

TUCSON UNIFIED SCHOOL DISTRICT

2013 – 2014

**SUPERVISORY/CONFIDENTIAL
EMPLOYEES**

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2013-2014 SUPERVISORY/CONFIDENTIAL EMPLOYEES

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**2013-2014 AGREEMENT FOR:
SUPERVISORY/CONFIDENTIAL
NON-BARGAINING EMPLOYEES**

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 NONDISCRIMINATIONS LAWS AND REGULATIONS.

1. WAGES

Effective July 1, 2013, the salary schedule shall be as listed in Appendix B and positions shall be as listed in Appendix A.

Longevity Stipend

Length of service shall be recognized by adding to the employee’s salary as follows:

At completion of the 5 th year	\$.25 cents per hour
At completion of the 10 th year	\$.55 cents per hour
At completion of the 15 th year	\$.65 cents per hour
At completion of the 20 th year	\$.75 cents per hour
At completion of the 25 th year	\$.85 cents per hour
At completion of the 30 th year	\$.95 cents per hour
At completion of the 35 th year	\$ 1.05 per hour

Working Out of Class

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

- A. 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 upon the day it is actually worked. The employee shall be compensated only for the actual hours worked.
- B. 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.

Overtime Calculation

When a paid holiday occurs within the work week, whether worked or not, that day shall count as a consecutive day worked for the purpose of calculating overtime.

Reclassification Purpose

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 (red-circle), or no change. When an

employee is reclassified the employee’s pay shall be commensurate with the market average, responsibilities, and experience, but shall not be less than 7.5%.

A. Procedure

1. 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.
2. If the Human Resources Department performs an independent position audit, the employee may also appeal the allocation as defined in B below.
3. An employee's position will not be reviewed more than once every two (2) years.
4. 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.
5. 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:
 - a. Position Description Questionnaire;
 - b. Interviews;
 - c. Work Observation.

B. 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 decision 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.

C. Wage Protection

1. If an employee is reclassified to a higher grade, the new wage rate for the reclassified employee will be commensurate with the market average, the responsibilities of the position, job description and experience but not less than seven point five (7.5%) percent of the employees salary.
2. An employee shall not suffer a reduction in wages when the employee’s classification is changed to a lower grade. The employee shall be placed at the step which is equivalent to the current rate of pay in the old classification, or frozen at his/her current rate of pay in the same classification (red-circled) for a period no longer than 18 months.

2. PROFESSIONAL DEVELOPMENT

THE PROFESSIONAL DEVELOPMENT FUND WILL BE SUSPENDED FOR THE 2013-2014 SCHOOL YEAR.

A committee consisting of representatives of both TUSD and the Supervisory/Confidential employee group shall be formed and shall meet to set guidelines for accessing the Professional Development Fund. These guidelines shall include eligibility requirements, the application process and the administration of these funds. TUSD shall

allocate \$40,000 each fiscal year for reimbursement of tuition, conference fees and/or workshops following the guidelines established by this committee.

3. FRINGE BENEFITS

Medical Insurance

- A. 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. FOR FY 2013-2014 ONLY THE DISTRICT WILL ABSORB \$23.94 OF THE MONTHLY COST.**
- B.** Employees who are currently enrolled in POS and PPO insurance plans shall be allowed to continue that plan for **2012-2013** at District expense if the PPO and POS plans are included in the District's insurance program for **2012-2013**. This benefit is available to those employees who were enrolled in either the PPO or POS plans as of November 18, 2003. An employee must continue with the same plan and if the employee opts out, the employee is no longer eligible for this benefit.
- C.** For the **2012-2013** school year, part-time (20 to 30 hours/week) eligible (as determined by the insurance provider) employees will receive a dollar amount equal to 50% of premiums to be used for District-sponsored single coverage medical insurance (referenced in 3-A).
- D.** If the full-time or part-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.
- E. FLEX CREDIT WILL BE ELIMINATED AS OF JULY 1, 2013.**
Flex credit shall be available, if permitted by law only to those who participated in Flex Credit during the 2001-2002 school year and who continue to waive medical insurance coverage without interruption. (No one employed after 2000-2001 is eligible for this benefit.) Said employees shall be provided with \$1,690 to select from the other insurance programs listed below, or paid out as income through payroll.
1. dental insurance
 2. vision insurance
 3. disability insurance
 4. dependent insurance premiums for health, vision or dental plans
 5. life insurance (up to 3 times the employee's annual wages)
 6. Short-Term Disability Insurance
- F.** 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.

