



Leadership • Collaboration • Support

Management Salary and Benefits Guide

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Superintendent of Schools

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Welcome!

It is our sincere pleasure to welcome you to the Solano County Office of Education (SCOE). We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of the opportunities to enhance your career and further SCOE's goals.

You are joining an organization that has a reputation for outstanding leadership, innovation, and expertise. Our employees use their creativity and talent to invent novel solutions, meet new demands, and offer the most effective services in the education industry. With your active involvement, creativity, and support, SCOE will continue to achieve its goals. We hope you will take pride in being an important part of SCOE's success.

Please take time to review the **management specific** information contained in this handbook. **SCOE wide policies and information can be found in the [Employee Handbook](#).** If you have questions, feel free to ask your supervisor or contact the Human Resources (HR) or Payroll and Benefits divisions as appropriate.

Guiding Principles

We collaborate successfully by:

- Developing and sharing resources and talents
- Encouraging collegiality
- Involving stakeholders in decision-making processes
- Encouraging creativity and problem solving

We support each other by:

- Celebrating growth and success
- Valuing and respecting diversity
- Having trust and confidence in self and others
- Maintaining open and reciprocal communication
- Treating all people with dignity

We demonstrate leadership by:

- Recognizing and utilizing individual skills
- Supporting professional growth and development
- Encouraging responsible planning and risk taking
- Ensuring a safe and secure work environment
- Serving as role models
- Promoting high expectations and standards

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Employment Relationship

Management Employee Classifications

Classified Managers – Management position not requiring a credential

Classified Cabinet – Superintendent's Cabinet position not requiring a credential

Certificated Managers – Management position requiring a credential

Certificated Cabinet – Superintendent's Cabinet position requiring a credential

Superintendent of Schools – Elected position requiring a credential

Please see salary schedules on the HR page of the [SCOE website](#) to verify where your position falls or contact HR for more information. It is important to know your position category when referencing the leaves and benefits categories in this document.

Notice of Employment

By September 30 of each fiscal year, each employee will receive a Notice of Employment (NOE) indicating the number of hours to be worked per day, paid holidays (classified only), paid vacation (classified only), salary, and months/days per year to be employed. It is important that employees review their NOE for accuracy.

Overtime

Employees who are not required to be paid overtime are considered exempt, in accordance with applicable federal and state wage and hour laws, for work performed beyond 40 hours in a work week, or 8 hours in a workday. Executives, managers, administrators, and certificated employees are typically exempt.

Paychecks

SCOE employees are paid monthly, on the last working day of the month, on the Annual SCOE (12 month) calendar. You can find the calendar on the HR page of the [SCOE website](#) and the pay dates on the payroll page of the [SCOE website](#). Most employees prefer to have paychecks directly deposited into their checking and/or savings accounts to ensure timeliness of pay. There is also a debit card option available for those who prefer not to use a traditional bank.

Separation from Employment

In all cases of voluntary resignation (one initiated by the employee) employees are asked to provide written notice to their supervisors at least ten (10) working days in advance of the last day of work. The 10 days must be actual working days. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

Employees who plan to retire are encouraged to provide a minimum of two months' notification. Proper notification generally allows time for recruitment as well as allowing any retirement benefits to which the employee may be entitled to commence in a timely manner.

In most cases, HR will conduct an exit interview on or before the last day of employment. An exit interview helps identify which areas we can improve upon to enhance employees' experience

and retain talent, and to create a positive final impression of our organization. Employees must return all organizational property (e.g., keys, badges, and electronic devices) to their supervisor on or before their last day of employment.

Payroll will send information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA), which will be sent to the employee's home address on file.

Section 202 of the California Labor Code states that terminating employees must receive all wages due not later than 72 hours after the employee quits their employment. County Counsel opinion of October 15, 1987, advised that SCOE is considered a "municipal corporation" as defined in Labor Code Section 220 and therefore, not bound by the 72-hour requirement. Final wages will be processed on the next regular pay period.

Workplace Guidelines

Attendance

All employees are expected to arrive on time, ready for work, every day they are scheduled to work.

