

CERTIFICATED MANAGEMENT COMPENSATION AND BENEFIT PROGRAM: 2018-19
(effective 7-1-2018)

This Policy and the salary schedules below shall govern the determination of compensation and benefits for all certificated management positions of the Oxnard School District.

Vacation Days. Management employees shall be granted additional vacation days based on years of management service to the Oxnard School District as scheduled below:

Management Service	Vacation Days	
	11 Months	12 Months
Years 1 – 3	20	22
Years 4 – 7	21	23
Years 8 – 11	22	24
Years 12 – 15	23	25
Years 16 or more	24	26

Annual Salary. An annual salary is earned during the period beginning July 1 and ending June 30.

Method of Payment: The annual salary will be divided into 12 equal installments, the first installment to be paid on the last working day of the month, and subsequent installments to be paid on the last working day of each month.

Stipend for Doctorate. An annual stipend of \$750 will be granted to management staff with an earned doctorate degree.

Anniversary Increments. Anniversary increments in the amount of \$1,205 shall be added to the salary schedule of management positions at the beginning of the 6th, 9th, 12th, 15th, 18th, 21st and 24th years of service. This formula yields anniversary increments with the following dollar values: \$1,205, \$2,410, \$3,615, \$4,820, \$6,025, \$7,230 and \$8,435.

Implementation of Salary Schedule. Except as noted below, initial placement of all new management employees will be to the first step of the appropriate salary schedule for the position.

A salary increment shall be granted on each anniversary date to a maximum of the third step. The anniversary date shall be each July 1 after completion of 155 days of paid status in the appropriate position.

<i>Position</i>	<i>Days</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>
Director, Pupil Services	261	\$119,681	\$130,447	\$142,190
Director, Special Education	261	\$119,681	\$130,447	\$142,190
Director, Curriculum, Instruction & Accountability	261	\$119,681	\$130,447	\$142,190
Director, Dual Language Programs	261	\$119,681	\$130,447	\$142,190
Director, English Learner Services	261	\$119,681	\$130,447	\$142,190
Director, Certificated Human Resources	261	\$119,681	\$130,447	\$142,190
Director, MSAP Grant	242	\$109,598	\$119,457	\$130,211
Manager, Special Education	261	\$105,919	\$115,447	\$125,838
Manager, Special Programs	261	\$105,919	\$115,447	\$125,838

Credit for Out of District Management Experience. Effective July 1, 1989, all currently assigned and new certificated and classified management staff will be granted one-half longevity credit for management experience in other school districts. This longevity credit is applicable to anniversary increments only.

When an employee is promoted into a position with a higher annual salary maximum, the employee shall be placed on the salary step of the new position that effectuates an increase in the employee's current per diem rate. The Board of Trustees may grant initial placement up to and including the third step for acceptable and equivalent prior experience.

Duties Assigned Beyond the Regularly Designated Duty Year. Management employees who are assigned by mutual agreement to administrative duties beyond their regularly designated duty year shall be compensated at their per diem rate of pay.

Health and Welfare Benefits. Effective July 1, 2015, the District will make a \$10,800 annual contribution towards the premium for the following group health insurance programs:

- A. Health and Accident
- B. Dental with/Ortho
- C. Vision
- D. Life Insurance

Health and Welfare Benefits for Retirees. Certificated Administrators Hired prior to June 30, 2012: For any certificated administrator employed by the District prior to June 30, 2012, the District shall provide (a) health and accident, (b) dental, (c) vision, and (d) life insurance premiums for Management employees and dependents retiring after reaching their 55th birthday provided such employees have given 15 years of service in the California Public School System and in the Oxnard School District for the eight consecutive years preceding the date of retirement. These benefits will be provided until the retiree reaches the age of 69.

Certificated Administrators hired on or after July 1, 2012 will not receive retiree benefits.

Retirement Contribution Benefits. The District shall provide to management the provisions contained in Section 414(h) (2) of the *Internal Revenue Code* concerning the tax treatment of employee retirement contribution paid by the Oxnard School District. Exhibits 7200(F) E and 7200(G) E address the specifics of this benefit.

Professional Organization Membership. The District shall pay directly to the organization an amount not to exceed the membership dues of the Association of California School Administrators for management employees who process membership in ACSA or any other appropriate professional organization approved by the Superintendent.

SITE ADMINISTRATOR COMPENSATION AND BENEFIT PROGRAM:

The salary schedule indicated below shall serve as the base for the determination of salaries for all identified positions.

