24.31	\$26.05
Step 49	\$16.23	\$17.65	\$18.51	\$19.28	\$21.04	\$23.01	\$24.55	\$26.31
Step 50	\$16.40	\$17.83	\$18.70	\$19.47	\$21.25	\$23.24	\$24.80	\$26.57
Step 51	\$16.56	\$18.01	\$18.88	\$19.67	\$21.46	\$23.47	\$25.05	\$26.84
Step 52	\$16.73	\$18.19	\$19.07	\$19.87	\$21.67	\$23.70	\$25.30	\$27.11
Step 53	\$16.90	\$18.37	\$19.26	\$20.07	\$21.90	\$23.94	\$25.55	\$27.38
Step 54	\$17.06	\$18.55	\$19.45	\$20.27	\$22.11	\$24.18	\$25.81	\$27.65
Step 55	\$17.23	\$18.74	\$19.64	\$20.47	\$22.33	\$24.42	\$26.07	\$27.93
Step 56	\$17.40	\$18.93	\$19.85	\$20.67	\$22.55	\$24.66	\$26.32	\$28.21
Step 57	\$17.58	\$19.12	\$20.04	\$20.88	\$22.79	\$24.92	\$26.59	\$28.49
Step 58	\$17.76	\$19.31	\$20.24	\$21.09	\$23.01	\$25.16	\$26.86	\$28.77

	Grade 9	Grade 10	Grade 11	Grade 12	Grade 13	Grade 14	Grade 15	Grade 16
Step 1	\$17.06	\$17.82	\$18.65	\$19.50	\$20.41	\$21.38	\$22.92	\$24.54
Step 2	\$17.23	\$18.00	\$18.84	\$19.70	\$20.61	\$21.59	\$23.15	\$24.79
Step 3	\$17.40	\$18.18	\$19.03	\$19.90	\$20.82	\$21.81	\$23.38	\$25.04
Step 4	\$17.57	\$18.36	\$19.21	\$20.09	\$21.03	\$22.03	\$23.61	\$25.28
Step 5	\$17.76	\$18.54	\$19.41	\$20.29	\$21.24	\$22.25	\$23.85	\$25.53
Step 6	\$17.93	\$18.73	\$19.60	\$20.49	\$21.45	\$22.47	\$24.09	\$25.80
Step 7	\$18.11	\$18.92	\$19.80	\$20.69	\$21.66	\$22.69	\$24.33	\$26.05
Step 8	\$18.29	\$19.11	\$20.00	\$20.91	\$21.89	\$22.93	\$24.57	\$26.31
Step 9	\$18.47	\$19.30	\$20.20	\$21.12	\$22.10	\$23.15	\$24.82	\$26.57
Step 10	\$18.65	\$19.49	\$20.40	\$21.33	\$22.32	\$23.38	\$25.07	\$26.84
Step 11	\$18.85	\$19.68	\$20.60	\$21.54	\$22.54	\$23.61	\$25.32	\$27.11
Step 12	\$19.03	\$19.88	\$20.81	\$21.76	\$22.78	\$23.86	\$25.57	\$27.38
Step 13	\$19.22	\$20.08	\$21.02	\$21.98	\$23.00	\$24.09	\$25.83	\$27.65
Step 14	\$19.41	\$20.28	\$21.23	\$22.19	\$23.23	\$24.33	\$26.09	\$27.93
Step 15	\$19.61	\$20.48	\$21.44	\$22.41	\$23.46	\$24.57	\$26.35	\$28.21
Step 16	\$19.81	\$20.68	\$21.65	\$22.63	\$23.69	\$24.83	\$26.61	\$28.49
Step 17	\$20.01	\$20.90	\$21.87	\$22.87	\$23.94	\$25.07	\$26.88	\$28.77

