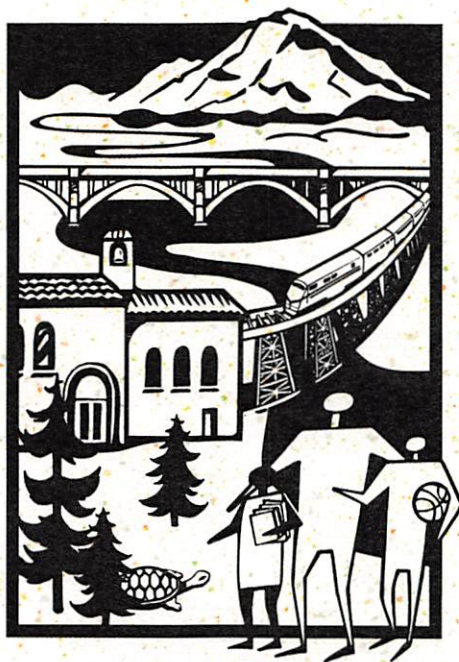


MANAGEMENT EMPLOYEE HANDBOOK



REDDING SCHOOL DISTRICT

Academic Excellence Since 1873

August 2017

REDDING SCHOOL DISTRICT

This handbook sets forth the terms of employment for the Redding School District Management Team.

1. MANAGEMENT TEAM

The Management team is defined as those staff members holding positions which have significant responsibilities for formulating or administering district policies, programs, schools or departments. Management team positions are designated by the Board of Trustees and are listed on the Management Certificated/Classified Salary Schedule.

2. TERM

This handbook shall remain in full force and effect unless action is taken to amend or modify it.

3. HEALTH AND WELFARE BENEFITS

3.1 Medical, Dental and Vision

The DISTRICT will pay caps toward Medical coverage of

\$5,064 annually for Employee Only Coverage

\$7,800 annually for Employee Spouse Coverage

\$7,200 annually for Employee & Child(ren) Coverage

\$11,250 annually for Employee and Family Coverage

and the full cost of Dental and Vision coverage for all full-time members of the Management team for the comprehensive programs of insurance provided by the Shasta-Trinity Schools Insurance Group.

3.2 Life Insurance

The District will provide a \$30,000 term life insurance policy for each member of the Management team.

3.3 Disability Insurance

The District shall provide Management team members with disability insurance. The District shall pay the cost of such coverage up to an annual amount equal to 0.48% of the employee's salary.

4. RETIREMENT PROVISIONS

4.1 Eligibility Requirements

To participate in this program, the management employee must:

4.1.1 Be a member of the Management team

4.1.2 Have been a full-time employee of the District for the ten years immediately prior to retirement.

4.1.3 Leave without pay shall not be considered in the calculation of the ten-year service requirement, but such leave shall not constitute a break in service.

4.1.4 Paid sick leave shall be calculated toward the satisfaction of the ten-year service requirement.

4.1.5 Extended sick leave (beyond the paid sick leave time) shall not be used in the calculation of the ten-year service requirement, but shall not constitute a break in service.

4.1.6 Management team members eligible for disability retirement shall not be eligible to participate in this program.

4.1.7 Management employee acceptance of this program is irrevocable.

Further, it is understood and agreed by the parties that this program is for the benefit of the employees who wish to retire from active employment with the District and, therefore, the employee is responsible to ascertain the provisions and coverages of the various retirement plans without assistance from the District. It is also understood and agreed by the parties that the District shall have no responsibility other than as set forth herein particularly with regard to ascertaining the specifics of the various retirement plans available to employees who are retiring and wish to take advantage of this program.

4.2 Early Retirement Incentive Benefit Program

4.2.1 Procedures

4.2.1.1 Any member of the Management team wishing to avail himself/herself of this program shall, 90 days prior to planned retirement/separation date, write a letter of request to the Superintendent. This letter shall outline the facts relative to having met the eligibility requirements of the program. (See Section 4.1 "Eligibility Requirements").

4.2.1.2 The Superintendent shall validate the candidate's claims regarding minimum qualifications within 30 days. Prior to validation, the employee may withdraw his/her request for retirement.

4.2.1.3 Having been found qualified for participation in this

program, the benefits shall commence on the 1st of the month following separation. There shall be no gap in coverage.

4.2.2 Benefits

4.2.2.1 The District will provide medical and dental benefit plans to the retired management employee age 50 or older and eligible dependents for 10 years or until the retiree reaches the age of sixty-five (65) whichever occurs first.

4.2.2.2 If the employee predeceases the spouse and other dependents as identified below, the spouse or other dependents shall continue to receive these benefits for the remaining period of eligibility had the retired management employee survived or until the spouse reaches the age of 65, whichever occurs first.

