

MANAGEMENT PERSONNEL
RULES AND REGULATIONS FOR IMPLEMENTATION OF
CERTIFICATED SUPERVISORS AND MANAGERS SALARY SCHEDULE A

Effective July 1, 2023

1. Method of Payment

Employees will receive twelve monthly payments.

2. Minimum Requirement for Increment Credit; Midyear Employment

A. An employee who has *satisfactorily served as a supervisor or manager for at least seventy-five percent (75%) of his/her assigned workdays during the preceding year shall qualify for a salary increment on July 1 of the following year.

B. An employee who commences employment on or after January 1, shall qualify for a salary increment on the following January 1, provided, however, that during the preceding twelve months period he/she has rendered *satisfactory service as a supervisor or manager for at least seventy-five (75%) of the workdays assigned.

*No salary increment shall be granted for a supervisor or manager who is on a professional growth plan requiring improvement.

3. Schedule Progress

Progress across the steps of an appropriate range shall be in annual increments to Step 8.

4. Regular Assignment Beyond Contract Pay Period

An employee shall be paid the appropriate daily rate of pay based on the annual salary schedule when assigned to work beyond the approved work year.

5. Placement on Promotion

The promotion of a certificated employee to a position covered by this schedule shall be accompanied by advancement on the salary schedule equal to not less than three percent (3%) more than the annual salary earned by the promoted employee in the position occupied immediately preceding promotion, but only to the extent that placement on the appropriate range of the schedule will permit. To determine the employee's appropriate placement on this range, a daily rate of pay shall be computed, based on the number of workdays required in the employee's regular contract work year (excluding extra assignments) while serving in the position immediately preceding such promotion.

6. Initial Placement

The initial salary placement of a candidate from outside this District who is elected to a position covered by this schedule shall be approved by the Superintendent.

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7. Stipend for Masters and Doctorate Degrees

A supervisor or manager who files or has on file with Human Resources official verification of an earned Master's Degree shall be paid an annual stipend of \$1,584. A supervisor or manager who files or has on file with Human Resources official verification of an earned Doctorate Degree shall be paid an annual stipend of \$3,168. Only one earned Master's Degree and only one earned Doctorate Degree will be recognized for this additional remuneration. Such payment to be prorated and added to the employee's regular salary payments.

8. Longevity Pay for Creditable District Service

Eligibility for a longevity stipend will be determined on the basis of total consecutive years of service as a certificated supervisor or manager within the Burbank Unified School District, plus up to five (5) years credit for service as a non-management employee within the Burbank Unified School District. A monthly stipend in the amount of \$243 shall begin on the first day of the month following nine (9) consecutive years of service; a monthly stipend in the amount of \$321 shall begin on the first day of the month following fourteen (14) consecutive years of service; a monthly stipend in the amount of \$399 shall begin on the first day of the month following nineteen (19) consecutive years of service; a monthly stipend in the amount of \$477 shall begin on the first day of the month following twenty five (25) consecutive years of service, and a monthly stipend in the amount of \$535 shall begin on the first day of the month following thirty (30) consecutive years of service.

9. Incentive to Delay Jury Duty Service

As an incentive for certificated supervisors and managers to serve or delay jury duty service until vacation periods or other non-work days rather than serving during the regular school year, the District shall compensate certificated supervisors and managers \$100 per day for each day of jury duty actually served during vacation or other non-work days. A jury duty receipt of actual attendance must be submitted to Personnel Services by the employee to be eligible for the compensation provided by this section.

10. Crosscultural, Language, and Academic Development Certificate, Language Development Specialist Certificate, and SB 1969 Certificate

Certificated supervisors and managers shall receive a one-time only stipend in the amount of \$561 for completion and submission of a copy of the earned certificate to the District, of the District-approved Crosscultural, Language, and Academic Development (CLAD) Certificate, Language Development Specialist (LDS) Certificate, or SB 1969 Certificate.

11. Cell Phone Stipend

At the discretion of the Board of Education, a monthly cell phone stipend shall be paid to designated certificated supervisors and managers. The monthly amounts to be paid can be \$17, \$20, \$25, \$33, \$50, \$60 or \$67.

Adopted: 6/5/87

Revised: 12/6/90; 1/18/96; 1/16/97; 2/19/98; 2/18/99; 3/18/99; 8/5/99; 8/17/00; 3/18/04; 7/7/05, 11/17/05; 4/20/06, 6/4/07; 3/20/08, 8/2/12, 3/20/14; 5/1/14, 6/4/15, 10/20/16; 6/15/17; 10/18/18; 9/2/21; 5/5/22; 3/2/23, 08/03/23, **02/01/24**