

TUCSON UNIFIED SCHOOL DISTRICT

2023-2024

**Employee Agreement for
Non-Bargaining Employees**

July 1, 2023 through June 30, 2024

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ARTICLE ONE

DEFINITIONS

- A. The term **ADMINISTRATOR** shall be defined as those persons whose pay is determined by the Exempt Administrator Salary Schedule (Appendix F) and who are listed in Appendix E.
- B. The term **DAYS** shall mean working days. Working days are considered to be those exclusive of holidays and weekends. During the school year, working days shall mean teaching days plus duty days. During the summer, working days will be those when the District's Central Administrative offices are open for business with the public.
- C. The term **DISTRICT** shall mean the Tucson Unified School District.
- D. The term **EMERGENCY** shall mean an event which a reasonable, prudent person could not have reasonably foreseen and prepared for.
- E. The term **EMPLOYEE** shall mean those individuals covered by this agreement: Exempt Administrators, Supervisory Confidential Employees and Exempt Coordinators (excluding initial probationary employees).
- F. The term **EXEMPT COORDINATOR** shall be defined as those persons who coordinate District-wide programs and whose pay is determined by the Exempt Coordinator Salary Schedule (Appendix D).
- G. The term **FAMILY** shall include all provisions as defined in this Agreement, A.R.S. 23-371, and further, the definition will extend to include anyone in the metropolitan Tucson area for whom the employee has or shares a major financial responsibility and is an established resident within the employee's household.
- H. The term **GOVERNING BOARD** shall mean the Governing Board of Tucson Unified School District.
- I. The term **SUPERINTENDENT** shall mean the Superintendent appointed by the Governing Board of Tucson Unified School District.

Nothing in the provisions of this agreement shall be construed as a limitation upon the application of federal law including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Equal Employment Opportunity Act of 1972, Age Discrimination in Employment Act, Americans with Disabilities Act of 1990, and other Federal and State non-discriminations laws and regulations.

ARTICLE TWO

WAGES

- A. **Salary Schedules**

1. The positions list and salary schedule for Exempt Administrators are found in Appendices E and F.
2. The positions list and salary schedule for Supervisory/Confidential Employees and Exempt Coordinators are found in Appendices C and D.
3. The positions list and salary schedule for Non-Exempt Supervisory/Confidential Employees are found in Appendices A and B.

B. Exempt Administrator Educational Stipend

1. Employees with a Ph.D. or Ed.D. will receive a \$1,000 educational stipend to be added to their annual contract amount. This stipend will be prorated if applicable.
2. Employees with an Educational Specialist degree will receive a \$700 educational stipend to be added to their annual contract amount. This stipend will be prorated if applicable.

C. Supervisory/Confidential Employees Working Out of Class

An out of class assignment is one in which a supervisory confidential employee is replacing an absent employee or is assigned to and given the responsibilities of a higher level position for a minimum of five (5) days within a pay period. An out of class assignment will need to be renewed after thirty (30) days should the site supervisor/manager determine an extension is necessary upon approval by the Executive Director of Human Resources or the designee.

1. Supervisory confidential employees assigned to perform work in a higher paying classification or grade in the unit than the grade of the position in which they perform their regular duties, shall receive additional compensation of two dollars and seventy-five cents (\$2.75) per hour for each day actually worked in the higher level position. The employee shall be compensated only for the actual hours worked.
2. Supervisory confidential employees assigned to perform work in the absence of a department head will be compensated at a rate established by the District after serving two days in that assignment.

D. Added Duty

Upon approval of the Superintendent or designee, an employee may be assigned additional projects, duties, assignments, or tasks.

1. All functions of the added duty assignment shall be performed for the duration of the assignment. If during the course of the added duty assignment the activity is discontinued, the obligation to continue the stipend shall cease.
2. These duties and the consideration for them, are separate and distinct from any other contractual obligations between the employee and District and are in addition to those other duties.
3. No employee will perform any added duty assignments without their consent and the written consent of the supervisor.

E. Reclassification Purpose

1. The purpose of a reclassification is to review the duties and level of responsibilities in a classification. A request for reclassification does not in any way guarantee that a position

will be upgraded. Reclassifications can result in one of the following: upgrade, downgrade, frozen in current rate of pay, or no change. When an employee is reclassified the employee's pay shall be commensurate with the market average, responsibilities, and experience.

2. Procedure

- a. An employee who feels that their duties have undergone a significant change in the kinds of duties and level of responsibility shall submit a request for review of their position by filling out a Position Analysis Form available from the Human Resources Department.
- b. If the Human Resources Department performs an independent position audit, the employee may also appeal the allocation as defined in three below.
- c. An employee's position will not be reviewed more than once every two (2) years.
- d. The definition of classifications or the assignment of a classification to a pay grade on the wage schedules are matters left to the sole discretion of the District.
- e. Within thirty (30) days of receipt of the analysis form, Human Resources shall inform the employee of receipt. A meeting will be scheduled within thirty (30) days of notification to review their classification. The review may include but not be limited to:
 - i) Position Description Questionnaire;
 - ii) Interviews;
 - iii) Work Observation.

3. Appeal

If the employee disagrees with Human Resources' decision, the employee shall within twenty (20) days appeal the decision by corresponding with the Executive Director of Human Resources, specifically stating the reasons for an appeal. The Executive Director of Human Resources shall refer the appeal to the Classification Appeal Board composed of three (3) members appointed by the District, including one (1) employee randomly selected from the unit. However, no District appointee who has conducted the evaluation in the reclassification will serve as a voting member on the appeals committee. The Appeal Board shall review the appeal and within thirty (30) days of its receipt render a recommendation to the Executive Director of Human Resources. The Executive Director of Human Resources shall, within ten (10) days of the Appeal Board's recommendation, correspond with the appealing employee informing the employee of the final decision.

The final decision by the Executive Director of Human Resources is not subject to appeal.

ARTICLE THREE

CONTRACTS FOR EXEMPT ADMINISTRATORS

A. Distribution of Contracts

The District shall distribute annual contracts to all exempt administrators to whom it intends to offer employment. Said contract will have an effective date of July 1. Exempt administrators who hold a certificate issued by the Arizona Department of Education must receive the annual contract no later than May 15 of the current contract year. Exempt administrators who do not hold a certificate issued by the Arizona Department of Education must receive the annual contract prior to July 1.

B. Notice of Non-Renewal of Contract

1. **Certificated Administrators.** In accordance with A.R.S. 15-503(D), the District must provide notice of its intent not to renew the contract of an administrator on or before April 15 of the current contract year for any exempt administrator who holds a certificate issued by the Arizona Department of Education.
2. **Non-Certificated Administrators.** The District must provide notice of its intent not to renew the contract of a non-certificated exempt administrator, who does not qualify under Article 3(B)(1), no later than May 15 of the current contract year.
3. **Notice of intention not to re-employ an administrator** shall be delivered personally to the administrator or sent by certified mail directed to the employee at their place of residence.

C. Contract Offer Acceptance

1. An exempt administrator offered a contract for the following school year must indicate acceptance of the contract within thirty (30) days from the date of the written contract or the offer is revoked.
2. **Release from Contract:** An exempt administrator under contract will be released from the obligations of the contract upon request, under the following conditions:
 - a. a release from contract, prior to July 1, will be granted provided a letter of resignation is submitted prior to that date.
 - b. a release from contract will be granted in case of illness or a life changing situation (in accord with Family Medical Leave Act).

- D.** Administrators covered by this Agreement are employed by individual contracts on an annual basis, or pro-rata annual basis, as applicable. They receive no "tenure" rights, and all such contracts are subject to non-renewal in accordance with the terms of this Agreement and the Governing Board and District policies and regulations. This provision shall not be construed to abrogate any rights afforded to an administrator under Arizona Revised Statutes, Title 15.

ARTICLE FOUR

REDUCTION IN FORCE

- A.** District notification of administrators (certificated and non-certificated), in the event of a reduction in force, shall be in accordance with the notice of non-renewal provisions of Article 3(B).
- B.** All other employees whose positions are not subject to the provisions set forth in Article 4(A) are entitled to no less than 30 days' notice in the event of a Reduction in Force.

ARTICLE FIVE

PROFESSIONAL DEVELOPMENT

THE PROFESSIONAL DEVELOPMENT FUND IS SUSPENDED UNLESS AND UNTIL THE GOVERNING BOARD DETERMINES, IN ITS SOLE DISCRETION, THAT FUNDS EXIST FOR PROFESSIONAL DEVELOPMENT AT A FUTURE DATE.