	Grade 9	Grade 10	Grade 11	Grade 12	Grade 13	Grade 14	Grade 15	Grade 16
Step 18	\$20.20	\$21.11	\$22.09	\$23.10	\$24.17	\$25.32	\$27.15	\$29.07
Step 19	\$20.40	\$21.31	\$22.31	\$23.32	\$24.41	\$25.57	\$27.41	\$29.35
Step 20	\$20.61	\$21.53	\$22.53	\$23.55	\$24.65	\$25.83	\$27.69	\$29.64
Step 21	\$20.82	\$21.75	\$22.76	\$23.80	\$24.91	\$26.09	\$27.97	\$29.95
Step 22	\$21.03	\$21.96	\$22.99	\$24.03	\$25.15	\$26.35	\$28.25	\$30.24
Step 23	\$21.23	\$22.18	\$23.21	\$24.27	\$25.40	\$26.61	\$28.53	\$30.54
Step 24	\$21.44	\$22.40	\$23.44	\$24.51	\$25.65	\$26.88	\$28.82	\$30.86
Step 25	\$21.66	\$22.62	\$23.68	\$24.76	\$25.92	\$27.15	\$29.10	\$31.16
Step 26	\$21.88	\$22.86	\$23.92	\$25.01	\$26.18	\$27.42	\$29.39	\$31.47
Step 27	\$22.10	\$23.08	\$24.16	\$25.26	\$26.43	\$27.69	\$29.68	\$31.78
Step 28	\$22.32	\$23.31	\$24.40	\$25.51	\$26.70	\$27.97	\$29.99	\$32.11
Step 29	\$22.54	\$23.54	\$24.64	\$25.77	\$26.97	\$28.25	\$30.28	\$32.42
Step 30	\$22.77	\$23.79	\$24.89	\$26.03	\$27.24	\$28.53	\$30.58	\$32.74
Step 31	\$23.00	\$24.02	\$25.14	\$26.28	\$27.51	\$28.82	\$30.90	\$33.08
Step 32	\$23.22	\$24.26	\$25.39	\$26.54	\$27.79	\$29.11	\$31.20	\$33.41
Step 33	\$23.45	\$24.50	\$25.64	\$26.82	\$28.06	\$29.40	\$31.51	\$33.74
Step 34	\$23.69	\$24.75	\$25.90	\$27.08	\$28.34	\$29.69	\$31.83	\$34.08
Step 35	\$23.93	\$25.00	\$26.16	\$27.35	\$28.62	\$29.99	\$32.15	\$34.42
Step 36	\$24.17	\$25.24	\$26.42	\$27.62	\$28.92	\$30.29	\$32.47	\$34.76
Step 37	\$24.41	\$25.49	\$26.68	\$27.90	\$29.20	\$30.59	\$32.79	\$35.11
Step 38	\$24.65	\$25.76	\$26.95	\$28.18	\$29.49	\$30.90	\$33.12	\$35.46
Step 39	\$24.90	\$26.01	\$27.22	\$28.46	\$29.78	\$31.21	\$33.45	\$35.81
Step 40	\$25.15	\$26.27	\$27.49	\$28.74	\$30.09	\$31.51	\$33.78	\$36.18
Step 41	\$25.40	\$26.53	\$27.76	\$29.04	\$30.39	\$31.84	\$34.13	\$36.54
Step 42	\$25.65	\$26.80	\$28.05	\$29.32	\$30.69	\$32.15	\$34.46	\$36.91
Step 43	\$25.91	\$27.07	\$28.33	\$29.61	\$31.00	\$32.47	\$34.81	\$37.27
Step 44	\$26.17	\$27.33	\$28.61	\$29.92	\$31.31	\$32.79	\$35.16	\$37.64
Step 45	\$26.43	\$27.61	\$28.90	\$30.21	\$31.62	\$33.13	\$35.51	\$38.02
Step 46	\$26.69	\$27.89	\$29.18	\$30.51	\$31.94	\$33.45	\$35.87	\$38.40
Step 47	\$26.97	\$28.16	\$29.47	\$30.82	\$32.26	\$33.79	\$36.23	\$38.78
Step 48	\$27.23	\$28.44	\$29.77	\$31.13	\$32.58	\$34.13	\$36.58	\$39.17
Step 49	\$27.50	\$28.73	\$30.07	\$31.44	\$32.91	\$34.47	\$36.96	\$39.56
Step 50	\$27.78	\$29.02	\$30.37	\$31.75	\$33.24	\$34.81	\$37.32	\$39.96
Step 51	\$28.06	\$29.31	\$30.67	\$32.07	\$33.56	\$35.16	\$37.69	\$40.36
Step 52	\$28.34	\$29.60	\$30.98	\$32.39	\$33.91	\$35.51	\$38.08	\$40.76
Step 53	\$28.62	\$29.90	\$31.29	\$32.71	\$34.24	\$35.87	\$38.45	\$41.17
Step 54	\$28.91	\$30.20	\$31.60	\$33.04	\$34.58	\$36.23	\$38.83	\$41.58
Step 55	\$29.20	\$30.50	\$31.92	\$33.37	\$34.93	\$36.59	\$39.23	\$42.00
Step 56	\$29.49	\$30.81	\$32.24	\$33.70	\$35.28	\$36.96	\$39.62	\$42.42
Step 57	\$29.78	\$31.11	\$32.56	\$34.05	\$35.63	\$37.33	\$40.02	\$42.84
Step 58	\$30.08	\$31.42	\$32.88	\$34.38	\$35.99	\$37.70	\$40.41	\$43.27