If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must follow the absence processes outlined in the Employee Handbook, which can be found on the [SCOE website](#). Excessive absenteeism or tardiness will result in discipline up to and including termination. Failure to show up or call in for a scheduled workday without prior approval also may result in discipline up to and including termination. If an employee fails to report to work or report their absence appropriately, for four (4) consecutive days or more, the employee will be considered to have abandoned their employment.

Appraisals

Managers complete appraisals three times per year. The supervisor and administrative employee must meet by September 30th each year. The purpose of this meeting is to determine, in writing, one to three areas of focus for the current fiscal/school year. Mid-year progress must be completed by January 30th of each year, and a final summary must be completed and sent to HR by June 25th of each fiscal/school year.

Sexual Harassment Prevention Training for Managers

As of January 1, 2006, Assembly Bill (AB) 1825 mandated that all managers receive two hours of sexual harassment prevention training every two years. SCOE provides this training, and successful completion is required.

Management Advisory Council (MAC) Meetings

MAC is comprised of all SCOE managers. All managers are required to attend MAC meetings. MAC members are charged with two primary responsibilities:

- To develop, implement, and keep focused on our primary purpose and mission.
- To develop, enhance, and improve the culture of our organization.

By attending MAC meetings, we are better prepared to carry out these two primary responsibilities.

Chief Administrative Team (CAT) Meetings

CAT is comprised of all managers that are director level and above. CAT meetings are typically held in the afternoon on board meeting days. There are multiple purposes to CAT in support of the organization. These purposes include:

- Leadership development
- Looking out for SCOE's culture
- Sharing information between divisions
- Identifying threats and opportunities
- Enculturation of new leaders
- Relationship building in support of our mission
- Prevention and proactively responding to challenges
- Maintain organizational focus in order to stay mission focused

Cabinet

The Cabinet is comprised of Assistant, Associate, and Deputy Superintendents as well as the Solano County Superintendent of Schools. Cabinet meetings are typically held on Tuesdays.

Management Salary and Benefits

Salary Schedules

Salary schedules can be found on the HR page of the [SCOE website](#). All new employees will be placed on the salary schedule by the Associate Superintendent, Human Resources and Educator Effectiveness, or their designee. Employees hired prior to April 1st of each year shall advance to the next step of the salary schedule on July 1st of the subsequent fiscal year.

Longevity

Longevity for classified managers shall follow that of the Classified School Employees' Association (CSEA) members.

Classified Management Longevity Schedule

5 years 3.00%

10 years 5.50%

15 years 8.00%

20 years 10.50%

25 years 13.00%

30 years 15.50%

35 years 18.00%

Classified directors and above, and all certificated managers, shall follow that of the Solano County Education Association (SCEA) members, all as outlined on the appropriate salary schedule.

Classified Director/Certificated Management/Classified Cabinet Schedule

1.25% at 15 years

2% additional for 20 years (3.275%)

2% additional for 24 years (5.3405%)

2% additional for 30 years (7.4473%)

2% additional for 35 years (9.5960%)

Longevity payments, once earned, are ongoing and continuous. Longevity increments will begin effective July 1 of the fiscal year following the date the employee reaches the applicable longevity threshold. Longevity is calculated and paid as a percentage above the employee's base pay and is paid on the same basis and schedule as the employee's regular compensation (e.g. as part of their regular payroll cycle).

Education Incentive

Employees will receive an annual payment for holding a post-secondary degree from an accredited university or college. Receipt of advanced education enhances an employee's ability to perform day-to-day job functions by fostering critical thinking, problem-solving, and specialized knowledge that directly contributes to the efficiency and quality of their work.

Classified managers will receive the same degree increments as CSEA members. The payment(s) will be added to the regular monthly pay cycle and pro-rated by full-time equivalent (FTE). An employee who holds multiple degrees may receive payment for up to two degrees, provided both are beyond an associate's degree. An associate's degree is considered a progression towards a bachelor's degree, and therefore not eligible for multiple payments. This policy ensures consistent recognition of advanced education while emphasizing the practical benefits of enhanced qualifications.

Classified directors and certificated managers will receive either a master's, doctorate, or both if applicable.

