

## MANAGEMENT, SUPERVISORY AND CONFIDENTIAL PERSONNEL

TAMALPAIS UNION HIGH SCHOOL DISTRICT  
MANAGEMENT TEAM EMPLOYMENT  
CONDITIONS

As authorized by the Board of Trustees (Board), the Superintendent shall meet with representatives designated by the Management Team as needed, but not less than once each year, to discuss matters of mutual importance, including calendar, compensation, retirement provisions, health benefit programs, etc.

The Superintendent, after consultation with the Management Team, may recommend proposals regarding conditions of Management Team employment to the Board of Trustees. If approved by the Board, these proposals shall establish the wages, days of employment and other terms and conditions of employment for all members of the Management Team.

The adopted proposals shall directly reflect or supplement existing Board policy. Should adopted proposals conflict with Board policy, the adopted proposals shall prevail. The Board of Trustees may modify the adopted proposals at their discretion after consultation with the Management Team. The Board's statutory authority for decision-making may not be limited by any of the adopted proposals.

## A. STATUS

Classified managers serve a one-year probationary period.

Certificated managers serve a two-year probationary period.

## B. COMPENSATION and HEALTH BENEFITS:

## 1. Application:

The Superintendent and assistant superintendents are not members of the Management Team for purposes of compensation. Superintendents' compensation shall be determined directly by the Board of Trustees. Should the employment contract of a superintendent conflict with a Management Team employment condition, the employment contract shall prevail.

**MANAGEMENT, SUPERVISORY AND CONFIDENTIAL PERSONNEL** (continued)

Psychologists are members of the Management Team and are eligible for all benefits outlined herein for District level administration.

**2. Salary Schedule Steps:**

The Management Team Salary Schedule shall include eight steps at all levels.

**3. Masters and Doctoral Degrees:**

Members of the Management Team shall receive a \$1,750 increment for each earned Masters Degree and an additional \$2,000 increment for an earned Doctorate. The increment shall be pro-rated for less than full time status.

**4. Salary Schedule Placement:**

As per AR 4351, newly hired administrators with prior administrative experience shall be placed not less than one full per diem step above their previous administrative per diem. Newly hired administrators with no prior administrative experience shall be placed not less than one full per diem step above their equivalent district employee salary schedule per diem (based on service).

**5. Salary Schedule Step Advancement:**

As per AR 4351, the Superintendent may recommend to the Board that an administrator not receive an annual step advancement on the salary schedule if that administrator received a "Less Than Satisfactory" evaluation for the current school year. The step advancement shall be restored to the administrator on a prospective basis at such time as that administrator's performance returns to satisfactory.

The Board may, at its discretion, award an administrator an additional step(s) on the salary schedule.

Members of the Management Team must work at least 75% of their work year to be eligible for annual step advancement.

**6. Automobile Use Reimbursement:**

Members of the Management Team may submit reimbursement requests for work-related mileage at the Board-determined rate, or may request a monthly car allowance. Reference memo (*modified*) dated 7114/1997 "Monthly Car Allowance."

**MANAGEMENT, SUPERVISORY AND CONFIDENTIAL PERSONNEL** (continued)

Reimbursement requests must be submitted not less than twice each year, i.e., January and June.

Administrator mileage reimbursements are budgeted through the Business Office and a district account, not through site M&E budgets.

**7. Retirement Incentive:**

- a. Members of the Management Team who were hired after January 1, 2000, who've reached age 55 and have served in an administrative capacity in the District for ten or more years immediately prior to retirement from the District, shall receive a block incentive payment equal to 20% of their final year's salary (FTE averaged over three years if part-time).

Members of the Management Team who were hired before January 1, 2000, who've reached age 55 and have served in an administrative capacity in the District for five or more years immediately prior to retirement from the District, shall receive a block incentive payment equal to 20% of their final year's salary (FTE averaged over three years if part-time).

- c. Members of the Management Team who have reached age 55 and have served in the District for ten or more years, with the five years immediately prior to retirement from the District in an administrative capacity, shall receive a block incentive payment equal to 16% of their final year's salary (FTE averaged over three years if part-time).
- d. Members of the Management Team employed effective July 1, 2003, or thereafter, shall be limited to a maximum payment of \$20,000 for the retirement incentives outlined in "a", "b" and "c" above.

**8. Health and Welfare Benefits:**

The District shall provide members of the Management Team the same Health and Welfare Benefit Program as provided to members of the certificated bargaining unit (Tamalpais Federation of Teachers agreement, Article VII, Section VII, Health and Welfare Benefits, A through H).

Management Team members are not eligible to participate in the Catastrophic Illness/Injury program.

**MANAGEMENT, SUPERVISORY AND CONFIDENTIAL PERSONNEL** (continued)

The District reserves the right to determine administrative eligibility for new Health and Welfare programs and/or benefits.

