

CLASSIFIED SERVICE EMPLOYEES (Unless otherwise indicated, all information contained herein applies only to regular classified service employees.)

DEFINITION

Pursuant to Education Code Section 45103, employees in positions not requiring certification qualifications and not specifically exempted shall be known as classified service employees. Classified employees shall work at least 195 working days which shall include holidays, sick leave, vacation and other leaves of absence irrespective of the number of hours worked per day. Classified employees shall work a minimum of two hours per day.

ABSENCE FROM DUTY

It is the duty of the principal or department head to ascertain the facts concerning the absence of employees assigned to their respective schools or departments. Except as provided in district policies and procedures and with the approval of the principal or department head, employees shall not be absent during duty time.

Sick Leave

Annual Allowance

Except as otherwise indicated, each classified service employee employed five days per week will be granted the amount of sick leave which equals one day for each month worked (ten days for 10-month, eleven days for 11-month, twelve days for 12-month). Unused sick leave shall accumulate from year to year and shall be posted on July 1 of each year.

Provisions When Sick Leave Exhausted

The provisions of Education Code Section 45196 become effective when the employee's current annual sick leave and accumulated vacation time has been used, as follows:

At full salary: Current annual leave or such longer time as the Board has specified under Section 45191

At full salary: Industrial accident/illness leave if applicable

At full salary: All accumulated sick leave and vacation time at salary provided in Section 45195

At differential salary: After the employee exhausts sick leave allotted for the current fiscal year as well as accumulated vacation time, s/he is entitled to five months (100 workdays) including holidays of additional non-accumulative sick leave with a deduction for the amount actually paid a substitute.

Accumulated sick leave and industrial leave run concurrently with the 100 workdays.

If the employee returns to work in the same fiscal year after exhausting all current and accumulated sick leave, vacation time, compensatory time and industrial leave, if applicable, then the only sick leave compensation available is the balance of the five months. Once an employee has exhausted this provision, further approved absences for non-industrial illness/injury shall be without compensation.

In no case is an employee entitled to more than one five-month provision in each fiscal year.

An employee who suffers an illness or injury which qualifies for industrial leave is entitled to up to sixty days of paid leave for the same illness or injury even though the five-month provision may be exhausted. An industrial leave that extends into the following year shall entitle the employee only to the amount of unused leave due for the same illness or injury. The five-month provision will be effective the first day of the fiscal year.

Benefits Upon Interruption of Service

Interruption of service for a period of thirty-nine months shall void the accumulated sick leave unless the employee is returning under the provisions of Education Code Section 44931 (military leave). Leaves of absence shall not be construed as an interruption of service.

Benefits During Vacation

Employees who become ill or disabled while on vacation may use accumulated sick leave upon verification by the principal or department head.

Transfer of Accumulated Sick Leave

Requests for transfer of accumulated sick leave from another school district shall be requested by the employee within one year of employment and verified in accordance with regulations set forth in the Education Code.

Approved Reasons for Deduction

Personal Illness

Sick leave claims must be verified by the principal or department head when the absence does not exceed ten days. Absences exceeding ten days must be verified by a duly licensed physician or practitioner with an anticipated return date established in writing. Refer to "Leaves of Absence" for more information.

Family Illness

Personal illness or injury leave may be utilized for the illness of husband, wife, child, mother, father, father-in-law, mother-in-law, brother or sister, as well as a grandchild or step-relation of relatives listed above when residing in the employee's home. For each fiscal year, such leave for illness in the family is limited to a combination of current and accumulated sick leave but shall not exceed thirty days. Verification of illness and residency may be required.

Quarantine or Isolation

No employee shall return to service who has not filed with Personnel Services an exclusion and readmittance card issued by the city or county health department or by a duly licensed physician.

Bereavement

Absence without loss of salary is allowed for five days upon the death of the legally established mother, father, grandmother, grandfather or grandchild of the employee or the employee's spouse; the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee; "step" relations of the above; or any relative living in the immediate household of the employee. This absence shall be in addition to the sick leave allowance.

Absence without loss of salary is allowed for three days upon the death of a relative other than those named above or upon the death of a close friend. This absence shall not be in addition to sick leave and will be deducted from allowable sick leave.

Personal Necessity

Absence without loss of salary is allowed an employee for seven days annually in cases of personal necessity. This absence shall be deducted from allowable accumulated sick leave and may be required to be verified by the school district. Advance permission shall be secured by the employee except in the cases of A or B below:

- A. Death or serious illness of a member of the employee's immediate family
- B. An accident which is unforeseen involving the employee's person or property or the person or property of the employee's immediate family.