ARTICLE SIX

FRINGE BENEFITS

Medical Insurance

1. For the duration of this agreement, the medical premiums shall reflect the affordability contribution percentage determined by the requirements of the Affordable Care Act.
2. The following optional insurance programs are available for an employee at their own expense:
 - a) Medical Insurance (administrator);
 - b) Dental Insurance (administrator);
 - c) Dependent coverage for medical and/or dental care;
 - d) Life Insurance (up to three times salary or a maximum of \$300,000);
 - e) Vision;
 - f) Group Universal Life;
 - g) Short-Term Disability insurance.
3. If the full-time employee works less than their full contract year, the District contribution will be prorated based on the portion of the contract year worked.
4. Employees who terminate before the last duty day in the school year shall terminate the District's further contribution to District-sponsored single coverage medical insurance.

Life Insurance

All full-time employees that elect insurance coverage shall be provided at District expense with a term life insurance policy equal to the employee’s base salary as of July 1, but not less than \$10,000. Employees shall have the option of purchasing additional term life insurance at their own expense.

Mileage Allowance

Reimbursements for mileage will be made in accordance with Governing Board Regulation EEB-R1.

Holidays

1. 9-, 9-1/2, 10-, 10-1/2 and 12-month employees shall be granted the following paid holidays, provided they were on-pay status during any portion of their regular work day of their assignment immediately preceding and succeeding the holiday. If an employee utilizes leave prior to, or after a holiday, and is out of leave balances, they will not be considered on-pay status and thus will not be eligible to receive holiday pay.
 - a) Nine (9), Nine and a half (9-1/2), Ten (10), and Ten and a half (10-1/2) Month

- i) Labor Day 1
- ii) Veterans’ Day 1
- iii) Thanksgiving 2
- iv) Winter Break 10
- v) Martin Luther King Day 1
- vi) Rodeo Break 2
- vii) Spring Break 3

- b) Twelve (12) Month
 - i) Independence Day 1
 - ii) Labor Day 1
 - iii) Veterans’ Day 1
 - iv) Thanksgiving 2
 - v) Winter Break 10
 - vi) Martin Luther King Day 1
 - vii) Rodeo Break 2
 - viii) Spring Break 1
 - ix) Memorial Day 1

- 2. A non-exempt employee required to work on a holiday shall be compensated at one and a half (1.5x) times the employee’s normal rate of pay.

ARTICLE SEVEN

LEAVES OF ABSENCE WITH PAY

Sick Leave

- 1. All regular full-time employees shall be eligible for sick leave benefits which will accrue without limit at the following rate:

Classification	Sick Leave
12-month	8 days a year
10-1/2 month	5 days a year
10-month	5 days a year
9-1/2-month	5 days a year
9-month	5 days a year

- 2. Employees may not utilize sick leave during their initial sixty days of employment. Sick leave hours as identified above are credited every two weeks in conjunction with the pay period.
- 3. Employees are required to notify their immediate supervisor(s) or designee(s) of a necessary sick leave absence at least one-half (1/2) hour prior to the start of the employee's work day.
- 4. Employees who need to leave their position before the work day is finished, or employees who start their work day later, will have their absence time charged to sick leave to the nearest quarter hour.

5. Employees must report absences of 1/2 day or more when they are adjusting their schedule due to excessive time worked during the pay period.
6. Sick leave may be used in accordance with the requirements of The Fair Wages and Healthy Families Act, A.R.S. 23-373. For the purposes of sick leave, the term family shall include all provisions as defined in this Agreement, A.R.S. 23-371, and further, the definition will extend to include anyone in the metropolitan Tucson area for whom the employee has or shares a major financial responsibility and is an established resident within the employee’s household.
7. A written statement from the treating physician will be required by the District to substantiate an absence due to an employee's illness or for illness within the employee's family if the absence is more than three (3) consecutive days duration. The District may require a written statement from the treating physician to substantiate any sick leave absence, including those of less than three (3) days, when there is a reasonable doubt as to the proper use of sick leave.

Personal Leave

1. All regular full-time employees shall be eligible for personal leave benefits which will be credited at the following rate:

Classification	Personal Leave
12-month	8 days a year
10-1/2 month	7 days a year
10-month	7 days a year
9-1/2-month	7 days a year
9-month	7 days a year

2. Personal leave is credited to the employee at the beginning of employee’s contract year. New employees whose entry day to the District is other than July 1, will have their personal leave prorated.
3. Unused personal leave shall be made part of the employee's accumulated sick leave at the end of each fiscal year.
4. An employee planning to use a personal day or days shall notify their immediate supervisor at least one day in advance, except in cases of emergency. Use of personal leave must be approved by their supervisor.
5. Non-emergency use of personal leave should be scheduled with the immediate supervisor.

Bereavement

In the event of death in the family of an employee, the employee may use accumulated paid leave balances for a maximum of eight (8) days (which may include necessary travel time), excluding weekends. Additional days may be granted at the discretion of the Superintendent or their designee. For purposes of this paragraph, the term family shall include all provisions as defined in this Agreement, A.R.S. 23-371, and further, the definition will extend to include anyone in the

metropolitan Tucson area for whom the employee has or shares a major financial responsibility and is an established resident within the employee’s household.

Medical Leave Assistance Program

1. Employees who have depleted their accrued sick and personal leave as a result of a qualified medical reason may request access to the Medical Leave Assistance Program by submitting a form to the Benefits office asking to receive donations of sick leave from other employees. A serious health condition is defined as a "non-work related" qualified medical reason that is anticipated to last for the continuous period of time of four or more weeks, as verified by a licensed health care practitioner.
2. The donor employee may donate a maximum of five (5) sick leave days annually and may only donate if the employee has thirty (30) or more days of accumulated sick leave. The donor employee will designate the donation in the name of the employee to receive the donation. Supervisory Confidential employees may donate to and receive donations from other TUSD classified employees in the Supervisory Professional and/or White Collar/Food Service employee units.
3. The donor employee may donate a maximum of five (5) sick leave days annually and may only donate if they have thirty (30) or more days of accumulated sick leave. The donor employee will designate the donation in the name of the employee to receive the donation. Exempt Coordinator employees may donate to and receive donations from any other TUSD employee’s groups/units.
4. The recipient employee will be credited with the number of days donated, up to a maximum of one week after their projected return to work. Days donated in excess of this amount will be held in reserve and credited to the employee only if needed. If not needed, days in excess of one week beyond the original amount requested will be restored to the donor(s). Days of leave, not the actual wage of the donor employee, will be donated.

Vacation

1. **Vacation leave eligibility** – Only 12-month employees are eligible to accrue vacation.
2. **Vacation Leave Accrual for non-administrators**

YEARS OF SERVICE	DAYS ACCRUED
1-5 YEARS	10
6-15 YEARS	15
16+ YEARS	20

- a) Years of service shall be calculated from the employee's most recent date of hire in the District in a regular part-time or full-time position.
- b) Exempt coordinators and supervisory/confidential employees will earn vacation during the first year; however, are not eligible to schedule accrued vacation until after completion of the first year of employment.

- c) If a nine and one-half (9-1/2), ten (10), or ten and a half (10-1/2) month contract employee is transferred to a twelve (12) month position, the employee will accrue their vacation from the first day in the new assignment, at the vacation accrual rate equal to the years of service in the District.

3. Vacation Days For Exempt Administrators

- a) Administrators receive twenty (20) days (160 hours) of vacation entitlement each year. Vacation entitlement is accrued on a bi-monthly pro-rata basis starting with the first day of employment.
- b) Administrators separating from the District will receive payment for any unused vacation leave at their existing daily rate of pay at the time of separation.

4. Vacation Leave Usage

- a) Employees having earned vacation may take vacation in increments as approved by the immediate supervisor and/or site administrator.
- b) The immediate supervisor shall grant or deny vacation request in writing within ten (10) days of receipt. Denial of an employee's vacation request shall be put in writing and a copy forwarded to Human Resources.
- c) Twelve (12) month employees may accumulate up to and no more than 160 hours (or prorated cap) of vacation at any given time. No more than 160 hours or four weeks of vacation may be rolled over into the next fiscal year. Vacation must be scheduled with the employee's supervisor no less than four weeks in advance, except in cases of emergency.
- d) If a holiday occurs during an employee's vacation, said holiday shall not be deducted from accumulated vacation leave.

Jury Duty

Employees subpoenaed for jury duty or as a witness in the course and scope of employment shall not suffer loss of earnings as a result of such service. An employee may choose:

- 1) to keep the jury duty or witness pay and have the employee pay docked an equal amount; or,
- 2) in cases where jury duty pay exceeds the employee's daily rate, the employee may use a personal leave day or be docked at their daily rate instead of using a jury code for those days.

Employees subpoenaed for jury duty or as a witness, are required to submit a copy of the jury summons or subpoena to their supervisor and inform the supervisor of their choice regarding jury duty or witness pay. It is the employee's responsibility to report a jury duty or witness absence to the time clock system. No report of jury duty or witness absence need be submitted if the employee chooses to take a pay dock or a personal leave day.

Absences due to litigation while the employee is either a plaintiff, defendant, or subpoenaed as a witness outside of the course and scope of employment must be charged to personal leave, vacation, or dock.