4.2.2.3 Dependents other than the spouse shall have no rights of their own to participate in this program, but only as the employee and/or spouse qualify for such participation.

4.2.2.4 Upon the District's discontinuance of premium payments, the employee and/or spouse may elect, subject to the insurance provider's regulations, to continue with self-paid participation at the insurance provider's retiree rates provided there has been no

break in coverage. Payment shall be submitted to the District Office by the 10th of each month to continue coverage.

4.2.2.5 This plan or equal coverage when this plan is combined with other coverage for which the retiree is qualified shall be effective for 10 years or until age sixty-five (65) whichever occurs first. Such other coverage shall be, but is not limited to, Medicare A and B, and coverage obtained or obtainable through other employment. If an option is available to an employee and/or spouse and the coverage is available to an employee and/or spouse and the coverage is equal, the employee shall cooperate with the District to exercise the least expensive option provided such exercise does provide equal coverage and is at no expense to the employee.

4.2.2.6 For the purposes of this program, the immediate family covered by this plan means only spouse and dependents in accordance with current health care regulations.

4.4 Early Retirement Incentive Consultant Plan

4.4.1 Eligibility

A Management employee becomes eligible for this plan by serving satisfactorily in the Redding School District for a minimum of ten (10)

years. Only persons who have attained the age of 50 are eligible for this program.

4.4.2 Procedure

A person approved for this program is employed by the district for up to five (5) years, or to age 65 (on or after July 1) whichever comes first. The maximum allowable age requirements for entry into this program is age 59.

4.4.3 Limitations

Persons opting for this program may serve from 10 to 30 days per year (or its equivalence; i.e., 60 half days) providing service mutually agreed to by the individual and the district superintendent each year. Such activities must meet a particular district need or interest.

4.4.4 Term

This plan is considered for renewal by the Board of Trustees on an annual basis and may not be available every year.

4.4.5. Compensation

For new participants entering the program and performing service, the daily compensation shall be ninety percent (90%) of the daily rate at Step 5 of the management position from which the manager has retired at the time of retirement.

5. LEAVES

5.1 Definitions

5.1.1 Members of the "immediate" family include husband, wife, mother, mother-in-law, father, father-in-law, brother, brother-in-law, sister,

sister-in-law, grandparents, son, son-in-law, daughter, daughter-in-law, foster children, children under legal guardianship, and grandchildren of the employee or employee's spouse.

5.1.2 "Unpaid leave of absence" means that a management employee shall receive no salary or benefits at the District's expense, but shall be entitled to return to a position with the district for which the management employee is credentialed or qualified.

5.1.3 "Paid leave of absence" means the employee shall be entitled to:

- a. Receive all wages and insurance benefits
- b. Return to a position for which he/she is credentialed or qualified.

5.2 Sick Leave

5.2.1 Every member of the Management team shall be entitled to one paid sick leave day for each month of service during the year. Such leave shall be cumulative.

5.2.2 By October 1 of each year, each member of the Management team shall receive a written verification of his/her accumulated sick leave credit. He/she may use this accumulated sick leave any time he/she is ill during the school year.

5.3 Pregnancy Disability Leave

5.3.1 Management team members are entitled to use personal illness and injury leave for disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom on the same terms and conditions governing leaves of absence for other illness or

medical disability. Such leave shall not be used for child care, child rearing, or preparation for childbearing, but shall be limited to those disabilities as set forth above. The length of such disability leave, including the date on which the leave shall commence and the date on which the duties are to be resumed, shall be determined by the employee and the employee's physician.

5.3.2 Management team members are entitled to leave without pay or other benefits for disabilities because of pregnancy, miscarriage, childbirth, or recovery therefrom when sick leave has been exhausted. The date on which the employee shall resume duties shall be determined by the employee on leave and the employee's physician.

5.4 Bereavement Leave

5.4.1 Every member of the Management team shall be entitled to a total of five (5) days of paid leave of absence for bereavement. These days may be used for the death of any member of his/her family. Such days shall be equivalent in hours to the member's normal work day. These five (5) days may be used either immediately preceding or following the death.

5.4.2 Subject to the conditions set forth in Section 5.4.1 above, two (2) days of the five days may be used by employees for the death of a person not in the immediate family as defined in Section 5.1.1 of this Article; provided that the employee wishing to make use of this provision present his/her request to the Superintendent and receives

the approval of the Superintendent in advance of taking the 2-day Bereavement Leave.

5.5. Personal Necessity Leave

5.5.1 Up to seven (7) days of sick leave per year may be used by the employee at his election for any of the following reasons:

5.5.1.1 Death of a member of his/her immediate family when additional leave is required beyond that provided under Bereavement Leave (Section 5.4).

5.5.1.2 An accident involving the employee's person or property or the person or property of a member of the immediate family.

