

**COLLECTIVE BARGAINING  
AGREEMENT**

**BETWEEN**

**UNITED ADMINISTRATORS OF  
SAN FRANCISCO  
AMERICAN FEDERATION OF SCHOOL  
ADMINISTRATORS, LOCAL 3  
AFL-CIO,**



**AND**



**SAN FRANCISCO UNIFIED SCHOOL  
DISTRICT**

**July 1, 2023 – June 30, 2025**

## TABLE OF CONTENTS

ARTICLE 1	<a href="#"><u>RECOGNITION</u></a>	1
ARTICLE 2	<a href="#"><u>RIGHTS AND RESPONSIBILITIES</u></a>	1
ARTICLE 3	<a href="#"><u>FAIR PRACTICES</u></a>	2
ARTICLE 4	<a href="#"><u>PROFESSIONAL RIGHTS</u></a>	4
ARTICLE 5	<a href="#"><u>SALARY AND FRINGE BENEFITS</u></a>	6
ARTICLE 6	<a href="#"><u>EARLY RETIREMENTS</u></a>	13
ARTICLE 7	<a href="#"><u>LEAVES</u></a>	15
ARTICLE 8	<a href="#"><u>PARTNERSHIP EMPLOYMENT</u></a>	23
ARTICLE 9	<a href="#"><u>APPOINTMENT, TRANSFER AND REASSIGNMENT</u></a>	23
ARTICLE 10	<a href="#"><u>ADMINISTRATOR EVALUATION AND LEADERSHIP</u></a> <a href="#"><u>PROFESSIONAL GROWTH</u></a>	26
ARTICLE 11	<a href="#"><u>GRIEVANCE PROCEDURE</u></a>	28
ARTICLE 12	<a href="#"><u>COMPLAINTS</u></a>	32
ARTICLE 13	<a href="#"><u>INFORMATIONAL MEETING</u></a>	32
ARTICLE 14	<a href="#"><u>SAVINGS</u></a>	33
ARTICLE 15	<a href="#"><u>OTHER PROVISIONS</u></a>	33
ARTICLE 16	<a href="#"><u>DURATION OF CONTRACT</u></a>	34
ARTICLE 17	<a href="#"><u>PERSONNEL FILE</u></a>	35
ARTICLE 18	<a href="#"><u>DISCIPLINARY ACTION</u></a>	36
APPENDIX A	<a href="#"><u>SALARY SCHEDULE</u></a>	38
APPENDIX B	<a href="#"><u>FRINGE BENEFITS</u></a>	48
APPENDIX C	<a href="#"><u>CALENDAR</u></a>	50
APPENDIX D	<a href="#"><u>UASF SICK LEAVE TRANSFER PROGRAM</u></a>	54
APPENDIX E	<a href="#"><u>EMERITUS ADMINISTRATOR SALARY SCHEDULE</u></a>	56
APPENDIX F	<a href="#"><u>MOU PAYROLL ERRORS</u></a>	57
	<a href="#"><u>2023-2025 BARGAINING TEAM MEMBERS</u></a>	63
	<a href="#"><u>SIGNATURE PAGE</u></a>	64

## **ARTICLE 1 - RECOGNITION**

- 1.1 The Board of Education of the San Francisco Unified School District (hereinafter District) recognizes the United Administrators of San Francisco (hereinafter UASF) as the exclusive bargaining representative of a bargaining unit of certificated and supervisory employees. The unit represented by UASF shall include all positions designated as Principal, Assistant Principal, Small School Administrator, Early Education Department School Principal/Site Administrator, Program Administrator, Supervisor and Administrative Intern and shall exclude all members of the Superintendent's Cabinet, the Legal Office, Classified Managers, Executive Directors and Directors.
- 1.2 “Bargaining Unit Member” means an employee, regardless of job description, having authority in the interest of the SFUSD to hire, evaluate, supervise, assign, commend, discipline and manage employees or to adjust their grievances, or effectively recommend such action in connection with the foregoing functions. The exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment. In this agreement, whenever the term “Administrator” or “Supervisory Employee” is used, it refers to Bargaining Unit Members included within the bargaining unit covered by this contract.
- 1.3 Any position created during the lifetime of this Contract that complies with the description in 1.2 may be included in the unit by decision of the Public Employment Relations Board or by mutual agreement of the parties. The salary, calendar, and other conditions of employment for such added positions shall be set by UASF - District negotiations and made part of this Contract.

## **ARTICLE 2 - RIGHTS AND RESPONSIBILITIES**

- 2.1 The District and UASF agree that:
- 2.1.1 each bargaining unit member has a professional right and obligation to carry out District policies and regulations, State laws and regulations, and the directives of the Superintendent and the Superintendent’s designee;
- 2.1.2 each bargaining unit member has a professional right and obligation to provide effective supervisory leadership to the extent that is possible within the established line of duties that has been developed under the applicable job description;

- 2.1.3 each bargaining unit member has a professional right and obligation to sign a contract of employment that sets forth the terms and conditions of employment.
- 2.2 The District shall grant short-term leaves for Union Business other than bargaining for a total not to exceed ten (10) days per year, providing a written request to Labor Relations at least five (5) days in advance and also providing adequate substitutes are available. The Union shall reimburse the District the full cost (per diem plus salary driven cost) of the bargaining unit member.
- 2.3 No provision or stipulation of this Contract shall be construed as denying any bargaining unit member their rights and privileges under the Constitution of the United States, the Constitution of the State of California, the California Education Code, the Government Code, the Charter of the City and County of San Francisco, the District's policies and/or regulations, or any other Federal or State law or regulation.

### **ARTICLE 3 - FAIR PRACTICES**

- 3.1 Any bargaining unit member of the district shall be eligible for membership in UASF, and UASF shall not deny membership to any such person on the basis of race, color, creed, national origin, sex, marital status, sexual orientation or disability. UASF shall represent all bargaining unit members without regard to their membership, participation in, or association with the activities of any other employee group, committee or organization.
- 3.2 A bargaining unit member's religious, political and private beliefs, UASF affiliation and participation shall not be grounds for disciplinary or other detrimental action by the District except and unless such beliefs or activities directly prevent the bargaining unit member from properly performing their assigned functions during the work day.
- 3.3 Right to Join UASF and Obligation of District to Deduct Dues:
  - 3.3.1 Upon being appointed to a position within the supervisory bargaining unit, a bargaining unit member shall have the right to join UASF.
  - 3.3.2 Effective June 27, 2018, upon certification by the Union that a bargaining unit member has signed a deduction authorization, the District will deduct the appropriate dues from the bargaining unit member's pay, as established and as may be changed from time to time by the Union, and remit such dues to the Union. Bargaining unit member requests to cancel or change deductions must be directed to the Union, rather than the District. Deductions will continue unless the

bargaining unit member mails a written revocation to the union in accordance with the terms of the authorization form, or absent any such terms, by mailing a written revocation to the Union that is postmarked during the thirty (30) day period immediately prior to the annual anniversary date on which the bargaining unit member signed the authorization form.

- 3.3.3 The District shall furnish the Union on a monthly basis the names, classifications, and work locations of all bargaining unit members subject to this Agreement. Newly hired or separated bargaining unit members will be so indicated in this report. Each month, the District shall pay over to the Union all dues and contributions deducted from an bargaining unit member's salary or wage payment pursuant to Education Code 45168, together with a written statement of the names, employee numbers, classifications, department, and amount deducted.
- 3.3.4 The District shall, within thirty (30) days of this Agreement, provide the Union with a list of bargaining unit members represented by the Union including a designation of their member status.
- 3.3.5 Lists provided shall be in a mutually agreed upon format between the Union and the District.
- 3.3.6 The District agrees to maintain the Union rights to payroll deduction and maintenance of membership.
- 3.3.7 The Union shall indemnify and hold the District harmless from any and all claims, demands, suits or any other action arising from the maintenance of dues deductions or from complying with any demand for termination hereunder, provided that the District promptly provide notice to the Union of any claim, demand, suit, or other action for which it is seeking indemnification. With regard to any such claim, demand, suit or other action, the Union shall have the exclusive right to appoint and direct counsel, control the defense of any action or proceeding, and determine whether any such action or proceeding shall or shall not be compromised, resisted, defended, tried, or appealed.
- 3.4 The Union agrees to furnish in a timely manner any information needed by the District to fulfill the provisions of this article.
- 3.5 The District agrees to provide UASF with the notices and other information mandated by Government Code section 3555.5, *et seq.*, with respect to bargaining unit member orientations, mass communications to, and/or the identity of, members of the supervisory bargaining unit.

**ARTICLE 4 - PROFESSIONAL RIGHTS**

- 4.1 Except as provided for in Article 4.1.1 below, no bargaining unit member will be compelled to participate in a formal site-based shared decision-making plan as provided for in contracts with other bargaining unit member groups.
- 4.1.1 After consultation with UASF, the District may direct bargaining unit members in writing to make decisions with non-supervisory bargaining unit members on specific issues.
- 4.2 A bargaining unit member may use reasonable force to protect themselves or others from attack or injury or to quell a disturbance that threatens physical injury to others. Reasonable force shall mean the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to protect the physical safety of others. Corporal punishment is strictly prohibited. Nothing in this section impacts a bargaining unit member's obligation to use positive behavior interventions and supports per Board policy.
- 4.3 If a teacher or other subordinate staff member needs to be removed from the school site, the primary person responsible for facilitating that action is the bargaining unit member (or, in appropriate cases, the designated administrator in charge of the site).
- 4.3.1 If the bargaining unit member feels the need to have assistance from their superior to effectively carry out the removal, a request for such assistance may be made by telephone or text to the bargaining unit member's immediate superior, and in an emergency situation, the request will be honored as soon as possible by the District.
- 4.4 The District may give direct legal and other related assistance in accordance with applicable law for any complaint, threat, verbal or virtual harassment, attack, assault or menace upon the bargaining unit member while acting in the discharge of their duties.
- 4.5 Representatives designated by UASF shall be included on any task force, committee or group created by the Superintendent to deal with matters and provide input into decisions or directives that directly affect UASF bargaining unit members.
- 4.5.1 The District in consultation with UASF shall appoint a site administrator to serve on the Peer Assistance and Review (PAR) Panel. Pursuant to said appointment,

the Union shall be invited to submit a list of the bargaining unit members the Union proposes for such appointment.

4.6 Harassment

4.6.1 The District in consultation with UASF shall develop action steps that are legally sound in an effort to effectively support bargaining unit members who have students, parents, family, and community members at their sites who disrupt their ability to discharge their duties and responsibilities as a leader.

4.6.1.1 Bargaining unit members should contact their immediate supervisor to receive recommendations and support.

4.6.2 In the case of a bargaining unit member experiencing harassment, intimidation and/or defamation etc., by a superior that disrupts their ability to discharge their duties and responsibilities as a leader, the bargaining unit member will contact a supervisor and/or the Associate Superintendent of Human Resources.

4.7 The District will endeavor to provide appropriate support services, such as assistant principals, community school coordinators, student advisors, academic counselors, wellness counselors, learning support consultants, parent liaisons, elementary advisors, paraeducators (including T10s), secretaries, and custodians for bargaining unit members to the degree possible within available resources.

4.8 The District and UASF will each provide \$2,000 annually, for a maximum combined total of \$4,000 from the District and the Union for UASF to reimburse bargaining unit members to participate in professional growth opportunities. The District and the union will mutually agree upon a candidate selection criteria, implementation, and disbursement.

**2022-23 School Year:** The parties agree to suspend the professional development in Article 4.9, per the side letter dated April 28, 2022. See Appendix F.

**2023-2024 School Year:** The parties agree to suspend the professional development in Article 4.9.

4.9 The District will provide \$350 per bargaining unit member each year for Professional Development aligned to their Leadership Plan. In order to be reimbursed for this professional development, bargaining unit members shall get written preapproval of the professional development by their evaluator on a mutually agreed upon form. Members will submit these preapprovals and receipts to the Union.

- 4.10 Professional Growth: All bargaining unit members may be granted two (2) days paid leave per year to attend professional conferences, workshops, institutes and other educationally related activities approved by their immediate supervisor. The Superintendent may grant additional days. (See Article 7.1.15).

## **ARTICLE 5 - SALARY AND FRINGE BENEFITS**

- 5.1 Bargaining unit members shall be paid according to the salary schedule set forth in Appendix A. If a bargaining unit member's salary classification will be modified as a result of appointment or transfer, they shall be sent a letter outlining proper salary placement within thirty (30) days of said appointment/transfer. Prior to September 15, each bargaining unit member who has been re-employed for the year in a bargaining unit classification shall be sent a letter outlining proper salary placement for said year. It shall be the bargaining unit member's responsibility to review the worksheet and provide the District with written notice with the inaccuracy within thirty (30) days of its receipt. If a bargaining unit member submits a written statement challenging the District's calculations, they shall receive a District response to the challenge within thirty (30) days. Site administrative appointments occurring after September 15 shall receive a salary placement worksheet within thirty (30) days after their appointment.
- 5.2 Bargaining unit members shall perform the duties in their respective job descriptions, unless otherwise mutually agreed to, in writing by the bargaining unit member, the District and UASF. Required/assigned duties performed beyond the calendar set forth in Appendix C shall be paid at a per diem rate. Summer school shall not be part of the work year.
- 5.3 Placement on the salary schedule.
- 5.3.1 Step advancement on the salary schedule shall be credited to all eligible bargaining unit members in budgeted administrative positions effective July 1 of any given year.
- 5.3.2 In order to be eligible for step advancement on the salary schedule for a given school year, a bargaining unit member must serve at least seventy-five percent (75%) of the applicable calendar set forth in Appendix C. If said bargaining unit members serves less than seventy-five percent (75%) of the applicable calendar, they shall not be advanced to the next step of the salary schedule.
- 5.3.3 Any bargaining unit member involuntarily transferred to a lower paying position will continue at the same dollar amount for the remainder of their contract. If the salary range of the new position is higher the bargaining unit member will receive the higher range.



- 5.3.4 Existing District employees who are newly appointed to the UASF bargaining unit shall be placed on the step of the UASF salary schedule range that represents no less than \$10/day increase above the per diem pay rate they would have received without promotion. Said per diem minimum salary placement shall also apply to bargaining unit members promoted from one UASF classification to another.
- 5.3.5 Out-of-District appointees to bargaining unit positions shall be placed at the step which represents 1 step for each 2 years of service requiring an administrative credential. However, the Superintendent reserves the right to place an appointee at up to the highest step of the salary schedule in order to meet District needs.
- 5.3.6 When salary is based upon student enrollment, enrollment will be based upon the prior year's CBEDS enrollment data. When salary is based upon student enrollment, enrollment will be based upon the prior year CBEDS enrollment data and prior year Pre-K and TK counts for elementary and K-8 principals who have supervisory duties relating to the Pre-K programs. A list of these sites shall be given to UASF prior to the last Friday of September.
- 5.3.7 K-8 Principals shall be placed at the middle school salary range based upon the total school enrollment of the K-8 school.
- 5.3.8 K-8 Assistant Principals shall be placed at middle school salary range based upon the total school enrollment of the K-8 school.
- 5.3.9 Early Education Department (EED) School Principals shall be placed at the elementary school salary range based upon the total enrollment of the EED site(s) and the OST program(s) supervised.
- 5.3.10 Effective July 1, 2018, the stipend for EED School Principal/Site Administrator managing three (3) sites shall be \$5,407.
- 5.4 Co-located Schools
- 5.4.1 Co-located schools are defined as Title V PreK sites that share an immediate or adjacent campus with an elementary or K-8 school.
- 5.4.2 Principals at these co-located sites shall be compensated in accordance with salary schedule (Appendix A).
- 5.4.3 Bargaining unit members shall hold appropriate credentials and/or permits to function as the co-located site administrators.
- 5.4.4 There shall be no increase in the contractual administrative calendar for co-located sites. They shall be given priority consideration for serving as

principals for the Title V PreK program classroom(s) at their sites during the winter and spring recesses. Principals supervising the Title V PreK classrooms during weeks of winter recess and spring recess shall receive a stipend of \$1,000 per week for their supervision.