Military Leave

In accordance with A.R.S. § 38-610, employees will receive pay for all days during which they are employed in training duty under orders with any branch of the armed forces for a period not to

exceed thirty days in any two consecutive years. For purposes of this article only the term "year" means the fiscal year of the U.S. government.

Released Time

Released time may be granted to attend any approved conference or convention which would enhance an employee's work performance. First consideration will be given to employees participating or presenting in the conference. Released time must be requested at least one (1) week before in-state meetings, and out-of-state forms must be submitted for Superintendent approval prior to the conference.

ARTICLE EIGHT

UNPAID LEAVES OF ABSENCE

A. Governing Board-Approved Leave of Absence

1. The Board may grant a leave of absence to employees not to exceed one year for the purposes listed below. All requests for such leaves of absence shall be submitted in writing to Human Resources. No leaves will be granted for other employment.
 - a) Health of employee (doctor's verification of illness is required).
 - b) Health of immediate family, as defined in this agreement. A doctor's verification of illness or disability and projected date of return to work is required.
 - c) New infant or childcare (birth certificate or doctor's statement required).
 - d) Course of study, education or training, as approved by TUSD (enrollment or registration documentation required).
 - e) Military service (military order required).
 - f) Campaign/Serve in public office.
2. Employees must have worked the equivalent of one full school year to be eligible for an unpaid, board-approved leave of absence.
3. Employees on unpaid leave of absence shall be allowed to continue insurance coverage in the program in which they are enrolled, provided the employee notifies the District of their desire to continue coverage through COBRA, and pays the premiums for the insurance and other benefits at the employee's expense.
4. Upon granting the authorized absence, all rights of tenure, seniority, retirement, accrued leave with pay and other benefits shall be preserved and available to the applicant after the termination of the leave, provided they were earned prior to the leave.
5. Notification of intention to resume employment by the employee must be submitted in writing thirty (30) days prior to date of return, or if the employee is an Administrator, then the notification must be submitted by the earlier of either February 1 or thirty (30) days prior to the leave's expiration date.
6. An administrator on a leave of absence is subject to the provisions of Article 3, Reduction in Force.

B. Family and Medical Leave

All requests for Family Medical Leave by District employees will be processed in accordance with the corresponding Governing Board Policy.

C. Absence Due to On-the-Job Injury

1. An employee will use accumulated paid leave for absences due to an industrial injury, not to exceed 100% of their regular pay. The District's Workers' Compensation carrier will also compensate the employee in accordance with state law. Within four weeks of returning to work, an employee may make arrangements with Payroll to buy back paid leave used to supplement Workers' Compensation benefits for an on-the-job injury or illness.
2. Employees injured on the job may be assigned to work "restricted duty" as recommended by the industrial injury treating physician.
3. A combination of paid leaves, restricted duty, and unpaid leaves of absences are not to exceed twelve (12) months for a single on-the-job injury. At twelve months, the position will be released for recruitment.

D. Variable office hours for Exempt Administrators

Variable office hours may be applied when normal work responsibilities require an administrator's presence at activities beyond the normal work day. Administrators will be given reasonable flexibility in office hours so long as 1) proper notification is given to the administrator's supervisors; 2) time away from the site/office is reasonably limited; and 3) the administrator works the required number of hours and performs their duties in a satisfactory manner.

ARTICLE NINE

SEVERANCE / SEPARATION BENEFITS

A. SEVERANCE PAY – FROZEN AS OF JULY 1, 2010 AND DISCONTINUED FOR EMPLOYEES WHO DID NOT QUALIFY AS OF JUNE 30, 2010

1. On June 30, 2010, the employee's severance stipend benefit shall be calculated as follows for those with thirteen (13) or more years of continuous service and this dollar amount will be frozen as the employee's minimum severance pay. It shall be calculated by multiplying the employees 2009-2010 annual salary by .006 and then multiplying by the employee's years of service by June 30, 2010. The service stipend shall be paid out at the time of voluntary separation. Employees with less than thirteen (13) years of continuous service as of June 30, 2010 are not eligible for this stipend.
2. If an employee has elected separation but dies before the severance pay is made, said payment shall be paid to the estate of the deceased.

B. SEPARATION BENEFIT FOR SUPERVISORY/CONFIDENTIAL – SICK LEAVE PAYOUT

1. After ten (10) consecutive years of service in the Tucson Unified School District, employees who are Supervisory/Confidential as of the effective date of the agreement, or who become Supervisory/Confidential after the effective date of the agreement, shall receive pay for unused sick leave at voluntary separation.
2. The District shall provide a payment for unused sick leave to employees upon separation in accord with the following: The amount of payment shall be 2/3rds of the base salary hourly rate of pay for Step 1 of the grade level of the employee at separation times the number of sick leave hours accrued through the date of separation up to a maximum of

500 hours. Payment shall be included in the last payroll in that fiscal year or the first payroll of the following fiscal year, at the District's option. All legally required deductions will be taken from the incentive payment, including the employee's contribution to the State Retirement Fund, if any. The rights contained in this paragraph are not considered vested rights.

C. SEPARATION BENEFIT FOR EXEMPT COORDINATORS – SICK LEAVE PAYOUT

1. After ten (10) consecutive years of service in Tucson Unified School District, Exempt Coordinators shall receive pay for unused sick leave.
2. The District shall provide a payment for unused sick leave to Exempt Coordinators upon separation in accord with the following: The amount of payment shall be 2/3rds of the base salary daily rate of pay for Step 1 of the grade level of the employee at separation times the number of sick leave days up to a maximum of 67 days. Payment shall be included in the last payroll in that fiscal year or the first payroll of the following fiscal year, at the District's option. All legally required deductions will be taken from this payment, including the employee's contribution to the State Retirement.

D. SEPARATION BENEFIT FOR EXEMPT ADMINISTRATORS – SICK LEAVE PAYOUT

1. **SICK LEAVE PAY AT SEPARATION FOR ADMINISTRATORS HIRED AFTER AUGUST 16, 2005**
 - a. After ten (10) consecutive years of full time service in the Tucson Unified School District administrators who are covered under these terms and conditions as of the effective date of agreement, or who become covered by these terms and conditions after the effective date of the agreement shall receive pay for unused sick leave.
 - b. The District shall provide a payment for unused sick leave to administrators upon separation in accordance with the following: The amount of payment shall be accrued up to a maximum of 67 days. The payout shall be 2/3rds of the base salary the daily rate of pay for Step 1 of the grade level of the employee at separation, times the number of sick leave days up to 67 days. Payment shall be included in the last payroll in that fiscal year or the first payroll of the following fiscal year, at the District's option. All legally required deductions shall be taken from the incentive payment including the administrator's contribution to the State Retirement Fund, if any. The rights contained in this paragraph are not considered vested rights.
 - c. If an administrator is eligible for sick leave payout but dies before the payment is made, said payment shall be paid to the estate of the deceased.
2. **SICK LEAVE PAY AT SEPARATION ADMINISTRATORS ONLY HIRED PRIOR TO AUGUST 16, 2005**

Voluntary Separation - 20 years of service

 - a. After twenty (20) years of full-time service in the Tucson Unified School District an administrator may apply for the benefits in Article Nine by giving written notice to the District's Executive Director of Human Resource on or before January 15. Should an administrator separate at mid-year, written notice should

be received by the Executive Director of Human Resource on or before November 15. In the event state legislation concerning retirement is changed in such a way as to allow administrators benefits unavailable before the change, the date for notice of separation will be reopened for a period of fifteen (15) days following the enactment of the legislation. The notice may be withdrawn until and including the first Monday in February after notice is made.

- b.** For those administrators meeting the eligibility requirements in D-2-a above, the District shall provide pay for unused sick leave accrued before June 30, 1991 and not used before date of separation. Payment shall be based upon the daily rate of pay for the minimum salary on the 1991-92 administrative salary schedules, as follows:

- i) Daily rate of pay for administrators on Grade I, I-A, or I-A-12 at time of separation shall be based on Class I of the 1991-92 salary schedule.
- ii) Daily rate of pay for administrators on Grade II or II-12 at time of separation shall be based on Class II of the 1991-92 salary schedule.
- iii) Daily rate of pay for administrators on Grade III at time of separation shall be based on Class III of the 1991-92 salary schedule.
- iv) Daily rate of pay for administrators on Grade IV at time of separation shall be based on Class IV of the 1991-92 salary schedule.
- v) Daily rate of pay for administrators on Grade VA or VA-12 at time of separation shall be based on Class VA of the 1991-92 salary schedule.
- vi) Daily rate of pay for administrators on Grade VB or VB-12 at time of separation shall be based on Class VB of the 1991-92 salary schedule.
- vii) Daily rate of pay for administrators on Grade VI at time of separation shall be based on Class VI of the 1991-92 salary schedule.
- viii) Daily rate of pay for administrators on Grade VII at time of separation shall be based on Class VII of the 1991-92 salary schedule.