Education incentives will be added to the salary schedule and paid on the employees' regular monthly pay cycle. Payments will be pro-rated based on percentage of time worked each year (if hired after the start of the year) and full-time equivalency. Incentive payments shall begin the month following submission of official transcripts verifying eligibility. No incentive payments shall be retroactive due to employee delays in submitting transcripts. If transcripts are received after the 15th of the month, the incentive will begin the subsequent month.

Equalized Pay

School payroll is calculated using a backwards method. Earnings for the year are calculated and allocated monthly beginning with June, and working backwards, with possible adjustments either higher or lower in the first month of pay. This does not apply to employees that are paid monthly. Payroll will provide more information and examples during new hire orientation.

Time Off and Leaves of Absence

Holidays

The organization observes and allows time off for the following holidays:

- New Year's Day
- Martin Luther King Day
- *Lincoln's Birthday
- Presidents' Day
- *Spring Vacation Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- *Day before Thanksgiving (in lieu of Admission Day)
- Thanksgiving Day
- Day after Thanksgiving
- Winter Break Eve Day
- Winter Break Day
- New Year's Eve Day

Employees who follow a local district calendar will take the above holidays on the days designated by the school district calendar they follow. Holidays indicated with an asterisk (*) will be negotiated by the bargaining units and SCOE prior to July 1 of each year for those who do not follow a school district calendar.

Holiday pay

Classified managers are eligible for holiday pay provided they are in paid status on the working day immediately preceding or succeeding the holiday period. Paid status includes a day of paid vacation or paid sick leave. If an employee is absent on one (1) or both days because of an illness or injury, the organization may require verification of the reason for the absence before approving holiday pay.

Religious observances

Employees who need time off to observe religious practices or holidays not already scheduled by the organization should speak with their supervisor. Depending upon organizational needs, the employee may be able to work on a day that is normally observed as a holiday and then take time

off for another religious day. Employees may also be able to take vacation time or take off unpaid days. The organization will seek to reasonably accommodate individuals' religious observances.

Vacation/Annual Leave

SCOE recognizes the importance of taking time off from work to relax, spend time with family, and enjoy leisure activities. The organization provides paid vacation time, according to California Education Codes 45197 and 45100.5, to **classified management** employees for this purpose, and employees are encouraged to take vacation during the year. **Certificated managers create their own calendars and do not accrue or receive pay for vacation.**

Classified managers will accrue vacation according to the following schedule:

<u>Service Period</u>	<u>Annual Vacation Accrual</u>
0-17 Years Completed	22 Days
18 Years Completed	23 Days
19 Years Completed	24 Days
20 Years and over Completed	25 Days

Vacation time is front loaded to all classified managers at the beginning of each fiscal year. **If you leave employment with SCOE prior to the end of the fiscal year, earned time will be pro-rated based on the amount of time you worked during the fiscal year. If you used more vacation pay than you earned, your pay will be docked accordingly.**

Employees may carry forward no more than 30 days from one fiscal year to another. When a classified manager terminates for any reason, they shall be entitled to all vacation pay earned and accumulated up to and including the effective date of the termination. Paid vacation time is not creditable to your retirement system.

Sick Leave

SCOE recognizes that inability to work because of illness or injury may cause economic hardship. For this reason, SCOE provides sick leave to employees. Employees accrue sick days at the rate of one day per month for each month of full-time employment. Part-time employees earn sick leave on a prorated basis. Probationary employees may only access six (6) days of sick leave in their first six months of employment. Sick leave is front loaded at the beginning of each fiscal year.

Employees may carry over an unlimited number of unused sick days from year to year, to ensure that such days are available in the event of a long-term illness. Employees are not paid for their unused sick time at the time of termination. **If you leave employment with SCOE prior to the end of the fiscal year, earned time will be pro-rated based on the amount of time you worked during the fiscal year. If you used more sick leave than you earned, your pay will be docked accordingly.** If you have remaining sick leave and are gaining employment with another school district or county office of education, please contact your new HR division for information regarding sick leave transfer rules. Retiring employees may convert unused sick leave at the time

of termination to retirement credit in accordance with Government Code Section 20963.5, or its successor, if the employee is filing a request for retirement with their retirement system.