5.4.5 Student enrollment in the Title V PreK program shall be counted as school site enrollment for overall salary determination.

5.5 Compensation (see [Appendix A – Salary Schedule](#))

5.5.1 Salary Increases

5.5.1.1 **2018-2019 School Year** – Effective July 1, 2018, the salary schedules (Appendix A and E) shall be adjusted to reflect a seven percent (7%) increase.

5.5.1.2 **2019-2020 School Year** – Effective July 1, 2019, the salary schedules (Appendix A and E) shall be adjusted to reflect a three percent (3%) increase.

5.5.1.2.1 Contingency – If total unrestricted general fund revenues for the 2018-2019 school year, as stated in the 2018-2019 Unaudited Actual Report, exceed the amount stated for the 2018-2019 school year in the multi-year projection contained in the 2017-2018 adopted budget, the parties shall meet and confer to adjust the salary agreement if both parties agree that sufficient funds are available. Any such adjustments shall be prospective only.

5.5.1.3 Proposition G Funding Measure Contingency

5.5.1.3.1 If a measure is successfully passed and implemented that will provide the District with additional revenue that may be used to fund unit compensation, the following shall occur:

5.5.1.3.1.1 Effective July 1, 2018, a new parcel tax add-on will be established as follows:

5.5.1.3.1.1.1 After the 2018-2019 seven percent (7%) salary increase to the base salary, found in salary schedule contained in Appendices A and E, a differentiated add-on will be calculated according to the following years of experience as an administrator:

- 0-4 years of experience = two percent (2%) add-on to the 2018-2019 base salary
- 5-9 years of experience = three percent (3%) add-on to the 2018-2019 base salary
- 10 or greater years of experience = four percent (4%) add-on to the 2018-2019 base salary

5.5.1.4 Compensation Calculation Example

- 5.5.1.4.1 Below is an example of how compensation increases will be applied from 2018-2019. This example uses a base of \$100,000 for illustrative purposes:

2017-2018 Base salary by seven percent (7%) effective 7/1/18 (\$100,000 x 7%) = \$107,000

If an administrator has completed seven (7) years of experience as of June 30, 2018, an add-on amount of three percent (3%) will be added to the base salary. This add-on will be listed in a separate column and be referred to as the Prop G add-on.

For example –  
\$107,000 x 3% = \$3,210  
\$107,000 + \$3,210 = \$110,210

- 5.5.1.4.2 All differentiated add-on amounts will be calculated based on the 2018-2019 base salaries according to the schedules contained in Appendices A and E.
- 5.5.1.4.3 Future negotiated salary percentage increases from reopener or full contract bargaining shall be calculated based on the schedules in effect on July 1, 2018 which shall be referred to in the collective bargaining agreement as the base salary schedules.
- 5.5.1.5 **2022-2023 School Year** - Effective July 1, 2022, the salary schedules (Appendix A and E) shall be adjusted to reflect a six percent (6%) increase.
- 5.5.1.6 **2023-2024 School Year** - Effective July 1, 2023, the salary schedules (Appendix A and E) shall be adjusted to reflect a six percent (6%) increase. If any other certificated unit receives more than six percent (6%) increase for the school year 2023-2024, the parties agree to reopeners on compensation for the 2023-2024 school year.
- 5.5.1.7 Future negotiated salary percentage increases from reopener or full contract bargaining shall be calculated based on schedules in effect on July 1, 2023 which shall be referred to in the collective bargaining agreement as the base salary schedules.
- 5.5.1.8 **2023-2024 School Year** - Retroactive to July 1, 2023, the salary schedules (Appendix A and E) shall be adjusted to reflect a two percent (2%) increase in accordance with section 5.5.1.7.
- 5.6 Career Increments - A "complete school year" for career increment purposes shall be at least 75% of the required service days for the position.

- 5.6.1 **Career Increment A:** Bargaining unit members who have rendered 14 years of completed school years of paid certificated service shall receive a career increment. The career increment shall receive future across the board increases.
- 5.6.2 **Career Increment B:** Bargaining unit members who have rendered 19 years of completed school years of paid certificated service shall receive a career increment. The career increment shall receive future across the board increases.
- 5.6.3 **Career Increment C:** Bargaining unit members who have rendered 24 years of completed school years of paid certificated service shall receive a career increment. The career increment shall receive future across the board increases.
- 5.6.4 Career increments shall be paid on a monthly basis (one-twelfth of the annual amount being paid with each of the twelve monthly salary warrants of the school year).
- 5.6.5 Bargaining unit members who are eligible to receive career increments described herein and who are working less than full time shall have said increments pro-rated in the same manner as the base salary proration.
- 5.7 Retired administrators serving in a supervisory position shall be compensated according to the schedule listed in Appendix E.
- 5.8 Summer School Compensation - Summer school compensation shall be based upon the per diem rate of pay a unit member earned in the preceding school year. Said summer school compensation basis shall not be subject to future change unless mutually agreed to by the Union and the District.
- 5.9 Parcel Tax Stipends
- 5.9.1 High Potential Schools - In recognition of the additional work administrators do at High Potential Schools, the District shall compensate each full-time site administrator at a High Potential Schools with an additional two thousand dollars (\$2,000) annually. Such High Potential School sites shall be designated by the District no later than March 1<sup>st</sup> of each school year for the following school year.
- 5.9.2 Challenge Schools - In the interest of providing a skilled and qualified Principal at every district school, and recognizing that particular schools may need a Principal with a specialized set of skills, the Superintendent in consultation with UASF may annually designate up to five (5) district schools as "Challenge Schools." The principals at such Challenge Schools shall receive an annual stipend of between five thousand (\$5,000) and fifteen thousand dollars (\$15,000). The annual stipend amount shall be determined at the Superintendent's sole discretion. Challenge

School stipends shall be awarded for the period that the particular school is identified as a Challenge School, but in no case for more than four (4) years. At the discretion of the Superintendent and Board of Education, a four year contract for administrative services may be granted to those principals working at Challenge School sites.

5.10 Mileage Reimbursement

5.10.1 Bargaining unit members shall receive an automatic stipend of \$250 per year, one-half of which shall be paid at the end of each semester.

5.11 Effective July 1, 2023, an assistant principal temporarily assigned to full days of replacement service for their principal shall receive additional compensation of \$84 per day. If temporary service continues for more than 15 consecutive days, the added daily compensation shall increase to \$112 per day. In cases of absences that are projected to last for an extended period, the division office shall consider the appointment of a contracted administrator.

5.12 Compensation for Additional Calendar Work – Effective July 1, 2023, with the written approval of their supervisor, bargaining unit members who serve beyond the approved Administrative Calendar (See Appendix C) shall receive payment according to the bargaining unit member's additional calendar rate of \$79.00 per hour.

Additional calendar work is defined as service in excess of the approved administrative calendar defined in Appendix C.

5.13 Union Business Leave Differential - A Site Administrator taking the place of a Union Officer conducting union related business for a full school day shall receive a \$50 per day differential during the time that the Union Officer is away from the site. The Union shall notify the Labor Relations Office in writing of the need for a Union Business Leave Differential in advance of the leave.

5.14 Retirement Incentive - Bargaining Unit members who notify the Human Resources Department by March 1<sup>st</sup> of their irrevocable intent to retire shall receive a \$1,000 incentive. The stipend shall be paid on or before July 15 following the retirement of the unit member.

5.15 Bargaining unit members hired before July 1, 2004, shall be required to be employed full-time (1.0 FTE) for the final seven (7) consecutive years with SFUSD prior to retirement in order to receive paid retiree health benefits. On July 1st of every subsequent year, the requirement for full-time consecutive years with SFUSD shall increase by one year until the requirement is twelve (12) years of

full time (1.0 FTE) service with the SFUSD prior to retirement in order to receive paid retiree health benefits.

- 5.15.1 This provision shall not be applicable to bargaining unit members who retire on or before June 30, 2006.
- 5.15.2 Bargaining unit members hired on or after July 1, 2004, shall be required to be employed full time (1.0 FTE) for 20 final consecutive years of service to qualify for retiree health benefits. Final consecutive years of service shall include approved paid leaves of absence. Unpaid leaves shall not constitute a break in service but shall not be counted in the 20 year requirement.
- 5.15.3 Definition of full-time: Part-time employment shall be counted on a pro-rata basis.
- 5.16 Commuter Checks - The District agrees to provide bargaining unit members an IRS approved commuter benefit which shall be implemented as soon as administratively feasible. This benefit shall occur at no expense to the District other than the initial district infrastructure start up costs required to activate the benefit.
- 5.17 Electronic Payroll System – All bargaining unit members shall be paid exclusively by electronic means according to the following terms:
  - 5.17.1 Bargaining unit members shall be paid through direct deposit to their existing accounts.
  - 5.17.2 All electronic pay warrants shall be accessible via the bargaining unit member's District username and password to a secure website provided by the District.
  - 5.17.3 All bargaining unit members shall have access to a District computer and printer during non-duty time within normal business hours at the work site or alternate District location for the purpose of verifying salary deposits, viewing itemized wage statements ("pay stub") and printing hard copies thereof.
  - 5.17.4 Electronic postings of salary deposits and itemized wage statements shall remain accessible to bargaining unit members for two (2) full years from the date of pay.
- 5.18 Bargaining unit members shall be provided with a District cell phone. In lieu of a District cell phone, they shall be provided with a \$50 stipend to be paid monthly.

- 5.19 Working Conditions
- 5.19.1 The District will make every effort to not schedule meetings before 8:00 am or after 5:00 pm.
- 5.19.2 The District and UASF agree to meet and confer on impacts to unit members working conditions with the goal of trying to reach a solution(s).
- 5.19.3 The District will make every effort to streamline communications to bargaining unit members and ensure that messaging is consistent within and across divisions and departments.
- 5.19.4 Bargaining unit members will have flexibility to prioritize responding to their emails, text messages, voicemails and communications. They will make every effort to respond to email from supervisors within a reasonable time with particular prioritization given to emergencies and contingencies that may indicate a more rapid response.
- 5.19.5 On-going consultation between the District and Union Representatives shall continue on non-bargaining topics of mutual interest, as well as on such topics as hiring guidelines, streamlining paperwork, and staff development activities.
- 5.19.6 The District and Union agree to hold regular Contract Administrative Committee (CAC) meetings with Labor Relations on an agreed upon schedule.
- 5.20 Bargaining unit members who are required to provide emergency class coverage when a substitute teacher/paraeducator is not assigned to a school site or when a position is not filled will be paid at the extended hour rate in Article 5.12
- 5.21 Fringe Benefits: The District agrees to continue the existing fringe benefits as delineated in Appendix B of this contract.
- 5.22 Per Article 16, the collective bargaining agreement shall be effected through June 30, 2025, with re-openers yearly on salary and other mutually agreed upon non-economic articles.
- 5.23 The District and the Union will form a salary committee no later than October 2, 2023 to develop a new salary schedule that includes steps.

## **ARTICLE 6 - EARLY RETIREMENTS**

- 6.1 Early Retirement Incentive Program (ERIP)

- 6.1.1 Application: In order to be considered for ERIP for a subsequent school year, an application shall be filed no later than February 1 of the preceding school year. UASF and the District may mutually agree to extend this deadline.
- 6.1.2 Eligibility: Bargaining unit members desiring to participate in this program shall be at least fifty-five (55) years old and have been employed by the District for at least ten (10) years. Approved leaves of absence shall not constitute a break in service.
- 6.1.3 Implementation: Bargaining unit members participating in this program shall be designated as consultants and shall enter into a written agreement with the District. The ERIP shall be a one-year contract which is renewable on an annual basis at the request of the consultant up to three (3) years or until the end of the school year in which the participating bargaining unit member reaches age sixty-five (65), whichever comes first. With the specific and prior approval of the District, the years of service need not be consecutive.
- 6.1.4 Resignation: Bargaining unit members entering into this program must submit a written resignation and have it accepted by the District prior to entering this program. The resignation is contingent upon the acceptance of the bargaining unit member's participation in an Early Retirement Incentive Program. If the bargaining unit member is not accepted into the ERIP they may rescind their resignation.
- 6.1.5 Program Service: The service to be performed by the consultant will be determined by the District but said service may be directly related to assistance to administrators at school sites. Such service shall be consistent with the duties "of a supervisory employee" as defined in Article 1 of the Agreement and may include special projects. Retirement consultancies will be granted based on the needs and resources as determined by the District.
- 6.1.6 Compensation – see Appendix A.
- 6.1.7 The number and scheduling of days of service shall be determined each year by the District but shall not exceed the maximum annual earnings permitted by the Education Code.
- 6.1.8 Benefits: The participating bargaining unit members shall continue to be provided health plan benefits. Bargaining unit members in the ERIP may continue welfare benefits in addition to the health plan benefits. The expense for such benefits shall be borne by the bargaining unit member. Arrangements for payment shall be made with the various carriers.



**ARTICLE 7 - LEAVES****7.1 Paid Leaves**

- 7.1.1 Sick Leave: At the beginning of each school year, each bargaining unit member shall be credited with seven (7) hours of sick leave allowance for every eighteen (18) days of scheduled service or a major fraction thereof (.50 or above). Said sick leave may be used for absences caused by illness or physical disability. A bargaining unit member may use up to seven (7) days, forty-nine (49) hours of sick leave allowance for personal, legal, business, religious, household, family, or other matters which require absence during the school year. In order to use sick leave, the bargaining unit member must notify their immediate superior or designee at least two (2) days prior to leave, except in emergencies. Sick leave may only be used in full days (7 hours) or half day (3.5 hours) increment only.
- 7.1.1.1 For the purposes of Article 7 only, a (sick/personal) day is calculated at seven (7) hours.
- 7.1.1.2 Each school year a bargaining unit member may use up to half or their annual sick leave allowance for immediate family illness. In no event shall said utilization, when combined with the immediate family provisions of 7.1.1 above, result in the utilization of more than seven (7) days, forty-nine (49) hours per year of paid leave for immediate family illness. In the event of a local, state, or national emergency, or in the event that local, state or national authorities issue guidelines to shelter in place, bargaining unit members will not have to use personal sick days in accordance with local, state and federal guidelines.
- 7.1.2 Bargaining unit members' unused sick leave shall accumulate from year to year. A bargaining unit member who uses sick leave as specified above shall be paid full salary for each day used. Paid sick leave days shall be considered days worked for all provisions of this contract.
- 7.1.3 Sick leave days may be used for pregnancy, childbirth, bonding, paternity or any condition, which in any way, results from disability due to pregnancy, or childbirth.
- 7.1.4 Bargaining unit members shall inform their immediate supervisor of an impending absence as soon as it is possible.
- 7.1.5 Each year a bargaining unit member shall be entitled to use sick leave days accumulated under Sections 7.1.1 and 7.1.2.