- c.** For those administrators meeting the eligibility requirements in D-2-a above, the District shall provide pay for unused sick leave accrued before June 30, 1991 and not used before date of separation. With implementation of the new salary schedule (January 5, 2003), payment for classified and certified administrators shall be, as follows:

<u>New Class</u>	<u>91-92 Schedule</u>
○ All Grade 1	Class 1
○ 2-A (AP, middle & dual elem)	Class 11
○ 2-B (AP, middle EYOS)	Class 11
○ 3-A (AP HS)	Class VI
○ 4-A (princ elem)	Class VA
○ 4-B (princ/elem EYOS)	Class VA
○ 4-B (all others)	Class VI
○ 5-A (princ/middle & dual elem)	Class VB
○ 5-A (Mary Meredith)	Class VI
○ 5-B (princ /middle & elem combo)	Class VI
○ 5-C (princ/middle EYOS)	Class VII

- o 6 (princ/HS) Class VII
 - i) Rate of pay shall be multiplied by the number of sick leave days accumulated prior to June 30, 1991.
 - ii) Payment shall be included in the last payroll in that fiscal year or the first payroll of the following fiscal year, at the District's option.
 - iii) All legally required deductions will be taken from the incentive payment including the employee's contribution to the State Retirement Fund, if any.
 - iv) Sick Leave used subsequent to July 1, 1991, will be deducted from sick leave accumulated after July 1, 1991, unless that accumulation has been depleted.
 - v) In addition to Section D-1, administrators are eligible to receive the benefits outlined in Section D-2-Voluntary Separation, 10 Years of Service.
- d. If after twenty (20) years of full time service in the Tucson Unified School District, an administrator dies, the payment described in Section D-1-b above will be paid to the estate of the deceased.
- e. An administrator shall receive the separation benefits contained herein if the effective date of the separation is at the end of a semester or at the end of a school year. Exceptions to this provision may be granted to applicants who are forced to separation because of emergency.
- 3. Voluntary Separation for Exempt Administrators – 10 Years of Service**
Upon separation, administrators with at least ten (10) consecutive years of full-time service in TUSD are eligible to request and receive pay for ninety percent (90%) of the days of unused sick leave accumulated subsequent to **July 1, 1991**. This request will be a written application to the District's Executive Director of Human Resource on or before November 15 for administrators separating at end of the semester, or January 15 for administrators separating at end of the school year. The rate of pay will be the daily administrative substitute rate at the time of separation.
- 4. No Vested Rights for Exempt Administrators**
Administrators who do not serve a timely notice of separation as provided in Section D-2-a above in the school year immediately preceding their separation shall gain no vested rights through or under this Article; however, exceptions to this may be granted by the District in cases where timelines are not met due to emergency situations or other extenuating circumstances.

E. SEPARATION BENEFIT FOR EXEMPT ADMINISTRATORS, EXEMPT COORDINATORS, AND SUPERVISORY/CONFIDENTIAL EMPLOYEES – VACATION PAYOUT

1. After six (6) consecutive months of service in Tucson Unified School District, employees shall be eligible to receive pay for unused vacation leave.

ARTICLE TEN

CONFLICT RESOLUTION PROCESS

The intent of this process is to provide a method of resolving conflict in an equitable manner. As such, this process is recognized as a non-judicial, administrative process. The employee, in implementation of the process, has the right to have another employee assist them in the presentation of a problem issue.

A. The Conflict Resolution Process may be used for the following:

1. Informal Step - The employee and their immediate supervisor shall meet informally to try to resolve the issue. If resolution is not reached by such a meeting, the employee may proceed to the next step.
2. If no resolution is reached, the employee shall, within 10 days of the informal meeting, present a written summary of the issue to their immediate supervisor, with a copy to the department head. The immediate supervisor or department head shall respond in writing to the employee's complaint within 10 days. If the department head is the immediate supervisor, the matter may then proceed directly in writing to the Director of Employee Relations.
3. The employee, the Director of Employee Relations, and the department head shall then schedule a meeting to mediate the employee's issue.

ARTICLE ELEVEN

SENIORITY CREDIT/SALARY SCHEDULE PLACEMENT AS A TEACHER FOR EXEMPT ADMINISTRATORS

A. Criteria. Administrators who return to teaching will be eligible for salary placement as described in subsection (B) below if:

1. The District and an administrator reach a mutual agreement that the administrator shall return to teacher; or
2. The District notifies the administrator that the administrative contract will not be renewed and that they will be assigned to a teaching position; or
3. In the absence of an agreement or assignment, the administrator's position has been eliminated for budgetary or programmatic reasons,

And

1. The administrator acquired tenure or continuing teacher status as defined in A.R.S. Section 15-501.5 and 15-538.01, as amended, or predecessor statutes, as a certificated teacher with the District prior to going into administration; and
2. The administrator has had continuous employment, including approved leaves where taken, with the District.

B. Salary Placement

For the purposes of this paragraph, notwithstanding any provision of the Consensus Agreement with TEA or successor agreement regarding experience credit for placement on the salary schedule, administrators who return to teaching as provided in this Agreement shall be accorded

one step on the salary schedule for each year of prior experience in the District up to any maximum contained within the teacher salary schedule, regardless of the years or decade in which it was earned. The salary step credits provided for in the preceding sentence shall be granted for each year step increases were granted to teachers.

- C. Administrators who, in accord with Article 11, Seniority Credit as a Teacher, are reassigned to positions covered under the Consensus Agreement with the Tucson Education Association will be accorded District Initiated Transfer (DIT) status under that agreement for purposes of assignments.

ARTICLE TWELVE

EVALUATION

A. Evaluation

Employees will be evaluated according to applicable Arizona statutes and Evaluation Procedures as adopted by the Governing Board.

B. Personnel File

1. All employees in the Tucson Unified School District shall have the right to review the contents of their personnel file and to receive a copy of all material contained therein at District expense.
2. The official personnel file for all employees shall be maintained in Human Resources.
3. Following adoption of this policy, no material derogatory regarding an employee's conduct, performance, character or personality shall be placed in the personnel file unless a copy is provided to the employee for review, and unless the employee has the opportunity to submit a reply to the material. Said reply shall be attached to the original document and shall remain attached throughout the term of that employee's employment unless removed by mutual agreement between the employee and the Superintendent or designee. Such agreement shall be in writing and signed by both the employee and the Superintendent or designee.
4. Any discipline issued as a result of a criminal offense against a student shall remain in the employee's official personnel file and is not subject to removal. These offenses include, but are not limited to, criminal offenses defined by Arizona state law under Title 13, assault, hitting, striking, harassment, inappropriate touching or caressing of a student, sexual assault, or causing the student to suffer physical harm.

C. Surveillance

Eavesdropping or surveillance methods will not be used for conducting performance reviews or evaluations of employees, but may be used for safety and security purposes. At no time will the District use security cameras in a location where Employees or students have a reasonable expectation for privacy.

ARTICLE THIRTEEN

ADMINISTRATIVE TRANSFERS FOR EXEMPT ADMINISTRATORS

A. Purpose

The purpose of the following provisions on administrative transfers is to ensure consistent, fair, and equitable transfer opportunities and assignments for all administrators. Transfers are not intended to replace administrative evaluations, nor are transfers to be used for punitive or disciplinary purposes.

B. Notice and Consultation

Written notice of all administrative vacancies occurring prior to the end of the school year will be advertised through TUSD's Human Resources Department.

All current administrators who volunteer to transfer may provide a letter of intent to the Executive Director of Human Resources and Superintendent identifying the specific position in which they may be interested. Those current administrators shall be given equal consideration with other applicants in the placement or interview and selection process.

Appendix A – Supervisory/Confidential Titles
Supervisory/Confidential Non-Exempt Titles (CCS)
July 1, 2023 – June 30, 2024

Title	Grade	Entry Rate
Courier	D3	\$15.77
Human Resources Assistant	E13	\$18.15
Human Resources Assistant-Senior	H6	\$19.17
Custodian Student and Public Records	H10	\$19.95
Audio Visual Specialist	I5	\$19.78
Human Resources Specialist	J1	\$19.81
Administrative Assistant, Senior	J5	\$20.61
Employee Relations Assistant	J9	\$ 21.45
Legal Secretary	J9	\$ 21.45
Staff Assistant to Governing Board	M17	\$26.30
Executive Assistant	M18	\$26.56
Executive Assistant to Superintendent	N17	\$27.41
Legal Assistant/Paralegal	O1	\$24.36
Risk Management Analyst	O1	\$24.36
Workers Compensation Analyst	O6	\$25.60

Appendix B – Supervisory/Confidential Non-Exempt Salary Schedule
July 1, 2023 – June 30, 2024

