

Table of Contents

Introduction	i
Section A	Classification System
A-1	Scope and Purpose..... 1
A-2	Statement of Policy..... 1
A-3	Administration of the Plan..... 1
A-4	Job Descriptions..... 2
A-5	Classification of New Positions..... 3
A-6	Job Classification Review..... 4
A-7	Reclassification of Positions..... 4
A-8	Assignment of Administrator on Special Assignment..... 5
A-9	Use of Position Title..... 5
A-10	Position of Authorization Control..... 5
Section B	Compensation System
B-1	Scope and Purpose..... 7
B-2	Statement of Policy..... 7
B-3	Calculation of Rate of Pay..... 7
B-4	Initial Appointment Compensation..... 8
B-5	Compensation Increases..... 9
B-6	Compensation Upon Downward Reassignment or Adjustment..... 10
B-7	Career Redirection..... 11
B-8	Compensation Upon Transfer or Lateral Reassignment..... 11
B-9	Compensation for Part Time/Hourly Employment..... 11
B-10	Effective Date of Salary Changes..... 11
B-11	Reduction-in-Force Procedures..... 12
B-12	Flexible Work Schedules..... 12
B-13	School Board Vehicles..... 12
B-14	Compensation for Worked Performed During Emergency Closing of Schools..... 13
B-15	Supplement for Assistant/Vice Principals at Designated Senior High Schools..... 13
B-16	Doctoral Pay Increment..... 14
Section C	Professional Rights
C-1	Probationary Period..... 15
C-2	Performance Management Assessment for Administrators..... 15
C-3	Due Process..... 16
C-4	Investigations..... 18
C-5	Administrative Appointments..... 19
C-6	Personnel Files..... 20
Section D	Professionalization
D-1	Scope and Purpose..... 23
D-2	Activities..... 23
D-3	Administrator Design Team..... 23
D-4	Tuition Reimbursement for Administrators..... 23

Section E	Managerial Exempt Personnel Employee Benefits	
E-1	Employee Assistance Program	25
E-2	Physical and Psychological Examinations and Tests	25
E-3	Travel Reimbursement	26
E-4	Chemicals	26
E-5	Holidays	26
E-6	Leaves	28
E-7	Legal Services	37
E-8	Insurance and Other Benefits	38
E-9	Terminal Pay	39
E-10	Sick Leave Bank	39