With Advance permission: Other personal necessities which are allowed at the discretion of the Superintendent or designee, provided that under no circumstances shall leave be available for purposes of personal convenience, the extension of a holiday or vacation period, matters which can be taken care of outside work hours or for recreational activities.

Judicial Leave

Employees will be provided leave for regularly called jury duty and to appear as a witness in court, other than as a litigant, for reasons not brought about through the convenience or misconduct of the employee. Upon receipt of a jury duty summons, the employee shall notify their principal or department head of the scheduled dates. On the scheduled dates, if the recorded message directs the employee to report the following day, s/he shall immediately notify the principal or department head. If the employee is not directed to report for jury duty in the morning or is required to call for another recorded message at noon, s/he shall report to work in the morning. If required to report for jury duty in the afternoon, the employee shall immediately notify the principal or department head so that arrangements can be made to cover the employee's afternoon assignment.

Personal Leave

Employees are eligible for three days of personal leave which shall not be charged to sick leave. Substitute pay shall be deducted from the employee's salary for time granted. Reasons for requesting personal leave shall be at the employee's discretion and requests submitted to the principal/department head. Only under extreme circumstances will requests be granted during the first and last weeks of school.

Personal Reasons

Requests to be absent for personal reasons which are deemed to be necessary shall be made to the employee's immediate supervisor, who shall refer the request to Personnel Services for determination. Absence for personal reasons shall be without salary.

Requests for Substitutes

Requests for substitutes shall be made according to procedures established by Personnel Services. All staff members shall be notified by the principal or department head of the procedures for requesting a substitute when absent from duty. Absences should be reported at least two hours prior to the scheduled reporting time (one hour is required) and include, if possible, the approximate length of absence. Employees should report further absence or intended return by the close of the workday. Notification shall be made at least one hour prior to the beginning of the duty day if notification cannot be made the day before.

LEAVES OF ABSENCE

Request for Leave

Leaves of absence may be granted for the following reasons: medical, child care, family illness, further study, or other reason acceptable to the Board of Education. Requests for absences extending beyond ten days shall be submitted in writing to Personnel Services and shall include beginning and ending dates. A leave of absence may be granted for less than but not more than one school/calendar year. A leave of absence may be extended, for good reason and at the Superintendent's discretion, for a total of two calendar/school years.

Expiration of Leave

Upon expiration of a leave of absence the employee will be assigned to a position which is the same or similar to the one held when the leave was granted provided that the notice of intent to return is made in writing at least ten days in advance of the expiration date. Failure to report for duty at the expiration of a leave of absence shall be considered sufficient cause for dismissal. All leaves of absence are considered to be terminated upon termination of employment.

Benefits During Leave

During a leave of absence there shall be no loss of prior years of service, accumulated vacation up to the maximum allowed, or accumulated sick leave. Vacation benefits will accumulate during a medical leave of absence, industrial leave of absence and during the five-month benefit period as long as the employee is in paid status. Once the employee is no longer in paid status, all sick leave, vacation and holiday benefits will terminate. No sick leave benefits can be paid beyond that which the employee has accumulated or that is allowed by law (Education Code Section 44977). Accumulated sick leave and/or vacation time may be used while on leave of absence for illness.

Medical, dental and other health and welfare benefits will be paid by the district during an approved leave of absence for medical, military and qualifying family medical leaves, whether in paid status or not. Periods of approved leave of absence, paid or unpaid, shall not be considered a break in service of the employee.

Employment During Leave

The employee shall not be employed during a leave of absence by the district or any other employer unless specified in the terms of the leave and approved by the Superintendent.

Medical Leave

All employees absent for medical reasons for more than ten days shall submit a written request for medical leave of absence to be eligible for employee benefits paid by the district. Requests for medical leaves must have effective dates verified by a duly licensed physician or practitioner. Medical leaves (including maternity) shall begin and end on the dates as prescribed by the employee's personal physician. Principals and department heads shall require employees to submit the appropriate district form for requesting a medical leave. A doctor's release is required for return to duty.

Military Leave

Employees ordered to military service shall be entitled to all rights and privileges provided by law. This provision is for benefits to be payable after completion of one year of service. Upon return from military leave the district shall require evidence of honorable discharge or release or other suitable evidence under which military service was terminated. Employees must submit copies of military orders.