Members of the Management Team whose official hire date is July 1, 2019, or thereafter, shall be limited to the aforementioned District-provided health and welfare benefit package of \$20,000. Benefit costs beyond \$20,000 will be borne by the employee and deducted from their monthly paycheck.

**9. IRC 125:**

The district contributes \$25 per month to each Management Team member's IRC 125 plan.

**10. TSA:**

Members of the Management Team may allocate a portion of their compensation to a 403(b) or a 457(b) plan from the list of District approved plans. The District does not contribute to an employee's participation in such plans.

**11. Professional Organizations:**

The district shall reimburse each member of the Management Team up to \$500 per year for membership in educational professional organizations of the individual's choice. District funds must be used for membership purposes only and may not be used for separate assessments for organizational political lobbying purposes. The District will also reimburse Management Team members for the cost of individual Association of California School Administrators (ACSA) memberships.

These funds are accessed through the Assistant Superintendent, Education Services.

**C. WORK YEAR:**

**1. Management Team Work Year Calendar:**

The Superintendent shall meet with representatives of the Management Team after the District approves the District Calendar for students for the following school year, but not later than April 30, to review the Management Team work year calendar and dates. Management Team members are expected to adhere to the Management Team Calendar unless otherwise authorized by the Superintendent.

**2. Administrative Work Year:**

As per BP 4313.3, or unless otherwise designated by the Board, the work year for District administrators is as set forth in each Management Team member's employment agreement.

**MANAGEMENT, SUPERVISORY AND CONFIDENTIAL PERSONNEL** (continued)

Each administrator shall complete a proposed work year calendar (using the Management Team calendar) for each school year. The calendar must be approved by his/her immediate supervisor and submitted to the Superintendent by June 30. The calendar must identify the days the administrator intends to work. The calendar may be modified throughout the school year by mutual agreement between the administrator and his/her supervisor.

The Superintendent may authorize additional days of compensated employment (at per diem) beyond the Board designated work year. This authorization must occur prior to the administrators working the additional days. Administrators will not be compensated for days worked beyond their designated days without prior authorization.

The Superintendent may authorize additional days when work is assigned beyond what reasonably could be accomplished in the administrator's work year or when an administrator is on a sick leave of absence for an extended period of time during the work year and cannot complete their assigned duties in the days remaining.

The Superintendent may, upon ten days notice, modify an administrator's work year by adding workdays to provide for additional meetings or special assignments, which might arise during the school year.

The Board expects all administrators to take all their allocated non-duty days and holidays. Managers becoming sick or disabled during a vacation period may, with the approval of the Superintendent, convert the period of illness or disability as a charge against sick leave and arrange for another time during the work year for vacation. This conversion shall not exceed six days for one school year.

Comprehensive High Schools: At the discretion of the principal, administrators (including the principal) may establish a work year calendar, with ten days used as a credit against weekend events, basketball supervision, dances, etc. Alternatively, administrators may maintain their full work year calendar, and use up to ten days throughout the school year as "compensatory time."

In either case, the principal is responsible for managing the administrative team's work calendar to ensure an appropriate level of administrative coverage for the school-schoos must have administrative coverage from August 1 through June 30, excluding District holidays and vacation periods.

**MANAGEMENT, SUPERVISORY AND CONFIDENTIAL PERSONNEL** (continued)

**3. Exempted Employees:**

In accordance with law, Board Policy 4313.1-"Hours of Employment," specifically exempts all management and supervisory positions from overtime. As such, managers are expected to work whatever hours are necessary in order to fulfill their assignments. The policy states: "Their positions are set apart from other positions by virtue of the duties, flexibility of hours, salary, benefit structure and authority which they entail."

This policy also states that administrators are not subject to salary deductions for absences of less than a day.

**4. Non-Duty Days During Student School Year:**

With prior approval by the immediate supervisor and the Superintendent, certificated administrators may take some limited time off during the student school year.

Classified administrator work day schedules are subject to review by the Assistant Superintendent – Human Resources and the Superintendent.

**5. Management Team Meeting Schedule:**

By June 30 of each school year, the Superintendent will distribute a schedule of all Management Team related meeting dates and times, including full Management Team meetings and Leadership Team meetings for the following school year.

All members of the Management Team are expected to calendar all appropriate meetings and attend all full Management Team meetings, lunches, etc., unless otherwise authorized by the Superintendent.

Psychologists and part time members of the Management Team may be exempted from attending designated management team meetings and functions by their immediate supervisor with prior notice to the Superintendent.

**6. Flex Time:**

Principals and Assistant Principals (with prior approval by the principal) may arrive late/leave early the day following late evening or weekend duties and events.

**MANAGEMENT, SUPERVISORY AND CONFIDENTIAL PERSONNEL (continued)**

Principals may establish flex time at each site with rotating opportunities for administrators working off site. Each site administrative team (San Andreas and Tamiscal principals shall constitute an administrative team for this purpose) will establish their school activity calendars and then make assignments for coverage and flex time away from campus. An administrator working off site must be on call and available for telephone contact and emergency service.