- 7.1.6 Bargaining unit member who is absent because of illness for more than five (5) consecutive school days shall submit a medical statement containing a diagnosis, except that in the event of a strike of City and County or School District employees, the Employer may require a medical statement for each sick leave day used during the strike. For an extended illness, a medical statement shall be submitted monthly.
- 7.1.7 Extended Sick Leave: After exhausting all earned and accumulated sick leave, a bargaining unit member who has exhausted their sick leave for a single illness or accident shall have up to one hundred (100) days/seven hundred (700) hours of extended sick leave for said illness or accident. A unit member on extended sick leave shall receive their own pro rata salary minus the per diem rate of a day-to-day substitute teacher.
- 7.1.8 The UASF and the District shall maintain a Sick Leave Bank as described in Appendix D.
- 7.1.9 Military Leave: Bargaining unit members shall be entitled to eighteen (18) days/one hundred and twenty six (126) hours paid leave of absence for temporary active duty or active duty for training in any unit of the United States Reserves or the California State Reserve or the California State National Guard, or for medical examination related to such duty, so directed by written orders signed by the commanding officer-in-charge of the employee's unit.
- 7.1.10 Leave for Medical Examination: A bargaining unit member may be absent, without loss of sick leave, for the time necessary to secure any medical examination required by the District. The cost of such examination shall be borne by the District.
- 7.1.11 Jury Duty or Court Appearance: A bargaining unit member who is summoned for jury duty shall be excused for the purpose without loss of pay or use of sick leave. The bargaining unit member shall submit their jury fee, less any travel allowance, to the District. A bargaining unit member shall be entitled to leave without loss of pay to appear in court as a subpoenaed witness, or to respond to an official order from a court or government agency. This leave does not apply to appearances in litigation initiated by the individual employee.
- 7.1.12 Bereavement Leave: Immediate family: Bargaining unit members shall have bereavement leave upon application, without loss of salary, for a death in their immediate family. A bargaining unit member is not required to take such days consecutively. Immediate family shall include parents, parents of the domestic partner, grandparents, step-parents, spouse, domestic partner, children, adopted

children, step children, siblings, parents-in-law, sons- and daughters-in-law, grandchildren, and children for whom the employee has parenting responsibilities, aunts, uncles, parent of the unit member's child/children, and any relative living in the immediate household of the bargaining unit member. Such leave shall not exceed three (3) days and shall be taken within thirty (30) calendar days after the death. Two (2) additional working days shall be granted if extended travel is required as a result of the death.

7.1.12.1 For absence because of the death of any other person to whom the bargaining unit member may be reasonably deemed to owe respect, leave shall be for not more than one (1) day. Two (2) additional working days shall be granted if extended travel is required as result of the person's death.

7.1.13 Sabbatical leaves: The percentage of sabbatical leaves granted for a school year shall be the same as the net COLA percentage increase that the District received from the State in the prior year. In no event, however, shall the percentage of sabbatical leaves granted be less than 1% or more than 2%. Upon District agreement, a bargaining unit member's request for a split year or a half-year sabbatical leave shall be granted. The District's determination of approval or denial for said sabbatical leave requests shall be final and binding and not subject to the grievance provisions of Article 11 of this Agreement.

7.1.13.1 Sabbatical leaves shall be preceded by at least seven (7) years of consecutive and full-time service in the District. For bargaining unit members initially hired by the District on or after July 1, 1998, "full-time service" shall be defined as tenure track service rendered for not less than seventy-five percent (75%) of annual term requirement of the employee's job classification. An approved leave of absence from District service shall not constitute an interruption of the seven (7) consecutive year period described above.

7.1.13.2 The application for sabbatical leave shall contain a detailed prospectus of the activities that will be accomplished during the leave and how these activities will benefit the District.

7.1.13.3 Pursuant to Education Code Section 44969, applicants for a sabbatical leave shall be required by law to render a period of service in the employ of the District following their return from the leave that is equal to twice the period of the leave. The applicant shall furnish a suitable bond indemnifying the District in the event that the bargaining unit member fails to render said post-leave service and report (see Article 7.1.13.4, below). The bond shall be exonerated in the event that the failure of the unit member to return and render the agreed-upon period of service

is caused by the death or physical or mental disability of the unit member.

- 7.1.13.4 Upon return to service, the bargaining unit member shall submit a detailed written report to the District describing the activities that were completed during said leave in compliance with the conditions of approval.
- 7.1.13.5 A bargaining unit member returning from sabbatical leave shall return to the position and school/department to which the employee was assigned before the sabbatical, unless the employee is in the last year of their contract.
- 7.1.13.6 Any bargaining unit member returning from a sabbatical retains the right to apply for other administrative positions. The District will inform those returning from sabbatical of the timelines for applying for and interviewing for other administrative positions.
- 7.1.14 Per the Union's request one bargaining unit member selected by the Union shall be granted a leave of absence for up to one school year to work for the Union. Said bargaining unit member is entitled to purchase the same fringe benefits as are provided to other bargaining unit members. All costs associated with the paid leave of absence shall be reimbursed to the District by the Union.
- 7.1.15 Professional Growth: All bargaining unit members may be granted two (2) days paid leave per year to attend professional conferences, workshops, institutes and other educationally related activities approved by their immediate supervisor. The Superintendent may grant additional days. See Article 4.10.

## 7.2 **Industrial Illness/Accident Leave**

- 7.2.1 Absence due to injury incurred in the course of the bargaining unit member's employment shall not be charged against their sick leave days. The District shall pay to the bargaining unit member the difference between their salary and benefits received under the California Workers Compensation Act for one (1) year duration. Thereafter a bargaining unit member continuing on industrial accident leave shall not receive more than 100% of their District salary when sick leave and Workers' Compensation benefits are combined.
- 7.2.2 Bargaining unit members initially hired on or after January 1, 1994 shall receive a maximum of 6 (six) months of industrial accident leave. The District and the Union shall begin to explore procedures and provisions designed to reduce projected Workers' Compensation expenditures; all other exclusive bargaining agents in the District shall be encouraged to participate in said exploration. The joint committee described herein shall make its report to the District and the

Union(s) prior to June 30, 2000. Thereafter, the subject of potential additional revisions in industrial accident leave shall be the subject of bargaining between the parties for the successor Agreement.

### **7.3 Unpaid Leaves**

7.3.1 With the concurrence of the District, a leave of absence for up to one (1) semester or one (1) year may be granted at the request of the bargaining unit member. If this leave expires during the school year, the bargaining unit member may extend it to the end of that semester.

7.3.1.1 A long-term personal or professional leave may be extended thereafter upon mutual agreement between the bargaining unit member and the District.

7.3.1.2 Pursuant to Title V, California Code of Regulation §5500: A bargaining unit member accepting a personal leave of absence from the District shall not accept full-time employment with another School District or County Office without first resigning their employment with our District, or obtaining the expressed written permission of the Superintendent to accept said employment elsewhere.

7.3.2 Long-term Public Service Leave: A bargaining unit member shall receive, upon application, leave of absence of two (2) years when elected or appointed to public office. Such leave may be extended by mutual agreement.

7.3.3 Long-term Military Leave: Bargaining unit members shall receive an unpaid leave of absence when inducted or called to extended active duty in any branch of the armed forces of the United States or the State of California.

7.3.4 Short-term Personal Business Leave: A bargaining unit member shall receive, upon application, unpaid leave of up to twenty (20) school days per year.

### **7.4 Maternity/Paternity-Related Leave**

#### **7.4.1 Pregnancy Disability Leave**

7.4.1.1 The District shall provide for leave of absence from duty for any bargaining unit member who is required to be absent from duties because of pregnancy, miscarriage, childbirth, and recovery therefrom. The length of the leave of absence, including the date on which the bargaining unit member shall resume duties, shall be determined by the bargaining unit member and their physician. Disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom are, for all job-related purposes, temporary disabilities and

shall be treated as such under any health or temporary disability insurance or sick leave plan available in connection with employment by the District.

- 7.4.1.2 During the period of pregnancy disability leave, the bargaining unit member shall use their earned and accumulated sick leave (section 7.1.1) and if necessary, the 100 (one hundred) days of extended sick leave (Article 7.1.7).
- 7.4.1.3 When earned and accumulated or extended sick leave is used for the purpose of pregnancy disability, it is a separate entitlement from the twelve (12) weeks of child bonding leave (Article 7.4.2) or leave under the California Family Rights Act (Article 7.4.3).
- 7.4.1.4 A bargaining unit member returning from such leave of absence shall return to the position previously held.
- 7.4.2 Child Bonding Leave: During each school year, a bargaining unit member may elect to utilize up to twelve (12) weeks of child bonding leave occasioned by the birth of their child, or the placement of a child with the bargaining unit member in connection with the adoption or foster care of the child as provided by Education Code Section 44977.5. A bargaining unit member shall not be provided more than one (1) twelve (12)-week period during each school year.
  - 7.4.2.1 For birth mothers, the twelve (12)-week child bonding leave shall commence following the conclusion of any pregnancy disability leave on a date designated by the bargaining unit member and must be completed within one (1) year of the birth, adoption or foster care placement of a child.
  - 7.4.2.2 For non-birthing parents, the twelve (12)-week child bonding leave shall commence on the first day of such leave and must be completed within one (1) year of the birth, adoption or foster care placement of a child.
  - 7.4.2.3 Pursuant to Education Code section 44977.5, if a bargaining unit member exhausts their earned and accumulated sick leave (Article 7.1.1) prior to the expiration of the twelve (12)-week child bonding leave, they shall be entitled to utilize extended sick leave as defined in section 7.1.7 for the balance of the twelve (12)-week period.
  - 7.4.2.4 Pursuant to CFRA, leave in this Article may be taken non-consecutively. The minimum duration of the leave shall be two (2) weeks, except that the District must grant a request for a leave of less than two (2) weeks' duration on any two (2) occasions and may grant requests for additional occasions of leave lasting less than two (2) weeks. Child bonding leave must be completed within one year of

the birth, adoption, or foster care placement of a child.

7.4.2.4.1 A bargaining unit member returning from a parental leave of one (1) year or less has the right to return to the assignment they held at the time of taking leave. If said assignment no longer exists, the District will make a good faith effort to place the bargaining unit member in a comparable assignment.

7.4.2.5 The District must be provided with at least thirty (30) days prior notice of intent to take child bonding leave, if the need for the leave is foreseeable based on an expected birth, placement of adoption or foster care. In all other cases, notice shall be given as soon as possible.

7.4.2.6 Pursuant to Education code section 44977.5, in order to qualify for child bonding leave, bargaining unit members must have completed one (1) year (twelve (12) months of service) for the District, but is not required to have at least one thousand two hundred fifty (1,250) hours of service during the previous one (1) year (twelve (12) months) period.

7.4.3 **Family Leave: Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA)**

7.4.3.1 Bargaining unit members who have completed one (1) year (twelve (12) months) of service for the District and at least one thousand two hundred fifty (1,250) hours of service during the previous one (1) year (twelve (12) months) period, have the rights to an unpaid leave of absence for up to twelve (12) work weeks within a rolling twelve (12)-month period for the purpose of the employee's own serious health condition, caring for a new baby, a newly adopted child or a newly placed foster child or for a child, spouse, or parent with a serious health condition.

7.4.3.2 Family leave under this section shall be unpaid unless it is taken pursuant to article 7.4.1 (pregnancy disability), 7.4.2 (child bonding [if the employee elects to exhaust their earned and accumulated sick leave]), above or is taken due to the employee's own serious health condition.

7.4.3.3 The bargaining unit member's earned and accumulated sick leave (article 7.1.1) and the 100 days of extended sick days (article 7.1.7) shall run concurrently with FMLA or CFRA leave when it is used for purposes of the bargaining unit member's own serious health condition, other than pregnancy disability.

7.4.3.4 When Extended Sick Leave (Article 7.1.7) is used for the purpose of pregnancy disability, it is a separate entitlement from CFRA leave.

- 7.4.3.5 There is no carry-over of unused leave FMLA, CFRA or Child Bonding Leave under Education Code section 44975 from one (1) twelve (12)-month period to the next twelve (12)-month period.
- 7.4.3.6 “Parent” means a biological, foster or adoptive parent, a step-parent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child. “Child” means a biological, adopted or foster child, step child, legal ward, or a child of a person standing in loco parentis who is either under 18 years of age or an adult dependent child who is incapable of self-care because of a mental or physical disability.
- 7.4.3.7 If both parents of a child who are entitled to Family Care Leave under article 7.4.3.1 are employees of the District, the District shall grant leave in connection with the birth, adoption, or foster care of a child.
- 7.4.3.8 The bargaining unit member shall provide reasonable advance notice to the District of the need for Family Care Leave, the date the leave will commence, and the estimated duration of the leave. If the need for a leave becomes known more than thirty (30) days prior to the date a leave is to begin, the employee must provide at least thirty (30) days written advance notice.
- 7.4.3.9 If verification is required by the District to verify the serious illness of the child, spouse or parent, the District will accept medical verification by the treating health professional.
- 7.4.4 **Long-Term Unpaid Parental Leave**
- 7.4.4.1 In addition to Child Bonding Leave (article 7.4.2) bargaining unit members shall receive, upon application, a parental leave of absence as provided in section 7.4.3.
- 7.4.4.2 Bargaining unit members returning from parental leave of one (1) year or less have the right to return to their previous assignment.
- 7.4.4.3 Bargaining unit members may apply for unpaid leave at any time within the three (3) years after they become a parent through childbirth, adoption, or legal guardianship. Such leave shall be for the duration of the year in which the leave is taken and shall be extended by mutual agreement for up to one (1) successive school year.
- 7.4.4.4 Upon application, a bargaining unit member shall be provided unpaid leave for care of a seriously ill child, parent, spouse or domestic partner for up to four (4) months. Upon termination of such unpaid leave, the bargaining unit member shall



be returned to the position they held prior to the leave.

### **ARTICLE 8 - PARTNERSHIP EMPLOYMENT**

- 8.1 Bargaining unit members may apply for partnership employment after having completed two (2) years of bargaining unit employment. "Partnership employment" shall mean two (2) supervisory employees sharing a 1.0 FTE position. Partnership employment shall not exceed (ten) 10% of the employed supervisory employees in a given school year.
- 8.2 The Superintendent may approve such partnership arrangements if beneficial to the District in terms of flexibility of assignment of currently employed staff or in terms of budget savings to the District.
- 8.3 Full-time bargaining unit members who are subsequently approved for partnership employment shall have fringe benefits consistent with full-time employees and shall accumulate service time as though they were working full-time for the purpose of advancing on the salary schedule or becoming eligible for sabbatical leave. A bargaining unit member's partnership assignment may be renewed annually upon mutual agreement between the employee, the Human Resources Department and the employee's immediate supervisor. If necessary, a new partner shall be found to continue the assignment.
- 8.4 Partnership employment schedules shall be arranged by agreement between the partnership employees, their immediate supervisor(s) and the Human Resources Department.

### **ARTICLE 9 - APPOINTMENT, TRANSFER AND REASSIGNMENT**

- 9.1 **General Assignment Process**
- 9.1.1 The District shall conduct interviews for assistant principal, principal, EED principal, program administrator and supervisor openings. These positions will be announced and/or shared with UASF leadership directly and to bargaining unit members in multiple ways, e.g., email blasts, in the LEAD bulletin, in OASIS, etc. and posted for at least ten (10) days.
- 9.1.2 All internal candidates will apply through an online application for assistant principal, principal and EED principal, program administrator and supervisor openings must meet the basic requirements and qualifications of the position they

are applying for. They must submit an updated resume, a letter of interest, and two (2) positive letters of recommendation from supervisors, including a positive letter of recommendation from their current supervisor, or their supervisor's supervisor to be considered for an interview.