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. Part-time employees shall receive at District expense, a term life insurance policy equal to half of the employee's base salary as of July 1, but not less than \$5000. Employees shall have the option of purchasing additional term life insurance at his/her own expense.

Mileage Allowance

Authorized personnel who use their vehicles for District authorized business are to be reimbursed at a rate set by the Governing Board. Employees must receive proper mileage reimbursement authorization prior to using personal vehicles for district business. Employees shall submit a completed mileage reimbursement form monthly.

4. HOLIDAYS

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.

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

Labor Day	1
Veterans' Day	1
Thanksgiving	2
Winter	10
Martin Luther King Day	1
Rodeo	2
Spring	3

Twelve (12) Month Employees

Independence Day	1
Labor Day	1
Veterans' Day	1
Thanksgiving	2
Winter	2
New Year's	2
Martin Luther King Day	1
Rodeo	2
Spring	1
Memorial Day	1

An employee required to work on a holiday shall be compensated at one and a half (1-1/2) times his/her normal rate of pay in addition to the paid holiday itself.

5. LEAVES OF ABSENCE WITH PAY

Sick Leave - Accrual

A. All employees (full-time and part-time) in a Supervisory/Confidential non-bargaining classification shall be eligible for sick leave benefits based on their normal daily hourly assignment which will be accumulated without limit and accrued at the following rate:

BEGINNING IN THE 2014-2015 SCHOOL YEAR SICK WILL BE FRONT LOADED.

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

B. Employees may accumulate, but 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.

C. 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.

- D.** 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.

Sick Leave Usage

A. Illness

- 1.** Sick leave may be used at the employee's discretion when he/she is too ill to perform the duties of their job or when a member of their immediate family is ill enough to require the employee's attention, or for verified doctor appointments. For purpose of illness, immediate family is defined as parents, foster parents, step-parents, grandparents, spouse, children, siblings, 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.
- 2.** 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-1 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. Bereavement

In the event of death in the family of an employee, the employee may take up to eight (8) days of sick leave including 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 in A-1 above.

Medical Leave Assistance Program

- A.** 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.
- B.** 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.
- C.** 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.
- D.** No employee shall be eligible for the Medical Leave Assistance Program after he/she qualifies for long-term or short-term disability coverage.

Personal Leave ACCRUAL / Usage

- A. ALL EMPLOYEES COVERED BY THIS AGREEMENT SHALL ACCRUE PERSONAL LEAVE BENEFITS BASED ON THE NUMBER OF REGULARLY ASSIGNED DAILY HOURS AT THE FOLLOWING RATES:**

BEGINNING WITH THE 2014-2015 SCHOOL YEAR THE DISTRICT WILL DISCONTINUE FRONT LOADING PERSONAL LEAVE.

PERSONAL LEAVE

12 MONTH	8 DAYS A YEAR
10 ½ MONTH	7 DAYS A YEAR
10 MONTH	7 DAYS A YEAR
9 ½ MONTH	7 DAYS A YEAR
9 MONTH	7 DAYS A YEAR

- B. PERSONAL LEAVE SHALL BE ACCRUED ACCORDING TO THE FREQUENCY ESTABLISHED IN DISTRICT PROCEDURE.**
- C. At the beginning of every school year each employee shall be credited with **THE ABOVE STATE LEAVE** to be used for the employee's personal leave. Employees shall be credited on July 1 of each fiscal year.
- D. All unused personal leave shall be made part of the employee's accumulated sick leave at the end of each fiscal year. New employees whose entry day to the District is other than July 1, will have their personal leave prorated.
- E. 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.

Vacation Leave Eligibility

Employees assigned to a regular part-time or full-time twelve (12) month position may accumulate vacation leave, but not use it during these initial 3 months of service.

Vacation Leave Accrual

- A. ALL EMPLOYEES COVERED BY THIS AGREEMENT SHALL ACCRUE VACATION LEAVE BENEFITS BASED ON THE NUMBER OF REGULARLY ASSIGNED DAILY HOURS. BEGINNING IN THE 2014-2015 SCHOOL YEAR VACATION LEAVE SHALL BE ACCRUED ACCORDING TO THE FREQUENCY ESTABLISHED IN DISTRICT PROCEDURE BELOW:**

TERM	DAYS
1-5 YEARS	10
6-15 YEARS	15
16+ YEARS	20

- B. 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.
- C. 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.**

- D. Employees will accrue vacation at the rate of ten (10) days annually during the first, second, and third years of service.
- C. Employees will accrue fifteen (15) days annually during the fourth and fifth years of service.
- D. Upon completion of five (5) or more years of service, employees will accrue twenty (20) days annually.
- E. Employees may accumulate up to and no more than **160** hours of vacation at any given time. No more than **160** hours may be rolled over into the next fiscal year. Vacation must be scheduled no less than four (4) weeks in advance, except in cases of emergency, to ensure that an employee has the opportunity to use available vacation time.
- F. 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.