Within available resources, the District shall allocate funds to support the hiring of administrative subs at the comprehensive high schools to support flex time and/or emergency coverage (one administrator remaining on campus).

**7. Supervision of Playoff Games (Athletics):**

Within available resources, the District shall authorize and allocate funds to provide alternative supervision strategies for playoff games.

Certificated District Office administrators shall supervise low attendance/low key sporting events when site administration is not available, subject to sufficient prior notification and availability.

**D. OTHER BENEFITS:**

**1. Personal Necessity and Personal Illness Days and Forms:**

Full time members of the Management Team are entitled to twelve days of regular sick leave of absence annually for illness or injury. Seven of these days may be used for reasons of personal necessity.

Administrators shall submit absence forms to his/her immediate supervisor and then to the superintendent when absent for a full day or more for illness or personal necessity. These forms need not be submitted for absences less than one day.

Principals are required to notify the Superintendent's Office when they expect to be out of the District for two or more consecutive days.

**MANAGEMENT, SUPERVISORY AND CONFIDENTIAL PERSONNEL** (continued)

**2. Leaves of Absence:**

Leaves shall be governed by the following:

- a. **Maternity:** Subject to the same provisions as specified in the certificated bargaining agreement (Article IV, Section 1 -*Absences*, D-Maternity Disability).
- b. **Child Rearing:** Members of the management team shall be granted up to three months of unpaid child-rearing leave. Additional unpaid leave may be granted subject to the District finding a suitable replacement.
- c. **General Leave:** Members of the Management Team may be granted up to one year unpaid general leave of absence at the discretion of the District.

**3. Computer Loan Program:**

Members of the Management Team are eligible for the District's Computer Purchase Plan.

**4. Cell Phones:**

Members of the Management Team may choose to be assigned a District cell phone or they may choose to use their own personal cell phone as part of the District's emergency/safety program. Administrators may use the phones for personal use.

The District will pay all cell phone costs for an administrator up to \$100 per month. Above \$100 per month, the administrator shall reimburse the District for weekend/holiday personal calls (calls home from work are excluded during work days and calls to work are excluded during non-work days). If an administrator chooses to use his/her own personal cell phone as part of the District's emergency/safety program, the District will pay cell phone costs up to \$100.

**E. EVALUATION:**

**Process:**

All administrators shall be evaluated every year according to the provisions of the Management Team Evaluation Process (reference Superintendent's annual August memo to Management Team). The Process shall be reviewed with the Management Team on an annual basis, or as needed for revisions and/or modifications.



**MANAGEMENT, SUPERVISORY AND CONFIDENTIAL PERSONNEL (continued)**

**F. PROFESSIONAL DEVELOPMENT:**

**1. Professional Development Planning:**

Administrators are expected to pursue their personal professional development each year by taking courses, attending workshops and conferences including, with the prior approval of the Superintendent, out of state conferences.

Each administrator shall develop a written "three year plan" identifying his/her long range professional development goals. This plan shall be reviewed with the administrator's supervisor on an annual basis as part of the evaluation process.

The Superintendent will review professional development plans annually and may elect to meet with an administrator to review his/her plan and progress in achieving their professional development goals.

**2. Work Days:**

Site administrators may use up to five of their work days for professional development activities during the month of July with prior approval by their principal and the Superintendent. The principal shall ensure full coverage of the school throughout the year by site administration.

**3. Professional Development Expenditures:**

- a. District Commitment: The District shall budget support for the professional development of the Management Team in proportion to the support provided teachers and classified employees.
- b. Expenses: Within available resources, the District will cover the actual and necessary costs of airfare, hotel, transportation, meals and conference fees as authorized in Board policy. It is recognized that attending out of state conferences may require an expenditure of up to \$2000 per person. Expenditures exceeding \$2000 require prior approval of the Superintendent/designee.
- c. Site Administrators: Funds for site administration staff development shall be provided through the Office of the Assistant Superintendent, Education Services. Funds will be allocated on a first come first served basis, with preference given to administrators not having accessed the funds recently.

**MANAGEMENT, SUPERVISORY AND CONFIDENTIAL PERSONNEL** (continued)

- d. District Office, Adult Education, Community Programs and Student Nutrition Services Administrators: Each administrator may budget funds to cover these expenses according to District guidelines and as approved by the Superintendent.

**G. OTHER:**

**1. Assistant Principal Ratios:**

The District shall establish a goal of providing additional assistant principal FTE to accommodate enrollment growth at the comprehensive high schools. The increased FTE shall be provided as funding permits.

**2. Employment Contracts:**

The Senior Director of Information Technology is a member of the Management Team. The position has been designated as Senior Classified Management as per the Education Code and is, therefore, a contracted position.

**3. Credential:**

Each member of the Management Team is responsible for maintaining the credential required for his or her position as a condition of employment.

Exhibit 4300

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**TAMALPAIS UNION HIGH SCHOOL DISTRICT**  
Larkspur, California