- 9.1.3 Each person interviewed will be considered before appointments are made. All appointments will be based on competence, experience, the requirements of the position, the needs of the District, the recommendation of the interview panel, school site or Central Office Departments.

## 9.2 Contract Sequence

- 9.2.1 **First Year Administrator:** New appointees to a position as a result of a site selection process or who are appointed by the Superintendent ("Interim Administrator") shall be awarded a one (1)-year First Year Administrator contract.

- 9.2.1.1 The District will provide relevant professional development and operational coaching to all new bargaining unit members who are awarded their first one-year contract. Coaching includes but is not exclusive to support from Network & Cohort meetings, Administrative institute, TLEE and other department

- 9.2.1.2 These topics may include but are not exclusive to: budget, evaluations and staff supervision, managing relationships, knowledge of contracts, district purchasing procedures, EMPowerSF-hiring, timeroll, position management.

- 9.2.1.3 The bargaining unit member in the first year of their contract, will receive coaching and the bargaining unit member will meet with the coach and evaluator a minimum of 2x per year per Article 10.

- 9.2.1.4 The Union may annually review the TLEE clear administrative services credential program curriculum and program components to make recommendations.

- 9.2.2 **Second Year Administrator:** A First Year Administrator who has successfully completed their first year and has been recommended by a site shall be awarded a second one-year contract.

- 9.2.3 **Third Year Administrator:** Any administrator who has completed the first and second year must be awarded a three (3) year contract. Three (3) year contracts shall be renewed thereafter unless the unit member has, with proper notice, been reassigned to a non administrative position or has applied for and been selected

for a new classification.

9.2.4 In an effort to retain qualified administrators, any bargaining unit member who is in a three (3) year contract cycle, who is recommended and hired in a position of equal authority in the same or different division, will remain in their three (3) year cycle.

9.2.5 In an effort to retain qualified administrators, any bargaining unit member who completes a three (3) year contract and is continuing in the same position, who is not on a remediation/improvement plan will be awarded another three (3) year contract.

### 9.3 **Appointments and Interim Assignment**

9.3.1 A bargaining unit member with a three (3) year contract who is asked by the Superintendent to assume a new position shall retain three (3) year contract status.

9.3.2 The duration of an Interim Administrator shall not exceed two (2) full semesters. The Interim Administrator is eligible to interview for the permanent position without meeting the requirements of 9.1.2, but should still submit an updated resume for the interview panel's consideration.

9.3.3 The Superintendent retains their authority to recommend the candidate they determine best qualified for any administrative position.

### 9.4 **Transfers – Voluntary**

9.4.1 Any bargaining unit member interested in seeking a transfer (within their current division or to another division) should submit an online administrator application.

### 9.5 **Transfer – Involuntary**

9.5.1 The Superintendent may make such lateral transfers as needed for the operation of a department or school site.

9.5.2 Involuntary transfers shall not be punitive in nature and shall be based on the District's legitimate, educationally related needs.

9.5.3 The District and the Union will review the procedures for the selection of bargaining unit members and make recommendations for any changes to current practices as needed.

9.5.4 When a bargaining unit member is no longer eligible to be in a bargaining unit position, the bargaining unit member shall be transferred to a teaching position

with credit for seniority granted in accordance with the Education Code.

9.5.5 A bargaining unit member who is reassigned shall be considered for appointment to their former bargaining unit position, if such position becomes available within two (2) years.

9.5.6 The District shall notify unit members of involuntary transfer assignments, as early as possible preferably before the end of the School Year.

**9.6 Demotion/Non-Renewal Procedures**

9.6.1 A bargaining unit member who receives a negative performance evaluation with the possibility of non-renewal at the end of the next school year or end of their contract, shall jointly develop with their evaluating supervisor a remediation/improvement plan for the following year which will include specific recommendations and resources for improvement(s).

9.6.2 According to the management calendar, the bargaining unit member's Leadership Plan will include an action plan with specific, measurable action steps and resources to address the needs identified in Article 9.6.1, above.

9.6.3 The bargaining unit member and the evaluator will meet one (1) to two (2) times during the first semester to review progress of the action steps of remediation/improvement plan. A written summary of the meetings will be given to the bargaining unit member within ten (10) working days.

9.6.4 The evaluating supervisor will notify the bargaining unit member of their recommendation for contract non-renewal or demotion five (5) working days prior to the date the recommendation will be voted on by the Board of Education.

9.7 Notwithstanding any other provision of the Agreement or this article, the parties recognize the discretionary right of the Superintendent to assign, transfer, appoint, promote/demote or not renew bargaining unit members' contract consistent with the provisions of the Education Code. The District will notify the Union and affected bargaining unit member of the rationale for this change.

**ARTICLE 10 - ADMINISTRATOR EVALUATION AND  
LEADERSHIP PROFESSIONAL GROWTH**

10.1 The District and the Union agree that performance evaluation of the bargaining unit member is an important factor in fostering good education.

- 10.1.1 Observation and evaluation of the bargaining unit member's performance shall be conducted by the evaluating supervisor with the full knowledge of the bargaining unit member and consistent with the stated purpose and procedure in this Article.
- 10.1.2 All statements within the bargaining unit member's Leadership Plan shall relate to job performance.
- 10.1.3 Written feedback from the bargaining unit member may be used by the evaluating supervisor in determining the bargaining unit member's attainment of priorities/objectives and shall be disclosed to the bargaining unit member.
- 10.1.4 All bargaining unit members have the right to request an alternate evaluator.
- 10.1.5 The content of any evaluation may not be grieved.
- 10.2 Leadership Plan
  - 10.2.1 In August of each year, the District's Mission, Goals and Objectives are communicated to all bargaining unit members. By the last Friday of August, Human Resources will publish the evaluation timeline in consultation with the Union.
  - 10.2.2 At the start of each school year, after reviewing the district Leadership Competencies through self-assessment and/or reflection, the bargaining unit member and their evaluating supervisor will meet to develop a Leadership Plan. In accordance with the evaluation timeline, the bargaining unit member will submit a draft Leadership Plan using the District provided template.
    - 10.2.2.1 The bargaining unit member will select one or more competencies that will support the District's Mission, Goals and Objectives, the school site academic plan (PreK-12) to become part of the Leadership Plan.
    - 10.2.2.2 The evaluating supervisor will also select one or more competencies for the bargaining unit member to focus on that will support the District's Mission, Goals and Objectives, the school site academic plan (PreK-12) as well as the growth of the bargaining unit member.

All bargaining unit members who require more than three (3) competencies will also be participating in an improvement plan as per Article 9.6.1
    - 10.2.2.3 The evaluating supervisor may require the bargaining unit member to revise the draft of the Leadership Plan if there is no consensus regarding the content of the plan.

- 10.2.2.4 Based on the feedback from the evaluating supervisor, the bargaining unit member will submit a revised Leadership Plan, including the agreed upon evidence to be collected which will become the blueprint for the school year.
- 10.2.3 Bargaining unit members who are in the second year of a three year contract may be granted a short form evaluation. This short form may be used for up to 5 consecutive years. If the short form is not granted, the supervisor shall provide written documentation for this denial to the bargaining unit member.
- 10.2.4 According to the evaluation timeline, the evaluating supervisor and the bargaining unit member will meet to assess the progress toward successful demonstration of each of the competencies in the Leadership Plan. At this meeting, the supervisor may require additional evidence to be submitted per the evaluation timeline in the event that sufficient evidence has not been observed/documented.
- 10.2.5 Per the evaluation timeline, the evaluating supervisor will meet with the bargaining unit member to review, discuss and assess the competencies of the Leadership Plan which will be part of the final evaluation.
- 10.2.6 The evaluating supervisor's evaluation of the bargaining unit member will become part of the bargaining unit member's personnel file.
- 10.2.7 Evaluation timelines shall be adjusted for assignments to year-round programs.
- 10.2.8 Principals at co-located sites shall be evaluated by their respective Assistant Superintendents who shall receive input from the Early Education Department.
- 10.2.9 A committee will be formed to revise the evaluation tool and process for the performance evaluation of bargaining unit members. Recommendations will be presented to the Superintendent and the Union President by December 1, 2018.

## **ARTICLE 11 - GRIEVANCE PROCEDURE**

- 11.1 Both the District and the Union agree that all parties concerned will benefit from the prompt and confidential resolution of grievances. The following procedure designed to accomplish this purpose is hereby established.
- 11.1.1 A grievance is a written claim by a bargaining unit member that there has been a violation, misinterpretation or misapplication of a provision of the Collective Bargaining Agreement. Notwithstanding this definition, a bargaining unit member may file a grievance regarding a procedural violation by a fellow bargaining unit member under Article 10 (Evaluation Procedure) or Article 12 (Complaints).

- 11.1.2 The grievant may first discuss the matter with the immediate superior directly or accompanied by a representative of the Union with the object being to resolve the matter informally. The resolution agreed upon shall be documented in writing and signed by the parties involved.
- 11.1.3 A grievance shall be presented no later than the fifteenth (15th) day after the act, occurrence, event or circumstance alleged to constitute the grievance or after which a bargaining unit member could reasonably have known of the said act, occurrence, event or circumstance; except that if the act, occurrence, event or circumstance giving rise to the grievance occurs during a bargaining unit member's non-service days the time limits shall begin when the bargaining unit member is required to return to service (back on calendar).
- 11.1.3.1 As used in this Article 11; a "day" shall mean a day in which the District offices are open for business.
- 11.1.4 All grievances submitted shall include a concise statement of the grievance, plus a brief statement of the specific acts, conduct or condition (including applicable dates) alleged to constitute the grievance and the Article number(s) allegedly violated. The grievance shall also contain a statement of the remedy sought by the grievant.
- 11.1.5 All grievances shall be submitted in writing and shall commence at Step One unless the grievance arises from the action of an authority higher than the immediate superior, in which case the grievance may be filed at the appropriate step of the grievance procedure.
- 11.1.6 Time is of the essence. Since it is important that grievances be processed as rapidly as possible, the number of days stated above at each step shall be regarded as a maximum and every effort shall be made to expedite the process. The time limits specified may be extended only by mutual agreement of the parties.
- 11.1.7 In the event the grievance is filed on or about June 1, the time limits set forth above may be reduced by written stipulation of the parties involved so that the matter may reach final adjudication by the end of the current school year or as soon thereafter as practical.
- 11.1.8 The initial grievance may be amended by the grievant at any time prior to the hearing at Step One in order to set forth new matters arising from the alleged violation. The grievance may not be amended thereafter.
- 11.1.9 Failure at any step of this procedure to communicate the decision of the grievance

within the specified time limits shall be deemed a denial by the District and permit the filing of an appeal to the next step of this procedure.

- 11.1.10 If a grievance hearing, at any step, is held on school time, the grievant and necessary witnesses shall be released to attend the hearing, with no loss of pay or sick leave.
- 11.1.11 The parties involved may maintain a written record or a sound recording of grievance proceedings. No such record may be contained in the personnel file of the grievant except upon request by the grievant. Neither the grievance nor any record of it, may be utilized in the evaluation reports, the promotional process, or in any recommendation for job placement, except at the option of the grievant.
- 11.1.12 If a grievance is adjudicated and concluded in favor of the grievant, all records, which give rise to the grievance, shall, at the option of the grievant, be destroyed. The final decision of the grievance procedure shall be placed in the bargaining unit member's personnel file.
- 11.1.13 When two (2) or more grievances involving the same alleged violation, or which present common questions of fact and law, have been submitted, the District and the Union may agree that the grievance be consolidated and that they be heard at Step Two.
- 11.1.14 A grievance may not be submitted to arbitration unless the procedures in this Article have been followed and completed.
- 11.1.15 No member of the unit shall be requested or required to meet with an immediate supervisor concerning any aspect of a grievance other than as outlined in this Article.
- 11.2 **Step One**
- 11.2.1 The grievance shall be submitted in writing and discussed with the immediate superior either by the grievant accompanied by a representative of their choosing, or by the grievant representing themselves, or by the Union on behalf of members of the bargaining unit when an alleged violation of the contract affects more than one unit member and has a recognizable impact upon bargaining unit members at more than one school, or when the alleged violation represents a question of common or general interest to many aggrieved members of the bargaining unit.
- 11.2.2 If the grievant represents themselves as permitted by Article 11.1.1 above, the Union shall be given a copy of the grievance and shall have the opportunity to file a



statement.

- 11.2.3 Within ten (10) days after receiving the grievance, the immediate supervisor shall investigate the grievance, including granting the grievant and/or the Union reasonable opportunity to be heard, and shall render a decision to the grievant, in writing, together with supporting reasons and shall forward the decision to the grievant, the Human Resources Department and the Union.

11.3 **Step Two**

- 11.3.1 Within fifteen (15) days after receiving the decision of Step One, the grievant may, on their own or through the Union, appeal the decision to the Superintendent or the Superintendent's designee. An appeal to Step Two shall be in writing and shall be accompanied by a copy of the decision of Step One.

- 11.3.2 Within fifteen (15) days after delivery of the appeal, the Superintendent or their designee shall investigate the grievance, including granting the grievant and/or the Union reasonable opportunity to be heard, and shall render a decision in writing together with the supporting reasons to the grievant, the immediate superior, the Human Resources Department and the Union.

- 11.3.3 Within five (5) days after delivery of the decision from Step Two, the grievant may file a written appeal requesting reconsideration by the Superintendent. The Superintendent or their designee may provide the grievant and/or the Union additional opportunity to be heard. The Superintendent or their designee, shall within ten (10) days, uphold, reverse, or make further findings of the decision rendered at Step Two.

11.4 **Step Three**

- 11.4.1 Within twenty (20) days after receiving the decision of the Superintendent or their designee, the Union has the exclusive right to appeal the decision to arbitration. If the Union exercises the right to arbitrate, the Union shall inform the District by certified mail or by hand delivery to the Human Resources Department. The Union and the District agree to meet for the purpose of mutually selecting a panel of arbitrators. Until the panel of arbitrators is established, the rules of the American Arbitration Association regarding arbitration will apply.

- 11.4.2 The arbitrator's fee shall be equally shared by the District and the Union. If the arbitrator is selected and the arbitration is postponed, the party requesting the postponement shall pay the fee.

- 11.4.3 The arbitrator shall issue a decision not later than thirty (30) days after the closing of the hearing. The decision shall be in writing and shall set forth the arbitrator's opinion on the issue(s) submitted. The decision of the arbitrator shall be binding.

## **ARTICLE 12 - COMPLAINTS**

- 12.1 The bargaining unit member and their Union have a right to reasonable notice of the alleged wrongdoing in advance of an initial investigatory interview of the member, if it may lead to disciplinary action.
- 12.1.1 The bargaining unit member charged with the alleged wrongdoing shall immediately be furnished with a copy of the allegations/complaint, to the extent permitted by law and if one exists, unless the District determines, in its good faith judgment, that such disclosure would threaten to compromise the investigation.
- 12.2 During the investigation of the allegation of misconduct or complaint, the bargaining unit member shall be kept informed of the investigation's progress. The conclusion of the investigation will be communicated in writing within sixty (60) calendar days. The District will notify the Union if they are unable to respond within sixty (60) calendar days. The investigation shall include an interview with the bargaining unit member.
- 12.3 No final action shall be taken on an allegation of misconduct or complaint that leads to disciplinary action until the investigation has been concluded. If the Superintendent or their designee in their discretion, or as required by law, finds that action must be taken prior to the conclusion of the investigation, they may take such action as they find appropriate under the circumstances. The investigation, however, shall continue and be concluded under the terms of this article, and as required by law.
- 12.4 No disciplinary action may be taken against a bargaining unit member until the member is informed of the allegation/complaint against them.
- 12.5 Bargaining unit members shall fully and completely participate in any investigation by the District. Relevant information in the member's possession shall not be unreasonably withheld.