A **classified** management employee employed five (5) days per week, who is employed for less than a full fiscal year is entitled to that portion of twelve (12) days leave of absence for illness or injury as the number of months they are employed bears to 12, California Education Code 45191. Sick leave for those employees shall be accrued according to the schedule below:

12 Month = 228-245 workdays, earns 12 days per year

11 Month = 200-227 workdays, earns 11 days per year

10 Month = 184-199 workdays, earns 10 days per year

Every **certificated** management employee, employed 5 days a week, shall be entitled to 10 days' leave of absence for illness or injury and additional days in addition thereto as the Superintendent or their designee may allow for illness or injury, exclusive of all days they are not required to render service, with full pay for a school year of service. A certificated employee employed for less than 5 schooldays a week shall be entitled, for a school year of service, to that proportion of 10days' leave of absence for illness or injury as the number of days they are employed per week bears to 5 and is entitled to additional days in addition thereto as the Superintendent or their designee may allow for illness or injury to certificated employees employed for less than 5 schooldays a week, per California Education Code 44978.

If an employee misses three (3) or more consecutive days because of illness, SCOE may require the employee to provide a physician's written permission to return to work. Please refer to the [Employee handbook](#) for more information regarding the use of sick leave.

Use of Leave for Exempt Employees

To ensure that all employees are good stewards of public dollars, exempt employees are expected to use the following process for reporting leave.

- Scenario 1: Partial day leave due to "exempt status." Exempt employees who take a partial day off from work (30 minutes or more) will be paid for the time missed, except in situations where the frequency and duration of partial day absences have a negative impact on the employee's work and/or the work of other employees. Exempt employees are expected to report partial day leaves of absence in SCOE's online leave system selecting "Exempt Status" in the absence reason drop down box. Employees will be in paid status and must be available for work situations that may come up during the leave time reported in the online leave system. Employees must be available by telephone and email during normal work hours while on exempt status leave.
- Scenario 2: Partial day leave due to "sick leave and other available leave." Exempt employees who take a partial day off from work due to annual leave, sick leave, or other available leave must report the leave in SCOE's online leave system selecting the appropriate box in the absence reason drop down box. Employees will be in paid status

but will not be considered available for work during the leave time reported in the online leave system. Exempt employees are further expected to schedule annual leave (vacation) far enough in advance that arrangements can be made to ensure appropriate job coverage.

- Scenario 3: Full day leave

Exempt employees who take a full day or longer off or who are otherwise absent from work for a full day or longer are expected to use annual leave, sick leave, or other available leave that may be applied to the absence. Exempt employees are expected to report absences of a full day or more as early as possible into the online leave system, but in no event later than 8:00 am on the day of the absence. Employees are responsible for reporting their annual leave, sick leave, and other leaves into the online leave system making the appropriate selection in the absence reason drop down box.

Family Medical, Military, Bereavement, Jury Duty, Voting and other Leaves

Please refer to the [Employee handbook](#) for detailed information about leave entitlements. You may also refer to [Administrative Policy 4161.3](#).

Employee Benefits

SCOE recognizes the value of benefits to employees and their families. The organization supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to the payroll [page](#) of the SCOE website.

Medical, Dental, and Vision Insurance

Employees working 20 hours or more per week are eligible for insurance on the first of the month following their date of hire. Number of days worked is not part of the calculation. To keep coverage in force, every insured employee must work a minimum of 20 hours per week. Dental and vision coverage enrollment is mandatory and may cover dependents with appropriate documentation of relationships to the employee. An acceptable document list can be found on the payroll page of the [SCOE website](#). There is no open enrollment period for dental or vision coverage, so eligible dependents must be added within 30 days of their eligibility. Please contact the Payroll and Benefits division for more information.

Management employees receive the same medical caps as the Solano County Education Association (SCEA) members. If SCEA negotiates a change to medical caps, management will receive the same adjustments. Any changes to medical plans must be made during open enrollment or due to a qualifying event. Please refer to the payroll page of the [SCOE website](#) for current medical rates and employer cap contributions.

Group Life Insurance

SCOE will pay the first \$15.00 of premium per month for group term life insurance policies through the Association of California School Administrators (ACSA). If you would like to enroll in ACSA membership, please work with your clerical staff.