Vacation Leave Usage

- A. Employees having earned vacation may take vacation in increments as approved by the immediate supervisor and/or site administrator.
- B.
 1. The immediate supervisor shall grant or deny vacation request in writing within ten (10) days of receipt. Denial by a supervisor of an employee's vacation request shall be put in writing and a copy forwarded to Human Resources. Employees having earned vacation may take vacation in increments as approved by the site administrator.
 2. 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.
- C. If a holiday occurs during an employee's vacation, said holiday shall not be deducted from accumulated vacation leave.

A twelve (12) month employee transferring to a ten (10) month position will take accumulated vacation during the twelve (12) month assignment. If the employee is unable to take accumulated vacation during that time, time off shall be allowed in accordance with present vacation policy at the convenience of the supervisor in the new assignment. Under no circumstances will the employee be allowed to work and draw vacation pay at the same time.

Jury Duty

Employees subpoenaed for jury duty or as a witness 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 pay. Absence forms shall be submitted in the pay period while serving as a juror or as a witness. No receipt need be submitted with the absence sheet 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 or a defendant must be charged to personal leave, vacation, or dock.

Military Leave

In accordance with A.R.S. § 38-610, NBEs 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.

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.

6. UNPAID LEAVES OF ABSENCE

Eligibility

- A.** The Board may grant a leave of absence to employees not to exceed one (1) year for the purposes listed below. All requests for such leaves of absence shall be submitted in writing to Human Resources by March 15 each year. Notification will be made not later than May 15. Unless otherwise specified and approved, such leaves shall occur between July 1 and the following June 30. No leaves will be granted for other employment.
- 1.** Health of employee (doctor's verification of illness is required)
 - 2.** Health of immediate family (as defined in 5-A, Sick Leave Usage) doctor's verification of illness or disability and projected date of return to work is required)
 - 3.** New infant or childcare (birth certificate or doctor's statement required)
 - 4.** Course of study, education or training, as approved by TUSD (enrollment or registration documentation required)
 - 5.** Military service (military order required)
 - 6.** Campaign/Serve in public office
- B.** Employees must have worked the equivalent of one full school year to be eligible for an unpaid, board-approved leave of absence.
- C.** 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.
- D.** 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.

Return from Leave

Employees must notify the District in writing of their intentions to return by February 1 or thirty (30) days prior to the leave's expiration date, whichever is earlier. Upon expiration of the leave, the employee is guaranteed return to a comparable (same grade, same step) position if one is available, and if he/she is recommended for the position by the Superintendent as a result of a selection process. (If no comparable position is available, or if the employee is not selected, the employee will be assigned to the next non-bargaining position vacancy that is in a classification below that of the position held at the time of leave, and for which he/she meets the minimum requirements.)

Notwithstanding the foregoing, employees on a leave of absence are subject to Reductions in Force.

Employees on leaves of absence may request in writing that their leave be rescinded prior to the scheduled expiration of the leave.

Family and Medical Leave

The District shall grant unpaid leave as required by applicable provisions of the Family Medical Leave Act.

Absence Due to On-the-Job Injury

- A. 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 Self-Insured Workers' Compensation Trust Fund 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.
- B. When all paid leave has been exhausted, or when the combination of paid leave and "restricted duty" will exceed six months, the qualifying employee shall use unpaid Family Medical Leave (FML). At the conclusion of FML, the employee will be placed on an unpaid, Worker Compensation leave. Family Medical Leave will run simultaneously with the Workers' Compensation leave.
- C. Employees injured on the job may be assigned to work "restricted duty" as recommended by the industrial injury treating physician.
- D. 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.
- E. When an employee has been awarded a permanent disability preventing him/her from performing the essential functions of his/her pre-injury job classification, the District will attempt to find a position for which the employee can qualify and/or in which reasonable accommodations can be made for the disability. In such a placement, regardless of any provisions elsewhere in this Agreement, the employee will be paid the appropriate rate for the new position. Placement in another position as described in this article will not be considered if the employee is pending lay-off, suspension or termination, is on a plan for improvement or recommendations to improve, or any type of disciplinary probation.
- F. The District will adhere to the Arizona Workers Compensation Statute, the Federal Medical Leave Act, and the Americans With Disabilities Act.