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Grade D	\$15.45	\$15.60	\$15.77	\$15.92	\$16.08	\$16.24	\$16.40
Grade E	\$16.11	\$16.27	\$16.43	\$16.59	\$16.76	\$16.93	\$17.10
Grade F	\$16.79	\$16.96	\$17.12	\$17.29	\$17.47	\$17.64	\$17.82
Grade G	\$17.49	\$17.68	\$17.85	\$18.03	\$18.21	\$18.39	\$18.57
Grade H	\$18.24	\$18.42	\$18.60	\$18.79	\$18.98	\$19.17	\$19.36
Grade I	\$19.01	\$19.20	\$19.39	\$19.58	\$19.78	\$19.98	\$20.18
Grade J	\$19.81	\$20.01	\$20.21	\$20.41	\$20.61	\$20.82	\$21.03
Grade K	\$20.64	\$20.86	\$21.06	\$21.27	\$21.48	\$21.70	\$21.92
Grade L	\$21.52	\$21.74	\$21.95	\$22.17	\$22.39	\$22.61	\$22.85
Grade M	\$22.43	\$22.65	\$22.88	\$23.11	\$23.34	\$23.57	\$23.81
Grade N	\$23.38	\$23.61	\$23.85	\$24.09	\$24.33	\$24.57	\$24.82
Grade O	\$24.36	\$24.60	\$24.86	\$25.10	\$25.35	\$25.60	\$25.87

Grade	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
Grade D	\$16.56	\$16.74	\$16.90	\$17.07	\$17.24	\$17.41	\$17.58
Grade E	\$17.27	\$17.44	\$17.61	\$17.80	\$17.97	\$18.15	\$18.33
Grade F	\$18.00	\$18.18	\$18.36	\$18.54	\$18.73	\$18.92	\$19.11

Grade G	\$18.76	\$18.95	\$19.14	\$19.33	\$19.52	\$19.72	\$19.92
Grade H	\$19.55	\$19.75	\$19.95	\$20.14	\$20.34	\$20.55	\$20.76
Grade I	\$20.38	\$20.58	\$20.79	\$21.00	\$21.20	\$21.41	\$21.63
Grade J	\$21.24	\$21.45	\$21.66	\$21.89	\$22.10	\$22.32	\$22.54
Grade K	\$22.14	\$22.36	\$22.58	\$22.81	\$23.04	\$23.27	\$23.50
Grade L	\$23.07	\$23.30	\$23.53	\$23.78	\$24.01	\$24.25	\$24.49
Grade M	\$24.05	\$24.29	\$24.53	\$24.78	\$25.03	\$25.27	\$25.52
Grade N	\$25.07	\$25.31	\$25.56	\$25.83	\$26.08	\$26.34	\$26.60
Grade O	\$26.12	\$26.38	\$26.64	\$26.92	\$27.18	\$27.45	\$27.73

Grade	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21
Grade D	\$17.77	\$17.94	\$18.12	\$18.30	\$18.48	\$18.66	\$18.86
Grade E	\$18.51	\$18.70	\$18.89	\$19.08	\$19.26	\$19.46	\$19.65
Grade F	\$19.30	\$19.49	\$19.68	\$19.88	\$20.08	\$20.28	\$20.48
Grade G	\$20.11	\$20.31	\$20.51	\$20.73	\$20.93	\$21.14	\$21.35
Grade H	\$20.96	\$21.17	\$21.38	\$21.59	\$21.82	\$22.03	\$22.25
Grade I	\$21.85	\$22.07	\$22.29	\$22.51	\$22.74	\$22.96	\$23.19
Grade J	\$22.78	\$23.00	\$23.23	\$23.46	\$23.69	\$23.94	\$24.17
Grade K	\$23.74	\$23.97	\$24.21	\$24.45	\$24.69	\$24.95	\$25.19
Grade L	\$24.73	\$24.99	\$25.23	\$25.48	\$25.74	\$26.00	\$26.26
Grade M	\$25.79	\$26.04	\$26.30	\$26.56	\$26.83	\$27.10	\$27.37
Grade N	\$26.88	\$27.14	\$27.41	\$27.68	\$27.97	\$28.24	\$28.52
Grade O	\$28.01	\$28.29	\$28.57	\$28.86	\$29.15	\$29.43	\$29.73

Grade	Step 22	Step 23	Step 24	Step 25	Step 26	Step 27	Step 28
Grade D	\$19.05	\$19.23	\$19.42	\$19.62	\$19.82	\$20.02	\$20.22
Grade E	\$19.85	\$20.05	\$20.25	\$20.45	\$20.65	\$20.86	\$21.07
Grade F	\$20.68	\$20.90	\$21.10	\$21.31	\$21.52	\$21.75	\$21.96
Grade G	\$21.56	\$21.78	\$22.00	\$22.22	\$22.44	\$22.66	\$22.89
Grade H	\$22.47	\$22.69	\$22.93	\$23.16	\$23.38	\$23.62	\$23.86
Grade I	\$23.42	\$23.65	\$23.90	\$24.13	\$24.37	\$24.61	\$24.87
Grade J	\$24.41	\$24.65	\$24.91	\$25.15	\$25.40	\$25.65	\$25.92
Grade K	\$25.44	\$25.70	\$25.96	\$26.22	\$26.48	\$26.74	\$27.01
Grade L	\$26.52	\$26.79	\$27.06	\$27.32	\$27.59	\$27.88	\$28.15
Grade M	\$27.64	\$27.92	\$28.20	\$28.48	\$28.76	\$29.05	\$29.34
Grade N	\$28.81	\$29.10	\$29.39	\$29.68	\$29.98	\$30.28	\$30.58
Grade O	\$30.03	\$30.33	\$30.63	\$30.94	\$31.25	\$31.56	\$31.88

Grade	Step 29	Step 30	Step 31	Step 32	Step 33	Step 34	Step 35
Grade D	\$20.42	\$20.62	\$20.83	\$21.04	\$21.25	\$21.46	\$21.67
Grade E	\$21.28	\$21.49	\$21.70	\$21.93	\$22.15	\$22.36	\$22.59
Grade F	\$22.18	\$22.40	\$22.62	\$22.86	\$23.08	\$23.31	\$23.54
Grade G	\$23.12	\$23.35	\$23.58	\$23.82	\$24.06	\$24.30	\$24.54
Grade H	\$24.10	\$24.33	\$24.58	\$24.83	\$25.07	\$25.32	\$25.57
Grade I	\$25.11	\$25.36	\$25.61	\$25.88	\$26.13	\$26.39	\$26.65
Grade J	\$26.18	\$26.43	\$26.70	\$26.97	\$27.24	\$27.51	\$27.79
Grade K	\$27.28	\$27.55	\$27.83	\$28.11	\$28.39	\$28.67	\$28.96
Grade L	\$28.43	\$28.71	\$29.01	\$29.30	\$29.59	\$29.89	\$30.18
Grade M	\$29.63	\$29.94	\$30.23	\$30.53	\$30.84	\$31.15	\$31.46
Grade N	\$30.89	\$31.20	\$31.51	\$31.83	\$32.14	\$32.46	\$32.78
Grade O	\$32.19	\$32.51	\$32.85	\$33.17	\$33.50	\$33.84	\$34.18

Grade	Step 36	Step 37	Step 38	Step 39	Step 40	Step 41	Step 42	Step 43
Grade D	\$21.89	\$22.11	\$22.33	\$22.55	\$22.78	\$23.01	\$23.24	\$23.47
Grade E	\$22.82	\$23.05	\$23.27	\$23.50	\$23.75	\$23.98	\$24.22	\$24.46
Grade F	\$23.78	\$24.02	\$24.26	\$24.50	\$24.75	\$25.00	\$25.24	\$25.49
Grade G	\$24.79	\$25.04	\$25.28	\$25.53	\$25.80	\$26.05	\$26.31	\$26.57
Grade H	\$25.84	\$26.09	\$26.35	\$26.61	\$26.89	\$27.15	\$27.42	\$27.69
Grade I	\$26.93	\$27.19	\$27.46	\$27.74	\$28.02	\$28.30	\$28.58	\$28.87
Grade J	\$28.06	\$28.34	\$28.62	\$28.92	\$29.20	\$29.49	\$29.78	\$30.09
Grade K	\$29.25	\$29.54	\$29.84	\$30.14	\$30.43	\$30.74	\$31.05	\$31.36
Grade L	\$30.48	\$30.78	\$31.10	\$31.41	\$31.72	\$32.04	\$32.36	\$32.68
Grade M	\$31.77	\$32.09	\$32.41	\$32.73	\$33.07	\$33.39	\$33.72	\$34.07
Grade N	\$33.12	\$33.45	\$33.78	\$34.12	\$34.46	\$34.80	\$35.16	\$35.50
Grade O	\$34.51	\$34.87	\$35.21	\$35.56	\$35.92	\$36.28	\$36.64	\$37.01