Workers' Compensation (Industrial) Leave

For the purpose of this policy the term "duty" refers to all scheduled working days including legal and Board-declared holidays on which an employee is authorized to receive salary payment. The term "qualifying for Workers' Compensation" presupposes that an accident report has been filed according to established procedure and that the insurance carrier considers the claim valid. In the event of rejection of the claim, industrial injury/illness leave shall not apply.

Employees of two years or longer who are absent from duty because of illness or injury resulting from industrial accident and qualifying for Workers' Compensation are granted industrial leave under the following conditions.

Time limitations: Industrial leave applies from the first day of such absence from duty to and including the last day of such absence from duty but not exceeding sixty working days for the industrial injury/illness.

Compensation: The amount of salary paid to such employee in any calendar month will be the salary s/he would have received had the industrial injury/illness not been suffered.

Benefits at end of leave: If the employee is still absent from duty as a result of the industrial injury/illness, s/he will be entitled to the benefits provided by law and district policy for accrued sick leave and extended sick leave.

Total compensation: For any days of absence from duty as a result of the same industrial injury/illness whether the employee receives salary payments under industrial leave or other paid leave or vacation, the employee shall endorse to the district any wage loss benefit check from the insurance carrier which would make the total compensation from both sources exceed one hundred percent of the amount the employee would have received as salary had s/he not suffered the industrial injury/illness.

Industrial leave not deducted from sick leave: Days of absence under industrial leave shall not be deducted from the employee's sick leave accumulation but the amount of industrial leave (maximum of sixty days per injury/illness) shall be reduced by one day for each day of such authorized absence from duty regardless of a compensation award.

Industrial leave in two fiscal years: If an industrial leave beginning in one fiscal year extends into the next fiscal year the employee shall be entitled in the new fiscal year, for the same injury/illness, only the amount of unused industrial leave remaining at the end of the fiscal year in which the industrial injury/illness occurred.

Accumulation: Allowable industrial leave shall not accumulate from year to year.

Travel limitations: In order to be eligible for industrial leave the employee, while absent from duty with the district, shall remain within the state of California unless prior approval is granted by the Board for travel outside the state.

Failure to accept assignment following leave: An employee who is eligible for reemployment and has been medically released for return to duty but fails to accept an appropriate assignment shall be terminated.

Termination of leave: When all available leaves of absence, paid or unpaid, have been exhausted and the employee is not able to assume the duties of his/her position, s/he shall be placed on a reemployment list for a period of thirty-nine months (Education Code Section 45192).

Reemployment: During the thirty-nine month period, the employee shall be eligible for reemployment upon submission of a physician's statement that s/he is able to assume his/her duties.

VACATION

Approval

The superintendent or designees shall approve vacation periods for all personnel responsible to them. The use of substitutes during employee vacations shall be at the discretion of the superintendent or designee and shall be budgeted and planned by each principal and department head. Under most circumstances no substitute will be allowed. Twelve-month school site personnel should plan to take vacation during the school vacation periods.

In the event that an employee is not permitted to take all vacation time entitled to during the year, s/he shall be permitted to accumulate the unused portion. However, an employee shall not carry forward more than the days earned in the twelve months preceding July 1 (vacation time computed on school/fiscal year basis).

Vacations of personnel employed for less than twelve months shall be determined by the school calendar. The principal or department head shall approve vacation time in excess of the school vacations.

Vacation Upon Transfer or Termination

An employee moving from vacation-accruing employment to school-vacation employment shall be allowed time off in the amount of accrued vacation or equivalent pay. A ten-month employee transferring to a 12-month position shall be allowed full credit for the number of years served in computing vacation time only.

Employees shall be entitled to accrued vacation or equivalent pay upon resignation, retirement, separation, expiration of employment or death. In case of death, benefits will be paid the beneficiary.

Vacation Accrual Rates

- Less than four full years of service: one day and 30 minutes per month, not to exceed twelve days and 4 hours per year.
- Beginning the fifth year and through nine full years of service: one day and 2 hours per month, not to exceed fifteen days per year.
- Beginning the tenth year and through fourteen full years of service: one day, 5 hours and thirty minutes per month, not to exceed 20 days per year.
- Beginning the fifteenth year: two days per month, not to exceed 24 days per year.

