

MANTECA UNIFIED SCHOOL DISTRICT

CERTIFICATED ADMINISTRATIVE AGREEMENT

July 1, 2017 - June 30, 2019
Agreement Reviewed Annually

WORK SCHEDULE

Each certificated administrator is to submit an "Administrative Work Schedule" reflecting the days he/she will be on duty in accordance with the number of days in his/her assigned work schedule. Any deviation from the initial work schedule shall require prior approval of the immediate supervisor.

ASSIGNMENT - RECRUITMENT AND SELECTION

- A. All efforts in regard to the recruitment, selection, and assignment of administrative personnel shall adhere to the personnel policies and practices established by the District in compliance with state and federal laws.
- B. The purpose of the recruitment, selection, and assignment program is to actively seek the most qualified personnel available for administrative positions, to utilize procedures which assure the employment of the most competent, and to place administrative employees in positions for which they are best suited based upon the needs of the District.
- C. The intent is to employ administrative personnel who will contribute positively to an efficient and capable administrative team thereby enabling the team to provide effective leadership for the District.
- D. Vacancies for any position on the administrative team will normally be advertised for a minimum of five (5) work days at the discretion of the Superintendent.
- E. Notice of vacancies shall be posted throughout the District. At the discretion of the Superintendent, announcement of the vacancy will be made to professional organizations and appropriate placement offices.
- F. Deputy Superintendent or designee shall screen applications to insure that applicants meet all qualifications.
- G. Interviews will be conducted by one or more committees appointed by the Superintendent or designee. The committees shall have broad representation among the administrative staff and will include members who are knowledgeable of the position.
- H. Final selection shall be based on the applicant's experience and competency. The top candidate(s) shall be referred to the Superintendent or designee for his/her review and recommendation to the Board of Education according to District policies and regulations.
- I. In the event that an applicant from within the District and one from outside the District are determined to have equal qualifications for the position, preference shall be given to the in-District applicant. The determination as to qualifications for a position is at the discretion of the Superintendent or designee.

TERM OF AGREEMENT

Subject to satisfactory performance as determined by the Superintendent and with the approval of the Board of Education, the term of the agreement shall be two (2) years. With the approval of the Board of Education, any Certificated Administrator may be placed on a one (1) year agreement with an accompanying improvement plan.

SALARIES

- A. Salary - See attached Salary Schedule
- B. Placement on the Salary Schedule
 - 1. At the time of promotion of a certificated employee from within the District to a certificated administrative position, placement on the Administrative Salary Schedule will be determined as follows:
 - a. If the employee's daily-rate on the Teachers' Salary Schedule is less than the initial step on the range of the certificated administrative position to which he/she has been promoted, placement shall be on the first step of the range, or to the step which reflects at least a five percent (5%) increase in daily-rate salary.
 - b. If the employee's daily-rate on the Teachers' Salary Schedule is more than the amount of the initial step at the range of the certificated administrative position to which he/she has been promoted, placement shall be at the step which reflects at least a five percent (5%) increase in daily-rate salary.
 - c. When a certificated administrator begins employment during the school year (late start), the certificated administrator must be in the position more than fifty percent (50%) of the scheduled work days in order to advance to the next step on the Administrative Salary Schedule for the following school year.
 - 2. Credit for Years of Experience
 - a. Certificated administrators entering employment with the District who have previous administrative experience from another public school district shall be placed on the first step on the appropriate range on the certificated administrative salary schedule. The Deputy Superintendent, with the approval of the District Superintendent, shall determine the appropriate placement on the salary schedule, taking into consideration prior experience.

PROMOTION

In a case in which a certificated administrator is promoted, the certificated administrator shall be placed on the step of the range in the promotional position which reflects at least a five percent (5%) daily-rate increase. If placement on a new range will not allow a 5% increase, the certificated administrator shall be placed at the highest step on the new range.

COMPLAINT RESOLUTION

A Board member receiving a complaint/charge against a certificated administrative employee, believing that the complaint/charge should be pursued, shall report the complaint/charge to the Superintendent. The Superintendent shall follow the procedures pursuant to applicable Board Policies/Administrative Regulations.

Other employees receiving a complaint/charge against certificated administrative employee shall report the complaint/charge to the immediate supervisor of the employee against whom the complaint/charge was made and the supervisor shall follow the procedures pursuant to applicable Board Policies/Administrative Regulations.