Preamble:

Our policy for the compensation of site administrators is based on a variety of ideas and principles to assist us in making this policy and its impacts on our students and their learning functional. Those principles include:

1. As a function of their heightened responsibility, administrators should be compensated at a higher daily rate than those that they supervise.
2. Salary of site administrators is based on an assumption that there need not be a “salary schedule” as the District will pay for their expertise and competence from the outset. There is no need for additional “steps” as the District’s policy is to pay for experience and competence from the beginning.
3. Administrators can only move to additional compensation alternatives or positions based on their performance in the school, not factors of seniority or longevity. Performance presumes that there is the presence of some evidence to substantiate the performance.
4. It is in the District’s interest to have its site administrators compensation positioned at the same level of the market (i.e., the tri-county area) as the market position of the compensation of other District employee groups, and in no case not below the top half of the market to provide for effective administrative recruitment and retention.

Annual Salary. An annual salary is earned during the period beginning August 1 and ending July 31.

Method of Payment: The annual salary will be divided into 12 approximately equal installments (eleven (11) installments and one (1) summer pay). The first installment is to be paid on the last business day of August and subsequent installments to be paid on the last business day of each month.

Stipend for Doctorate. An annual stipend of \$750 will be granted to site administrators with an earned doctorate degree.

Stipend for Bilingual Administrator. An Annual stipend of 2% of the site administrator’s base salary will be granted to each administrator upon verification of fluency in a language determined by the Board of Trustees to be a language in significant usage in within the District. Fluency shall be considered verified by possession of a BCLAD certificate or Bilingual Certificate of Competence, or passage of subtests (III, IV, and V) of the California Subject Examinations for Teachers (CSET): Languages Other Than English (LOTE) with a proficient score determined by the California Commission on Teacher Credentialing.

Implementation of Salary Schedule. Initial placement of all site administration employees will be to the non-Master level of the appropriate salary schedule for the position, regardless of their prior position or experience. To advance to the Master level, an Assistant Principal must have the written approval of the Superintendent based on the recommendation and performance evidence provided by the School Principal. For a principal to advance to the Master level, the principal must have recorded action of the Board of Trustees, based on the recommendation and performance evidence provided by the Superintendent

Duties Assigned Beyond the Regularly Designated Duty Year. Management employees who are assigned by the Superintendent or designee to administrative duties beyond their regularly designated duty year shall be compensated on a pro-rata basis at their per diem rate of pay.

Description	Days	Daily Rate	Annual Salary
Master Principal, Middle School/K-8	215	\$655.19	\$140,867
Master Principal Elementary School	210	\$621.02	\$130,415
Master Asst. Principal, Middle School/K-8	210	\$566.82	\$119,032
Master Asst. Principal, Elementary School	205	\$566.82	\$116,198
Principal, Middle School/K-8	215	\$621.02	\$133,519
Principal, Elementary School	210	\$574.08	\$120,556
Asst. Principal, Middle School/K-8	210	\$553.98	\$116,337
Asst. Principal, Elementary School	205	\$553.98	\$113,567

Health and Welfare Benefits. Effective July 1, 2015, the District will make a \$10,800 annual contribution towards the premium for the following group health insurance programs:

- A. Health and Accident
- B. Dental with/Ortho
- C. Vision
- D. Life Insurance

Health and Welfare Benefits for Retirees. Site Administrators Hired prior to June 30, 2012: For any site administrator employed by the District prior to June 30, 2012, the District shall provide (a) health and accident, (b) dental, (c) vision, and (d) life insurance premiums for Management employees and dependents retiring after reaching their 55th birthday provided such employees have given 15 years of service in the California Public School System and in the Oxnard School District for the eight consecutive years preceding the date of retirement. These benefits will be provided until the retiree reaches the age of 69.

Site Administrators hired on or after July 1, 2012 will not receive retiree benefits.

Retirement Contribution Benefits. The District shall provide to management the provisions contained in Section 414(h) (2) of the *Internal Revenue Code* concerning the tax treatment of employee retirement contribution paid by the Oxnard School District. Exhibits 7200(F) E and 7200(G) E address the specifics of this benefit.

Professional Organization Membership. Upon annual written request, and the timely processing of membership by a site administrator the District shall pay the membership dues of site administration employees for the Association of California School Administrators or any other appropriate professional organization approved by the Superintendent.