7. SEVERANCE PAY – DISCONTNUED JULY 1, 2010

- A. 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 separation. Employees with less than thirteen (13) years of continuous service as of June 30, 2010 are not eligible for this stipend.
- B. 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.

SICK LEAVE PAY AT SEPARATION - EFFECTIVE JULY 1, 2010

- A. 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.
- B. 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.

- C. If an employee is eligible for the separation incentive but dies before the payment is made, said payment shall be paid to the estate of the deceased.

8. **DISCIPLINE IN PERSONNEL FILE**

Any discipline issued as a result of physical abuse against a student shall remain in the employee's official personnel file and is not subject to removal for five years from the date of the discipline, or a memorandum of agreement signed by the employee and the Director of Employee Relations. This is provided that no additional reprimands have been given during this period.

9. **SURVEILLANCE**

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

10. **PROBLEM RESOLUTION PROCESS**

The intent of this process is to provide a method of resolving problems 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.

The Problem Resolution Process may be used for the following:

- A. 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.
- B. 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.
- C. The employee, the Director of Employee Relations, and the department head shall then schedule a meeting to mediate the employee's issue.

APPENDIX A

SUPERVISORY-CONFIDENTIAL NON-EXEMPT
(CCS)

as of 7/9/13

Grade	Code	Title
5	93010	Courier (Governing Board Office)
6		
7	91157	Human Resources Assistant
7	91159	Confidential Secretary
8		
9	91160	Confidential Administrative Assistant
9	91169	Confidential Staff Assistant II
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
10	92312	Program Budget Technician I
11	92333	Employee Relations Assistant
11	91182	Legal Secretary
12		
13	91183	Executive Assistant - Executive Team
13	91187	Executive Assistant - Lead Legal
14	94433	Legal Assistant
14	91161	Senior Staff Assistant I to Governing Board
15		
16	91176	Executive Assistant to Superintendent
16	91162	Senior Staff Assistant II to Governing Board

APPENDIX B

**SUPERVISORY-CONFIDENTIAL EXEMPT
(CCE)**

as of 7/9/13

Grade	Code	Title
10	92031	Fiscal Control Supervisor - Finance
11		
12		
13	92043	Accountant
13	92045	Accountant - Position Control
14	92235	Accounts Payable Analyst
14	92234	Budget Analyst - Finance
15		
16	92135	Accounts Payable Manager
16	92233	Budget Analyst, Senior
16	920411	Senior Accounting Manager

APPENDIX C

**2013-2014 Supervisory/Confidential Wage Schedule
July 1, 2013 through June 30, 2014**

	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
	1	2	3	4	5	6	7	8	9	10	11	12
1	10.07	10.30	10.55	10.79	11.03	11.29	11.55	11.82	12.09	12.38	12.67	12.97
2	10.95	11.21	11.47	11.74	12.01	12.29	12.57	12.86	13.16	13.47	13.80	14.12
3	11.48	11.75	12.02	12.31	12.59	12.88	13.17	13.48	13.81	14.14	14.47	14.81
4	11.96	12.24	12.52	12.82	13.12	13.43	13.74	14.06	14.41	14.74	15.09	15.45
5	13.05	13.36	13.67	13.99	14.32	14.66	15.00	15.37	15.73	16.10	16.47	16.87
6	14.27	14.60	14.95	15.30	15.67	16.04	16.41	16.80	17.20	17.61	18.03	18.47
7	15.23	15.59	15.97	16.35	16.73	17.13	17.54	17.95	18.39	18.83	19.27	19.73
8	16.32	16.70	17.09	17.50	17.91	18.34	18.79	19.23	19.69	20.16	20.65	21.15
9	17.06	17.47	17.88	18.30	18.75	19.20	19.66	20.13	20.61	21.12	21.61	22.13
10	17.82	18.24	18.68	19.13	19.57	20.05	20.54	21.02	21.53	22.05	22.58	23.12
11	18.65	19.11	19.56	20.03	20.52	21.00	21.51	22.03	22.56	23.10	23.66	24.23
12	19.50	19.97	20.45	20.94	21.44	21.95	22.48	23.03	23.59	24.14	24.73	25.33
13	20.41	20.91	21.40	21.93	22.45	23.00	23.56	24.11	24.70	25.30	25.91	26.53
14	21.38	21.91	22.43	22.98	23.53	24.09	24.68	25.28	25.88	26.51	27.15	27.82
15	22.92	23.47	24.04	24.63	25.22	25.83	26.45	27.10	27.75	28.43	29.12	29.83
16	24.54	25.14	25.75	26.38	27.02	27.67	28.34	29.04	29.74	30.45	31.20	31.95