Appendix C -Supervisory/Confidential Exempt Titles (CCE) and Exempt Coordinators

Title	Grade	Entry Rate
Planner Analyst	M 12mo	\$60,651.39
Data Analyst, Senior - Technology Services	N 12mo	\$52,342.40
Accountant	O 12mo	\$51,899.54
Cash Compliance Analyst	O 12mo	\$51,372.32
Customer Support Center Coordinator	O 12mo	\$55,632.25
Substitute Coordinator	O 12mo	\$55,632.25
Employee Relations Analyst	O 12mo	\$50,866.19
HR Analyst	O 12mo	\$51,899.54
Program Coordinator - Gov Board Staff Services	O 12mo	\$55,632.25

Program Coordinator - Infant & Early Learning	O 12mo	\$55,632.25
Athletic Director	O 12mo	\$55,632.25
Enrollment Coordinator	O 12mo	\$55,632.25
Coordinator	O 12mo	\$55,632.25
Payroll Coordinator	O 12mo	\$55,632.25
Multi-Tiered System of Support Facilitator (MTSS)	P 10.5mo	\$50,817.22
Senior Systems Engineer	Q 12mo	\$67,441.98
Program Coordinator 9.5mo	R 9.5mo	\$46,145.93
Program Coordinator - College & Career Readiness	R 9.5mo	\$46,145.93
Program Coordinator – Inst Data Intervention	R10.5mo	\$49,489.84
Program Coordinator 10.5mo	R10.5mo	\$49,489.84
Response to Intervention Specialist (RTI)	R10.5mo	\$49,489.84
Accounts Payable Supervisor	R 12mo	\$58,184.00
Program Coordinator - Application Services	R 12mo	\$58,184.00
Program Coordinator - District Testing	R 12mo	\$58,184.00
Program Coordinator - Exceptional Education	R 12mo	\$58,184.00
Program Coordinator - Grants	R 12mo	\$58,184.00
Program Coordinator - Guidance Counselor	R 12mo	\$58,184.00
Program Coordinator - Interscholastics	R 12mo	\$58,184.00
Program Coordinator - MTSS	R 12mo	\$58,184.00
Program Coordinator - Multicultural Curriculum Integration	R 12mo	\$58,184.00
Program Coordinator - New Teacher Induction	R 12mo	\$58,184.00
Program Coordinator - Operations Solutions	R 12mo	\$58,184.00
Program Coordinator 12mo	R 12mo	\$58,184.00
Student Finance Supervisor	R 12mo	\$58,184.00
Budget Analyst, Senior	S 12mo	\$60,039.81
Program Coordinator, Senior – 10.5mo	T 10.5mo	\$53,220.86
Computer Systems Manager	T 12mo	\$62,570.47
Customer Support Center Manager	T 12mo	\$62,570.47
Payroll Manager	T 12mo	\$62,570.47
Program Coordinator - Communications	T 12mo	\$62,570.47
Program Coordinator, Senior - 12mo	T 12mo	\$62,570.47
Program Coordinator, Senior - GATE Program	T 12mo	\$62,570.47
Program Coordinator, Senior – Application Services	T 12mo	\$62,570.47
Program Coordinator, Senior – Library & Digital Services	T 12mo	\$62,570.47
Program Coordinator, Senior – School Office Services	T 12mo	\$62,570.47
Ombudsperson	T 12mo	\$65,754.88
Program Manager - Career Technical Education (CTE)	T 12mo	\$65,754.88

Program Manager	T 12mo	\$65,754.88
Accounting Manager, Senior	U 12mo	\$65,227.66
Cloud Solutions Architect	V 12mo	\$76,594.52
Program Coordinator - Operations Business Office	V 12mo	\$67,969.20
Human Resources Manager	V 12mo	\$67,969.20
Programming Manager	V 12mo	\$67,969.20

Appendix D – Supervisory/Confidential Salary Schedule
Exempt Coordinators Salary Schedule
July 1, 2023 – June 30, 2024

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
M 12mo	\$46,838.22	\$47,302.18	\$47,766.13	\$48,251.17	\$48,736.22	\$49,221.26
N 12mo	\$48,820.57	\$49,305.61	\$49,790.66	\$50,296.79	\$50,802.92	\$51,309.05
O 12mo	\$50,866.19	\$51,372.32	\$51,899.54	\$52,405.67	\$52,932.89	\$53,460.11
P 10.5mo	\$45,095.13	\$45,543.57	\$46,009.94	\$46,476.32	\$46,924.76	\$47,409.08
Q 12mo	\$55,273.74	\$55,822.05	\$56,370.36	\$56,939.76	\$57,509.16	\$58,078.56
R 9.5mo	\$45,677.61	\$46,145.93	\$46,597.52	\$47,065.84	\$47,534.16	\$48,019.20
R 10.5mo	\$48,987.59	\$49,489.84	\$49,974.15	\$50,476.41	\$50,978.66	\$51,498.85
R 12mo	\$57,593.51	\$58,184.00	\$58,753.40	\$59,343.88	\$59,934.37	\$60,545.94
S 12mo	\$60,039.81	\$60,630.30	\$61,241.88	\$61,853.45	\$62,465.03	\$63,097.69
T 12mo	\$62,570.47	\$63,203.13	\$63,835.80	\$64,468.46	\$65,122.21	\$65,754.88
U 12mo	\$65,227.66	\$65,860.32	\$66,535.16	\$67,188.92	\$67,863.76	\$68,538.60
V 12mo	\$67,969.20	\$68,644.04	\$69,339.97	\$70,035.90	\$70,731.84	\$71,448.85

Grade	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
M 12mo	\$49,706.30	\$50,212.43	\$50,718.56	\$51,224.70	\$51,730.83	\$52,258.05
N 12mo	\$51,815.18	\$52,342.40	\$52,848.53	\$53,375.75	\$53,924.06	\$54,451.28
O 12mo	\$54,008.42	\$54,535.64	\$55,083.95	\$55,632.25	\$56,201.65	\$56,749.96
P 10.5mo	\$47,875.45	\$48,359.77	\$48,844.08	\$49,328.40	\$49,812.72	\$50,314.97
Q 12mo	\$58,669.04	\$59,259.53	\$59,850.01	\$60,440.50	\$61,052.08	\$61,663.65
R 9.5mo	\$48,487.51	\$48,972.56	\$49,474.32	\$49,959.37	\$50,461.14	\$50,962.90
R 10.5mo	\$52,001.10	\$52,521.29	\$53,059.42	\$53,579.61	\$54,117.74	\$54,655.87
R 12mo	\$61,136.43	\$61,748.01	\$62,380.67	\$62,992.25	\$63,624.91	\$64,257.57
S 12mo	\$63,730.35	\$64,363.02	\$65,016.77	\$65,649.43	\$66,324.28	\$66,978.03
T 12mo	\$66,429.72	\$67,083.47	\$67,758.31	\$68,433.16	\$69,129.09	\$69,803.93
U 12mo	\$69,234.53	\$69,930.46	\$70,626.39	\$71,322.32	\$72,039.34	\$72,756.36
V 12mo	\$72,144.78	\$72,882.89	\$73,599.91	\$74,338.02	\$75,076.13	\$75,835.32

Grade	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
M 12mo	\$52,764.18	\$53,291.40	\$53,839.71	\$54,366.93	\$54,915.24	\$55,463.54
N 12mo	\$54,999.59	\$55,547.90	\$56,117.30	\$56,665.61	\$57,235.00	\$57,804.40
O 12mo	\$57,319.36	\$57,909.84	\$58,479.24	\$59,069.73	\$59,660.22	\$60,250.70
P 10.5mo	\$50,817.22	\$51,337.41	\$51,839.66	\$52,359.85	\$52,880.04	\$53,418.17
Q 12mo	\$62,275.23	\$62,886.80	\$63,519.47	\$64,152.13	\$64,805.88	\$65,459.64
R 9.5mo	\$51,481.40	\$51,999.89	\$52,518.38	\$53,036.88	\$53,572.10	\$54,107.32
R 10.5mo	\$55,211.93	\$55,768.00	\$56,324.06	\$56,880.13	\$57,454.13	\$58,028.14

R 12mo	\$64,911.33	\$65,565.08	\$66,218.83	\$66,872.58	\$67,547.43	\$68,222.27
S 12mo	\$67,652.87	\$68,327.71	\$69,002.55	\$69,698.48	\$70,394.41	\$71,090.34
T 12mo	\$70,499.86	\$71,216.88	\$71,933.90	\$72,650.92	\$73,367.94	\$74,106.04
U 12mo	\$73,494.47	\$74,232.58	\$74,970.68	\$75,708.79	\$76,467.99	\$77,227.19
V 12mo	\$76,594.52	\$77,353.72	\$78,134.00	\$78,914.29	\$79,694.58	\$80,495.95

