

**CERTIFICATED MANAGEMENT COMPENSATION AND BENEFIT PROGRAM: 2023-24**

(Effective 7-1-2023)

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.

**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 \$1000 will be granted to management staff with an earned doctorate degree.

**Anniversary Increments:** Anniversary increments shall be added to the salary schedule of all 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: \$1,808, \$3,615, \$5,423, \$7,230, \$9,038, \$10,845, and \$12,653. The dollar values for anniversary increments shall automatically adjust based upon future salary adjustments.

**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.

**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>Work Days</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>
Executive Director, Teaching & Learning	222	\$148,143	\$161,470	\$176,002
		\$667.31	\$727.34	\$792.80
Director, Pupil Services	222	\$143,826	\$156,764	\$170,876
		\$647.87	\$706.14	\$769.71
Director, Special Education	222	\$143,826	\$156,764	\$170,876
		\$647.87	\$706.14	\$769.71
Director, School Performance & Student Outcomes	222	\$143,826	\$156,764	\$170,876
		\$ 647.87	\$ 706.14	\$769.71
Director, Teaching & Learning	222	\$143,826	\$156,764	\$170,876
		\$ 647.87	\$706.14	\$769.71
Director, Enrichment & Specialized Programs	222	\$143,826	\$156,764	\$170,876
		\$ 647.87	\$706.14	\$769.71
Director, Certificated Human Resources	222	\$143,826	\$156,764	\$170,876
		\$647.87	\$ 706.14	\$769.71
Manager, Special Programs	222	\$123,581	\$134,697	\$146,821
		\$556.67	\$606.74	\$ 661.36
Manager, Federal and State Grants	222	\$123,581	\$134,697	\$146,821
		\$556.67	\$606.74	\$ 661.36
Manager, Special Education	222	\$123,581	\$134,697	\$146,821
		\$556.67	\$606.74	\$ 661.36
Manager, Mathematics & Physical Education	222	\$123,581	\$134,697	\$146,821
		\$556.67	\$606.74	\$ 661.36
Manager, Equity, Family, & Community Engagement	222	\$123,581	\$134,697	\$146,821
		\$556.67	\$606.74	\$ 661.36

Board Approval:

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.

### **SITE ADMINISTRATOR COMPENSATION AND BENEFIT PROGRAM: 2023-24**

(Effective 7-1-2023)

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 \$1000 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.

**Anniversary Increments:** Anniversary increments shall be added to the salary schedule of all 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: \$1,808, \$3,615, \$5,423, \$7,230, \$9,038, \$10,845, and \$12,653. The dollar values for anniversary increments shall automatically adjust based upon future salary adjustments. Retroactive to 7-1-2023

**Credit for Out of District Management Experience:** 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.

**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 at their per diem rate of pay.

*Board Approval:*

<i>Position</i>	<i>Work Days</i>	<i>Daily Rate</i>	<i>Annual</i>
Master Principal, Middle School/K-8	215	\$ 764.44	\$ 164,355
Master Principal, Elementary School	210	\$ 724.58	\$ 152,161
Master Assistant Principal, Middle School/K-8	210	\$ 661.33	\$ 138,879
Master Assistant Principal, Elementary School	205	\$ 661.33	\$ 135,573
Principal, Middle School/K-8	215	\$ 724.57	\$ 155,782
Principal, Elementary School	210	\$ 669.80	\$ 140,658
Assistant Principal, Middle School/K-8	210	\$ 646.36	\$ 135,736
Assistant Principal, Elementary School	205	\$ 646.36	\$ 132,504

**Health and Welfare Benefits:** Effective October 1, 2023, the District will make an annual contribution for all Certificated Management equivalent to that of OEA’s District 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:** For any Certificated Management 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 Certificated Management employee 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 Management** hired on or after July 1, 2012 will not be eligible to receive District-paid retiree benefits.

**Extended Sick Leave:** During each school year, should a Certificated Administrator exhaust all available sick leave, including all accumulated sick leave, and, due to illness or injury, continues to be absent from his/her duties for an additional period up to five school months, the employee shall receive his/her regular salary minus one-half their per diem rate.

An employee shall not be provided more than one five-month period per illness or injury. However, if the school year ends before the five-month period is exhausted, the employee may take the balance of the five-month period in a subsequent school year. (Education Code 44977)

**Retirement Contribution Benefits:** The District shall provide to Certificated 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 the employee, the District shall pay the membership dues of Certificated Management employees for the Association of California School Administrators or any other appropriate professional organization approved by the Superintendent.