## **ARTICLE 13 - INFORMATIONAL MEETING**

13.1 Upon request, the Superintendent or their designee shall meet with representatives of the Union at least once each calendar month during the school year, August through June. The purpose of such meetings shall be to exchange information and to discuss matters of mutual concern relating to the implementation of the contract. The time and location of such meetings shall be by mutual agreement. At least five (5) school days prior to any such meeting the requesting party shall submit to the other a written agenda of the subjects to be discussed.

#### **ARTICLE 14 - SAVINGS**

- 14.1 In the event any provision of this contract is or shall be determined to be contrary to law by the Public Employment Relations Board (PERB) or a court of competent jurisdiction, the provisions so affected shall become null and void and become the subject of collective bargaining if either party so wishes. All other provisions of this contract shall continue in effect.
- 14.2 It is agreed and understood by both the District and the Union that the terms and provisions of this Collective Bargaining Agreement are included in and become the terms and provisions of an existing written contract executed between the District and the bargaining unit member. When there is an inconsistency between the terms and provisions of this contract and those of any such existing contract, then the terms of this contract shall govern.
- 14.3 If the parcel tax expires without being renewed by the voters, the salary schedules shall revert to the Base Salary Schedules in effect on July 1, 2008, plus subsequently negotiated salary increases from the Base Salary Schedules. All other economic incentives and other expenditures that use parcel tax revenues shall cease to exist effective June 30<sup>th</sup> of the year in which the parcel tax expires and is not renewed.

#### **ARTICLE 15 - OTHER PROVISIONS**

- 15.1 The District may require tests for tuberculosis as a condition of employment. For the purpose of securing an X-ray or tuberculin test, a bargaining unit member may be absent from school for the required time, without loss of pay or use of sick leave.
- 15.2 It shall be the policy of the District, as provided by the State Education Code, to reimburse bargaining unit members for damage to, or theft of, their personal property. However, bargaining unit members are to be reimbursed only if the

damage or theft is the result of pupil supervision or vandalism and when property is damaged in the line of duty without fault of the bargaining unit member.

- 15.3 The Union may use school delivery service once a month and district e-mail services for transmitting notices to its bargaining unit members. School delivery materials shall be presented for delivery clearly addressed to each school, properly packaged or sealed in envelopes and with completed approval forms for delivery and attached sample on file. The Superintendent assumes no responsibility for the content of such material.
- 15.4 The District agrees to make reasonable efforts to provide safe, non-hazardous and proper working conditions for all bargaining unit members.
- 15.5 Address for notices and other communications called for by the Contract shall be as follows:

FOR THE UNION	FOR THE DISTRICT
Michael Essien, President	Labor Relations
Claudia Anderson, Co-Executive Director	SFUSD
Jolie Wineroth, Co-Executive Director	San Francisco Unified School District
Ellen Wong, Co-Executive Director	555 Franklin Street, Room 306
United Administrators of San Francisco	San Francisco, CA 94102
P.O. Box 31940	
San Francisco, CA 94131	

15.6 On-Going Consultation

District and Union representatives shall continue to consult on non-bargaining topics of mutual interest, as well as continue consultation discussions on such topics as hiring guidelines, streamlining paperwork, and staff development activities.

## **ARTICLE 16 - DURATION OF CONTRACT**

- 16.1 This contract shall be effective July 1, 2023 through June 30, 2025, with re-openers yearly on salary and other mutually agreed to non-economic articles. This contract will remain enforced until a successor contract is agreed to by the parties.

**ARTICLE 17: PERSONNEL FILE**

- 17.1 Each bargaining unit member shall have the right, upon request, to review the material in their own personnel file and/or obtain copies of materials. Such material is not to include ratings, reports, or records which were obtained prior to the employment of the person involved.
- 17.2 A representative chosen by the bargaining unit member may accompany the bargaining unit member in this review.
- 17.3 Upon written authorization by the bargaining unit member, a representative of the Union shall be permitted to examine and/or obtain copies of materials in such bargaining unit member's personnel file.
- 17.4 Only one (1) personnel file on any bargaining unit member may be maintained by the District. The file shall be maintained at the District Office. Materials shall be released only for the purpose of processing grievances and for District legal documentation, except when written consent is given by the bargaining unit member. Any supporting data maintained at the District site but not used by an immediate supervisor for inclusion in an evaluation shall be destroyed at the end of that evaluation cycle.
- 17.5 All materials in the file must be signed by the source of the material and dated. No anonymous letters or materials shall be placed in this file.
- 17.6 No derogatory information or statements not related to the bargaining unit member's assigned duties or professional responsibilities shall be placed in this file.
- 17.6.1 Before any derogatory material is placed in the file, a copy of such material shall be provided to the bargaining unit member and the bargaining unit member shall have an opportunity to respond. The bargaining unit member's rebuttal, if any, shall be placed in the file along with the derogatory information or statements.
- 17.7 Derogatory materials related to the bargaining unit member's assigned duties or professional responsibilities in a personnel file that are at least four (4) years old shall be removed and destroyed at the written request of the bargaining unit member to Labor Relations. The bargaining unit member shall be notified no later than twenty (20) business days after the request that the item(s) have been removed.

**ARTICLE 18: DISCIPLINARY ACTION**

- 18.1 Bargaining unit members shall not be disciplined without just cause.
- 18.1.1 The following just cause guidelines shall be recognized:
  - 18.1.1.1 Rules, orders and disciplinary actions should be applied fairly and equitably.
  - 18.1.1.2 The bargaining unit member shall be adequately informed of the consequences of their conduct.
  - 18.1.1.3 Bargaining unit members shall be deemed to be informed and aware of the contents of all Board Policies, copies of which are available on the District's website, and of the consequences of any failure to enforce and follow Board Policy.
  - 18.1.1.4 The District's rules, regulations, and policies shall relate to the efficient operation of the District.
  - 18.1.1.5 A fair and objective investigation should reveal the necessity for disciplinary action. Bargaining unit members have the right to raise credibility concerns in an investigation if there are concerns about a conflict of interest, then the bargaining unit member has the right to request that such person(s) be removed from the disciplinary process. Bargaining unit members will be given a copy of the results of the investigation.
- 18.1.2 Progressive discipline shall be utilized unless the District determines that progressive discipline will not result in corrective conduct, in which case steps in progressive discipline may be skipped. Steps in progressive discipline shall include:
  - 18.1.2.1 An informal meeting with the bargaining unit member's immediate supervisor to counsel regarding the conduct of concern, which may in the supervisor's discretion be memorialized in a counseling memorandum.
  - 18.1.2.2 If informal counseling does not result in corrective conduct, a written reprimand may be issued.

- 18.1.2.3 The elements of progressive discipline shall be administered in a timely manner, in light of the surrounding circumstances.
- 18.1.3 Prior to administering formal discipline subsequent to a written reprimand, the bargaining unit member shall be provided notice and an opportunity to be heard. Notice shall include a statement of the conduct which forms the basis for disciplinary action and a statement of the discipline to be imposed. Such notice shall be given in a reasonably timely manner, in consideration of the surrounding circumstances.
- 18.1.4 All bargaining unit members shall be entitled to union representation, upon request, at any disciplinary meeting or hearing.
- 18.1.5 Prior to suspending a bargaining unit member without pay, an impartial hearing shall take place before a designee appointed by the Superintendent.
- 18.1.6 In all cases where discipline is reduced to writing, the bargaining unit member shall be permitted a reasonable amount of time to consult with their representative to receive assistance and advice in preparing a rebuttal or reply.
- 18.1.7 Once disciplinary action has been issued to a member the matter will be considered as resolved.
- 18.1.8 In the event of any grievance arbitration arising out of a claimed violation of any provision of this Article 18 (Discipline), the arbitrator shall have no authority to direct the reinstatement of a bargaining unit member to a position from which the bargaining unit member has been suspended or removed, or to issue any monetary remedy. The arbitrator's remedial authority shall be limited to issuing a decision and order directing that any reference to the challenged disciplinary action be removed from the bargaining unit member's personnel file.

**APPENDIX A - SALARY SCHEDULES**

<b>Salary Schedule</b>	<b>Job Title</b>	<b>Number of Service Days</b>
AU	High School Principal (Less than 750 Students Enrolled)	215
AM	High School Principal (More than 750 Students Enrolled)	215
AW	Middle and K-8 School Principal (Less than 500 Students Enrolled)	210
AN	Middle and K-8 School Principal (More than 500 Students Enrolled)	210
AY	Early Education and Elementary Principal (Less than 400 Students Enrolled)	225, 208
AO	Early Education and Elementary Principal (More than 400 Students Enrolled)	225, 208
AV	High School Assistant Principal (Less than 750 Students Enrolled)	210
AP	High School Assistant Principal (More than 750 Students Enrolled)	210
AX	Elementary, Middle and K-8 Assistant Principal (Less than 500 Students Enrolled)	205
AQ	Elementary, Middle and K-8 Assistant Principal (More than 500 Students Enrolled)	205
AG	Supervisor	224
AJ	Program Administrator	211
AI	Administrative Intern	196



## APPENDIX A - SALARY SCHEDULES

High School Principal (Less than 750 Students Enrolled)							
Pay Scale Group: AU							
School Year: 2023-2024				Number of Service Days: 215 Days			
Career Increment Years of District service, inclusive of time worked as a certificated employee	Years of Admin Experience	07/01/2022 Base Salary	07/01/2023 6% increase Base Salary	07/01/2023 2% Retro increase Base Salary	QTEA Add-on	FWEA Add-on	Total Annual Salary
No Career Increment 01-14 years of District service (AU)	0-4 years (2%)	\$ 141,979.58	\$ 150,498.35	\$ 153,508.32	\$ 2,250.00	\$ 2,600.84	\$ 158,359.16
	5-9 years (3%)	\$ 141,979.58	\$ 150,498.35	\$ 153,508.32	\$ 2,250.00	\$ 3,901.26	\$ 159,659.58
	10+ years (4%)	\$ 141,979.58	\$ 150,498.35	\$ 153,508.32	\$ 2,250.00	\$ 5,201.68	\$ 160,960.00
Career Increment A 15-19 years of District Service (AU1)	0-4 years (2%)	\$ 144,743.00	\$ 153,427.58	\$ 156,496.13	\$ 2,250.00	\$ 2,651.00	\$ 161,397.13
	5-9 years (3%)	\$ 144,743.00	\$ 153,427.58	\$ 156,496.13	\$ 2,250.00	\$ 3,977.19	\$ 162,723.32
	10+ years (4%)	\$ 144,743.00	\$ 153,427.58	\$ 156,496.13	\$ 2,250.00	\$ 5,302.92	\$ 164,049.05
Career Increment B 20-24 years of District Service (AU2)	0-4 years (2%)	\$ 147,089.84	\$ 155,915.23	\$ 159,033.54	\$ 2,250.00	\$ 2,694.46	\$ 163,978.00
	5-9 years (3%)	\$ 147,089.84	\$ 155,915.23	\$ 159,033.54	\$ 2,250.00	\$ 4,041.69	\$ 165,325.23
	10+ years (4%)	\$ 147,089.84	\$ 155,915.23	\$ 159,033.54	\$ 2,250.00	\$ 5,388.92	\$ 166,672.46
Career Increment C 25+ years of District Service (AU3)	0-4 years (2%)	\$ 149,576.60	\$ 158,551.20	\$ 161,722.22	\$ 2,250.00	\$ 2,740.00	\$ 166,712.22
	5-9 years (3%)	\$ 149,576.60	\$ 158,551.20	\$ 161,722.22	\$ 2,250.00	\$ 4,110.00	\$ 168,082.22
	10+ years (4%)	\$ 149,576.60	\$ 158,551.20	\$ 161,722.22	\$ 2,250.00	\$ 5,480.00	\$ 169,452.22

High School Principal (More than 750 Students Enrolled)							
Pay Scale Group: AM							
School Year: 2023-2024				Number of Service Days: 215 Days			
Career Increment Years of District service, inclusive of time worked as a certificated employee	Years of Admin Experience	07/01/2022 Base Salary	07/01/2023 6% increase Base Salary	07/01/2023 2% Retro increase Base Salary	QTEA Add-on	FWEA Add-on	Total Annual Salary
No Career Increment 01-14 years of District service (AM)	0-4 years (2%)	\$ 146,069.06	\$ 154,833.20	\$ 157,929.87	\$ 2,250.00	\$ 2,675.74	\$ 162,855.61
	5-9 years (3%)	\$ 146,069.06	\$ 154,833.20	\$ 157,929.87	\$ 2,250.00	\$ 4,013.61	\$ 164,193.48
	10+ years (4%)	\$ 146,069.06	\$ 154,833.20	\$ 157,929.87	\$ 2,250.00	\$ 5,351.48	\$ 165,531.35
Career Increment A 15-19 years of District Service (AM1)	0-4 years (2%)	\$ 148,832.48	\$ 157,762.43	\$ 160,917.68	\$ 2,250.00	\$ 2,726.36	\$ 165,894.04
	5-9 years (3%)	\$ 148,832.48	\$ 157,762.43	\$ 160,917.68	\$ 2,250.00	\$ 4,089.54	\$ 167,257.22
	10+ years (4%)	\$ 148,832.48	\$ 157,762.43	\$ 160,917.68	\$ 2,250.00	\$ 5,452.72	\$ 168,620.40
Career Increment B 20-24 years of District Service (AM2)	0-4 years (2%)	\$ 151,179.32	\$ 160,250.08	\$ 163,455.08	\$ 2,250.00	\$ 2,769.36	\$ 168,474.44
	5-9 years (3%)	\$ 151,179.32	\$ 160,250.08	\$ 163,455.08	\$ 2,250.00	\$ 4,154.04	\$ 169,859.12
	10+ years (4%)	\$ 151,179.32	\$ 160,250.08	\$ 163,455.08	\$ 2,250.00	\$ 5,538.72	\$ 171,243.80
Career Increment C 25+ years of District Service (AM3)	0-4 years (2%)	\$ 153,666.08	\$ 162,886.04	\$ 166,143.77	\$ 2,250.00	\$ 2,814.90	\$ 171,208.67
	5-9 years (3%)	\$ 153,666.08	\$ 162,886.04	\$ 166,143.77	\$ 2,250.00	\$ 4,222.35	\$ 172,616.12
	10+ years (4%)	\$ 153,666.08	\$ 162,886.04	\$ 166,143.77	\$ 2,250.00	\$ 5,629.80	\$ 174,023.57

