



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 4351
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Management, Supervisory and Confidential Personnel

Salary Guides: Certificated Management

1. Purpose and Scope

To establish the salary schedule and governing rules for administrative staff.

2. Regulation

A. The salaries of all administrators above level of Assistant Superintendent shall be separate from other administrative salaries and will be determined independently with the Board of Trustees.

B. Salary Schedule* - 2017-18 (.5% increase eff. 7/1/17, approved by Board 6/13/17)

<u>Position</u>	<u>Mos/Days</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Basic A-1A Coordinator	11/210	107810	113019	118511	124292
Basic A-1B Prog Dir-WOCCSE	12/245	117650	123338	129327	135640
Basic A-2 Asst Prin, Sp Prog Adm	11/210	119794	125132	130649	136494
Basic A-2A VVHS Prin, CHS Prin	11/210	121280	126670	132300	138146
Basic A-3 Director/Psychologist	12/245	128895	134526	140376	146449
Basic A-4 Dir-WOCCSE	12/245	138560	144216	150067	156223
Basic A-5 Principal, Prin-AE	12/220				
Director	12/245	141776	147529	153561	159827
Basic A-6 Ex Dir-WOCCSE					
Ex Dir	12/245	154948	161810	169215	176922
Basic A-7 Asst Supt	12/245	174094	181802	190134	198786
Basic A-8 Deputy Supt	12/245	187788	196105	205091	214423

*Stipend for doctorate=\$2000

Salary Guides: Certificated Management (continued)

Anniversary Increments

<u>Position</u>	<u>26th</u>	<u>31st</u>
Basic A-1 (11-mo)	2673	5346
(11.5-mo)	2797	5594
(12-mo)	2916	5832
Basic A-2	2629	5258
Basic A2-A	2695	5390
Basic A-3	2868	5736
Basic A-4	2892	5784
Basic A-4A	2892	5784
Basic A-5	3396	6792
Basic A-6	3780	7560
Basic A-7	3780	7560
Basic A-8	3780	7560

- (1) A person employed from outside the district may be granted credit for comparable previous administrative experience in order to provide an increase in salary or to minimize a salary decrease.
- (2) Movement from one step to a higher step is contingent upon a satisfactory evaluation based upon merit.
- (3) Anniversary increments of one experience step are payable at the 26th and 31st years of service recognized by the district. For staff members in active employment at the time of this revision (1973-74), this service shall include any experience recognized by the district at the time of employment other than directly related in education. Effective with the 1986-87 school year persons employed on the Administrative Salary Schedule shall receive credit towards anniversary increments for as many as seven (7) years of previous school experience, of any kind, whether or not any of this experience is credited for salary placement at the time of employment. Effective with the 1981-82 school year the Board of Trustees authorized restoration of anniversary increments for assistant superintendents.

Salary Guides: Certificated Management (continued)

C. Time of Service Requirement and Vacation Entitlement

Prog Dir Coor	The contractual period shall be for ten (10) months, or 187 duty days, the beginning and ending dates to be written into the contract each year. Extra-time service required beyond contractual period shall be paid on regular per diem basis.
Asst Prin Sp Prog Adm Coordinator Prin-VVHS Prin-CHS	The contractual period shall be for eleven (11) months, with flexible beginning and ending dates, with pay in all cases on a 12-month basis. There shall be no vacation entitlement for these positions.
Principal Prin-Alter Ed	The contractual period shall be for twelve (12) months, with flexible beginning and ending dates, with pay in all cases on a 12-month basis. There shall be no vacation entitlement for these positions.
Coordinator Director Dir/Psych Prog Dir- WOCCSE Director- WOCCSE Executive Dir Asst Supt Deputy Supt Supt	The contractual period shall be for twelve (12) months from July 1 through June 30 with a vacation entitlement of one (1) calendar month (26 days); 25 days for 11 1/2-month employee either in total or in part, as mutually agreed by the district and the person involved. Effective January 1, 1986, vacation may accumulate to a total not exceeding 50. In the event of termination with the district or of reassignment to a position of lower salary, employee involved shall be entitled to compensation for accumulated unused vacation time at the employee's rate of pay prior to such termination or resignation.

D. Change of Classification

- (1) A person changed from one position within the district to a position of higher classification shall be placed on the step of the new classification with a responsibility ratio next higher to the ratio to which that person would have been entitled without said change in classification.

Salary Guides: Certificated Management (continued)

D. Change of Classification (continued)

- (2) When a promotion occurs during the school year, i.e., after July 1, each case will be treated individually and a calculation made such that the promoted employee is placed on the appropriate minimum step of the salary schedule for the new position that will ensure that he/she does not earn less than the annual salary that he/she would have earned in the previous position.

- Example:
- (a) Previous position daily rate X days worked = X (salary earned in previous position)
 - (b) New position daily rate (at Step 1 - 4 as appropriate) X days to be worked in new position = Y (salary earned in new position)
 - (c) $X + Y =$ new contract salary

- (3) A person changed from one position within the district to a position of lower classification shall be placed on the step of the new classification with a responsibility ratio equal to that to which that person would have been entitled without said change in classification except that in no instance shall the ratio be higher than the maximum ratio for the new classification.

E. Administrative Substitute Pay Rate

Substitute pay rates for administrative positions filled by an outside administrator are based upon the first step of the position being filled on the current Administrative Salary Schedule. If an administrator who retired from the Huntington Beach Union High School District is hired as a substitute in the same position formerly held by the retired administrator, the rate of pay shall be at his/her former basic per diem rate of pay excluding anniversary/doctoral stipend(s).

If an administrator who retired from the Huntington Beach Union High School District is hired as a substitute in a position other than his/her former position, the rate of pay shall be the salary step of the position being filled that is closest to his/her former per diem rate of pay.

Management, Supervisory and Confidential Personnel (continued)

Allowance for Mileage: Management and Supervisory

Reimbursement for mileage for all positions shall be on the basis of individual and separate claims. The Governing Board has established in their meeting on July 13, 1993, monthly mileage allowances for management and supervisory personnel. These allowances shall be increased in subsequent years on July 1 after an increase in the IRS Standard Business Mileage rate, rounded up (or down) to the nearest full dollar. The monthly allowances listed below are effective July 1, 1993: Assistant Superintendent - \$200/month; Executive Director WOCCSE - \$200/month; Principal - \$150/month; Director-WOCPDC - \$150/month, Director-WOCCSE - \$150/month, Director Classified Personnel - \$150/month; Director (certificated) - \$135/month; Principal Continuation HS - \$110/month; Principal Adult/Alternative Sch - \$110/month; Assistant Principal - \$60/month; Program Director - \$60/month; Director (classified) - \$60/month; Manager - \$60/month; Administrator - \$60/month; Senior Accountant - \$60/month.

Legal Reference:

Regulation approved: 1/13/87
Revised: 6/14/16
6/13/17