Revised June 2019 (1.25% increase)

CONTRACTED MANAGEMENT COMPENSATION AND BENEFIT PROGRAM: 2018-19
(effective 7-1-2018)

Level of Responsibility	Annual Work Days	Annual Rate
Superintendent	260	\$ 235,000.00
Assistant Superintendent Business & Fiscal Services	260	\$ 174,331.20
Assistant Superintendent Educational Services	260	\$ 174,331.20
Assistant Superintendent Human Resources	260	\$ 174,331.20

Annual Salary: An annual salary is earned during the period beginning July 1 and ending June 30.

Method of Payment: The annual salary will be divided by the number of months in which paid days occur. The total number of months of service will be paid in equal installments starting with the first month in which service occurs.

Health and Welfare Benefits: the District will make a per month contribution towards the premium for the following group health insurance programs, as provided within Contracted Management individual contract:

- A. Health and Accident
- B. Dental with/Ortho
- C. Vision
- D. Life Insurance

CLASSIFIED MANAGEMENT COMPENSATION AND BENEFIT PROGRAM: 2018-19
(effective 7-1-2018)

This Policy and the salary schedules below shall govern the determination of compensation and benefits for all classified management positions of the Oxnard School District.

Vacation Days. Management employees shall be granted additional vacation days based on years of management service to the Oxnard School District as scheduled below:

Management Service	Vacation Days	
	11 Months	12 Months
Years 1 – 3	20	22
Years 4 – 7	21	23
Years 8 – 11	22	24
Years 12 – 15	23	25
Years 16 or more	24	26

Annual Salary: An annual salary is earned during the period beginning July 1 and ending June 30.

Method of Payment: The annual salary will be divided by the number of months in which paid days occur. The total number of months of service will be paid in equal installments starting with the first month in which service occurs.

Stipend for Doctorate: An annual stipend of \$750 will be granted to management staff with an earned doctorate degree.

Anniversary Increments: Anniversary increments in the amount of \$1,205 shall be added to the salary schedule of management positions at the beginning of the 6th, 9th, 12th, 15th, 18th, 21st and 24th years of service. This formula yields anniversary increments with the following dollar values: \$1,205, \$2,410, \$3,615, \$4,820, \$6,025, \$7,230 and \$8,435.

Implementation of Salary Schedule: Except as noted below, initial placement of all new management employees will be to the first step of the appropriate salary schedule for the position.

A salary increment shall be granted on each anniversary date to a maximum of the third step. The anniversary date shall be each July 1 after completion of 155 days of paid status in the appropriate position.

Credit for Out of District Management Experience: Effective July 1, 1989, all currently assigned and new certificated and classified management staff will be granted one-half longevity credit for management experience in other school districts. This longevity credit is applicable to anniversary increments only.

When an employee is promoted into a position with a higher annual salary maximum, the employee shall be placed on the salary step of the new position that effectuates an increase in the employee's current per diem rate.

The Board of Trustees may grant initial placement up to and including the third step for acceptable and equivalent prior experience.

Duties Assigned Beyond the Regularly Designated Duty Year: Management employees who are assigned by mutual agreement to administrative duties beyond their regularly designated duty year shall be compensated at their per diem rate of pay.

Health and Welfare Benefits: Effective July 1, 2015, the District will make a \$900.00 per month contribution towards the premium for the following group health insurance programs:

- A. Health and Accident
- B. Dental with/Ortho
- C. Vision
- D. Life Insurance

Classified Managers Hired prior to June 30, 2012: For any Classified Manager employed by the District prior to June 30, 2012, the District shall provide (a) health and accident, (b) dental, (c) vision, and (d) life

insurance premiums for Management employees and dependents retiring after reaching their 55th birthday provided such employees have given 15 years of service in the California Public School System and in the Oxnard School District for the eight consecutive years preceding the date of retirement. These benefits will be provided until the retiree reaches the age of 69.

Classified Managers Hired after July 1, 2012:

Classified Managers hired on or after July 1, 2012 will not receive retiree benefits.

Retirement Contribution Benefits: The District shall provide to management the provisions contained in Section 414(h) (2) of the *Internal Revenue Code* concerning the tax treatment of employee retirement contribution paid by the Oxnard School District. Exhibits 7200(F) E and 7200(G) E address the specifics of this benefit.

Professional Organization Membership: The District shall pay directly to the organization an amount not to exceed the membership dues of the Association of California School Administrators for management employees who process membership in ACSA or any other appropriate professional organization approved by the Superintendent.