Disability Coverage

Employees hired into SCOE management positions are not provided with disability insurance coverage and are not required to carry this insurance. If you are interested in enrolling in a voluntary insurance plan, a list of participating providers is available, please email scoepayroll@solancoe.net for more information.

403(b) and 457(b) Plans

SCOE recognizes the importance of saving for retirement and offers eligible employees the opportunity to participate in 403(b) and 457(b) plans. More information can be found on the payroll page of the [SCOE website](#).

Section 125 Plans

SCOE offers Section 125 plans. Employees have the option to sign up for unreimbursed medical and dependent daycare plans within 30 days of hire, or annually during open enrollment. For more information, please contact the Payroll and Benefits division at scoepayroll@solancoe.net.

Workers' Compensation

Please refer to the [Employee handbook](#) for more information regarding workers' compensation.

Employee Assistance Program

The Employee Assistance Program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. SCOE wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges.

This benefit includes seven (7) one on one comprehensive counseling sessions per incident, per fiscal year, as well as assistance with a wide array of concerns including budget management, college funding, debt reduction, estate planning, retirement planning, bankruptcy, and more. Please visit www.liveandworkwell.com for 24/7 confidential access to professional care. The company access code is WISE.

The organization encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information

disclosed in their sessions is confidential and not available to the organization, and the organization is not provided with any information on who chooses to use the services. For questions or additional information about this program, employees may contact the Payroll and Benefits division at scoepayroll@solanocoe.net.

Professional Memberships

SCOE will pay for membership to ACSA (Association of California School Administrators) and one additional professional organization. Please work with your clerical for enrollment.

Retirement Health Benefits

Effective June 1, 2005, this program shall be available for managers who are at least fifty-five (55) years of age, who are enrolled in the SCOE medical benefits programs for participation in medical, dental, and/or vision plans, upon written application prior to the effective date of retirement by the employee.

Any changes in health care providers must be made during open enrollment to remain eligible for continued medical, dental, and vision coverage.

The retiree may continue group coverage for their spouse/dependents if the carrier allows, provided:

- a. The retiree shall pay all costs over the maximum allowable by the employer, monthly, in advance
- b. If spouse/dependents were covered while the employee was in service
- c. There is no break in spousal/dependent payments

Procedures for payment of premiums are to be at the discretion of SCOE. At the end of the benefit program, the retiree may continue coverage at their own expense to include those who have been covered during the previous coverage period.

Eligibility requirements

To be eligible for these retirement benefits, the manager must submit a written letter of retirement to HR and complete the appropriate benefit continuation form that will be provided by the Payroll and Benefits division. Qualifying members who have reached the age of 55 years of age will be eligible for retirement benefits under the following conditions:

- a. The term of benefits is from 5 to eight (8) years.
- b. The employer contributions shall be for the employee and their dependents to the maximum allowable benefit.
- c. Retirees shall be eligible for the group plan and premium schedules available to the active employees, except for those who have reached the age of sixty-five (65). Retirees over the age of 65 must enroll in Medicare Parts A and B to continue health coverage through the California Public Employee's Retirement System (CalPERS).

- d. All managers, other than the classified management positions listed on the SCOE Classified Management Salary Schedule, may use up to 10 years of work credit from another district or county office position to meet years of service eligibility for retirement benefits.
- e. "Years of service" shall be defined, for determining retirement benefits in this section only, as all years of service with SCOE, whether continuous or not.
- f. The retirement benefit (age 55) schedule is as follows:

Years of Service with SCOE + Age Factor	Duration of Coverage	Maximum Monthly Benefit
15 years of service	5 years	\$260 per month
20 years of service	8 years	\$260 per month
25 years of service	8 years	\$280 per month
30 years of service	8 years	\$350 per month
32 years of service	8 years	\$380 per month

Approved by the Solano County Superintendent of Schools

Management Handbook Acknowledgement and Receipt

I hereby acknowledge receipt of the management handbook of SCOE. I understand and agree that it is my responsibility to read and become familiar with the information in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. The handbook, organization practices, and other communications do not create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

I further understand that policies and procedures of SCOE are available on the SCOE website at any time.

Employee's Name in Print

Signature of Employee

To be retained in the employee personnel file.