Management: Twelve-month management employees shall be credited with 24 working days vacation within the twelve-month period. Employees may use the full twenty-four days annually in advance; however, if terminated prior to earning the full allowable vacation days the employee's salary will be deducted the amount in excess of earned vacation time.

Management employees working less than a full calendar year shall be credited with vacation time in the same ratio as the time served bears to the total vacation period. One-half month or more shall be counted as a full month of employment for the purpose of determining the total number of vacation days.

EXTRA TIME

Less Than Eight-Hour Employees

Employees regularly employed less than eight hours per day shall be paid on the hourly rate established by their classifications. Employees working four hours or more and 5 days per week will be paid time and one-half for work performed on the sixth and/or seventh day of that week.

Extra Time in Excess of Eight Hours Per Day

Extra time worked in excess of eight hours per day and/or 40 hours per week will be paid at time and one-half of the employee's base wage. Compensation for extra time must have the approval of the superintendent or designee.

Extra Time Outside Regular Work Week

Work performed during hours outside the regular work week shall be paid at the rate established by employment during the regular work week and, if in excess of eight hours daily and/or 40 hours weekly, on an extra time basis.

Approval

Extra time payment must be recommended by the site administrator and approved by the Superintendent and Board of Education. Pursuant to Education Code section 45102, classified employees regularly employed during the August-June academic year shall be paid their regular salary, prorated, when employed in their regular classifications at other times during the year.

Compensatory Time in Lieu of Compensation

Compensatory time shall be time allowed off in lieu of payment based on an hour and one-half basis and will be determined upon approval of the request for extra time. Compensatory time must be taken during the twelve-month period immediately following the date extra work is performed (Education Code Section 45129). Management staff shall be exempt from these provisions but may be granted compensatory time on an hour-for-hour basis upon approval by the Superintendent or designee.

Categories of Extra Time Work

- Civic center activities authorized through building reservation process. Compensatory time shall not be granted for civic center activities. Custodians working on civic center activities will begin one-half hour before the activity is scheduled to begin and end one-half hour after the activity is completed (irrespective of scheduled completion time) or until all other school personnel involved in the activity have completed their work.
- Emergency work requested by principal or department head and approved by superintendent or designee.
- Extra time work in continuation of the performance of the regular job assignment of the employee.

Custodians working on holidays on which the United States flag must be flown shall be granted one hour on extra time basis for each time the flag must be raised or lowered during the day.

HOLIDAYS

The following days are established as holidays for twelve-month employees as defined in the Education Code and identified in the school calendar:

Independence Day	New Year's Day
Labor Day	Martin Luther King, Jr. Day
Admission Day or designated alternative	Lincoln Day
Veterans Day	Washington Day
Thanksgiving Day and the following day	Good Friday
Christmas Day and one additional day	Memorial Day
Every day appointed by the President of the United States or the Governor of California.	

DELAY OR CLOSING OF SCHOOL

When maintaining 180 or more school days, all employees shall report on the regular schedule. If school closure will cause the number of school days to drop below 180, all employees shall be excused as soon as it is determined to be reasonable and practical; a make-up day will be assigned.

ALLOTMENT OF SCHOOL OFFICE STAFF

K-5/K-6 with enrollment below 600:	School Secretary; Office Assistant; School Clerk, 3-Hr.
K-5/K-6 with enrollment 600+:	School Secretary; Office Assistant; School Clerk
Junior High/Middle School:	School Secretary; Office Assistant; School Clerk

Exceptions to the basic allotment due to unusual circumstances shall be administratively determined.

PROFESSIONAL GROWTH PLAN

Purpose

- A. Professional growth is a meaningful engagement in study and related activities with the purpose of maintaining and increasing the high standard of the classified service employees of the Bakersfield City School District. It is designed to encourage employees to gain increased knowledge, skills and understanding in the employee's assignment, provide a basis for consideration for advancement to new positions and provide the employee with an increased awareness of the importance of increased efficiency needed to fulfill his/her role in the total education of students in the Bakersfield City School District. Professional growth may be achieved through participation in any of the following categories: college courses, adult evening school courses, district-sponsored workshops, institute lecture programs or any other programs as designated by the superintendent or his/her authorized representative. Such courses, workshops or lecture programs, in order to qualify for credit, must directly pertain to and provide the employee with increased knowledge, skills and understanding in the employee's assignment or in the related occupational group (such as secretarial-clerical, groundworker-custodian, etc.). Courses designed for personal pleasure shall not be accepted.
- B. Courses not directly related to the unit member's present assignment may be approved for professional growth credit if sufficient benefit to the district can be expected. Disputed courses shall be submitted to the Units Evaluation Committee for approval or disapproval in conformance to this article.