**Supervisory/Confidential Exempt Salary Schedule**

**July 1, 2017 – June 30, 2018**

**(Based on a 12 month schedule; prorate if less than 12 months)**

	Grade 10	Grade 11	Grade 12	Grade 13	Grade 14	Grade 15	Grade 16
Step 1	\$38,916.70	\$40,738.80	\$42,583.40	\$44,585.50	\$46,700.00	\$50,051.80	\$53,606.10
Step 2	\$39,305.87	\$41,146.19	\$43,009.23	\$45,031.36	\$47,167.00	\$50,552.32	\$54,142.16
Step 3	\$39,698.93	\$41,557.65	\$43,439.32	\$45,481.67	\$47,638.67	\$51,057.84	\$54,683.58
Step 4	\$40,095.92	\$41,973.23	\$43,873.72	\$45,936.49	\$48,115.06	\$51,568.42	\$55,230.42
Step 5	\$40,496.87	\$42,392.96	\$44,312.46	\$46,395.85	\$48,596.21	\$52,084.10	\$55,782.72
Step 6	\$40,901.84	\$42,816.89	\$44,755.58	\$46,859.81	\$49,082.17	\$52,604.94	\$56,340.55
Step 7	\$41,310.86	\$43,245.06	\$45,203.14	\$47,328.41	\$49,572.99	\$53,130.99	\$56,903.96
Step 8	\$41,723.97	\$43,677.51	\$45,655.17	\$47,801.69	\$50,068.72	\$53,662.30	\$57,473.00
Step 9	\$42,141.21	\$44,114.29	\$46,111.72	\$48,279.71	\$50,569.41	\$54,198.92	\$58,047.72
Step 10	\$42,562.62	\$44,555.42	\$46,572.84	\$48,762.51	\$51,075.10	\$54,740.92	\$58,628.20
Step 11	\$42,988.25	\$45,000.98	\$47,038.57	\$49,250.13	\$51,585.85	\$55,288.33	\$59,214.48
Step 12	\$43,418.13	\$45,450.99	\$47,508.96	\$49,742.63	\$52,101.71	\$55,841.21	\$59,806.62
Step 13	\$43,852.31	\$45,905.50	\$47,984.04	\$50,240.06	\$52,622.73	\$56,399.62	\$60,404.70
Step 14	\$44,290.83	\$46,364.56	\$48,463.88	\$50,742.46	\$53,148.96	\$56,963.62	\$61,008.75
Step 15	\$44,733.74	\$46,828.20	\$48,948.52	\$51,249.88	\$53,680.45	\$57,533.26	\$61,618.83
Step 16	\$45,181.08	\$47,296.48	\$49,438.01	\$51,762.38	\$54,217.25	\$58,108.58	\$62,235.02
Step 17	\$45,632.89	\$47,769.44	\$49,932.39	\$52,280.00	\$54,759.42	\$58,689.68	\$62,857.37
Step 18	\$46,089.22	\$48,247.14	\$50,431.71	\$52,802.81	\$55,307.01	\$59,276.57	\$63,485.94
Step 19	\$46,550.11	\$48,729.61	\$50,936.03	\$53,330.84	\$55,860.09	\$59,869.34	\$64,120.80
Step 20	\$47,015.61	\$49,216.91	\$51,445.39	\$53,864.14	\$56,418.69	\$60,468.02	\$64,762.01
Step 21	\$47,485.77	\$49,709.08	\$51,959.84	\$54,402.78	\$56,982.88	\$61,072.71	\$65,409.63
Step 22	\$47,960.63	\$50,206.17	\$52,479.44	\$54,946.81	\$57,552.70	\$61,683.44	\$66,063.73
Step 23	\$48,440.24	\$50,708.23	\$53,004.23	\$55,496.28	\$58,128.23	\$62,300.26	\$66,724.37
Step 24	\$48,924.63	\$51,215.31	\$53,534.27	\$56,051.24	\$58,709.51	\$62,923.27	\$67,391.60
Step 25	\$49,413.89	\$51,727.46	\$54,069.62	\$56,611.75	\$59,296.61	\$63,552.50	\$68,065.53
Step 26	\$49,908.02	\$52,244.74	\$54,610.32	\$57,177.87	\$59,889.58	\$64,188.03	\$68,746.18
Step 27	\$50,407.10	\$52,767.19	\$55,156.41	\$57,749.65	\$60,488.47	\$64,829.91	\$69,433.64
Step 28	\$50,911.17	\$53,294.86	\$55,707.98	\$58,327.15	\$61,093.35	\$65,478.21	\$70,127.98
Step 29	\$51,420.28	\$53,827.81	\$56,265.06	\$58,910.42	\$61,704.28	\$66,132.99	\$70,829.26
Step 30	\$51,934.48	\$54,366.09	\$56,827.71	\$59,499.52	\$62,321.33	\$66,794.32	\$71,537.55
Step 31	\$52,453.83	\$54,909.75	\$57,395.99	\$60,094.52	\$62,944.54	\$67,462.26	\$72,252.93
Step 32	\$52,978.37	\$55,458.85	\$57,969.95	\$60,695.47	\$63,573.99	\$68,136.88	\$72,975.45
Step 33	\$53,508.15	\$56,013.43	\$58,549.65	\$61,302.41	\$64,209.73	\$68,818.26	\$73,705.20
Step 34	\$54,043.23	\$56,573.56	\$59,135.15	\$61,915.44	\$64,851.83	\$69,506.44	\$74,442.26
Step 35	\$54,583.67	\$57,139.31	\$59,726.50	\$62,534.59	\$65,500.35	\$70,201.50	\$75,186.68
Step 36	\$55,129.51	\$57,710.69	\$60,323.77	\$63,159.95	\$66,155.35	\$70,903.52	\$75,938.55
Step 37	\$55,680.80	\$58,287.81	\$60,927.00	\$63,791.54	\$66,816.90	\$71,612.56	\$76,697.94

	Grade 10	Grade 11	Grade 12	Grade 13	Grade 14	Grade 15	Grade 16
Step 38	\$56,237.61	\$58,870.68	\$61,536.27	\$64,429.46	\$67,485.07	\$72,328.68	\$77,464.91
Step 39	\$56,799.99	\$59,459.39	\$62,151.63	\$65,073.75	\$68,159.92	\$73,051.97	\$78,239.56
Step 40	\$57,367.98	\$60,053.98	\$62,773.15	\$65,724.49	\$68,841.52	\$73,782.49	\$79,021.96
Step 41	\$57,941.66	\$60,654.52	\$63,400.88	\$66,381.73	\$69,529.94	\$74,520.31	\$79,812.18
Step 42	\$58,521.08	\$61,261.07	\$64,034.89	\$67,045.55	\$70,225.24	\$75,265.51	\$80,610.30
Step 43	\$59,106.29	\$61,873.68	\$64,675.24	\$67,716.01	\$70,927.49	\$76,018.17	\$81,416.40
Step 44	\$59,697.35	\$62,492.42	\$65,321.99	\$68,393.17	\$71,636.76	\$76,778.35	\$82,230.56
Step 45	\$60,294.32	\$63,117.33	\$65,975.21	\$69,077.10	\$72,353.13	\$77,546.13	\$83,052.88
Step 46	\$60,897.27	\$63,748.51	\$66,634.96	\$69,767.87	\$73,076.66	\$78,321.59	\$83,883.40
Step 47	\$61,506.24	\$64,386.00	\$67,301.31	\$70,465.55	\$73,807.43	\$79,104.81	\$84,722.23
Step 48	\$62,121.30	\$65,029.86	\$67,974.32	\$71,170.21	\$74,545.50	\$79,895.86	\$85,569.46
Step 49	\$62,742.52	\$65,680.16	\$68,654.06	\$71,881.90	\$75,290.96	\$80,694.82	\$86,425.15
Step 50	\$63,369.95	\$66,336.96	\$69,340.61	\$72,600.73	\$76,043.87	\$81,501.77	\$87,289.40
Step 51	\$64,003.64	\$67,000.33	\$70,034.02	\$73,326.73	\$76,804.31	\$82,316.79	\$88,162.29
Step 52	\$64,643.68	\$67,670.33	\$70,734.35	\$74,060.00	\$77,572.35	\$83,139.95	\$89,043.92
Step 53	\$65,290.12	\$68,347.03	\$71,441.69	\$74,800.60	\$78,348.07	\$83,971.35	\$89,934.36
Step 54	\$65,943.02	\$69,030.50	\$72,156.12	\$75,548.61	\$79,131.55	\$84,811.06	\$90,833.70
Step 55	\$66,602.45	\$69,720.81	\$72,877.68	\$76,304.10	\$79,922.87	\$85,659.17	\$91,742.04
Step 56	\$67,268.47	\$70,418.02	\$73,606.46	\$77,067.13	\$80,722.10	\$86,515.76	\$92,659.46