Grade	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24
M 12mo	\$56,011.85	\$56,581.25	\$57,150.65	\$57,720.05	\$58,289.44	\$58,879.93
N 12mo	\$58,394.89	\$58,964.28	\$59,554.77	\$60,145.26	\$60,756.83	\$61,368.41
O 12mo	\$60,862.28	\$61,452.76	\$62,085.43	\$62,697.00	\$63,329.67	\$63,962.33
P 10.5mo	\$53,956.30	\$54,494.43	\$55,032.56	\$55,588.62	\$56,144.69	\$56,700.75
Q 12mo	\$66,113.39	\$66,767.14	\$67,441.98	\$68,116.82	\$68,791.67	\$69,487.60
R 9.5mo	\$54,642.54	\$55,194.48	\$55,746.42	\$56,298.37	\$56,867.04	\$57,435.71
R 10.5mo	\$58,602.14	\$59,194.08	\$59,786.02	\$60,377.96	\$60,987.84	\$61,597.72
R 12mo	\$68,897.11	\$69,593.04	\$70,288.97	\$70,984.90	\$71,701.92	\$72,418.94
S 12mo	\$71,807.36	\$72,524.38	\$73,262.49	\$73,979.51	\$74,717.62	\$75,476.82
T 12mo	\$74,844.15	\$75,603.35	\$76,341.46	\$77,121.74	\$77,880.94	\$78,661.22
U 12mo	\$78,007.47	\$78,787.76	\$79,568.04	\$80,369.42	\$81,170.79	\$81,993.25
V 12mo	\$81,297.32	\$82,119.79	\$82,942.25	\$83,764.71	\$84,608.27	\$85,451.82

Grade	Step 25	Step 26	Step 27	Step 28	Step 29	Step 30
M 12mo	\$59,470.42	\$60,060.90	\$60,651.39	\$61,262.96	\$61,874.54	\$62,507.20
N 12mo	\$61,979.98	\$62,591.56	\$63,224.22	\$63,856.89	\$64,489.55	\$65,143.30
O 12mo	\$64,594.99	\$65,248.75	\$65,902.50	\$66,556.25	\$67,210.01	\$67,884.85
P 10.5mo	\$57,274.76	\$57,830.82	\$58,422.76	\$58,996.77	\$59,588.71	\$60,180.65
Q 12mo	\$70,162.44	\$70,879.46	\$71,575.39	\$72,292.41	\$73,030.51	\$73,747.53
R 9.5mo	\$58,004.38	\$58,589.78	\$59,175.17	\$59,760.57	\$60,362.69	\$60,964.81
R 10.5mo	\$62,207.60	\$62,835.41	\$63,463.23	\$64,091.04	\$64,736.80	\$65,382.55
R 12mo	\$73,135.96	\$73,874.07	\$74,612.17	\$75,350.28	\$76,109.48	\$76,868.68
S 12mo	\$76,236.01	\$76,995.21	\$77,754.41	\$78,534.69	\$79,314.98	\$80,116.35
T 12mo	\$79,441.51	\$80,242.88	\$81,044.26	\$81,866.72	\$82,668.10	\$83,511.65
U 12mo	\$82,815.72	\$83,638.18	\$84,481.73	\$85,325.28	\$86,168.84	\$87,033.48
V 12mo	\$86,316.46	\$87,181.10	\$88,045.74	\$88,931.47	\$89,817.20	\$90,702.93

Grade	Step 37	Step 38	Step 39	Step 40	Step 41	Step 42	Step 43
M 12mo	\$66,999.12	\$67,673.96	\$68,348.80	\$69,044.73	\$69,719.57	\$70,415.50	\$71,132.52
N 12mo	\$69,846.11	\$70,542.04	\$71,237.97	\$71,954.99	\$72,672.00	\$73,410.11	\$74,127.13
O 12mo	\$72,798.54	\$73,515.56	\$74,253.66	\$74,991.77	\$75,750.97	\$76,510.17	\$77,269.36
P 10.5mo	\$64,521.55	\$65,167.30	\$65,830.99	\$66,476.75	\$67,140.44	\$67,822.07	\$68,503.69

Q 12mo	\$79,061.91	\$79,863.29	\$80,664.66	\$81,466.03	\$82,288.50	\$83,110.96	\$83,933.42
R 9.5mo	\$65,363.64	\$66,015.94	\$66,668.24	\$67,337.27	\$68,023.02	\$68,692.04	\$69,377.79
R 10.5mo	\$70,100.14	\$70,799.71	\$71,499.27	\$72,216.78	\$72,952.22	\$73,669.72	\$74,405.16
R 12mo	\$82,415.03	\$83,237.49	\$84,059.96	\$84,903.51	\$85,768.15	\$86,611.70	\$87,476.34
S 12mo	\$85,894.68	\$86,759.32	\$87,623.96	\$88,509.69	\$89,374.33	\$90,281.15	\$91,187.97
T 12mo	\$89,521.96	\$90,428.77	\$91,335.59	\$92,242.41	\$93,170.32	\$94,098.23	\$95,026.13
U 12mo	\$93,317.94	\$94,245.85	\$95,194.84	\$96,143.84	\$97,092.84	\$98,062.92	\$99,054.09
V 12mo	\$97,261.55	\$98,231.63	\$99,201.72	\$100,192.89	\$101,205.15	\$102,217.41	\$103,229.68

Appendix E – Exempt Administrators

Title	Grade	Entry Rate
Assistant Director – Exceptional Education	A1	\$73,796.85
Director – Purchasing Services	A2	\$78,261.56
Director – Language Acquisition	A2	\$80,632.96
Director – African American Student Services	A2	\$80,632.96
Director – Asian Pacific American and Refugee Student Services	A2	\$80,632.96
Director – Family & Community Outreach	A2	\$80,632.96
Director – Mexican American Student Services	A2	\$80,632.96
Director – Native American Student Services	A2	\$80,632.96
Director – Employee Relations	A3	\$81,361.03
Director – Human Resources – Diversity Recruitment and Inclusion Programs	A3	\$81,361.03
Director – Human Resources – Employment	A3	\$81,361.03
Director – Financial Services	A3	\$84,664.60
Director – Social Emotional Learning	A3	\$84,664.60
Director – Culturally Responsive Pedagogy	A3	\$84,664.60
Director – Multicultural Curriculum	A3	\$84,664.60
Director – Fine Arts/Opening the Mind through the Arts (OMA)	A3	\$84,664.60
Director – Interscholastics	A3	\$84,664.60
Director – Communications & Media Relations	A3	\$84,664.60
Director – Transportation Services	A4	\$85,429.09
Director – Community Schools and Pre-K Programs	A4	\$85,429.09
Director – Alternative Education	A4	\$85,429.09
Director – Health Services	A4	\$85,429.09
Director – Facilities Management	A4	\$85,429.09
Director – Food Services	A4	\$85,429.09
Director – School Safety & Security	A4	\$85,429.09
Applications and Data Manager, Senior	A4	\$88,897.85
Risk Manager	A4	\$90,684.70

Internal Auditor	A5	\$90,597.54
Associate General Counsel	A5	\$95,218.91
Director – Information Systems	A5	\$89,700.53
Director – Information Technology Infrastructure	A5	\$98,104.16
Director - Advanced Learning Experiences	A5	\$90,597.54
Director – Student Relations	A5	\$89,700.53
Senior Director – Grants & Federal Programs	A7	\$98,894.84
Senior Director – Assessment & Program Evaluation	A7	\$98,894.84
Senior Director – Curriculum Development	A7	\$98,894.84
Senior Director – Instructional Technology and Online Education	A7	\$98,894.84
Senior Director – Equity, Diversity & Inclusivity	A7	\$98,894.84
Senior Director – Exceptional Education	A7	\$98,894.84
Executive Director – Technology Services	A8	\$103,839.58

Superintendent Leadership Team

Title	Grade
Assistant Superintendent – Curriculum & Instruction	A9
Assistant Superintendent – Equity, Diversity & Inclusion	A9
Assistant Superintendent – Regional	A9
Assistant Superintendent – Leadership and Student Success	A9
Chief Financial Officer	A10
Chief Human Capital Officer	A10
Chief Operations Officer	A10
General Counsel	A10

Appendix F – Exempt Administrator Salary Schedule (Based on a 12-month schedule; prorate if less than 12 months) July 1, 2023 - June 30, 2024

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
A1	\$73,796.85	\$74,534.83	\$75,280.18	\$76,032.96	\$76,793.30	\$77,561.23
A2	\$77,486.68	\$78,261.56	\$79,044.18	\$79,834.62	\$80,632.96	\$81,439.29
A3	\$81,361.03	\$82,174.63	\$82,996.39	\$83,826.34	\$84,664.60	\$85,511.26
A4	\$85,429.09	\$86,283.37	\$87,146.20	\$88,017.67	\$88,897.85	\$89,786.83
A5	\$89,700.53	\$90,597.54	\$91,503.52	\$92,418.56	\$93,342.74	\$94,276.16
A6	\$94,185.56	\$95,127.43	\$96,078.69	\$97,039.48	\$98,009.86	\$98,989.97
A7	\$98,894.84	\$99,883.79	\$100,882.64	\$101,891.45	\$102,910.36	\$103,939.47
A8	\$103,839.58	\$104,877.99	\$105,926.76	\$106,986.04	\$108,055.89	\$109,136.44
A9	\$109,031.56	\$110,121.87	\$111,223.09	\$112,335.33	\$113,458.67	\$114,593.27
A10	\$114,483.14	\$115,627.97	\$116,784.25	\$117,952.09	\$119,131.61	\$120,322.92