Definitions

Semester hour:	The term "semester hour" shall apply to both regular and equivalent semester hour.
Regular semester hour:	Semester hour as accepted by colleges, universities and adult night school classes.
Equivalent semester hour:	Semester hour earned by such other means as may be approved by the Board of Education or its authorized representative.
Recorded:	The term "recorded" shall mean that the employee has presented official transcript or grade report for regular semester hours earned, grade cards or other approved records for night classes, affidavits or approved reports from the supervisor or instructor for equivalent semester hours earned and a record of same has been made by Personnel Services. It is the sole responsibility of the employee to record semester hours earned in order to receive credit on the salary schedule.

Retroactive Credit

All courses taken or other authorized activities for the purpose of acquiring college semester hours for advancement on the salary schedule shall be subject to the following: six units of credit retroactive to date of regular employment will be allowed for the first increment for those employees under contract at the time of adoption of the professional growth plan for classified service employees. An exception to this rule would be contract food service employees who, while serving as substitute employees, were requested by the department head to take and satisfactorily complete a special college course, "Sanitation and Safety for School Lunch Personnel," which is of benefit to every child and employee of the Bakersfield City School District. Units earned from said courses may be acceptable toward professional growth. If employment occurs during the time an applicant is taking a course and before the final grade is received, credit may be allowed for the units obtained. In case of question, the committee shall make the final determination.

Repeat Courses

Repeat courses may be taken for acceptable credit only if approved in advance by the Units Evaluation Committee with the exception of "First Aid" which may be repeated for credit with each twelve semester hours if so desired by the employee.

First Aid

Number of semester hours allowed for first aid shall be determined by credit received from the college, evening school offering the course or by the Units Evaluation Committee if received through another agency such as the Red Cross when proof of satisfactory completion of course is received from the agency offering the course. Credit for first aid need not be limited to the date of employment but may be received as retroactive credit if so desired by the employee. First aid may be repeated for credit with each twelve semester hours earned if so desired by the employee.

Acceptable Grade

Only semester hours with a grade of "C" or better may be submitted for salary credit. Any question of acceptable credit for salary increase must be submitted to the Units Evaluation Committee. It is the responsibility of the employee to check prior to the time of taking courses if there is any doubt about acceptability of semester hours. Final approval rests with the Units Evaluation Committee.

Courses Taken During Leave

No courses or other authorized activities for the purpose of acquiring semester hours for advancement on the salary schedule shall be approved for classified service employees while on leave of absence unless the leave is granted specifically for the purpose of attending a college or university for further study. A minimum number of semester hours required for full-time students must be taken and written verification filed.

Salary Changes

Salary changes for professional growth shall be recorded with transcripts or grades in the Department of Personnel Services before the fifth day of the calendar months of October and February and shall be effective either in the month of October or the month of February, whichever deadline is appropriate.

Twelve semester hours shall be recorded for each advancement on the salary schedule up to a maximum of 60 semester hours.

Twelve semester hours of credit shall increase the classified service employee's basic salary by \$150 per year for both ten-month and twelve-month positions regardless of the hours worked per day.

Number of Units Per Year

The number of semester hours allowable within a given year may be limited depending upon employee evaluation by the department head and Units Evaluation Committee.

Three semester hours of college credit will be equal to 10 semester hours of credit by a high school. One college quarter hour is the equivalent of 2/3 of a college semester hour. One equivalent semester unit shall be granted for each 15 clock hours of work.

Regulations Governing Equivalent Semester Hours

Limitations: Workshops and related activities are limited to six equivalent semester hours per twelve units of credit for advancement on the salary schedule. Equivalent semester hours for advancement on the salary schedule may be earned for the following activities entailing time and effort beyond regularly assigned school responsibilities.

Conference: Workshops or conferences usually held for a three to five day period by universities and colleges or by the California State Department of Education or others approved by the Superintendent where no university or college semester hours are granted usually carry one-half equivalent semester hour but not more than one

equivalent semester hour. Written report is required. No credit will be given for attendance at conferences when the district pays expenses.