## APPENDIX A - SALARY SCHEDULES

Middle and K-8 School Principal (Less than 500 Students Enrolled)							
Pay Scale Group: AW							
School Year: 2023-2024				Number of Service Days: 210 Days			
Career Increment Years of District service, inclusive of time worked as a certificated employee	Years of Admin Experience	07/01/2022 Base Salary	07/01/2023 6% increase Base Salary	07/01/2023 2% Retro increase Base Salary	QTEA Add-on	FWEA Add-on	Total Annual Salary
No Career Increment 01-14 years of District service (AW)	0-4 years (2%)	\$138,721.14	\$ 147,044.41	\$ 149,985.30	\$2,250.00	\$2,541.00	\$154,776.30
	5-9 years (3%)	\$138,721.14	\$ 147,044.41	\$ 149,985.30	\$2,250.00	\$3,811.71	\$156,047.01
	10+ years (4%)	\$138,721.14	\$ 147,044.41	\$ 149,985.30	\$2,250.00	\$5,082.28	\$157,317.58
Career Increment A 15-19 years of District Service (AW1)	0-4 years (2%)	\$141,484.56	\$ 149,973.63	\$ 152,973.11	\$2,250.00	\$2,591.76	\$157,814.87
	5-9 years (3%)	\$141,484.56	\$ 149,973.63	\$ 152,973.11	\$2,250.00	\$3,887.64	\$159,110.75
	10+ years (4%)	\$141,484.56	\$ 149,973.63	\$ 152,973.11	\$2,250.00	\$5,183.52	\$160,406.63
Career Increment B 20-24 years of District Service (AW2)	0-4 years (2%)	\$143,831.40	\$ 152,461.28	\$ 155,510.51	\$2,250.00	\$2,634.76	\$160,395.27
	5-9 years (3%)	\$143,831.40	\$ 152,461.28	\$ 155,510.51	\$2,250.00	\$3,952.14	\$161,712.65
	10+ years (4%)	\$143,831.40	\$ 152,461.28	\$ 155,510.51	\$2,250.00	\$5,269.52	\$163,030.03
Career Increment C 25+ years of District Service (AW3)	0-4 years (2%)	\$146,318.16	\$ 155,097.25	\$ 158,199.19	\$2,250.00	\$2,680.30	\$163,129.49
	5-9 years (3%)	\$146,318.16	\$ 155,097.25	\$ 158,199.19	\$2,250.00	\$4,020.45	\$164,469.64
	10+ years (4%)	\$146,318.16	\$ 155,097.25	\$ 158,199.19	\$2,250.00	\$5,360.60	\$165,809.79

Middle and K-8 School Principal (More than 500 Students Enrolled)							
Pay Scale Group: AN							
School Year: 2023-2024				Number of Service Days: 210 Days			
Career Increment Years of District service, inclusive of time worked as a certificated employee	Years of Admin Experience	07/01/2022 Base Salary	07/01/2023 6% increase Base Salary	07/01/2023 2% Retro increase Base Salary	QTEA Add-on	FWEA Add-on	Total Annual Salary
No Career Increment 01-14 years of District service (AN)	0-4 years (2%)	\$140,033.42	\$ 148,435.43	\$ 151,404.13	\$ 2,250.00	\$ 2,565.18	\$ 156,219.31
	5-9 years (3%)	\$140,033.42	\$ 148,435.43	\$ 151,404.13	\$ 2,250.00	\$ 3,847.77	\$ 157,501.90
	10+ years (4%)	\$140,033.42	\$ 148,435.43	\$ 151,404.13	\$ 2,250.00	\$ 5,130.36	\$ 158,784.49
Career Increment A 15-19 years of District Service (AN1)	0-4 years (2%)	\$142,796.84	\$ 151,364.65	\$ 154,391.94	\$ 2,250.00	\$ 2,615.80	\$ 159,257.74
	5-9 years (3%)	\$142,796.84	\$ 151,364.65	\$ 154,391.94	\$ 2,250.00	\$ 3,923.70	\$ 160,565.64
	10+ years (4%)	\$142,796.84	\$ 151,364.65	\$ 154,391.94	\$ 2,250.00	\$ 5,231.60	\$ 161,873.54
Career Increment B 20-24 years of District Service (AN2)	0-4 years (2%)	\$145,143.68	\$ 153,852.30	\$ 156,929.35	\$ 2,250.00	\$ 2,658.80	\$ 161,838.15
	5-9 years (3%)	\$145,143.68	\$ 153,852.30	\$ 156,929.35	\$ 2,250.00	\$ 3,988.20	\$ 163,167.55
	10+ years (4%)	\$145,143.68	\$ 153,852.30	\$ 156,929.35	\$ 2,250.00	\$ 5,317.60	\$ 164,496.95
Career Increment C 25+ years of District Service (AN3)	0-4 years (2%)	\$147,630.44	\$ 156,488.27	\$ 159,618.03	\$ 2,250.00	\$ 2,704.00	\$ 164,572.03
	5-9 years (3%)	\$147,630.44	\$ 156,488.27	\$ 159,618.03	\$ 2,250.00	\$ 4,056.51	\$ 165,924.54
	10+ years (4%)	\$147,630.44	\$ 156,488.27	\$ 159,618.03	\$ 2,250.00	\$ 5,408.68	\$ 167,276.71

## APPENDIX A - SALARY SCHEDULES

Early Education and Elementary Principal (Less than 400 Students Enrolled)							
Pay Scale Group: AY							
School Year: 2023-2024      Early Ed Principals Number of Service Days: 225 Days, Elementary Principals Number of Service Days: 208 Days							
Career Increment Years of District service, inclusive of time worked as a certificated employee	Years of Admin Experience	07/01/2022 Base Salary	07/01/2023 6% increase Base Salary	07/01/2023 2% Retro increase Base Salary	QTEA Add-on	FWEA Add-on	Total Annual Salary
No Career Increment 01-14 years of District Service (AY)	0-4 years (2%)	\$ 130,038.68	\$ 137,841.00	\$ 140,597.82	\$ 2,250.00	\$ 2,382.10	\$ 145,229.92
	5-9 years (3%)	\$ 130,038.68	\$ 137,841.00	\$ 140,597.82	\$ 2,250.00	\$ 3,573.15	\$ 146,420.97
	10+ years (4%)	\$ 130,038.68	\$ 137,841.00	\$ 140,597.82	\$ 2,250.00	\$ 4,764.20	\$ 147,612.02
Career Increment A 15-19 years of District Service (AY1)	0-4 years (2%)	\$ 132,802.10	\$ 140,770.23	\$ 143,585.63	\$ 2,250.00	\$ 2,432.72	\$ 148,268.35
	5-9 years (3%)	\$ 132,802.10	\$ 140,770.23	\$ 143,585.63	\$ 2,250.00	\$ 3,649.08	\$ 149,484.71
	10+ years (4%)	\$ 132,802.10	\$ 140,770.23	\$ 143,585.63	\$ 2,250.00	\$ 4,865.44	\$ 150,701.07
Career Increment B 20-24 years of District Service (AY2)	0-4 years (2%)	\$ 135,148.94	\$ 143,257.88	\$ 146,123.03	\$ 2,250.00	\$ 2,475.72	\$ 150,848.75
	5-9 years (3%)	\$ 135,148.94	\$ 143,257.88	\$ 146,123.03	\$ 2,250.00	\$ 3,713.58	\$ 152,086.61
	10+ years (4%)	\$ 135,148.94	\$ 143,257.88	\$ 146,123.03	\$ 2,250.00	\$ 4,951.44	\$ 153,324.47
Career Increment C 25+ years of District Service (AY3)	0-4 years (2%)	\$ 137,635.70	\$ 145,893.84	\$ 148,811.72	\$ 2,250.00	\$ 2,521.26	\$ 153,582.98
	5-9 years (3%)	\$ 137,635.70	\$ 145,893.84	\$ 148,811.72	\$ 2,250.00	\$ 3,781.89	\$ 154,843.61
	10+ years (4%)	\$ 137,635.70	\$ 145,893.84	\$ 148,811.72	\$ 2,250.00	\$ 5,042.52	\$ 156,104.24

Early Education and Elementary Principal (More than 400 Students Enrolled)							
Pay Scale Group: AO							
School Year: 2023-2024      Early Ed Principals Number of Service Days: 225 Days, Elementary Principals Number of Service Days: 208 Days							
Career Increment Years of District service, inclusive of time worked as a certificated employee	Years of Admin Experience	07/01/2022 Base Salary	07/01/2023 6% increase Base Salary	07/01/2023 2% Retro increase Base Salary	QTEA Add-on	FWEA Add-on	Total Annual Salary
No Career Increment 01-14 years of District service (AO)	0-4 years (2%)	\$ 133,692.50	\$ 141,714.05	\$ 144,548.33	\$ 2,250.00	\$ 2,449.02	\$ 149,247.35
	5-9 years (3%)	\$ 133,692.50	\$ 141,714.05	\$ 144,548.33	\$ 2,250.00	\$ 3,673.53	\$ 150,471.86
	10+ years (4%)	\$ 133,692.50	\$ 141,714.05	\$ 144,548.33	\$ 2,250.00	\$ 4,898.04	\$ 151,696.37
Career Increment A 15-19 years of District Service (AO1)	0-4 years (2%)	\$ 136,455.92	\$ 144,643.28	\$ 147,536.14	\$ 2,250.00	\$ 2,499.64	\$ 152,285.78
	5-9 years (3%)	\$ 136,455.92	\$ 144,643.28	\$ 147,536.14	\$ 2,250.00	\$ 3,749.46	\$ 153,535.60
	10+ years (4%)	\$ 136,455.92	\$ 144,643.28	\$ 147,536.14	\$ 2,250.00	\$ 4,999.28	\$ 154,785.42
Career Increment B 20-24 years of District Service (AO2)	0-4 years (2%)	\$ 138,802.76	\$ 147,130.93	\$ 150,073.54	\$ 2,250.00	\$ 2,542.64	\$ 154,866.18
	5-9 years (3%)	\$ 138,802.76	\$ 147,130.93	\$ 150,073.54	\$ 2,250.00	\$ 3,813.96	\$ 156,137.50
	10+ years (4%)	\$ 138,802.76	\$ 147,130.93	\$ 150,073.54	\$ 2,250.00	\$ 5,085.28	\$ 157,408.82
Career Increment C 25+ years of District Service (AO3)	0-4 years (2%)	\$ 141,289.52	\$ 149,766.89	\$ 152,762.23	\$ 2,250.00	\$ 2,588.18	\$ 157,600.41
	5-9 years (3%)	\$ 141,289.52	\$ 149,766.89	\$ 152,762.23	\$ 2,250.00	\$ 3,882.27	\$ 158,894.50
	10+ years (4%)	\$ 141,289.52	\$ 149,766.89	\$ 152,762.23	\$ 2,250.00	\$ 5,176.36	\$ 160,188.59

## APPENDIX A - SALARY SCHEDULES

High School Assistant Principal (Less than 750 Students Enrolled)							
Pay Scale Group: AV							
School Year: 2023-2024				Number of Service Days: 210 Days			
Career Increment Years of District service, inclusive of time worked as a certificated employee	Years of Admin Experience	07/01/2022 Base Salary	07/01/2023 6% increase Base Salary	07/01/2023 2% Retro increase Base Salary	QTEA Add-on	FWEA Add-on	Total Annual Salary
No Career Increment 01-14 years of District service (AV)	0-4 years (2%)	\$ 118,149.72	\$ 125,238.70	\$ 127,743.48	\$ 2,250.00	\$ 2,164.32	\$ 132,157.80
	5-9 years (3%)	\$ 118,149.72	\$ 125,238.70	\$ 127,743.48	\$ 2,250.00	\$ 3,246.48	\$ 133,239.96
	10+ years (4%)	\$ 118,149.72	\$ 125,238.70	\$ 127,743.48	\$ 2,250.00	\$ 4,328.64	\$ 134,322.12
Career Increment A 15-19 years of District Service (AV1)	0-4 years (2%)	\$ 120,913.14	\$ 128,167.93	\$ 130,731.29	\$ 2,250.00	\$ 2,214.94	\$ 135,196.23
	5-9 years (3%)	\$ 120,913.14	\$ 128,167.93	\$ 130,731.29	\$ 2,250.00	\$ 3,322.41	\$ 136,303.70
	10+ years (4%)	\$ 120,913.14	\$ 128,167.93	\$ 130,731.29	\$ 2,250.00	\$ 4,429.88	\$ 137,411.17
Career Increment B 20-24 years of District Service (AV2)	0-4 years (2%)	\$ 123,259.98	\$ 130,655.58	\$ 133,268.69	\$ 2,250.00	\$ 2,257.94	\$ 137,776.63
	5-9 years (3%)	\$ 123,259.98	\$ 130,655.58	\$ 133,268.69	\$ 2,250.00	\$ 3,386.91	\$ 138,905.60
	10+ years (4%)	\$ 123,259.98	\$ 130,655.58	\$ 133,268.69	\$ 2,250.00	\$ 4,515.88	\$ 140,034.57
Career Increment C 25+ years of District Service (AV3)	0-4 years (2%)	\$ 125,746.74	\$ 133,291.54	\$ 135,957.38	\$ 2,250.00	\$ 2,303.48	\$ 140,510.86
	5-9 years (3%)	\$ 125,746.74	\$ 133,291.54	\$ 135,957.38	\$ 2,250.00	\$ 3,455.22	\$ 141,662.60
	10+ years (4%)	\$ 125,746.74	\$ 133,291.54	\$ 135,957.38	\$ 2,250.00	\$ 4,606.96	\$ 142,814.34

High School Assistant Principal (More than 750 Students Enrolled)							
Pay Scale Group: AP							
School Year: 2023-2024				Number of Service Days: 210 Days			
Career Increment Years of District service, inclusive of time worked as a certificated employee	Years of Admin Experience	07/01/2022 Base Salary	07/01/2023 6% increase Base Salary	07/01/2023 2% Retro increase Base Salary	QTEA Add-on	FWEA Add-on	Total Annual Salary
No Career Increment 01-14 years of District service (AP)	0-4 years (2%)	\$ 121,501.44	\$ 128,791.53	\$ 131,367.36	\$ 2,250.00	\$ 2,225.70	\$ 135,843.06
	5-9 years (3%)	\$ 121,501.44	\$ 128,791.53	\$ 131,367.36	\$ 2,250.00	\$ 3,338.55	\$ 136,955.91
	10+ years (4%)	\$ 121,501.44	\$ 128,791.53	\$ 131,367.36	\$ 2,250.00	\$ 4,451.40	\$ 138,068.76
Career Increment A 15-19 years of District Service (AP1)	0-4 years (2%)	\$ 124,264.86	\$ 131,720.75	\$ 134,355.17	\$ 2,250.00	\$ 2,276.32	\$ 138,881.49
	5-9 years (3%)	\$ 124,264.86	\$ 131,720.75	\$ 134,355.17	\$ 2,250.00	\$ 3,414.48	\$ 140,019.65
	10+ years (4%)	\$ 124,264.86	\$ 131,720.75	\$ 134,355.17	\$ 2,250.00	\$ 4,552.64	\$ 141,157.81
Career Increment B 20-24 years of District Service (AP2)	0-4 years (2%)	\$ 126,611.70	\$ 134,208.40	\$ 136,892.57	\$ 2,250.00	\$ 2,319.32	\$ 141,461.89
	5-9 years (3%)	\$ 126,611.70	\$ 134,208.40	\$ 136,892.57	\$ 2,250.00	\$ 3,478.98	\$ 142,621.55
	10+ years (4%)	\$ 126,611.70	\$ 134,208.40	\$ 136,892.57	\$ 2,250.00	\$ 4,638.64	\$ 143,781.21
Career Increment C 25+ years of District Service (AP3)	0-4 years (2%)	\$ 129,098.46	\$ 136,844.37	\$ 139,581.25	\$ 2,250.00	\$ 2,364.86	\$ 144,196.11
	5-9 years (3%)	\$ 129,098.46	\$ 136,844.37	\$ 139,581.25	\$ 2,250.00	\$ 3,547.29	\$ 145,378.54
	10+ years (4%)	\$ 129,098.46	\$ 136,844.37	\$ 139,581.25	\$ 2,250.00	\$ 4,729.72	\$ 146,560.97