Grade	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
A1	\$78,336.85	\$79,120.22	\$79,911.42	\$80,710.53	\$81,517.65	\$82,332.82
A2	\$82,253.69	\$83,076.23	\$83,906.99	\$84,746.06	\$85,593.52	\$86,449.45
A3	\$86,366.37	\$87,230.04	\$88,102.34	\$88,983.36	\$89,873.19	\$90,771.93
A4	\$90,684.70	\$91,591.54	\$92,507.46	\$93,432.53	\$94,366.86	\$95,310.53
A5	\$95,218.91	\$96,171.12	\$97,132.83	\$98,104.16	\$99,085.19	\$100,076.05
A6	\$99,979.87	\$100,979.67	\$101,989.46	\$103,009.35	\$104,039.45	\$105,079.85
A7	\$104,978.87	\$106,028.65	\$107,088.93	\$108,159.83	\$109,241.43	\$110,333.84
A8	\$110,227.80	\$111,330.09	\$112,443.38	\$113,567.81	\$114,703.50	\$115,850.54
A9	\$115,739.20	\$116,896.59	\$118,065.56	\$119,246.22	\$120,438.68	\$121,643.06
A10	\$121,526.16	\$122,741.43	\$123,968.82	\$125,208.52	\$126,460.61	\$127,725.21

Grade	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
A1	\$83,156.14	\$83,987.69	\$84,827.59	\$85,675.87	\$86,532.61	\$87,397.94
A2	\$87,313.94	\$88,187.08	\$89,068.96	\$89,959.65	\$90,859.25	\$91,767.84
A3	\$91,679.65	\$92,596.44	\$93,522.40	\$94,457.62	\$95,402.21	\$96,356.23
A4	\$96,263.64	\$97,226.27	\$98,198.53	\$99,180.51	\$100,172.32	\$101,174.03
A5	\$101,076.81	\$102,087.58	\$103,108.46	\$104,139.53	\$105,180.94	\$106,232.75
A6	\$106,130.65	\$107,191.95	\$108,263.87	\$109,346.51	\$110,439.98	\$111,544.37
A7	\$111,437.18	\$112,551.54	\$113,677.07	\$114,813.84	\$115,961.98	\$117,121.59
A8	\$117,009.04	\$118,179.12	\$119,360.92	\$120,554.53	\$121,760.08	\$122,977.68
A9	\$122,859.49	\$124,088.08	\$125,328.96	\$126,582.25	\$127,848.08	\$129,126.56
A10	\$129,002.47	\$130,292.49	\$131,595.41	\$132,911.36	\$134,240.48	\$135,582.88

Grade	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24
A1	\$88,271.92	\$89,154.63	\$90,046.18	\$90,946.65	\$91,856.13	\$92,774.67
A2	\$92,685.52	\$93,612.37	\$94,548.49	\$95,493.97	\$96,448.92	\$97,413.42
A3	\$97,319.80	\$98,292.99	\$99,275.92	\$100,268.69	\$101,271.36	\$102,284.07
A4	\$102,185.77	\$103,207.63	\$104,239.71	\$105,282.12	\$106,334.94	\$107,398.29
A5	\$107,295.08	\$108,368.03	\$109,451.69	\$110,546.21	\$111,651.68	\$112,768.21
A6	\$112,659.81	\$113,786.42	\$114,924.28	\$116,073.52	\$117,234.26	\$118,406.60
A7	\$118,292.81	\$119,475.74	\$120,670.49	\$121,877.21	\$123,095.97	\$124,326.93
A8	\$124,207.46	\$125,449.52	\$126,704.02	\$127,971.06	\$129,250.78	\$130,543.29
A9	\$130,417.82	\$131,722.00	\$133,039.22	\$134,369.61	\$135,713.32	\$137,070.45
A10	\$136,938.71	\$138,308.10	\$139,691.18	\$141,088.09	\$142,498.97	\$143,923.97

Grade	Step 25	Step 26	Step 27	Step 28	Step 29	Step 30
A1	\$93,702.42	\$94,639.44	\$95,585.84	\$96,541.70	\$97,507.12	\$98,482.18
A2	\$98,387.55	\$99,371.42	\$100,365.12	\$101,368.78	\$102,382.47	\$103,406.29

A3	\$103,306.92	\$104,340.00	\$105,383.39	\$106,437.21	\$107,501.58	\$108,576.60
A4	\$108,472.26	\$109,556.98	\$110,652.55	\$111,759.09	\$112,876.67	\$114,005.45
A5	\$113,895.87	\$115,034.83	\$116,185.19	\$117,347.03	\$118,520.50	\$119,705.71
A6	\$119,590.68	\$120,786.59	\$121,994.44	\$123,214.38	\$124,446.52	\$125,691.00
A7	\$125,570.20	\$126,825.90	\$128,094.16	\$129,375.10	\$130,668.86	\$131,975.54
A8	\$131,848.70	\$133,167.21	\$134,498.87	\$135,843.86	\$137,202.31	\$138,574.32
A9	\$138,441.15	\$139,825.56	\$141,223.83	\$142,636.06	\$144,062.42	\$145,503.03
A10	\$145,363.21	\$146,816.84	\$148,285.01	\$149,767.86	\$151,265.53	\$152,778.19

Grade	Step 31	Step 32	Step 33	Step 34	Step 35	Step 36
A1	\$99,467.00	\$100,461.67	\$101,466.30	\$102,480.96	\$103,505.77	\$104,540.84
A2	\$104,440.35	\$105,484.76	\$106,539.62	\$107,605.01	\$108,681.05	\$109,767.86
A3	\$109,662.38	\$110,759.00	\$111,866.59	\$112,985.25	\$114,115.10	\$115,256.26
A4	\$115,145.49	\$116,296.94	\$117,459.92	\$118,634.53	\$119,820.87	\$121,019.07
A5	\$120,902.77	\$122,111.80	\$123,332.92	\$124,566.24	\$125,811.91	\$127,070.03
A6	\$126,947.90	\$128,217.38	\$129,499.56	\$130,794.56	\$132,102.50	\$133,423.53
A7	\$133,295.31	\$134,628.25	\$135,974.54	\$137,334.29	\$138,707.62	\$140,094.70
A8	\$139,960.06	\$141,359.67	\$142,773.27	\$144,201.00	\$145,643.01	\$147,099.45
A9	\$146,958.07	\$148,427.65	\$149,911.94	\$151,411.05	\$152,925.15	\$154,454.40
A10	\$154,305.97	\$155,849.04	\$157,407.52	\$158,981.60	\$160,571.42	\$162,177.12

Grade	Step 37	Step 38	Step 39	Step 40	Step 41	Step 42
A1	\$105,586.23	\$106,642.09	\$107,708.51	\$108,785.60	\$109,873.46	\$110,972.19
A2	\$110,865.54	\$111,974.20	\$113,093.94	\$114,224.89	\$115,367.13	\$116,520.80
A3	\$116,408.83	\$117,572.91	\$118,748.63	\$119,936.12	\$121,135.48	\$122,346.84
A4	\$122,229.25	\$123,451.55	\$124,686.08	\$125,932.94	\$127,192.26	\$128,464.19
A5	\$128,340.73	\$129,624.12	\$130,920.37	\$132,229.58	\$133,551.88	\$134,887.39
A6	\$134,757.76	\$136,105.34	\$137,466.38	\$138,841.05	\$140,229.46	\$141,631.76
A7	\$141,495.66	\$142,910.61	\$144,339.71	\$145,783.11	\$147,240.93	\$148,713.35
A8	\$148,570.42	\$150,056.13	\$151,556.69	\$153,072.26	\$154,602.98	\$156,149.01
A9	\$155,998.95	\$157,558.94	\$159,134.53	\$160,725.89	\$162,333.14	\$163,956.46
A10	\$163,798.89	\$165,436.88	\$167,091.26	\$168,762.17	\$170,449.79	\$172,154.29

Grade	Step 43	Step 44	Step 45
A1	\$112,081.91	\$113,202.72	\$114,334.76
A2	\$117,686.01	\$118,862.87	\$120,051.49
A3	\$123,570.31	\$124,806.01	\$126,054.07
A4	\$129,748.83	\$131,046.31	\$132,356.78
A5	\$136,236.26	\$137,598.63	\$138,974.62

A6	\$143,048.08	\$144,478.55	\$145,923.34
A7	\$150,200.48	\$151,702.48	\$153,219.50
A8	\$157,710.51	\$159,287.61	\$160,880.49
A9	\$165,596.02	\$167,251.99	\$168,924.51
A10	\$173,875.83	\$175,614.60	\$177,370.74