**APPENDIX C – Exempt Coordinators**

<b>GRADE</b>	<b>CODE</b>	<b>TITLE</b>
1	93454	Athletics Coordinator/Head Coach
1	92274	Computer Systems Manager
1	92268	Coordinator-College & Career Readiness
1	92863	Coordinator-Infant & Early Learning Center
1	92266	Coordinator-Operations Solutions
1	92863	Infant and Early Learning Center (ELC) Coordinator
1	61156	Payroll Processor, Senior
2	92273	Coordinator-Career and Technical Education (CTE)
2	92249	Coordinator-New Teacher Induction
2	92270	Coordinator-Staff Dev. & Multicultural Curriculum Integration
2	92335	Equal Employment Opportunity (EEO) Compliance Officer/Investigator
2	92272	Multi-tiered System of Support (MTSS) Facilitator
2	92243	Program Coordinator
2	92242	Program Coordinator - Exceptional Education
3	92364	Benefits Manager
3	92411	Communications Coordinator
3	92285	Instructional Data & Intervention Coordinator
3	927006	Exceptional Education Ombudsperson
3	92241	HR Program Coordinator - Senior
3	92013	Payroll Manager
3	92295	Program Coordinator Senior, Curriculum
3	92244	Senior Program Coordinator
3	91050	Hearing Officer
4	92255	Budget Manager
4	15301	Coordinator-Guidance, Counseling, & Student Service/Prevention Programs
4	15302	Culture & Climate Coordinator
4	92253	Distance Learning Coordinator
4	92275	Information Technology Project Manager
4	93406	Manager-Risk Management
4	92700	PeopleSoft Programming Manager
4	92267	Program Manager
5	92258	Bond Program Manager
5	92277	Database Administrator
5	92263	Operations Business Office Coordinator
5	92262	School Pride Mechanical Program Manager
5	92090	SIS (Student Information System Manager)
6	92280	Project & System App Manager

**Appendix D – Exempt Coordinator Salary Schedule**  
**Exempt Coordinator Salary Schedule – 12 month schedule**  
**July 1, 2017-June 30, 2018**