## APPENDIX A - SALARY SCHEDULES

Elementary, Middle and K-8 Assistant Principal (Less than 500 Students Enrolled)							
Pay Scale Group: AX							
School Year: 2023-2024				Number of Service Days: 205 Days			
Career Increment Years of District service, inclusive of time worked as a certificated employee	Years of Admin Experience	07/01/2022 Base Salary	07/01/2023 6% increase Base Salary	07/01/2023 2% Retro increase Base Salary	QTEA Add-on	FWEA Add-on	Total Annual Salary
No Career Increment 01-14 years of District service (AX)	0-4 years (2%)	\$ 115,264.40	\$ 122,180.26	\$ 124,623.87	\$ 2,250.00	\$ 2,111.46	\$ 128,985.33
	5-9 years (3%)	\$ 115,264.40	\$ 122,180.26	\$ 124,623.87	\$ 2,250.00	\$ 3,167.19	\$ 130,041.06
	10+ years (4%)	\$ 115,264.40	\$ 122,180.26	\$ 124,623.87	\$ 2,250.00	\$ 4,222.92	\$ 131,096.79
Career Increment A 15-19 years of District Service (AX1)	0-4 years (2%)	\$ 118,027.82	\$ 125,109.49	\$ 127,611.68	\$ 2,250.00	\$ 2,162.08	\$ 132,023.76
	5-9 years (3%)	\$ 118,027.82	\$ 125,109.49	\$ 127,611.68	\$ 2,250.00	\$ 3,243.12	\$ 133,104.80
	10+ years (4%)	\$ 118,027.82	\$ 125,109.49	\$ 127,611.68	\$ 2,250.00	\$ 4,324.16	\$ 134,185.84
Career Increment B 20-24 years of District Service (AX2)	0-4 years (2%)	\$ 120,374.66	\$ 127,597.14	\$ 130,149.08	\$ 2,250.00	\$ 2,205.08	\$ 134,604.16
	5-9 years (3%)	\$ 120,374.66	\$ 127,597.14	\$ 130,149.08	\$ 2,250.00	\$ 3,307.62	\$ 135,706.70
	10+ years (4%)	\$ 120,374.66	\$ 127,597.14	\$ 130,149.08	\$ 2,250.00	\$ 4,410.16	\$ 136,809.24
Career Increment C 25+ years of District Service (AX3)	0-4 years (2%)	\$ 122,861.42	\$ 130,233.11	\$ 132,837.77	\$ 2,250.00	\$ 2,250.62	\$ 137,338.39
	5-9 years (3%)	\$ 122,861.42	\$ 130,233.11	\$ 132,837.77	\$ 2,250.00	\$ 3,375.93	\$ 138,463.70
	10+ years (4%)	\$ 122,861.42	\$ 130,233.11	\$ 132,837.77	\$ 2,250.00	\$ 4,501.24	\$ 139,589.01

Elementary, Middle and K-8 Assistant Principal (More than 500 Students Enrolled)							
Pay Scale Group: AQ							
School Year: 2023-2024				Number of Service Days: 205 Days			
Career Increment Years of District service, inclusive of time worked as a certificated employee	Years of Admin Experience	07/01/2022 Base Salary	07/01/2023 6% increase Base Salary	07/01/2023 2% Retro increase Base Salary	QTEA Add-on	FWEA Add-on	Total Annual Salary
No Career Increment 01-14 years of District service (AQ)	0-4 years (2%)	\$ 116,402.84	\$ 123,387.01	\$ 125,854.75	\$ 2,250.00	\$ 2,132.32	\$ 130,237.07
	5-9 years (3%)	\$ 116,402.84	\$ 123,387.01	\$ 125,854.75	\$ 2,250.00	\$ 3,198.48	\$ 131,303.23
	10+ years (4%)	\$ 116,402.84	\$ 123,387.01	\$ 125,854.75	\$ 2,250.00	\$ 4,264.64	\$ 132,369.39
Career Increment A 15-19 years of District Service (AQ1)	0-4 years (2%)	\$ 119,166.26	\$ 126,316.24	\$ 128,842.56	\$ 2,250.00	\$ 2,182.94	\$ 133,275.50
	5-9 years (3%)	\$ 119,166.26	\$ 126,316.24	\$ 128,842.56	\$ 2,250.00	\$ 3,274.41	\$ 134,366.97
	10+ years (4%)	\$ 119,166.26	\$ 126,316.24	\$ 128,842.56	\$ 2,250.00	\$ 4,365.88	\$ 135,458.44
Career Increment B 20-24 years of District Service (AQ2)	0-4 years (2%)	\$ 121,513.10	\$ 128,803.89	\$ 131,379.96	\$ 2,250.00	\$ 2,225.94	\$ 135,855.90
	5-9 years (3%)	\$ 121,513.10	\$ 128,803.89	\$ 131,379.96	\$ 2,250.00	\$ 3,338.01	\$ 136,967.97
	10+ years (4%)	\$ 121,513.10	\$ 128,803.89	\$ 131,379.96	\$ 2,250.00	\$ 4,451.88	\$ 138,081.84
Career Increment C 25+ years of District Service (AQ3)	0-4 years (2%)	\$ 123,999.86	\$ 131,439.85	\$ 134,068.65	\$ 2,250.00	\$ 2,271.48	\$ 138,590.13
	5-9 years (3%)	\$ 123,999.86	\$ 131,439.85	\$ 134,068.65	\$ 2,250.00	\$ 3,407.22	\$ 139,725.87
	10+ years (4%)	\$ 123,999.86	\$ 131,439.85	\$ 134,068.65	\$ 2,250.00	\$ 4,542.96	\$ 140,861.61



## APPENDIX A - SALARY SCHEDULES

Supervisor							
Pay Scale Group: AG							
School Year: 2023-2024						Number of Service Days: 224 Days	
Career Increment Years of District service, inclusive of time worked as a certificated employee	Years of Admin Experience	07/01/2022 Base Salary	07/01/2023 6% increase Base Salary	07/01/2023 2% Retro increase Base Salary	QTEA Add-on	FWEA Add-on	Total Annual Salary
No Career Increment 01-14 years of District service (AG)	0-4 years (2%)	\$ 134,229.92	\$ 142,283.72	\$ 145,129.39	\$ 2,250.00	\$ 2,458.88	\$ 149,838.27
	5-9 years (3%)	\$ 134,229.92	\$ 142,283.72	\$ 145,129.39	\$ 2,250.00	\$ 3,688.32	\$ 151,067.71
	10+ years (4%)	\$ 134,229.92	\$ 142,283.72	\$ 145,129.39	\$ 2,250.00	\$ 4,917.76	\$ 152,297.15
Career Increment A 15-19 years of District Service (AG1)	0-4 years (2%)	\$ 136,993.34	\$ 145,212.94	\$ 148,117.20	\$ 2,250.00	\$ 2,509.50	\$ 152,876.70
	5-9 years (3%)	\$ 136,993.34	\$ 145,212.94	\$ 148,117.20	\$ 2,250.00	\$ 3,764.25	\$ 154,131.45
	10+ years (4%)	\$ 136,993.34	\$ 145,212.94	\$ 148,117.20	\$ 2,250.00	\$ 5,019.00	\$ 155,386.20
Career Increment B 20-24 years of District Service (AG2)	0-4 years (2%)	\$ 139,340.18	\$ 147,700.59	\$ 150,654.60	\$ 2,250.00	\$ 2,552.50	\$ 155,457.10
	5-9 years (3%)	\$ 139,340.18	\$ 147,700.59	\$ 150,654.60	\$ 2,250.00	\$ 3,828.75	\$ 156,733.35
	10+ years (4%)	\$ 139,340.18	\$ 147,700.59	\$ 150,654.60	\$ 2,250.00	\$ 5,105.00	\$ 158,009.60
Career Increment C 25+ years of District Service (AG3)	0-4 years (2%)	\$ 141,826.94	\$ 150,336.56	\$ 153,343.29	\$ 2,250.00	\$ 2,598.04	\$ 158,191.33
	5-9 years (3%)	\$ 141,826.94	\$ 150,336.56	\$ 153,343.29	\$ 2,250.00	\$ 3,897.06	\$ 159,490.35
	10+ years (4%)	\$ 141,826.94	\$ 150,336.56	\$ 153,343.29	\$ 2,250.00	\$ 5,196.08	\$ 160,789.37

Program Administrator							
Pay Scale Group: AJ							
School Year: 2023-2024						Number of Service Days: 211 Days	
Career Increment Years of District service, inclusive of time worked as a certificated employee	Years of Admin Experience	07/01/2022 Base Salary	07/01/2023 6% increase Base Salary	07/01/2023 2% Retro increase Base Salary	QTEA Add-on	FWEA Add-on	Total Annual Salary
No Career Increment 01-14 years of District service (AJ)	0-4 years (2%)	\$ 118,224.98	\$ 125,318.48	\$ 127,824.85	\$ 2,250.00	\$ 2,165.68	\$ 132,240.53
	5-9 years (3%)	\$ 118,224.98	\$ 125,318.48	\$ 127,824.85	\$ 2,250.00	\$ 3,248.52	\$ 133,323.37
	10+ years (4%)	\$ 118,224.98	\$ 125,318.48	\$ 127,824.85	\$ 2,250.00	\$ 4,331.36	\$ 134,406.21
Career Increment A 15-19 years of District Service (AJ1)	0-4 years (2%)	\$ 120,988.40	\$ 128,247.70	\$ 130,812.66	\$ 2,250.00	\$ 2,216.30	\$ 135,278.96
	5-9 years (3%)	\$ 120,988.40	\$ 128,247.70	\$ 130,812.66	\$ 2,250.00	\$ 3,324.45	\$ 136,387.11
	10+ years (4%)	\$ 120,988.40	\$ 128,247.70	\$ 130,812.66	\$ 2,250.00	\$ 4,432.60	\$ 137,495.26
Career Increment B 20-24 years of District Service (AJ2)	0-4 years (2%)	\$ 123,335.24	\$ 130,735.35	\$ 133,350.06	\$ 2,250.00	\$ 2,259.30	\$ 137,859.36
	5-9 years (3%)	\$ 123,335.24	\$ 130,735.35	\$ 133,350.06	\$ 2,250.00	\$ 3,388.95	\$ 138,989.01
	10+ years (4%)	\$ 123,335.24	\$ 130,735.35	\$ 133,350.06	\$ 2,250.00	\$ 4,518.60	\$ 140,118.66
Career Increment C 25+ years of District Service (AJ3)	0-4 years (2%)	\$ 125,822.00	\$ 133,371.32	\$ 136,038.75	\$ 2,250.00	\$ 2,304.84	\$ 140,593.59
	5-9 years (3%)	\$ 125,822.00	\$ 133,371.32	\$ 136,038.75	\$ 2,250.00	\$ 3,457.26	\$ 141,746.01
	10+ years (4%)	\$ 125,822.00	\$ 133,371.32	\$ 136,038.75	\$ 2,250.00	\$ 4,609.68	\$ 142,898.43

**APPENDIX A - SALARY SCHEDULES**

<b>Administrative Intern</b>					
<b>Pay Scale Group: AI</b>					
<b>School Year: 2023-2024</b>			<b>Number of Service Days: 196 Days</b>		
07/01/2022 Base Salary	07/01/2023 6% increase Base Salary	07/01/2023 2% Retro increase Base Salary	QTEA Add-on	FWEA Add-on	Total Annual Salary
\$ 97,534.84	\$ 103,386.93	\$ 105,454.67	\$ 2,250.00	\$ 1,786.68	\$ 109,491.35

**APPENDIX A - SALARY SCHEDULES**

Career Increments –

Increment A at year 15 - \$2,987.81  
Increment B at year 20 - \$5,525.21  
Increment C at year 25 - \$8,213.90

PreK-8 Title V Stipend –

1 classroom - \$2,500  
2 classroom - \$5,000  
3 classroom - \$7,500



**APPENDIX B - FRINGE BENEFITS**

- B.1 Health Program: bargaining unit members may select one of the health plans available through the Health Service System of the City and County of San Francisco and shall contribute at the rates applicable to the selected plan. The District shall contribute an amount per month per employee as determined by the City Charter. The Union shall have a representative on any District-wide committee concerning health plans for bargaining unit members.
- B.1.1 Effective July 1, 2010, the District shall make the following monthly (twelve) contributions for eligible unit members who have dependents enrolled for medical insurance coverage: up to \$210/month for employee plus one dependent, up to \$260/month for family coverage.
- B.1.1.1 The parties shall meet and negotiate the application of these fringe benefit modifications to retirees.
- B.1.2 Effective July 1, 2011, the District shall make the following monthly (twelve) contributions for eligible bargaining unit members who have dependents enrolled for medical insurance coverage: up to \$223.72/month for employee plus one dependent; up to \$273.72/month for family coverage.
- B.2 Dental Plan: The District shall pay the full premium to provide coverage for the cost of dental care to bargaining unit members and qualifying dependents. Coverage is 70% of the first year, increasing at the rate of ten (10) per cent annually, up to a maximum coverage of 100%. Current bargaining unit members who have reached 100% will remain at that level. The current annual maximum shall be \$1500.
- B.3 Orthodontia: Coverage for orthodontia work is provided to cover one-half (1/2) for the services up to \$500 for each individual case. The District shall pay the full premium for this coverage, which is included in the dental premium.
- B.4 Group Long-Term Disability: The District shall provide a group long-term disability program, which provides benefits to bargaining unit members after accidents or illnesses. The District shall pay the full premium for this coverage.
- B.5 Group Life and Accidental Death and Dismemberment: The District shall provide a group life and accidental dismemberment policy which includes benefits of \$20,000 level term insurance, with coverage to age 65, retirement or separation from employment, plus a \$15,000 accidental death benefit. The District shall pay the full premium for this coverage.

**APPENDIX B - FRINGE BENEFITS**

- B.6            Liability Insurance: The District provides bargaining unit members with liability insurance coverage as provided by law (California Code of Regulations, Title V). The District shall pay the full premium for this coverage, which shall include the following:
- B.6.1           \$10,000,000 per occurrence, in cases of bodily injury and property damage to third parties;
- B.6.2           \$5,000,000 for errors or omissions (malpractice):
- B.6.3           \$10,000,000 per occurrence in cases of accidents proximately caused by district-owned automobiles or private cars while on school district related business.
- B.6.4           The above benefits shall be limited to liability arising from and within the course and scope of employment for activities, duties and responsibilities carried out on behalf of the District.
- B.7            Bargaining unit members who are married to or are domestic partners with another certificated District employee shall each have full individual coverage as specified in the Agreements with insurance carriers.

## APPENDIX C - CALENDAR

### CALENDAR/WORK YEAR

C.1 Bargaining unit members will work the following number of days each school year. This work calendar includes three days funded by the District which parallels 3 professional development days for teachers funded by the State.