TRANSFER

When a certificated administrator is assigned to a new position in a lower range, the certificated administrator will be placed at the step that corresponds with the administrator's years of experience as an administrator. In the event of a transfer to a teaching position, placement shall be at the appropriate class and step on the Certificated Salary Schedule, giving full credit for years of certificated administrative experience in the District.

DUE PROCESS FOR DISCIPLINE

Disciplinary action must be based upon just cause and according to the principles of progressive discipline. Written letters shall follow the FRISK model clearly detailing each area. The steps listed below shall be followed in the progressive discipline process. However, steps may be skipped if the severity or nature of the offense justifies.

- a. Oral Warning
Oral warning shall be the first step in all discipline procedures (except as noted above). No written record shall be placed in the administrator's District Office personnel file.
- b. Written Warning
Written warnings shall not be used in this article unless the administrator has been orally warned within the last twelve months. Written warnings shall not be placed in the administrator's District Office personnel file.
- c. Written Reprimand
Written reprimands shall not be used under this article unless the administrator has received a written warning within the last twenty-four months. The administrator shall sign the reprimand to acknowledge receipt and a copy may be placed in the administrator's District Office personnel file. The administrator may attach a rebuttal to the written reprimand.

MILEAGE REIMBURSEMENT

If a District car is available, whenever possible, certificated administrators shall use a District car. Reimbursement for private vehicle usage shall be at the rate per mile permitted by the United States Internal Revenue Service. Should a change in such rate occur, the District will modify its reimbursement rate effective the first of the month following the date the District received notification of the change.

HEALTH BENEFITS FOR ACTIVE EMPLOYEES

- A. The employee may be required to purchase benefits as required by the group's current insurance carrier. If employees are given the option to opt-out of purchasing benefits by the District's carrier, those employees who choose to do so must provide the District with written proof of having other, non-District health and welfare benefits coverage prior to the opting out of the District's program. Proof of other coverage will be required annually, thereafter. Employees who do not have other health insurance coverage cannot opt-out of the District's program and must enroll in the District's health and welfare benefit program. Employees who opt-out of health and welfare benefits can opt back in within 30 days of a qualifying event or during the annual open enrollment period.
 - 1. Dental - employee and family
 - 2. Medical - employee and family
 - 3. Vision - employee and family
 - 4. Life Insurance - employee only (\$30,000 policy)

- B. The District shall provide an additional \$100,000 life insurance policy for employees only who work twenty (20) or more hours per week at no additional cost to the employee.

EVALUATION

Certificated administrators will be evaluated on a three (3) year cycle with the following exceptions:

- A. Certificated administrators in the first two years of a new position/assignment will be evaluated at the end of each year.

- B. Certificated administrators moving laterally to a new assignment will remain on a three (3) year evaluation cycle. At the request of either the evaluator or the evaluatee, certificated administrators moving to a new assignment but in the same position will be put on year one of the three (3) year cycle.

- C. Certificated administrators who have been placed on an improvement plan will be evaluated yearly until the evaluator places them on the three (3) year cycle.

- D. Certificated principals on the three (3) year cycle will be evaluated by the superintendent or his/her designee.

LEAVES

- A. Sick Leave
 - 1. The purpose of sick leave utilization shall be for absences due to physical and mental disability which are medically necessary and caused by illness, injury, maternity, disability, or quarantine.

 - 2. All full time certificated administrators shall be entitled to twelve (12) days of leave of absence for the purpose of sick leave utilization. (Ranges 1-7 on the Salary Schedule)

3. Any unused sick leave credit accumulated may be used by the certificated administrator for sick leave purposes without loss of compensation

B. Differential Pay

1. Upon exhaustion of all accumulated sick leave credit, a certificated administrator who continues to be absent for an approved absence shall be paid the difference between the certificated administrator's daily rate of pay and the established substitute daily rate of pay whether or not a substitute is actually hired to fill the position.
2. When sick leave is exhausted and differential pay is being utilized, the certificated administrator shall submit a physician's statement for each absence.
3. A certificated administrator must first utilize all accumulated sick leave credit, and the days of differential pay shall not exceed five months per illness or injury. If a school year terminates before the five-month period is exhausted, the certificated administrator may take the balance of the five-month period in a subsequent school year. The five-month period begins with the first day of absence following exhaustion of all accumulated sick leave credit. Certificated administrators are eligible to be placed on a 39-month rehire list upon exhaustion of all leave provisions.