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
Step 1	\$50,131.42	\$53,722.99	\$57,551.13	\$61,357.76	\$65,400.96	\$69,745.26
Step 2	\$50,632.73	\$54,260.22	\$58,126.64	\$61,971.34	\$66,054.97	\$70,442.71
Step 3	\$51,139.06	\$54,802.82	\$58,707.91	\$62,591.05	\$66,715.52	\$71,147.14
Step 4	\$51,650.45	\$55,350.85	\$59,294.99	\$63,216.96	\$67,382.68	\$71,858.61
Step 5	\$52,166.95	\$55,904.36	\$59,887.94	\$63,849.13	\$68,056.50	\$72,577.20
Step 6	\$52,688.63	\$56,463.40	\$60,486.82	\$64,487.62	\$68,737.07	\$73,302.97
Step 7	\$53,215.52	\$57,028.03	\$61,091.69	\$65,132.50	\$69,424.44	\$74,036.00
Step 8	\$53,747.67	\$57,598.32	\$61,702.60	\$65,783.83	\$70,118.68	\$74,776.36
Step 9	\$54,285.15	\$58,174.30	\$62,319.63	\$66,441.66	\$70,819.87	\$75,524.12
Step 10	\$54,827.99	\$58,756.04	\$62,942.83	\$67,106.08	\$71,528.07	\$76,279.36
Step 11	\$55,376.28	\$59,343.60	\$63,572.25	\$67,777.14	\$72,243.35	\$77,042.15
Step 12	\$55,930.04	\$59,937.04	\$64,207.97	\$68,454.91	\$72,965.78	\$77,812.58
Step 13	\$56,489.34	\$60,536.41	\$64,850.05	\$69,139.46	\$73,695.44	\$78,590.71
Step 14	\$57,054.23	\$61,141.77	\$65,498.55	\$69,830.85	\$74,432.39	\$79,376.61
Step 15	\$57,624.77	\$61,753.19	\$66,153.54	\$70,529.16	\$75,176.71	\$80,170.38
Step 16	\$58,201.02	\$62,370.72	\$66,815.08	\$71,234.45	\$75,928.49	\$80,972.08
Step 17	\$58,783.03	\$62,994.43	\$67,483.23	\$71,946.79	\$76,687.76	\$81,781.80
Step 18	\$59,370.86	\$63,624.37	\$68,158.06	\$72,666.27	\$77,454.65	\$82,599.62
Step 19	\$59,964.57	\$64,260.62	\$68,839.64	\$73,392.93	\$78,229.20	\$83,425.62
Step 20	\$60,564.22	\$64,903.23	\$69,528.04	\$74,126.86	\$79,011.48	\$84,259.88
Step 21	\$61,169.86	\$65,552.26	\$70,223.32	\$74,868.13	\$79,801.60	\$85,102.47
Step 22	\$61,781.56	\$66,207.78	\$70,925.55	\$75,616.81	\$80,599.62	\$85,953.49
Step 23	\$62,399.38	\$66,869.86	\$71,634.81	\$76,372.98	\$81,405.62	\$86,813.04
Step 24	\$63,023.36	\$67,538.56	\$72,351.15	\$77,136.71	\$82,219.67	\$87,681.16
Step 25	\$63,653.60	\$68,213.95	\$73,074.66	\$77,908.08	\$83,041.87	\$88,557.97
Step 26	\$64,290.14	\$68,896.08	\$73,805.41	\$78,687.15	\$83,872.29	\$89,443.55
Step 27	\$64,933.04	\$69,585.04	\$74,543.46	\$79,474.02	\$84,711.00	\$90,337.99
Step 28	\$65,582.37	\$70,280.89	\$75,288.89	\$80,268.77	\$85,558.12	\$91,241.37
Step 29	\$66,238.19	\$70,983.70	\$76,041.79	\$81,071.46	\$86,413.70	\$92,153.78
Step 30	\$66,900.57	\$71,693.54	\$76,802.21	\$81,882.16	\$87,277.84	\$93,075.32
Step 31	\$67,569.58	\$72,410.48	\$77,570.23	\$82,700.99	\$88,150.61	\$94,006.07
Step 32	\$68,245.28	\$73,134.57	\$78,345.93	\$83,528.00	\$89,032.12	\$94,946.13
Step 33	\$68,927.73	\$73,865.93	\$79,129.39	\$84,363.28	\$89,922.44	\$95,895.59
Step 34	\$69,617.01	\$74,604.58	\$79,920.68	\$85,206.91	\$90,821.66	\$96,854.56
Step 35	\$70,313.18	\$75,350.63	\$80,719.89	\$86,058.98	\$91,729.88	\$97,823.10
Step 36	\$71,016.31	\$76,104.14	\$81,527.09	\$86,919.57	\$92,647.18	\$98,801.33
Step 37	\$71,726.47	\$76,865.18	\$82,342.36	\$87,788.77	\$93,573.65	\$99,789.34
Step 38	\$72,443.73	\$77,633.83	\$83,165.78	\$88,666.66	\$94,509.39	\$100,787.23
Step 39	\$73,168.18	\$78,410.17	\$83,997.44	\$89,553.33	\$95,454.48	\$101,795.10
Step 40	\$73,899.85	\$79,194.27	\$84,837.41	\$90,448.85	\$96,409.02	\$102,813.06

