

COMPENSATION FOR CERTIFICATED MANAGEMENT EMPLOYEES

Educational Advancements

Certificated management employees who complete educational units beyond the master's degree level will receive compensation as indicated on the adopted salary schedule. All course work must be approved by the Superintendent or designee. Prior approval is recommended. Certificated management employees may receive credit for a maximum of 15 units per year except for units earned while on a sabbatical leave.

Sabbatical Leave Advancement Provision

Certificated management employees returning from sabbatical leave will receive full credit for units completed during the leave and will be allowed to advance beyond the 15 unit yearly maximum. Placement on the salary schedule will be effective July 1 following the expiration of the sabbatical leave.

Units for Advancement - Accredited Institution

All courses and degree programs used for advancement on the management salary schedule must have been earned in universities accredited by the appropriate regional accrediting association.

The following basic procedures for salary advancement shall be followed:

1. Form S-195A must be completed and returned to Human Resources no later than May 1st of the current year indicating thereon whether or not he/she intends to advance on the salary schedule for the coming school year.
2. Form 65-106A must be completed and submitted to Human Resources. Form must include upper division units and must be completed in all aspects by September 10.
3. Official transcripts must be submitted to Human Resources by December 1st to verify salary advancement.

Salary Placement Verification

Certificated management employees are required to maintain a current set of university transcripts on file in the Human Resources Department in order to verify placement on the salary schedule.

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(continued)**

California Credential Requirements

Initial employment and subsequent placement on the certificated management salary schedule are contingent upon the certificated management employee holding a valid current California credential appropriate for the position.

Mileage Reimbursement

Upon approval of the Superintendent or designee, management employees who are required to travel in the course of their employment may receive mileage reimbursement. The rate of reimbursement will be the IRS approved rate. Mileage allowance shall be granted from the first duty of the day to other authorized locations as part of the regular day's works.