

**BURBANK UNIFIED SCHOOL DISTRICT**

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MANAGEMENT PERSONNEL

RULES AND REGULATIONS FOR IMPLEMENTATION OF CLASSIFIED  
SUPERVISORS AND MANAGERS AND CONFIDENTIAL EMPLOYEES  
SALARY SCHEDULES B AND C

Effective July 1, 2023

1. Work Year

Unless otherwise designated, all assignments shall be 12-month assignments, inclusive of vacation and holiday leaves.

\* Basic assignment is 224 days exclusive of vacation days and holidays.

\*\* Basic assignment is 9 calendar months, inclusive of vacation leave. Salary will be prorated monthly. For additional time beyond assignment as required by Director of Food Services, salary will be prorated hourly.

2. Method of Payment

Employees are paid by the month in two warrants, an Earned Salary Advance and a Final Monthly Pay Warrant.

3. Procedures for Increment Step Advancement

Classified Supervisors, Managers and Confidential personnel hired or promoted after July 1, 1980, shall receive increment step advancement on Salary Schedule B based on each employee's original date of employment. (Employees hired or promoted prior to July 1, 1980, shall receive increment step advancement according to rules in effect on those dates.)

4. Placement on Promotion

Placement on any range of Schedule B as a result of promotion shall be on a step that will be no less than 3% greater than the employee's current placement on any salary schedule in the Classified Service but not greater than Step 8.

If, as a result of promotion, placement is on Step 1 of the Salary Schedule, and if step advancement would not occur within six (6) months, placement at the time of promotion shall automatically be adjusted to Step 2.

The original date of employment shall be established as the first day of the first creditable calendar month of employment. A calendar month of employment is one in which compensation payable for such month is equal to one-half or more of the month's salary.

5. Initial Placement

Initial placement on Salary Schedule B or C shall be approved by the Superintendent.

First advancement for a new employee on Salary Schedule B or C shall be made six (6) months from the original date of employment. The second advancement on the salary schedule shall be made one year from the original date of employment. Subsequent advancement through Step 8 shall be made each year on the anniversary of the original date

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of employment. No advancement on the salary schedule shall be granted for management personnel on a professional growth plan requiring improvement.

6. Hourly Pay Rate

Salaries shall be prorated monthly. The monthly rate divided by 173.333 establishes the hourly pay rate.

7. Stipend for Masters and Doctorate Degrees

An earned Master's Degree or earned Doctorate Degree is recognized with \$1,584 added to the base salary. Only one earned Master's Degree and only one earned Doctorate Degree will be recognized for this additional remuneration. The maximum amount for any employee for the Master's Degree and Doctorate Degree is \$3,168.

8. Longevity Pay for Creditable District Service

Eligibility for longevity pay for Classified Supervisors, Managers and Confidential positions will be determined on the basis of total consecutive years of service as a regular employee in 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 \$554 shall begin on the first day of the month following thirty (30) consecutive years of service.

9. Vacation

Classified Supervisors, Managers and Confidential personnel who work a 12-calendar-month year earn 22 days of vacation annually. Vacation earned will be prorated for personnel who are assigned on other than a 12-calendar-month basis.

10. Holidays

Holidays shall be as defined in the adopted calendar for each school year or as otherwise defined by the Board of Education. Classified Supervisors, Managers and Confidential employees shall be paid for any designated holidays which occur within the inclusive dates of their assignments.

11. Exempted Salaried Positions

Positions on Ranges A, B, C, D, E, F, G, H, I, J, K and L on Classified Supervisors and Managers Salary Schedule B are exempted salaried positions and are not eligible for overtime pay.

12. Stipend for State Building Inspector's Certification

An annual stipend of \$2,667 shall be provided for possession and use in the District of a State Building Inspector's Certification. Such payment to be prorated and added to the employee's regular salary payment.

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13. Stipend for Asbestos Removal Certification

An annual stipend of \$2,134 shall be provided for possession and use in the District of an Asbestos Removal Certification. Such payment to be prorated and added to the employee's regular salary payment.

14. Stipend for Notary Public Commission Certificate

An annual stipend of \$1,242 shall be provided for possession and use in the District of a Notary Public Commission Certificate. Such payment to be prorated and added to the employee's regular salary *payment*.

15. Incentive to Delay Jury Duty Service

As an incentive for classified supervisors and managers, and confidential employees, 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 classified supervisors and managers, and confidential employees, \$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.

16. Travel Stipend

In lieu of mileage reimbursement, a monthly stipend in the amount of \$29.00 shall be paid to Food Service Supervisors as compensation for travel to the District Office to count daily deposits.

17. Cell Phone Stipend

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

Adopted: 6/5/84

Revised: 6/6/85; 12/5/85; 2/6/86; 8/7/86; 2/4/88; 3/16/89;4/19/90; 10/7/93; 1/18/96;  
1/16/97;11/6/97;2/19/98;3/5/98;2/18/99;3/18/99;8/5/99;8/19/99;5/18/00;8/17/00;9/5/02;11/07/02;3/  
18/04;7/7/05;11/17/05;4/20/06,6/4/07;3/20/08;12/16/10,6/16/11,3/15/12,8/2/12, 3/20/14; 5/1/14,  
6/4/15, 10/20/16,10/18/18;9/2/21;5/5/22; 3/2/23, 8/3/23; **02/01/24**