Workshops: Workshops held within the Bakersfield City School District, authorized by the Superintendent and conducted by his/her authorized representative(s) may carry one-half, one, two, three, four, five or six equivalent semester hours. Written verification of participation is required. Work shall be done outside the hours of regular employment and in addition to assigned responsibilities. Semester hours shall be submitted at the end of the project or not later than the end of each school year and additional approval requested if the project continues into the next school year. Workshops held during regularly scheduled work time may be submitted to the Units Evaluation Committee for approval. The Units Evaluation Committee will determine the amount of credit allowed for such mandatory activities.

Individual Study: Planning and conducting individual research studies or receiving individual instruction appropriate to the assignment, approved by the Superintendent, may carry one-half, one or two equivalent semester hours. A copy is required. Work shall be done outside the hours of regular employment.

Employee Organizations: Credit will not be given for participation in employee organizations.

Regulations Governing the Units Evaluation Committee

Members: The Units Evaluation Committee shall consist of the following: eight members selected in this manner – four permanent classified service employees to be selected by the president of CSEA and these to be representatives of the various classifications of employees alternating over a period of two years (need not limit selection to CSEA members in good standing) and the Director of Personnel and three other management persons selected by the Director of Personnel.

Chairperson: The Director of Personnel shall be the committee chairperson and shall call meetings as often as necessary to review approval of semester hours for salary increase.

TRAVEL ALLOWANCE

Monthly Payment

Employees in the following management/supervisory positions are allowed a monthly expense allowance to offset costs incurred with use of a personal automobile for district business and the cost of meals connected with conferences or workshops conducted within the county. It is not intended to fully reimburse employees for business expenses as set forth.

Network Operations Manager	\$186.00
Administrative Assistant; Director III, IV; Grant Writer; Mandate Specialist; Coordinator, Library Media Services; Coordinator, Transportation; Food Service Chief; School Planning & Construction Supervisor	88.20
Public Information & Communications Manager	63.00
If District Car is Provided	17.64

Semiannual Payment

Employees in the following positions who are required to use their personal cars in the performance of regularly assigned duties within the school district and enter into a contract with the district shall be allowed a transportation allowance. No allowance shall be made unless the employee is required to use his/her car while performing services for the district. The allowance shall be based on an average anticipated number of miles required to be traveled by the employee and nominal amount to cover insurance and other transportation costs. It is not intended to fully reimburse the employee for use of the automobile. Semiannual payment shall be made the last working day in December and last contract day in June. Amounts listed are annual payments.

Aide I (community contact duties, 3-Hr.)	\$ 94.00
Aide II (RSP at more than one site)	157.50
Aide II (Speech)	400.00
Audiometrist	504.00
Bilingual Translator/Clerk	252.00
Campus Supervisor	283.50
Clerk I, II, III (school site spec. fund., depending on assignment)	100.00; 252.00
Community Relations Leader	504.00
Community Relations Liaison (depending on assignment)	94.00; 250.00; 379.00
Family Advocate (depending on assignment)	94.00; 270.00; 300.00; 500.00
Infant Technician	756.00
Information Technician	378.00
Language Assessor	756.00
Network Systems Engineer	2,232.00
Office Assistant	252.00
Outreach Liaison (depending on assignment)	252.00; 300.00; 400.00
School & Community Facilitator	378.00
Youth Services Specialist	500.00

Per Mile Payment

Other employees required to use their personal cars in the performance of regularly assigned duties and who enter into a contract with the district shall be reimbursed at the current approved rate.

Required Insurance

Each employee required to use a personal car while performing services for the district shall carry property damage and public liability insurance in accordance with the minimum amount required by the State of California and shall file a signed statement with Personnel Services to this effect. The employee shall carry insurance on personal cars for district business.

Use of Personal Car for Out-of-Town Meetings

Allowance for use of personal car for attending out-of-town meetings, conferences and conventions or while performing other services for the district may be approved by the Superintendent. Payments for such mileage shall be in addition to the reimbursement for use of personal car while performing regularly assigned duties within the district and shall be paid at the current approved rate.

UNIFORM ALLOWANCE

Food service workers and managers working in their respective positions shall receive a uniform allowance. Uniforms to be worn are as specified by the Department of Food Services. Employees on approved leave of absence at the beginning of a school year will, upon return to duty, receive the appropriate uniform allowance based on the return to work date.

SALARY SCHEDULES

Placement

Employees shall be placed in the job classification on the salary schedule in which the major portion of their work falls but shall be subject to assignment to other types of work as needed.