C. Family Care and Medical Leave

Certificated administrators may be entitled to family care and medical leave under State and Federal law under certain circumstances. Such leave shall be governed by Board Policy 4161.8 and Administrative Regulation 4161.8.

D. Industrial Accident and Illness Leave

1. Industrial accident and illness leave shall be granted for illness or injury incurred within the course and scope of a certificated administrator's assigned duties as determined by the Workers' Compensation Appeals Board.
2. A certificated administrator who has sustained a job-related injury shall report the injury on the District's accident report form within twenty-four (24) hours, whenever possible, to the immediate supervisor. A certificated administrator shall report any illness on the District's form to the immediate supervisor within twenty-four (24) hours, whenever possible, of the knowledge that the illness is an alleged industrial illness.
 - a. Allowable leave shall be for not more than sixty (60) days during the time when the certificated administrator would have been performing work for the District in any one (1) fiscal year for the same illness or accident.
 - b. Allowable leave shall not be accumulated from year to year.
 - c. Industrial accident or illness leave shall commence on the first day of absence.
 - d. Industrial accident or illness leave shall be reduced by one (1) day for each day of authorized absence regardless of a temporary disability indemnity award.
 - e. When an industrial accident or illness leave overlaps into the next fiscal year, the certificated administrator shall be entitled to only the amount of unused leave due for the same illness or injury.

- f. Any certificated administrator receiving benefits as a result of this Section shall, during periods of injury or illness, remain within the State of California unless the District authorizes travel outside the State.
 - g. During any industrial paid leave of absence, the certificated administrator shall receive temporary disability indemnity checks. The District, in turn, shall issue the certificated administrator's appropriate salary warrants for payment of the certificated administrator's salary and shall deduct normal retirement, other authorized contributions, and the temporary disability indemnity, if any, actually paid to and retained by the administrator for periods covered by such salary warrants. Upon conclusion of this industrial paid leave, a certificated administrator may utilize any available sick leave benefits providing that any sick leave utilization, when combined with any temporary disability indemnity, shall not exceed one hundred percent (100%) of the certificated administrator's normal compensation.
3. A certificated administrator shall be permitted to return to service after an industrial accident or illness only upon the presentation of a release from the authorized workers' compensation physician certifying the certificated administrator's ability to return to his/her position classification and perform the essential functions of his/her job.

E. Personal Leave

Certificated administrators are entitled to use eight (8) days of accumulated sick leave for personal leave. Personal leave may not be used for any of the following reasons: recreation, gainful employment, Association activities or work stoppage, or for additional income.

Prior approval for the use of personal leave is not required. The District may require evidence supporting the use of personal leave if there is just cause to suspect that such leave is being misused.

F. Parental Leave

The District shall provide parental leave consistent with the requirements set forth in Assembly Bill 375 and Education Code section 44977.5. Specifically, a certificated administrator may use his or her sick leave for purposes of parental leave for a period of up to 12 workweeks. When the employee has exhausted all available and accumulated sick leave, and continues to be absent for parental leave, the employee may then use differential leave (Paragraph B, above) for the remainder of the 12 work week period of parental leave, if needed. Parental leave is defined as "leave for reason of the birth of a child of the employee, or the placement of a child with an employee in connection with the adoption or foster care of the child by the employee." (Ed. Code section 44977.S(f).)

G. Bereavement Leave

1. Paid bereavement leave shall be granted for the death of a member of the immediate family. As used in this article, "immediate family" means the mother, father, stepmother, stepfather, stepchildren, grandmother, grandfather, or grandchild of the administrator or of the spouse of the administrator, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the certificated administrator, or any relative living in the immediate household of the certificated administrator.
2. A certificated administrator shall be granted up to three (3) days for bereavement purposes. If travel beyond 250 miles is required, two (2) additional days shall be allowed. Additional days of absence beyond those described herein may be provided under the terms of the personal necessity leave provisions.