<i>Position</i>	<i>Paid Days*</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>
Chief Information Officer	261	\$124,288	\$135,469	\$147,663
Director of Finance	261	\$109,848	\$119,728	\$130,506
Director of Facilities	261	\$109,848	\$119,728	\$130,506
Director of Classified Human Resources	261	\$109,848	\$119,728	\$130,506
Facilities Project/Sustainability Manager	261	\$99,429	\$108,778	\$118,128
Director of Purchasing	261	\$94,209	\$102,683	\$111,926
Senior Manager, Maintenance & Operations	261	\$90,830	\$99,001	\$107,912
Director, Child Nutrition Services	261	\$89,176	\$97,199	\$105,948
Public Information Officer	261	\$88,775	\$96,761	\$105,470
Risk Manager	261	\$88,775	\$96,761	\$105,470
Director, Early Childhood Education Programs	261	\$84,165	\$91,737	\$99,994
Director of Transportation	261	\$84,165	\$91,737	\$99,994
Executive Asst. to Superintendent**	261	\$75,423	\$82,208	\$89,607
Senior Human Resource Analyst	261	\$75,423	\$82,208	\$89,607
Accountant/Internal Auditor	261	\$75,423	\$82,208	\$89,607
Enrollment Center Manager	261	\$72,459	\$78,977	\$86,086
Warehouse/Graphics Manager	261	\$66,557	\$72,544	\$79,074
Custodial Services Manager	261	\$65,193	\$71,070	\$77,467
Grounds Manager	261	\$65,193	\$71,070	\$77,467
Asst. Director of Child Nutrition Services	261	\$62,790	\$68,438	\$74,598

*Includes vacation days and holidays

**Plus a \$775 monthly stipend

CONFIDENTIAL COMPENSATION AND BENEFIT PROGRAM 2018-19

Effective 7-1-2018

Salary Schedule: Designated Confidential Employees will be paid at the appropriate range and step of the salary schedule indicated below.

Range #	STEPS					ANNIVERSARY INCREMENTS*				
	A	B	C	D	E	7 Yrs	10 Yrs	15 Yrs	20 Yrs	25 Yrs
						E+\$40	E+\$80	E+\$120	E+\$160	E+\$200
1.0	\$2,987	\$3,138	\$3,293	\$3,460	\$3,631	\$3,671	\$3,711	\$3,751	\$3,791	\$3,831
1.5	\$3,065	\$3,214	\$3,379	\$3,545	\$3,722	\$3,762	\$3,802	\$3,842	\$3,882	\$3,922
2.0	\$3,138	\$3,293	\$3,460	\$3,631	\$3,811	\$3,851	\$3,891	\$3,931	\$3,971	\$4,011
2.5	\$3,214	\$3,379	\$3,545	\$3,722	\$3,912	\$3,952	\$3,992	\$4,032	\$4,072	\$4,112
3.0	\$3,293	\$3,460	\$3,631	\$3,811	\$4,007	\$4,047	\$4,087	\$4,127	\$4,167	\$4,207
3.5	\$3,379	\$3,545	\$3,722	\$3,912	\$4,107	\$4,147	\$4,187	\$4,227	\$4,267	\$4,307
4.0	\$3,460	\$3,631	\$3,811	\$4,007	\$4,211	\$4,251	\$4,291	\$4,331	\$4,371	\$4,411
4.5	\$3,545	\$3,723	\$3,912	\$4,106	\$4,312	\$4,352	\$4,392	\$4,432	\$4,472	\$4,512
5.0	\$3,631	\$3,811	\$4,007	\$4,211	\$4,413	\$4,453	\$4,493	\$4,533	\$4,573	\$4,613
5.5	\$3,722	\$3,912	\$4,107	\$4,312	\$4,526	\$4,566	\$4,606	\$4,646	\$4,686	\$4,726
6.0	\$3,811	\$4,007	\$4,211	\$4,413	\$4,636	\$4,676	\$4,716	\$4,756	\$4,796	\$4,836
6.5	\$3,912	\$4,107	\$4,312	\$4,526	\$4,756	\$4,796	\$4,836	\$4,876	\$4,916	\$4,956
7.0	\$4,007	\$4,211	\$4,413	\$4,636	\$4,867	\$4,907	\$4,947	\$4,987	\$5,027	\$5,067
7.5	\$4,107	\$4,312	\$4,526	\$4,756	\$4,986	\$5,026	\$5,066	\$5,106	\$5,146	\$5,186
8.0	\$4,211	\$4,413	\$4,636	\$4,867	\$5,112	\$5,152	\$5,192	\$5,232	\$5,272	\$5,312
8.5	\$4,312	\$4,526	\$4,756	\$4,986	\$5,236	\$5,276	\$5,316	\$5,356	\$5,396	\$5,436
9.0	\$4,413	\$4,636	\$4,867	\$5,112	\$5,368	\$5,408	\$5,448	\$5,488	\$5,528	\$5,568
9.5	\$4,526	\$4,756	\$4,986	\$5,236	\$5,500	\$5,540	\$5,580	\$5,620	\$5,660	\$5,700
10.0	\$4,636	\$4,867	\$5,112	\$5,368	\$5,633	\$5,673	\$5,713	\$5,753	\$5,793	\$5,833
10.5	\$4,756	\$4,986	\$5,236	\$5,500	\$5,778	\$5,818	\$5,858	\$5,898	\$5,938	\$5,978
11.0	\$4,867	\$5,112	\$5,368	\$5,633	\$5,916	\$5,956	\$5,996	\$6,036	\$6,076	\$6,116
11.5	\$4,986	\$5,236	\$5,500	\$5,778	\$6,066	\$6,106	\$6,146	\$6,186	\$6,226	\$6,266
12.0	\$5,112	\$5,368	\$5,633	\$5,916	\$6,213	\$6,253	\$6,293	\$6,333	\$6,373	\$6,413
12.5	\$5,236	\$5,500	\$5,778	\$6,066	\$6,371	\$6,411	\$6,451	\$6,491	\$6,531	\$6,571