Employees Working Less Than Eight Hours Per Day

Employees regularly working for less than eight hours per day shall be employed on a monthly basis at a rate determined by steps under their job classification. Work schedules shall be established by the principal or department head subject to the approval of the Superintendent.

Longevity Increments

In order to be eligible for the annual salary increment an employee shall have worked at least one-half of the school year, July 1 through June 30. When the anniversary date falls on the first working day in January it will be considered a January 1 anniversary date for purposes of determining advancement in salary.

For classified salary schedules containing longevity steps 6-9 or 6-10: to be eligible for the salary increases at the completion of 10, 15, 20, 25 and 27 years, an employee shall have been employed at least 9 ½ years for Step Six, 14 ½ years for Step Seven, 19 ½ years for Step Eight, 24 ½ years for Step Nine, and 26 ½ years for Step Ten as of the end of the fiscal year in which eligibility is determined. Only service in the Bakersfield City School District will count toward longevity salary increments if the first day of paid service precedes July 1, 1977.

Payment for Duties Performed Outside the Regular Classification

It is the intent of the Bakersfield City School District to provide additional wage compensation for employees who perform duties inconsistent with those assigned to their job descriptions for any period of time which exceeds five working days within a 15-calendar-day period. If an employee is assigned to such duties his/her salary will be adjusted upward and set at the rate established for the position in which s/he is working based upon the same step currently assigned. S/he will be paid for the specified period which is required to perform duties outside of the regular classification. (Ed. Code section 45110)

It is the responsibility of the department head or principal to determine that an employee is to be assigned to perform duties in a higher classification. If such a determination is made, an "Agreement of Acceptance to Act in a Temporary Assignment" form must be completed. Personnel Services will transmit the authorization to Payroll Services where the difference in salary will be computed and the additional amount paid on a supplemental payroll.

Credit for Experience

Salary schedule credit is allowed for experience in the same or similar job classification during the ten years preceding the date of employment in the Bakersfield City School District (effective 7-1-77). It is the responsibility of the employee to submit to Personnel Services verification using the proper district form (or an approved alternate) within sixty days of employment in the classification. Six months or more service shall count as one year for credit. Credit is not allowed for substitute or day-by-day employment.

Following initial employment and up to placement on step five (step 7 for skilled trades), an employee who moves from a classification in which they do not have prior experience to a substantially different classification where prior experience exists may submit to Personnel Services verification of experience. Any combination of prior experience and district credit shall not result in placement beyond step five (step 7 for skilled trades) of the salary schedule.

The following applies to classified positions other than management and skilled trades:

Years of Experience	Placement on Salary Schedule
1	Step 2
2-3	Step 3
4-6	Step 4
7+	Step 5

The following applies to skilled trades positions. Experience must be at the journeyman level in the craft for which the employee is hired.

Years of Experience	Placement on Salary Schedule
1-3	Step 6
4+	Step 7

Management Salary Schedule – General Rules

The following rules shall apply to upward, downward or lateral mobility on the management salary schedule:

Definitions

Category A: Management employees who administer a department, program, or school, i.e., Directors, Supervisors, Principals, Program Managers or Program/Project Directors, who are the chief decision makers and are responsible for the program/project.

Category B: Management employees who assist a person who administers, i.e., Psychologists, Consultants. These are generally positions with a professional or technical role rather than those designated as responsible for the entire department, sub-department or building.

Reassignment Rules

1. Reassignment from A to A maintains years of service.
2. Reassignment from A to B maintains years of service.
3. Reassignment from B to A begins employment in A with no years of service unless a cut in salary would result; in such case the employee shall be "Y-rated."
4. Reassignment from B to B maintains years of service.
5. Reassignment from B to A to B maintains all years of service.
6. Exception to Rules 1-5: Whenever a district management employee is reassigned pursuant to the provisions of Policies and Procedures Section 500.8, s/he may be "Y-rated" if the reassignment would result in a loss of salary. Y-rating is defined as retaining an employee at his/her current salary until the salary of the lower classification catches up through longevity or other raises or, if that should not occur, freezing his/her salary at the Y-rated salary. The purpose of this procedure is to prevent an employee from taking a loss in salary when an involuntary reclassification occurs due to reorganization, budget considerations or resolution of personnel problems. This rating is not automatic and is applied only with the approval of the Board of Education.

Salary Schedule Placement

Following placement on the management salary schedule, no management employee will advance more than one step column on the salary schedule in any year. Employees identified to qualify for more than one step shall be allowed to advance one step each year until they are given full credit. Final determination of experience shall be recommended by the Superintendent to the Board of Education.