H. Judicial and Official Appearance/Jury Duty Leave

1. Judicial and official appearance leave shall be granted for purposes of regularly-called jury duty, appearance as a witness in court, as a litigant arising from causes of action concerning the performance of official duties, or to respond to an official order from another governmental jurisdiction for reasons not brought about through the misconduct, by action or inaction, of the certificated administrator.
2. Upon dismissal from a judicial or official appearance prior to the end of the certificated administrator's workday, the certificated administrator shall report to his/her work site.
3. A certificated administrator granted a leave of absence under these provisions shall be granted his/her regular District compensation. The certificated administrator shall reimburse the District any judicial and official appearance fees received excluding mileage compensation.
4. The certificated administrator seeking judicial and official appearance leave shall present a copy of the subpoena directing his/her appearance before taking the leave if it is possible to do so. When on jury duty, the certificated administrator shall present a statement from the jury commissioner or other appropriate official showing the time served.

I. Imminent Death Leave

1. Three (3) days of full pay shall be granted each certificated administrator in any school or fiscal year, in the case of serious illness or accident, with death imminent, of a member of the immediate family as defined in section G.1 above. The necessity of this type of absence shall be verified by a written statement by the attending physician stating that death was imminent, unless the leave is followed by a bereavement leave.
2. Upon return to service when any leave provisions have been utilized, the certificated administrator shall complete the District absence report form and submit it to the Personnel Office.

EARLY RETIREMENT
CERTIFICATED ADMINISTRATORS
(For those hired before January 1, 1998)

Effective July 1, 2017, the retired employee's benefit cap \$850.00 per month (\$10,200 annually). This amount may be adjusted annually to reflect the cost of life insurance for active employees.

- A. The District agrees to pay its portion of the health benefits including dependent coverage at the negotiated retired employee benefit cap rate except where specifically prohibited by group policy for certificated administrators who retire prior to the age of sixty-five (65) subject to the following conditions:
1. The plan shall become effective on July 1, 1998, and shall not be retroactive to include former certificated administrators who are presently retired.
 2. The certificated administrator has been a full-time employee of the Manteca Unified School District for a period of not less than fifteen (15) years.

3. Certificated administrators on Disability Retirement are not eligible unless a resignation has been rendered and accepted by the District and the certificated administrator has reached the age of fifty-five (55).
 4. The certificated administrator must have reached the age of fifty-five (55).
- B. When the preceding conditions are met, benefits will be earned according to the following schedule:
1. The certificated administrator shall receive the District paid benefit from the point of early retirement to age sixty-five (65). The certificated administrator shall receive one (1) month of benefits after age sixty-five (65) for each month he/ she retires prior to the age of sixty-five (65).
 2. In addition to the above, the certificated administrator shall receive one (1) full calendar month of benefits for each five (5) full days of accumulated sick leave existing at the time of early retirement.
 3. Effective January 1, 2007, the retired certificated administrator may elect to receive the cash equivalent of the retiree benefit cap per month if the certificated administrator opts out of the District's insurance plan. Once the certificated administrator has opted out of the plan, he/ she will no longer be able to purchase insurance through the District and cannot reinstate the District's insurance plan at some later time.
- C. Payment of benefits shall terminate upon:
1. The death of the certificated administrator.
 2. The completion of the early retirement benefits stated in Subsections B 1 and 2 immediately above.

EARLY RETIREMENT
CERTIFICATED ADMINISTRATORS
(For those hired on or after January 1, 1998)

Effective July 1, 2017, the retired employee's benefit cap \$850.00 per month (\$10,200 annually). This amount may be adjusted annually to reflect the cost of life insurance for active employees.

- A. This modification shall apply to all certificated administrators hired on or after January 1, 1998, Eligibility and benefit descriptions are as follows:
1. Must be a full-time employee of the District for a period of not less than fifteen (15) years.
 2. The certificated administrator must have reached age fifty-five (55) and not have reached age sixty-five (65).
 3. The certificated administrator retires from the District and enters the California State Teachers Retirement System or the California Public Employee Retirement System which ever is applicable.
 4. District payment of insurance premium shall not exceed eighty percent (80%) of the retired employee benefit cap for certificated administrators.
 5. Premium shall be for certificated administrator only and not for dependent coverage.