* Anniversary Increments

Employees shall earn an increment of \$40 each at the beginning of the 7th, 10th, 15th, 20th and 25th years of service.

Each confidential position will be assigned a range number and workdays as follows:

Position	Days	Range	Stipend
Executive Assistant to the Asst. Superintendent of Human Resources	261	10.0	\$373
Executive Assistant to the Asst. Superintendent of Ed. Services	261	10.0	\$373
Executive Assistant to the Asst. Superintendent of Business Services	261	10.0	\$373

Assignment to Step and Anniversary Increments. Annual salary increments (steps), including anniversary increments, are effective on the employee's anniversary date. The anniversary date is established in the following manner:

- All employees shall have a common anniversary date of July 1, beginning on July 1, 1989, for purposes of step movement and longevity increments only. Beginning July 1, 1989, individuals hired on or before December 31 shall be eligible to receive an anniversary step increment step the ensuing July. An individual hired after December 31 shall not be eligible to receive an anniversary step increment until the July following the first July.
- Annual salary increments (steps), including anniversary increments, are effective on each anniversary date until the maximum step is reached on the assigned salary range. An employee will begin receiving the seven-year anniversary increment at the beginning of his/her seventh year of service to the District regardless of classification; without a break in service. The same procedures will be followed for subsequent anniversary increments.

Confidential Stipend. In addition to the scheduled salary, each designated confidential employee shall receive a stipend per month as indicated for individual positions. Anniversary increments of \$50.00 per month shall be added to the stipend of Confidential positions at the beginning of the 6th, 9th, 12th, 15th, 18th and 21st years of service.

Professional Growth. All confidential employees of the Oxnard School District are eligible to participate in the classified Professional Growth Award Program.

Health and Welfare Benefits. Effective July 1, 2015, the District will make a \$900.00 per month contribution towards the premium for the following group health insurance programs:

- Health and Accident
- Dental with/Ortho
- Vision/Life

Disability Retirement Under PERS. Confidential employees with at least ten (10) years service with the district who receive a disability retirement under PERS, shall be eligible for the same medical retirement benefits as regular retirees.

The health and welfare benefits for retirees are subject to whatever modifications and specifications as may apply in future years to confidential employees on active duty.

Health and Welfare Benefits for Retirees.

For any Confidential Employee employed by the District prior to June 30, 2012, the District shall provide (a) health and accident, (b) dental, (c) vision, and (d) life insurance premiums for Confidential employees and dependents retiring after reaching their 55th birthday provided such employees have given 15 years of service in the California Public School System and in the Oxnard School District for the eight consecutive years preceding the date of retirement. These benefits will be provided until the retiree reaches the age of 69

Confidential Employees hired on or after July 1, 2012 will not receive retiree benefits.

Retirement Contribution Benefits. The district shall provide confidential employees the provisions contained in Section 414(h)(2) of the *Internal Revenue Code* concerning the tax treatment of employee retirement contributions paid by the Oxnard School District. Exhibit 7560(A) E, addresses the specifics of this benefit.

Professional Organization Membership. The district shall pay directly to the organization an amount not to exceed the annual membership dues of the Association of California Administrators for confidential employees who process membership in ACSA, a professional secretarial or other appropriate professional organization approved by the Superintendent.