75% of the school year in a management position = one year on the management salary schedule.
135 cumulative days = one year for the purpose of computing part-time management credit.

Verification of Experience

Verification of management experience on the district form shall be the responsibility of the employee. Placement on the schedule will be in accordance with existing district policy relating to management personnel and shall be considered independently of longevity credit.

Longevity Credit

Longevity credit shall be computed for in-district and out-of-district experience. Longevity credit shall be based upon years of experience and salary payment in a position designated by the district as management. All district positions identified as management for 1981-82 shall be considered management positions for purposes of longevity if prior service in that position was totally within the Bakersfield City School District. An out-of-district position which was not designated as management cannot be counted for longevity or management salary credit when entering this district in a management position (example: psychologist positions which are not designated management in another district).

Longevity credit for salary purposes shall be computed for total years of service in district and out of district on the management level (verified on district form) irrespective of type of management service (Category A or B). For example: a person who is employed by the district as a Type A administrator verified five years as a principal (Type A) and 5 years as a vice principal (Type B). Placement on the salary schedule will be in the column for six years but longevity will be given for eleven years.

WORKING YEARS, DAYS AND HOURS (Usual work year, day, and week listed first, exceptions following; notations regarding lunch periods applicable to positions of 6 hours or more per day)

Management

12 months: Normally, 40 hrs./week, 8 hrs./day excluding lunch; other hours during week as required.

Supervisory

12 months: 40 hours/week, 8 hours/day excluding lunch, M-F
Child Care Center Manager: 25 hours/week, 5 hours/day, M-F

10 months: Campus Supervisor: 40 hours/week, 8 hours/day excluding lunch, M-F
Work Year: Beginning 14 days before & ending 5 days after school schedule (Actual reporting day is usually one day prior to school opening through one day after school ends; balance worked as 90 2/3 hours of overtime during school year supervising school activities outside regular schedule.

Campus Supervisor, School Year: 30 hours/week, 6 hours/day excluding lunch, M-F
Work Year: School schedule & 1 day after school closing

Food Service Manager: 40 hours/week, 8 hours/day including lunch, M-F
Work Year: Beginning 5 days before & ending 2 days after school schedule

Confidential

12 months: 40 hours/week, 8 hours/day excluding lunch, M-F

Skilled Trades

12 months: 40 hours/week, 8 hours/day excluding lunch, M-F or alternate schedules as allowed by contract

Units A,B,C and Transportation

12 months: 15-40 hours/week, 3-8 hours/day excluding lunch, M-F

11 months: 20-40 hours/week, 4-8 hours/day excluding lunch, M-F
Work Year: Beginning 24 days before & ending 10 days after school schedule
Work Year for Migrant Ed. only:

10 months: 15-40 hours/week, 3-8 hours/day excluding lunch, M-F
Work Year: Beginning 1 day before & ending 1 day after school schedule

Clerical (excl. specially funded positions): 15-40 hrs./week, 3-8 hrs./day excluding lunch, M-F
Work Year: 2 calendar weeks before & 1 calendar week after school schedule

Bus Drivers: 10-40 hours/week, 2-8 hours/day excluding lunch, M-F
Work Year: Beginning 2 days before & ending with school schedule

Bus Monitors: 12 ½ - 30 hours/week, 2 ½ - 6 hours/day excluding lunch, M-F
Work Year: Beginning 1 day before & ending with school schedule

Custodians: 15 hours/week, 3 hours/day, M-F
Work Year: School schedule

Food Service Truck Driver, Food Service Delivery Driver: 15-40 hours/week,
3-8 hours per day excluding lunch, M-F
Work Year: Beginning 14 days before & ending 1 day after school schedule

YRE - McKinley School (all intersessions per YRE calendar; intersessions are not duty days and are unpaid)

Food Service Manager: 40 hours/week, 8 hours/day including lunch, M-F
Work Year: Beginning 10 days before & ending 2 days after YRE school schedule

Clerical (excl. specially funded positions): 40 hours/week, 8 hours/day excluding lunch, M-F
Work Year: Beginning 2 calendar weeks before & ending 1 calendar week after YRE school schedule

Aides/Activity Leaders/Specially Funded: 15-40 hrs./week, 3-8 hrs./day excluding lunch, M-F
Work Year: Beginning 1 day before & ending 1 day after YRE school schedule