**Exempt Coordinator Salary Schedule – 10.5 month schedule  
July 1, 2017-June 30, 2018**

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
Step 1	\$43,024.67	\$46,107.09	\$49,392.55	\$52,659.53	\$56,129.56	\$59,858.00
Step 2	\$43,454.92	\$46,568.16	\$49,886.47	\$53,186.13	\$56,690.86	\$60,456.58
Step 3	\$43,889.46	\$47,033.84	\$50,385.33	\$53,717.99	\$57,257.77	\$61,061.15
Step 4	\$44,328.35	\$47,504.18	\$50,889.18	\$54,255.17	\$57,830.34	\$61,671.76
Step 5	\$44,771.64	\$47,979.22	\$51,398.07	\$54,797.72	\$58,408.64	\$62,288.48
Step 6	\$45,219.36	\$48,459.01	\$51,912.06	\$55,345.70	\$58,992.73	\$62,911.36
Step 7	\$45,671.55	\$48,943.60	\$52,431.18	\$55,899.16	\$59,582.66	\$63,540.47
Step 8	\$46,128.27	\$49,433.04	\$52,955.49	\$56,458.15	\$60,178.49	\$64,175.87
Step 9	\$46,589.55	\$49,927.37	\$53,485.04	\$57,022.73	\$60,780.27	\$64,817.64
Step 10	\$47,055.45	\$50,426.64	\$54,019.89	\$57,592.96	\$61,388.07	\$65,465.82
Step 11	\$47,525.99	\$50,930.91	\$54,560.09	\$58,168.89	\$62,001.95	\$66,120.47
Step 12	\$48,001.26	\$51,440.22	\$55,105.69	\$58,750.58	\$62,621.97	\$66,781.67
Step 13	\$48,481.27	\$51,954.62	\$55,656.75	\$59,338.08	\$63,248.19	\$67,449.50
Step 14	\$48,966.08	\$52,474.17	\$56,213.32	\$59,931.46	\$63,880.67	\$68,123.98
Step 15	\$49,455.74	\$52,998.91	\$56,775.45	\$60,530.77	\$64,519.48	\$68,805.23
Step 16	\$49,950.31	\$53,528.90	\$57,343.20	\$61,136.09	\$65,164.67	\$69,493.28
Step 17	\$50,449.80	\$54,064.19	\$57,916.64	\$61,747.44	\$65,816.33	\$70,188.21
Step 18	\$50,954.31	\$54,604.83	\$58,495.81	\$62,364.91	\$66,474.48	\$70,890.09
Step 19	\$51,463.84	\$55,150.88	\$59,080.76	\$62,988.57	\$67,139.23	\$71,599.00
Step 20	\$51,978.49	\$55,702.39	\$59,671.57	\$63,618.46	\$67,810.62	\$72,314.99
Step 21	\$52,498.27	\$56,259.40	\$60,268.29	\$64,254.63	\$68,488.73	\$73,038.14
Step 22	\$53,023.25	\$56,822.00	\$60,870.97	\$64,897.19	\$69,173.62	\$73,768.52
Step 23	\$53,553.48	\$57,390.22	\$61,479.68	\$65,546.15	\$69,865.36	\$74,506.21
Step 24	\$54,089.02	\$57,964.12	\$62,094.48	\$66,201.62	\$70,564.00	\$75,251.26
Step 25	\$54,629.91	\$58,543.76	\$62,715.42	\$66,863.64	\$71,269.65	\$76,003.78
Step 26	\$55,176.21	\$59,129.21	\$63,342.57	\$67,532.27	\$71,982.35	\$76,763.82
Step 27	\$55,727.97	\$59,720.49	\$63,976.00	\$68,207.59	\$72,702.16	\$77,531.46
Step 28	\$56,285.25	\$60,317.71	\$64,615.76	\$68,889.67	\$73,429.19	\$78,306.76
Step 29	\$56,848.10	\$60,920.88	\$65,261.92	\$69,578.57	\$74,163.48	\$79,089.84
Step 30	\$57,416.58	\$61,530.09	\$65,914.54	\$70,274.36	\$74,905.11	\$79,880.74
Step 31	\$57,990.75	\$62,145.39	\$66,573.69	\$70,977.09	\$75,654.16	\$80,679.54
Step 32	\$58,570.66	\$62,766.84	\$67,239.42	\$71,686.87	\$76,410.71	\$81,486.34
Step 33	\$59,156.37	\$63,394.51	\$67,911.81	\$72,403.74	\$77,174.82	\$82,301.20
Step 34	\$59,747.92	\$64,028.46	\$68,590.93	\$73,127.77	\$77,946.56	\$83,124.21
Step 35	\$60,345.41	\$64,668.73	\$69,276.84	\$73,859.05	\$78,726.03	\$83,955.45
Step 36	\$60,948.86	\$65,315.43	\$69,969.61	\$74,597.64	\$79,513.29	\$84,795.00
Step 37	\$61,558.35	\$65,968.58	\$70,669.31	\$75,343.62	\$80,308.42	\$85,642.96
Step 38	\$62,173.93	\$66,628.27	\$71,376.00	\$76,097.06	\$81,111.50	\$86,499.39
Step 39	\$62,795.67	\$67,294.55	\$72,089.76	\$76,858.02	\$81,922.63	\$87,364.38
Step 40	\$63,423.63	\$67,967.50	\$72,810.66	\$77,626.60	\$82,741.85	\$88,238.02