5.5.1.3 Illness requiring emergency medical and/or hospitalization for a member for the immediate family.

5.5.1.4 Appearance in any court or before any administrative tribunal as a litigant, party or witness under subpoena or any order made with jurisdiction.

5.6. Personal Leave

5.6.1 Management team Members shall be allowed up to three (3) days per year for personal leave. During such leave, the cost of the substitute shall be deducted from the employee's salary or the employee may request that the leave be subtracted from his/her sick leave.

5.6.2 Personal leave may be extended beyond the three (3) total days at the sole discretion of the Superintendent. Such extended leave

shall be charged to sick leave. Each request shall be considered on its own merits, and the denial or approval of the leave shall not set a precedent for other requests.

5.6.3 Three additional days may be taken without compensation.

5.6.4 The employee shall notify the Superintendent at least forty-eight (48) hours in advance of taking such leave unless an emergency makes such advance notification impossible.

5.6.5 Personal leave shall not be used to extend school holidays without written permission from the Superintendent.

5.6.6 Personal leave shall not be cumulative

5.7. Jury and Court Witness Leave

Leaves of absence to serve on jury or to appear as a witness in court other than as a litigant shall be granted with no loss in pay provided the employee reimburses the District all compensation received, excluding travel expenses.

5.8 Child-Rearing Leave

5.8.1 A Management team member shall be granted one day of paid leave and three days of sick leave for the purpose of caring for the needs of a newborn or adopted child within six weeks of birth or placement.

5.8.2 A Management team member shall, upon request, be granted leave of absence without pay or benefits for a period up to an entire school year for the purpose of caring for a newborn or adopted child and shall have the option of maintaining health benefits at his or her own expense (COBRA).

5.9 Family and Medical Leave Act

Management team members are eligible for leave under the federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA).

5.10 Other Leaves of Absence

All other leaves of absence, not provided for above, must be granted by a special action of the Board of trustees. Failure on the part of any employee to secure a grant for such other leave, before absenting himself/herself from his/her assigned duties, may be considered as a resignation of that employee from the District.

5.11 Notice of Intent to Return

All Management team Members on leaves of absence during the last semester of the school year shall notify the Superintendent prior to March 1 whether or not they intend to return to their assignment the following year. Failure to so notify may be interpreted as a resignation. Prior to February 1 of each year, the Superintendent shall notify, in writing, any personnel on leave of this requirement.

6. VACATION

6.1 Accumulation

Management team members shall earn vacation days on the following schedule:

Certificated Managers:

Certificated managers working less than full-time, 12 months per year are paid an annual salary for a specific number of duty days

worked and are not eligible for vacation.

Classified Managers:

12-month work year 25 days per year

For classified managers working less than full-time, vacation days will be prorated for the time worked.

6.2 Rate of Pay

Pay for vacation days for all Management team members shall be the same as that which the management employee would have received had the employee been in a working status.

6.3 Use of Vacation

Upon prior approval of the Superintendent, paid vacation may be used in the fiscal year in which it is earned but shall be taken no later than the fiscal year immediately following the fiscal year in which it is earned.

6.4. Vacation Carryover

A Management team member employed for more than one year may elect to carry over a maximum of twenty (20) vacation days from one fiscal year to the next.

6.5 Vacation Postponement or Loss

If, at the direction of the District, a management employee is not permitted to take all or any part of the annual vacation, the amount not taken shall be paid.

6.6 Vacation Pay Upon Termination

When a management employee is terminated for any reason, the employee shall be entitled to all vacation pay earned and accumulated up to and

including the effective date of the termination.

8. EVALUATION

All Management team members will be evaluated annually in writing by the employee's immediate supervisor prior to June 30.

9. DUTY-TIME ALLOCATION

The Management team will be on a duty-time allocation published annually by the Human Resources Department.

10. CONFERENCE LEAVE

It shall be the policy of the Board of Trustees to encourage the Management team to attend meetings and conferences which will be beneficial to themselves in their profession as well as to the organization. The Superintendent is authorized to grant permission for such conference leaves. Necessary expenses may be paid by the Redding School District if prior approval from the Superintendent is obtained and the proper claim is submitted for reimbursement.

11. MILEAGE REIMBURSEMENT

Any management employee required to use his/her vehicle on District business shall be reimbursed at the Internal Revenue Service allowable rate per mile for all miles actually driven on District business. This amount shall be payable in a separate warrant drawn against District funds. Mileage claims submitted by the fifth of the month shall be reimbursed by the fifth of the following month.

12. LONGEVITY

Management team members completing nine years of administrative duties with Redding School District will receive an additional \$2,500 of creditable compensation per year.

13. **SALARY**

The Management team will be paid a salary pursuant to the current Board approved salary schedule.