

ADMINISTRATIVE PROCEDURE
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7620

PAGE: 1 OF 3

EFFECTIVE: 3- 14-77

REVISED: 5-04-95

CATEGORY: **Personnel, Management/Supervisory Staff**

SUBJECT: **Salary Policy for Management and Site Administrator Salary Schedule Positions**

A. PURPOSE AND SCOPE

1. To outline general policy guidelines for establishing and adjusting management salaries for positions compensated on the Management Salary Schedule and the Site Administrator Salary Schedule.
2. Salaries and other perquisites established through individual employment contracts with the superintendent and the deputy superintendent shall not be subject to this policy.
3. Classification of Management Salary Schedule positions is covered in Procedure No. 7610.

B. LEGAL AND POLICY BASIS

1. Reference: Board policy: I-1000, I-1020, I-1160, I-7000, I-7150; Board minutes, 8-23-77; Management Salary Schedule with Rules and Regulations; Site Administrator Salary Schedule with Rules and Regulations.
2. **District Policy.** Salary and other benefit recommendations for positions compensated on the Management Salary Schedule and the Site Administrator Salary Schedule shall be predicated on the following criteria:
 - a. Management position classes first shall be allocated to appropriate classification ranges on the basis of job evaluation where appropriate (see Procedure No. 7610). Site administrator positions shall be subject to minimum and maximum step placements in accordance with Procedure No. 7621.
 - b. Recommendations for general rate increases in the salary schedule shall take into consideration the following continuing compensation goals:
 - (1) To place the district in a favorable position to attract well-qualified employees and to retain and motivate competent, skilled, and creative employees.
 - (2) To enable the district to maintain annual per student costs comparable with other California school districts and within the total ability of the district to finance.
 - (3) To ensure that advancement opportunities within the salary schedules are compensated according to the level of duties, responsibilities, experience, training, and skills required.

- c. In developing recommendations regarding implementation of compensation policies for management employees, the superintendent shall consider the following factors:
- (1) State and federal laws applicable to employers.
 - (2) The interest and welfare of the public and the financial ability of the district.
 - (3) Comparisons of wages, hours, and conditions of employment with wages, hours, and conditions of employment of other employees performing **similar** services in comparable jurisdictions.
 - (4) The consumer price index for goods and services, commonly known as the cost of living.
 - (5) The overall compensation presently received by management employees, including direct wage compensation, vacations, other excused time, insurance and pensions, and medical and hospitalization benefits.
- d. **Management salary differential/bonus**
- (1) The relationship between the Management Salary Schedule and other salary schedules for purposes of administering and implementing compensation policies shall be maintained by keeping Salary Grade 7, Step F on the Management Salary Schedule for 10-month managers (excluding mileage) five (5) percent greater than Step 15, Column E, on the Teachers' **Salary** Schedule.
 - (2) The relationship between the Site Administrator Schedule and other salary schedules for purposes of administering and implementing compensation policies shall be maintained by keeping Step 11 on the Site Administrator Salary Schedule for 10-month administrators (excluding mileage) five (5) percent greater than Step 15, column E, on the Teachers' Salary Schedule.
 - (3) All off-schedule, salary-related bonuses granted to the teachers' bargaining unit **will** also be granted to managers, supervisors, and confidential employees.
3. In consonance with the district's management leadership team concept, management employees shall be provided a means of expressing their views with regard to the district's compensation policy for management personnel. Upon request, appropriate district officers will meet with representatives of the professional school administrators association to consult on matters pertinent to this policy.
4. **Special Salary Placement.** When considered to be in the best interests of the school district, the superintendent may recommend to the Board of Education special classifications of schools or special placements of individuals without reference to

standard classification or placement procedures generally pertaining to these considerations. Such special classifications or placements shall be subject to annual review and recommendation by the superintendent.

C. GENERAL

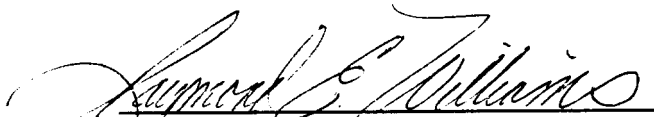
1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Classification and Compensation Department, Human Resource Services Division.
2. **The superintendent** shall annually recommend to the Board of Education salary schedules for positions compensated on the Management Salary Schedule and the Site Administrator Salary Schedule and classification tables for designated management positions. Classifications of positions shall be in accordance with established rules and regulations for the respective schedules.
3. **Human Resource Services Division** shall conduct periodic salary surveys of other large, urban California school districts to gather salary and employee benefit information for comparable management positions. Salary and employee benefit data from the private sector also shall be obtained as needed.
4. **Appropriate district officers** will meet with representatives of the professional school administrators association, upon request, to consult on the district's compensation policy for management personnel.

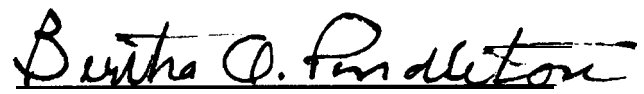
D. IMPLEMENTATION (See C.)

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

G. APPROVED BY


Assistant Superintendent
Human Resource Services


Superintendent