**Exempt Coordinator Salary Schedule – 9.5 month schedule  
July 1, 2017-June 30, 2018**

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
Step 1	\$39,759.40	\$42,607.89	\$45,644.00	\$48,663.05	\$51,869.73	\$55,315.21
Step 2	\$40,156.99	\$43,033.97	\$46,100.44	\$49,149.68	\$52,388.43	\$55,868.36
Step 3	\$40,558.57	\$43,464.31	\$46,561.44	\$49,641.18	\$52,912.30	\$56,427.04
Step 4	\$40,964.16	\$43,898.95	\$47,027.05	\$50,137.59	\$53,441.43	\$56,991.31
Step 5	\$41,373.79	\$44,337.94	\$47,497.33	\$50,638.97	\$53,975.84	\$57,561.22
Step 6	\$41,787.53	\$44,781.32	\$47,972.30	\$51,145.36	\$54,515.61	\$58,136.84
Step 7	\$42,205.41	\$45,229.13	\$48,452.02	\$51,656.81	\$55,060.76	\$58,718.21
Step 8	\$42,627.46	\$45,681.42	\$48,936.55	\$52,173.38	\$55,611.37	\$59,305.39
Step 9	\$43,053.73	\$46,138.23	\$49,425.92	\$52,695.11	\$56,167.48	\$59,898.44
Step 10	\$43,484.28	\$46,599.62	\$49,920.17	\$53,222.06	\$56,729.15	\$60,497.42
Step 11	\$43,919.11	\$47,065.62	\$50,419.37	\$53,754.28	\$57,296.45	\$61,102.40
Step 12	\$44,358.31	\$47,536.28	\$50,923.56	\$54,291.82	\$57,869.41	\$61,713.42
Step 13	\$44,801.89	\$48,011.63	\$51,432.81	\$54,834.75	\$58,448.10	\$62,330.55
Step 14	\$45,249.91	\$48,491.76	\$51,947.13	\$55,383.09	\$59,032.59	\$62,953.87
Step 15	\$45,702.41	\$48,976.67	\$52,466.60	\$55,936.92	\$59,622.92	\$63,583.40
Step 16	\$46,159.43	\$49,466.44	\$52,991.27	\$56,496.29	\$60,219.14	\$64,219.23
Step 17	\$46,621.02	\$49,961.10	\$53,521.18	\$57,061.25	\$60,821.33	\$64,861.43
Step 18	\$47,087.24	\$50,460.71	\$54,056.39	\$57,631.86	\$61,429.54	\$65,510.04
Step 19	\$47,558.11	\$50,965.32	\$54,596.95	\$58,208.19	\$62,043.85	\$66,165.14
Step 20	\$48,033.69	\$51,474.97	\$55,142.93	\$58,790.27	\$62,664.28	\$66,826.79
Step 21	\$48,514.03	\$51,989.72	\$55,694.35	\$59,378.17	\$63,290.92	\$67,495.07
Step 22	\$48,999.17	\$52,509.62	\$56,251.29	\$59,971.95	\$63,923.83	\$68,170.01
Step 23	\$49,489.16	\$53,034.72	\$56,813.81	\$60,571.67	\$64,563.07	\$68,851.71
Step 24	\$49,984.05	\$53,565.06	\$57,381.95	\$61,177.39	\$65,208.70	\$69,540.23
Step 25	\$50,483.89	\$54,100.71	\$57,955.77	\$61,789.16	\$65,860.79	\$70,235.63
Step 26	\$50,988.73	\$54,641.72	\$58,535.33	\$62,407.05	\$66,519.40	\$70,937.99
Step 27	\$51,498.62	\$55,188.14	\$59,120.68	\$63,031.12	\$67,184.59	\$71,647.37
Step 28	\$52,013.61	\$55,740.02	\$59,711.89	\$63,661.43	\$67,856.44	\$72,363.84
Step 29	\$52,533.74	\$56,297.42	\$60,309.01	\$64,298.05	\$68,535.00	\$73,087.48
Step 30	\$53,059.08	\$56,860.39	\$60,912.09	\$64,941.03	\$69,220.35	\$73,818.35
Step 31	\$53,589.67	\$57,428.99	\$61,521.21	\$65,590.44	\$69,912.55	\$74,556.54
Step 32	\$54,125.57	\$58,003.29	\$62,136.43	\$66,246.34	\$70,611.69	\$75,302.11
Step 33	\$54,666.82	\$58,583.32	\$62,757.79	\$66,908.81	\$71,317.80	\$76,055.13
Step 34	\$55,213.49	\$59,169.15	\$63,385.37	\$67,577.90	\$72,030.98	\$76,815.68
Step 35	\$55,765.62	\$59,760.84	\$64,019.22	\$68,253.68	\$72,751.29	\$77,583.84
Step 36	\$56,323.28	\$60,358.45	\$64,659.41	\$68,936.22	\$73,478.80	\$78,359.68
Step 37	\$56,886.51	\$60,962.03	\$65,306.01	\$69,625.57	\$74,213.59	\$79,143.27
Step 38	\$57,455.38	\$61,571.66	\$65,959.07	\$70,321.83	\$74,955.73	\$79,934.70
Step 39	\$58,029.93	\$62,187.38	\$66,618.66	\$71,025.05	\$75,705.28	\$80,734.05
Step 40	\$58,610.23	\$62,809.24	\$67,284.85	\$71,735.30	\$76,462.33	\$81,541.39

**Appendix E – Exempt Administrators**

<b>Grade</b>	<b>Title</b>
1	District Testing Coordinator
2	Assistant Director-Exceptional Education
2	Director-Staff Services - Gov Brd
3	Director-Purchasing
3	Internal Auditor
4	Director-Community School and Pre-K Program
4	Director-Facilities Management
4	Director-Fine Arts/Opening the Mind through the Arts (OMA)
4	Director-Food Services
4	Director-Health Services
4	Director-Human Resources-Employment
4	Director-Language Acquisition
4	Director-School Improvement
4	Director-School Safety - Security
4	Director-Talent Acquisition Recruitment & Retention
4	Director-Federal Programs
4	Director-Transportation Services
4	Director – Employee Relations
5	Legal Counsel
5	Director-African American Student Services
5	Director-Asian Pacific American Student Services Studies
5	Director-Culturally Responsive Pedagogy
5	Director-Family Community Outreach
5	Director-Finance
5	Director-Information Systems
5	Director-Instructional Technology
5	Director-Interscholastics
5	Director-IT Infrastructure
5	Director – Magnet Programs & Advanced Learning Experiences (ALE)
5	Director-Media Relations & Communications
5	Director-Mexican American Student Services
5	Director-Native-American Student Services
5	Director of Planning Services
5	Director-Student Placement and Community Outreach
6	Director-Elementary Schools/K-8 Leadership
6	Director-Exceptional Education
6	Director-K-8 Schools
6	Director-Middle Schools
6	Director-Secondary Schools
6	Director Assessment & Program Evaluation
6	Director Curriculum Development

6	Director Deseg Compliance
7	Senior Director Curriculum Development
7	Senior Director Curriculum Deployment
7	Senior Director Assessment & Program Evaluation
7	Senior Director- Finance
7	Senior Director-Media Relations & Communications
7	Senior Director-Desegregation Compliance

**Superintendents Leadership Team**

<b>Grade</b>	<b>Title</b>
8	Assistant Superintendent- Curriculum & Instruction
8	Assistant Superintendent- Elementary/K-8 Leadership
8	Assistant Superintendent- Secondary Leadership
8	Chief Operations Officer
8	Chief Technology Officer
8	Executive Director- Finance
8	Executive Director-Human Resources
8	General Counsel
8	Superintendent

**\*Prior agreements provided designations A-C. These categorizations were not utilized, thus, removed to provide consistency and represent current practices.**



**Appendix F – Exempt Administrator Salary Schedule**  
**Exempt Administrator Salary Schedule**  
**(Based on a 12 month schedule; prorate if less than 12 months)**  
**July 1, 2017 - June 30, 2018**