GRADE	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
	13	14	15	16	17	18	19	20	21	22	23
1	13.27	13.59	13.91	14.22	14.56	14.90	15.25	15.61	16.00	16.48	16.97
2	14.46	14.80	15.14	15.50	15.86	16.25	16.63	17.03	17.43	17.95	18.49
3	15.16	15.51	15.88	16.26	16.64	17.04	17.46	17.87	18.29	18.84	19.41
4	15.81	16.18	16.57	16.96	17.37	17.79	18.21	18.63	19.09	19.66	20.25
5	17.27	17.67	18.11	18.54	18.98	19.44	19.90	20.37	20.87	21.50	22.13
6	18.90	19.35	19.82	20.29	20.78	21.28	21.79	22.31	22.86	23.55	24.25
7	20.21	20.69	21.20	21.69	22.22	22.76	23.31	23.88	24.44	25.17	25.94
8	21.65	22.18	22.71	23.26	23.81	24.39	24.98	25.59	26.20	26.99	27.80
9	22.67	23.21	23.77	24.35	24.94	25.53	26.15	26.79	27.44	28.26	29.11
10	23.68	24.26	24.84	25.44	26.06	26.69	27.34	28.00	28.66	29.52	30.41
11	24.81	25.42	26.03	26.66	27.31	27.96	28.64	29.34	30.06	30.96	31.89
12	25.95	26.57	27.22	27.88	28.55	29.25	29.96	30.69	31.44	32.38	33.35
13	27.18	27.85	28.52	29.21	29.92	30.65	31.39	32.17	32.94	33.93	34.95
14	28.49	29.18	29.89	30.62	31.36	32.13	32.91	33.71	34.54	35.58	36.64
15	30.56	31.29	32.05	32.84	33.64	34.45	35.30	36.16	37.05	38.16	39.30

16	32.73	33.53	34.35	35.20	36.05	36.93	37.82	38.75	39.71	40.90	42.13
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APPENDIX D

Supervisory/Confidential Exempt Salary Schedule												
July 1, 2013 - June 30, 2014					(based on a 12 month schedule; prorate if less than 12 months)							
Grade	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step
	1	2	3	4	5	6	7	8	9	10	11	12
10	38916.7	39839	40806.3	41773.6	42740.9	43798.2	44855.4	45912.7	47015	48162.2	49309.5	50501.7
11	40738.8	41728.6	42718.4	43753.2	44810.4	45867.7	46970	48117.2	49264.5	50456.7	51671.5	52908.7
12	42583.4	43618.2	44653	45732.7	46835	47937.3	49107	50299.3	51514	52728.7	54011	55315.7
13	44585.5	45665.3	46745	47892.3	49039.5	50231.8	51446.5	52661.3	53943.5	55248.2	56597.9	57947.6
14	46700	47847.3	48994.5	50186.8	51379	52616.3	53898.5	55203.2	56530.4	57902.6	59297.3	60759.5
15	50051.8	51266.6	52503.8	53786	55090.7	56418	57767.7	59184.9	60602.1	62086.8	63593.9	65146.1
16	53606.1	54910.8	56238	57610.2	59004.9	60422.1	61884.3	63414	64943.6	66495.8	68138	69780.1
Grade	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step
	13	14	15	16	17	18	19	20	21	22	23	
10	51716.5	52976.2	54258.4	55563.1	56912.9	58285.1	59702.3	61142	62604.1	64780.2	66405.8	
11	54190.9	55518.2	56845.4	58217.6	59634.8	61074.5	62559.2	64088.8	65641	67620.6	69645.1	
12	56665.4	58037.6	59454.8	60894.5	62356.7	63886.4	65438.5	67035.7	68655.4	70724.9	72839.5	
13	59364.8	60827	62289.2	63796.4	65348.6	66945.7	68565.4	70252.5	71939.6	74099.2	76326.2	
14	62221.7	63728.9	65281.1	66878.2	68497.9	70162.5	71872.2	73626.8	75426.4	77698.4	80015.4	
15	66743.3	68340.4	70005.1	71714.7	73469.3	75246.4	77091.1	78980.6	80915.2	83344.7	85841.7	
16	71489.7	73221.9	75021.5	76866.1	78733.2	80645.3	82602.4	84626.9	86719	89328.4	92005.4	