#### C1.1 **Principal** **2023-2025**

(1)	High School & Small/Necessary	215 days
(2)	Middle School & K8	210 days
(3)	Elementary School	208 days

#### C1.2 **Assistant Principal**

(1)	High School & Small/Necessary	210 days
(2)	Middle School & K8	205 days
(3)	Elementary School	205 days

C.1.3 **Early Education School Site Administrator** 225 days

C.1.4 **Program Administrator** 211 days

C.1.5 **Supervisor** 224 days

C.1.6 **Administrative Intern** 196 days

C.2 Required Service Days before Schools Open and After They Close

C.2.1 Bargaining unit members will be notified by approximately mid-April of each school year of the required starting date for all bargaining unit members to report for work prior to the opening of schools for the next school year.

**APPENDIX C - CALENDAR**

- C.2.2 The required starting date, a Monday, shall not be more than twelve (12) days prior to the first teacher report day unless directed by the Superintendent. Total days will remain the same as detailed in Appendix C.1.
- C.2.3 The first five (5) days immediately following the close of school at the end of the school year shall be required service terms for all bargaining unit members. With the advance approval of their management supervisor, a bargaining unit member may be allowed to utilize a portion of said days for other assignments.
- C.2.4 Upon prior written notice, except in an emergency circumstance, the District may designate that a term be reserved for a specific function.
- C.3 Bargaining unit members at PreK-12 Sites on a Traditional Calendar
- C.3.1 For PreK-12 sites operating on a traditional calendar, site personnel will normally serve on:
- C.3.1.1 The days schools are in session;
- C.3.1.2 Those days designated prior to the opening of school (per Appendix C.2.2) and,
- C.3.1.3 The five (5) days immediately following the close of school (per Appendix C.2.3)
- C.3.1.4 Upon prior written notice, except in emergency circumstances, the District may designate that a day be reserved for a specific function (per Appendix C.2.4).
- C.3.2 Service terms required by Appendix C.1 in addition to those specified in Appendix C.3.1 shall be served on terms determined by the employee
- C.3.2.1 The determination of the days to be served by an Assistant Principal during the term of this agreement shall be at the direction of their supervising Principal.
- C.4 Other Bargaining Unit Members

**APPENDIX C - CALENDAR**

- C.4.1 All other bargaining unit member shall work on:
  - C.4.1.1 Those days designated prior to the opening of school (per Appendix C.2.2);
  - C.4.1.2 The five (5) days immediately following the close of school (per Appendix C.2.3);
    - C.4.1.2.1 Additional work days during the school year as are necessary to complete the balance of the service days required by Appendix C.1, said additional term to be scheduled by the bargaining unit member, and approved by the bargaining unit member's supervisor.
    - C.4.1.2.2 Upon prior written notice, except in emergency circumstances, the District may designate that a term be reserved for a specific function. (per Appendix C.2.4)
- C.5 General Provisions
  - C.5.1 Bargaining unit members who are required by the Superintendent or their designee, per written request, to serve specified days in addition to those designated in Appendix C.1 shall receive their per diem rate of pay for each such additional day served.
  - C.5.2 As an integral part of a typical bargaining unit member's classification some functions necessitate evening, weekend and/or holiday service. Examples of such functions shall include, but in no way are limited to, athletic events, student social and co-curricular activities, parent/PTA programs and meetings, back-to-school nights, school board meetings, etc. Said service, to the extent it normally is associated with the bargaining unit member's classification, shall be rendered by the bargaining unit member in addition to the requirements of Appendix C.1.
    - C.5.2.1 In appropriate and/or unusual circumstances, a bargaining unit member may request of the Superintendent, or their designee, that other service rendered on evening, weekends, and/or holidays be credited in fulfillment of the work year required in Appendix C.1.

**APPENDIX C - CALENDAR**

C.5.2.2 In appropriate and/or unusual circumstances, service rendered on weekends or holidays may be credited in the fulfillment of the work year required in Appendix C.1, above. The approval of this credit shall be at the discretion of the Superintendent or their designee.

C.5.3 Each bargaining unit member shall submit their individual service calendar to their immediate supervisor within 30 (thirty) days of the administrator's report date.

**APPENDIX D - UESF SICK LEAVE TRANSFER PROGRAM**

PURPOSE: Sick Leave Transfer Program is a resource to provide relief to bargaining unit members who have suffered catastrophic illness or injury and who have exhausted all entitled and extended sick leave. A catastrophic illness or injury is defined as one which is life threatening and which will last for at least 30 (thirty) days. Participation in the Sick Leave Transfer Program is on a voluntary basis.

**ELIGIBILITY FOR PARTICIPATION:**

1. All certificated members of the bargaining unit members shall be eligible to be donors or recipients governed by the conditions listed below.
2. DONORS:
  - a. The donor must have a minimum of twenty (20) days in their sick leave account after the donation is made.
  - b. The donor may contribute at least one (1) day but no more than ten (10) days annually.
  - c. The donor shall either (1) specify the recipient of the donation; or (2) designate the donation to be deposited in the common account to be used as determined by the Governing Committee.
  - d. All donated days shall accrue to the benefit of the recipient.
3. RECIPIENT:
  - a. The recipient must have exhausted all paid leave to participate in the Sick Leave Transfer Program.
  - b. The recipient must apply for Sick Leave Transfer Program participation. Such application shall include medical reports certifying the nature of the illness/injury.
  - c. A recipient may receive no more than eighty five (85) days from this program in any school year.
4. GOVERNING COMMITTEE:
  - a. A Governing Committee for the Sick Leave Transfer Program shall be established made up of no more than four (4) members appointed by the Union and one (1) member appointed by the District.
  - b. The District representative shall be responsible for processing applications and presenting them to the Governing Committee.

**APPENDIX D - UESF SICK LEAVE TRANSFER PROGRAM**

- c. The Committee shall determine by vote the eligibility of the applicant. The District representative shall vote only in the case of ties.
- d. The decision of the Governing Committee may be appealed within 10 (ten) days of notification of denial. The appeal shall be to the Executive Board of the UASF who will render a decision within 10 (ten) days of the receipt of the appeal.

**5. ESTABLISHMENT OF THE BANK**

- a. The Sick Leave Transfer Program shall be considered operational when all of the conditions listed below have been satisfied.
- b. The Board of Education has adopted the mutually agreed to program.
- c. The Governing Committee has been appointed.
- d. Bargaining unit members have been notified by the Union of the Sick Leave the Transfer Program policies and procedures.
- e. The receipt of two hundred fifty (250) days of donated sick leave to establish the common account in the Bank which must maintain an eighty one (81) day reserve to be considered operational.

The District and Union agree to share in the cost of printing appropriate application and donation forms. Also, the District and Union agree to review and evaluate the operation of the program at the end of each school year to assess the feasibility of its continued operation.



**APPENDIX E - EMERITUS ADMINISTRATORS SALARY SCHEDULE**

The District and the Union mutually agree to the following rate of compensation for As-Needed Administrators. Type 2, 3, & 4 will be calibrated to the salary of current Union members to be effective the first pay period in July 1, 2018.

**6% - Effective July 1, 2023, 2% - Effective July 1, 2023 (Retro)**

Type 1	After day 5 - Step 3 of the position for a retired administrator that is serving in the absence of a site administrator/EED School Principal.
Type 2 @ \$523.43 per day	Mentoring new administrator Coordinating professional development Serving as pupil service hearing officer
Type 3 @ \$361.22 per day	Skilled assistance at the sites and central office departments Subject matter expertise Administrative decisions – Policy making Workshop presenters <ul style="list-style-type: none"> <li>· Master schedule consulting</li> <li>· EPC</li> <li>· Decision making interviews</li> </ul>
Type 4 @ \$239.25 per day	General support <ul style="list-style-type: none"> <li>· Paper screening</li> <li>· Initial interviews</li> <li>· EPC queries and paperwork</li> </ul>
Type 5 @ \$549.23 per day	Day 1 to 5 for the retired administrator that is serving in the absence of a site administrator
Type 6 @ \$411.93 per day	Day 1 to 5 for the retired administrator that is serving in the absence of a EED School Principal

**APPENDIX F - MOU PAYROLL ERRORS**

**TENTATIVE AGREEMENT  
MEMORANDUM OF UNDERSTANDING  
BETWEEN  
UNITED ADMINISTRATORS OF SAN FRANCISCO  
AND  
SAN FRANCISCO UNIFIED SCHOOL DISTRICT  
REGARDING PAYROLL ERRORS**

This agreement, entered into this 24 day of March 2022, between the United Administrators of San Francisco ("Union") and the San Francisco Unified School District ("District") is intended to address systemic payroll errors that adversely impacted the timely and accurate payment of administrators.

In an effort to rectify the payroll errors, the Parties hereby agree as follows:

1. Effective upon the date of ratification, the District agrees to make whole any employee who reports a reduction in base pay due to a payroll error within three (3) business days of confirmation that the employee followed District protocols and the error still occurred. This includes remitting payment for income loss and any corresponding contributions owed for contractual or statutory fringe benefits. If an employee is not made whole within three (3) business days, the District agrees to pay the employee the balance owed plus 15% interest per annum after the employee's report.
  - a. If, within three (3) business days of notice being received, the District confirms that the employee did not follow District protocols for submitting work hours, the employee shall correct the error and the District shall make the employee whole within five (5) business days.
    - i. If an employee is not made whole within five (5) business days, the District agrees to pay the employee the balance owed plus 15% interest per annum after the employee corrects the error.

**APPENDIX F - MOU PAYROLL ERRORS**

2. Effective upon the date of ratification, the District agrees to make whole any employee who reports a reduction in extended calendar or stipends that are not a part of base pay due to a payroll error within five (5) business days of confirmation that the employee followed District protocols and the error still occurred. This includes remitting payment for income loss and any corresponding contributions owed for contractual or statutory fringe benefits. If an employee is not made whole within five (5) business days of confirmation of an error, the District agrees to pay the employee the balance owed plus 15% interest per annum after the employee's report.
  - a. If, within three (3) business days of notice being received, the District confirms that the employee did not follow District protocols for submitting work hours, the employee shall correct the error and the District shall make the employee whole within five (5) business days.
    - i. If an employee is not made whole within five (5) business days, the District agrees to pay the employee the balance owed plus 15% interest per annum after the employee corrects the error.
3. Up to the date before ratification of this agreement and retroactive to January 3, 2022, employees who followed District protocols and who still received reduced base pay, extended calendar or stipends due to payroll error will be paid 15% interest per annum on the amount owed. This owed interest shall be paid within forty five (45) days of this agreement.
4. For any member who lost insurance coverage and/or medical coverage as a result of payroll errors, the District will reinstate insurance, medical, and Rx coverage retroactive to the first day coverage was suspended for up to 6 months. In addition, the District agrees to pay or reimburse any medical bills incurred or paid by employees during the period of lost coverage that are not resolved by the insurance company once coverage is made retroactive. The District shall only reimburse services that the employee's health plan would normally reimburse.
5. For any member who experienced a reduction in pay due to payroll error and who incurred either penalty or late-fee costs for non-payment on credit cards or mortgages, including any

**APPENDIX F - MOU PAYROLL ERRORS**

bank overdraft fees, the District will reimburse the costs retroactive to Feb. 1, 2022.

6. As a condition of receiving a District payment under this Agreement, the affected employee shall sign a "Receipt and Release Agreement" in the form attached to this agreement.
7. In an effort to reconcile amounts paid and owed to employees, the District will provide the Union with a complete accounting of the back pay owed to each employee affected by the payroll errors. The District will actively update the file and share with the Union.
8. In the event of a conflict between the terms of this Agreement and the terms of the applicable collective bargaining agreements, the terms of this Agreement shall control. Except as set forth herein, this Agreement shall not constitute a waiver of any preexisting rights under the parties' collective bargaining agreements.

## APPENDIX F - MOU PAYROLL ERRORS

**WAGE SETTLEMENT AND RELEASE AGREEMENT**

1. **Payment of Unpaid Wages.** The San Francisco Unified School District ("District") agrees to pay \_\_\_\_\_ ("Employee") \$ \_\_\_\_\_ in wages owed and unpaid due to a payroll processing error ("Wages"). Employee agrees that this is the full amount of the Wages owed as of the date of this agreement. Payment shall be made within three (3) business days of execution of this agreement. This includes remitting payment for the Wages and any corresponding contributions owed for contractual or statutory fringe benefits due to a payroll processing error.
2. **Interest in the Event of Late Payment.** If Employee is not paid according to the terms of the MOU Regarding Payroll Errors, then the District agrees to pay in accordance with terms of the MOU Regarding Payroll Errors.
3. **Lost Insurance and Medical Coverage.** If the Employee lost insurance coverage and/or medical coverage as a result of payroll errors, the District will reinstate insurance, medical, and prescription coverage retroactive to the first day coverage was suspended for up to six (6) months. In addition, the District agrees to pay or reimburse any medical bills incurred or paid by the Employee during the period of lost coverage that are not resolved by the insurance company once coverage is made retroactive. The District shall only reimburse services that the Employee's health plan would normally reimburse.
4. **Waiver and Release.** Upon execution of this agreement and the later of: (a) timely payment of the Wages, or (2) payment of the Wages and any interest owing Employee due to the District's late payment of the Wages pursuant to this agreement, Employee on Employee's own behalf and on behalf of Employee's heirs, executors, assigns, and any other representative(s) of Employee, waives and releases any and all legal and equitable claims it may have against the District, its employees, and any of its other representatives for the Wages, interest, related penalties, and any other provision of law related to the District's failure to pay the Wages and any corresponding contributions owed for contractual or statutory fringe benefits due to a payroll processing error. This includes waiver and release of any and all legal and equitable claims



**APPENDIX F - MOU PAYROLL ERRORS**

related to inaccurate wage statements, withholding of employment taxes, attorney's fees, retaliation for exercise of employment rights under the Labor Code and applicable Wage Order(s), breach of contract, unfair business practices, quantum meruit, and all other legal responsibilities of any form or nature that arose or accrued prior to the effective date of this agreement related to the failure to pay wages due to a payroll processing error.

5. **Covenant Not to Sue.** Payment of the Wages by the District and Employee's execution of this agreement preclude employee from filing a claim with the California Labor Commissioner or any court of competent jurisdiction for the claims waived and released by this agreement.

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee's Name [print]

\_\_\_\_\_  
Employee's Signature

APPENDIX F - MOU PAYROLL ERRORS

San Francisco Unified School District

United Administrators of San Francisco



**Carrie Slaughter**

**Michael Essien**

Director of Labor Relations

President

Date: 4/5/22

Date: 4/4/2022

**BARGAINING TEAM MEMBERS**

<b>FOR SFUSD</b>	<b>FOR UASF</b>
Sam Bass, Interim Chief of Labor Relations	Jolie Wineroth, Lead Negotiator, Co-Executive Director
Carrie Slaughter, Director Labor Relations	Michael Essien, President 2022-2023
Rosa Coronado, Labor Officer	Nancy Lambert-Campbell, President 2023-2024
Joyanna Balk, Executive Director	Luis Rodriguez, Vice President
Ana de Arce, Assistant Superintendent	Silvia Cordero, Secretary
Davina Goldwasser, Assistant Superintendent of High Schools	John Nepomuceno, Director
Jason Hannon, Assistant Superintendent of Cohort 4	Caroline Satoda, Director
Benjamin Farnsworth, Labor Relations	Tai Schoeman, Director
	Claudia Anderson, Co-Executive Director
	JoLynn Washington, Co-Executive Director
	Ellen Wong, Co-Executive Director