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
Step 1	\$57,778.00	\$70,252.00	\$75,024.00	\$76,879.00	\$80,856.00	\$86,423.00	\$90,744.15	\$95,281.36
Step 2	\$58,355.78	\$70,954.52	\$75,774.24	\$77,647.79	\$81,664.56	\$87,287.23	\$91,651.59	\$96,234.17
Step 3	\$58,939.34	\$71,664.07	\$76,531.98	\$78,424.27	\$82,481.21	\$88,160.10	\$92,568.11	\$97,196.51
Step 4	\$59,528.73	\$72,380.71	\$77,297.30	\$79,208.51	\$83,306.02	\$89,041.70	\$93,493.79	\$98,168.48
Step 5	\$60,124.02	\$73,104.52	\$78,070.27	\$80,000.60	\$84,139.08	\$89,932.12	\$94,428.73	\$99,150.16
Step 6	\$60,725.26	\$73,835.56	\$78,850.98	\$80,800.61	\$84,980.47	\$90,831.44	\$95,373.01	\$100,141.66
Step 7	\$61,332.51	\$74,573.92	\$79,639.49	\$81,608.61	\$85,830.27	\$91,739.75	\$96,326.74	\$101,143.08
Step 8	\$61,945.84	\$75,319.65	\$80,435.88	\$82,424.70	\$86,688.57	\$92,657.16	\$97,290.01	\$102,154.51
Step 9	\$62,565.30	\$76,072.85	\$81,240.24	\$83,248.94	\$87,555.47	\$93,583.72	\$98,262.91	\$103,176.06
Step 10	\$63,190.94	\$76,833.58	\$82,052.64	\$84,081.43	\$88,431.01	\$94,519.57	\$99,245.54	\$104,207.82
Step 11	\$63,822.86	\$77,601.92	\$82,873.17	\$84,922.24	\$89,315.33	\$95,464.76	\$100,238.00	\$105,249.90
Step 12	\$64,461.09	\$78,377.93	\$83,701.90	\$85,771.46	\$90,208.48	\$96,419.41	\$101,240.38	\$106,302.39
Step 13	\$65,105.70	\$79,161.71	\$84,538.92	\$86,629.18	\$91,110.56	\$97,383.60	\$102,252.78	\$107,365.42
Step 14	\$65,756.76	\$79,953.33	\$85,384.31	\$87,495.47	\$92,021.67	\$98,357.44	\$103,275.31	\$108,439.07
Step 15	\$66,414.32	\$80,752.86	\$86,238.15	\$88,370.42	\$92,941.89	\$99,341.01	\$104,308.06	\$109,523.46
Step 16	\$67,078.46	\$81,560.39	\$87,100.53	\$89,254.13	\$93,871.31	\$100,334.42	\$105,351.14	\$110,618.70
Step 17	\$67,749.24	\$82,375.99	\$87,971.54	\$90,146.67	\$94,810.02	\$101,337.76	\$106,404.65	\$111,724.89
Step 18	\$68,426.74	\$83,199.76	\$88,851.26	\$91,048.14	\$95,758.12	\$102,351.14	\$107,468.70	\$112,842.13
Step 19	\$69,111.01	\$84,031.75	\$89,739.77	\$91,958.62	\$96,715.70	\$103,374.65	\$108,543.39	\$113,970.56
Step 20	\$69,802.12	\$84,872.07	\$90,637.17	\$92,878.21	\$97,682.86	\$104,408.40	\$109,628.82	\$115,110.26
Step 21	\$70,500.14	\$85,720.79	\$91,543.54	\$93,806.99	\$98,659.69	\$105,452.48	\$110,725.11	\$116,261.36
Step 22	\$71,205.14	\$86,578.00	\$92,458.98	\$94,745.06	\$99,646.29	\$106,507.00	\$111,832.36	\$117,423.98
Step 23	\$71,917.19	\$87,443.78	\$93,383.56	\$95,692.51	\$100,642.74	\$107,572.08	\$112,950.68	\$118,598.22
Step 24	\$72,636.36	\$88,318.22	\$94,317.40	\$96,649.44	\$101,649.18	\$108,647.80	\$114,080.19	\$119,784.20
Step	\$73,362.7	\$89,201.4	\$95,260.57	\$97,615.93	\$102,665.6	\$109,734.2	\$115,220.9	\$120,982.0

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Step 26	\$74,096.36	\$90,093.41	\$96,213.18	\$98,592.09	\$103,692.32	\$110,831.62	\$116,373.20	\$122,191.86
Step 27	\$74,837.32	\$90,994.34	\$97,175.31	\$99,578.01	\$104,729.24	\$111,939.94	\$117,536.93	\$123,413.78
Step 28	\$75,585.70	\$91,904.29	\$98,147.06	\$100,573.79	\$105,776.54	\$113,059.34	\$118,712.30	\$124,647.92
Step 29	\$76,341.55	\$92,823.33	\$99,128.54	\$101,579.53	\$106,834.30	\$114,189.93	\$119,899.43	\$125,894.40
Step 30	\$77,104.97	\$93,751.56	\$100,119.82	\$102,595.32	\$107,902.64	\$115,331.83	\$121,098.42	\$127,153.34
Step 31	\$77,876.02	\$94,689.08	\$101,121.02	\$103,621.28	\$108,981.67	\$116,485.15	\$122,309.40	\$128,424.87
Step 32	\$78,654.78	\$95,635.97	\$102,132.23	\$104,657.49	\$110,071.49	\$117,650.00	\$123,532.50	\$129,709.12