6. The certificated administrator shall receive one (1) month of paid benefit in accordance with Item 3 above for each month he/she retires prior to age sixty-five (65).
7. The certificated administrator shall receive one (1) month of paid benefit in accordance with Item 3 above for every ten (10) days of District-accumulated sick leave at the time of retirement.
8. Total District-paid post-retirement benefit cannot extend beyond age sixty-five (65) except as noted in Item 7 above and cannot exceed a total of 120 months (when combining Item 6 plus Item 7).
9. Effective January 1, 2007, the retired certificated administrator may elect to receive the cash equivalent of the retiree benefit cap per month if the certificated administrator opts out of the District's insurance plan. Once the certificated administrator has opted out of the plan, he/ she will no longer be able to purchase insurance through the District and cannot reinstate the District's insurance plan at some later time.

MANTECA UNIFIED SCHOOL DISTRICT

OFFER OF EMPLOYMENT/TERM OF EMPLOYMENT/CERTIFICATED PERSONNEL ACTION FORM

This is a notice of intent by the District for certificated administrative employment. You must possess or be able to obtain a credential authorizing such service. Your salary will be based upon approved salary schedule.

NAME/PHONE #					
ADDRESS					
EMPLOYEE ID / BIRTH DATE					
POSITION/LOCATION					
HOURS/DAY & CONTRACT %					
ANNUAL WORKDAYS					
EMPLOYMENT STATUS					
CREDENTIAL/CERTIFICATION					
EFFECTIVE DATE					
SALARY/RANGE & STEP					
Salary Computation:					
DOCTORAL DEGREE/ Subject Area					
YEARS OF EXPERIENCE					
CBEST	CLAD	RICA	MSAT/SSAT/ PRAXIS/NTE CSET	SUBJECT MATTER WAIVER	BTSA/INDUCTION EXPERIENCE
TERM OF ASSIGNMENT: <input type="checkbox"/> 1 Year 2019-20 <input type="checkbox"/> 2 Year 2019-20 through 2020-21					
Dante Alvarez, Ed.D.			DATE		
DIRECTOR OF CERTIFICATED PERSONNEL			Employee Signature		
Position No.:			DOJ Clearance Date:		Replacing:
					Evaluation Year:

cc: Payroll – Personnel – Pos. Control – Employee – IT

You are elected to serve the above named district for the period of service mentioned in this agreement of employment for such length of time during the school year as the governing board of the District may direct. This offer of employment is made subject to the laws of California and to the lawful rules of the State Board of Education and of the governing board of the District. Said laws and rules are hereby made a part of the terms and conditions of this offer of employment, the same as if they had been expressly set forth herein and in accordance with education code.

**CERTIFICATED ADMINISTRATIVE SALARY SCHEDULE
MANTECA UNIFIED SCHOOL DISTRICT**

Effective July 1, 2019 (2.77%)

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I
7	616.54	633.86	651.69	669.58	688.95	708.43	728.50	749.14	770.39
6	599.04	615.82	633.11	650.47	669.25	688.14	707.58	727.59	748.23
5	588.70	605.16	621.94	639.61	657.58	676.10	695.19	714.85	735.11
4	590.37	606.86	623.63	641.27	659.25	677.79	696.86	716.53	736.77
3	576.30	592.29	608.83	625.85	643.32	661.32	679.87	699.01	718.69
2	550.58	565.91	581.64	597.79	614.52	631.73	649.41	667.66	686.43
1	551.49	566.81	582.54	598.69	615.43	632.62	650.32	668.55	687.32

CLASSIFICATION	SALARY RANGE	WORK SCHEDULE
Chief Business Officer	7	224
Senior Director of Elementary Education		
Senior Director of Secondary Education		
Director of Certificated Personnel	6	224
Director of Child Welfare & Attendance and Health Services		
Director of Curriculum/Instruction and Compensatory Education		
Director of Special Education		
High School Principal		
Adult School Principal	5	224
Director of Community Outreach and Innovative Programs		
Director of Professional Learning		
Director of School Readiness		
be.tech Charter Academy Principal	4	214
Continuation High School Principal		
Elementary School Principal		
High School Assistant Principal	3	209
Coordinator of Compensatory Education Common Core State Standards Implementation and Staff Development	2	214
Coordinator of Compensatory Education/Testing & Evaluation		
Coordinator of Health Services		
Coordinator of Special Education		
Day School Principal		
Adult School Vice Principal	1	209
Elementary School Vice Principal		
High School Vice Principal		

*Per Diem Compensation
**\$1,500 Doctorate Stipend

Revised: July 15, 2019