

CUCAMONGA SCHOOL DISTRICT
Confidential Salary Schedule
2011/2012
Effective July 1, 2011

Salary Range	1	2	3	4	5
A	\$3,001	\$3,154	\$3,313	\$3,481	\$3,656
B	\$3,076	\$3,232	\$3,395	\$3,568	\$3,749
C	\$3,154	\$3,313	\$3,481	\$3,656	\$3,842
D	\$3,232	\$3,395	\$3,568	\$3,749	\$3,938
E	\$3,313	\$3,481	\$3,656	\$3,842	\$4,037
F	\$3,395	\$3,568	\$3,749	\$3,938	\$4,138
G	\$3,481	\$3,656	\$3,842	\$4,037	\$4,241
H	\$3,568	\$3,749	\$3,938	\$4,138	\$4,348
I	\$3,656	\$3,842	\$4,037	\$4,241	\$4,456
J	\$3,749	\$3,938	\$4,138	\$4,348	\$4,567
K	\$3,842	\$4,037	\$4,241	\$4,456	\$4,680
L	\$3,938	\$4,138	\$4,348	\$4,567	\$4,799
M	\$4,037	\$4,241	\$4,456	\$4,680	\$4,919
N	\$4,138	\$4,348	\$4,567	\$4,799	\$5,041
O	\$4,241	\$4,456	\$4,680	\$4,919	\$5,166
P	\$4,348	\$4,567	\$4,799	\$5,041	\$5,296
Q	\$4,456	\$4,680	\$4,919	\$5,166	\$5,428

CONFIDENTIAL EMPLOYEES

1. SALARY CLASSIFICATION INDEX

Classification	Range Letter
Account Clerk II	C
Secretary I	C
Administrative Secretary	G
Personnel Technician/Administrative Secretary	G
Executive Assistant to the Superintendent	Q

2. HEALTH AND WELFARE BENEFITS

The District's annual maximum employer contribution towards medical, dental, vision, and life insurance for eligible unit members shall be up to \$9208.92 based on a tiered rate structure.

3. VACATION

- Each confidential employee shall have a work year that contains 22 vacation days.
- One extra day of vacation time shall be granted for each twenty-five (25) days of "sick leave" that an employee has accumulated. The days shall be granted at the same rate of pay as that which would have been earned had he/she worked.

4. ANNIVERSARY INCREMENT

- 6 - 10 Consecutive Years in the District .50%
- 11 - 15 Consecutive Years in the District 2.25%
- 16 - 20 Consecutive Years in the District 4.25%
- 21 - 25 Consecutive Years in the District 8.50%
- 26 and above Consecutive Years in the District 12.00%

5. EARLY RETIREMENT

- Management and confidential employees who have served at least ten (10) consecutive years of full-time service and who are between the ages of 55 and 65 are eligible to participate in the Early Retirement Plan.
- Employees who meet the eligibility requirement will be provided with \$5,000 each fiscal year for a period of three (3) years. This \$5,000 early retirement bonus will be paid to each participating employee upon written notification to the District during each of the three (3) fiscal years.
 - Paragraph b. shall not apply in any school years where the District offers an alternative early retirement plan to employees of the District which is better or equivalent to the plan specified in paragraph b.
- In the event that anytime within the three (3) year period the retiree expires, the remaining bonus payments will be made to the retiree's beneficiary.
- A confidential employee who elects to retire under this plan shall be provided major medical coverage for the member only pursuant to the medical plan and rate currently in effect for the current confidential employees, until such member reaches age 67 or is covered by a state or federal medical insurance plan, whichever is sooner.
- The retired confidential employee who qualifies under the above may elect to continue participating in the major medical coverage for his/her dependents provided the District Super Composite Rate continues whereby there is no additional costs to the District to cover the spouse. If the cost of spousal coverage created a financial burden, the parties agree the retiree picks up the spousal costs.
- When the retiree no longer qualifies for the benefits provided above he/she may elect to continue participation in the major medical coverage providing he/she pays the required total premium to the District, in advance, on a monthly basis, and provided further such participation is permitted by the existing carrier.
- The retiree, during the term of this Early Retirement Plan, does not have to provide any service to the District, but, may at his/her option elect to perform substitute duties and be compensated for such duties at the then current rate.
- To participate in the plan the employee shall submit a letter of resignation to the Superintendent during the calendar year the confidential employee elects to retire. The employees shall be entitled, if he/she chooses, to complete the work year in which they make the election to participate in the Early Retirement Plan.

6. PROFESSIONAL GROWTH

Employees shall be eligible to apply for professional growth increments upon successful completion of fifteen (15) semester units (a minimum of 270 class hours) of course work. Employees shall be eligible for a second professional growth increment upon successful completion of thirty (30) semester units (a minimum of 540 class hours) of course work.

- Each professional growth increment will be the equivalent of two and one-half (2.5%) percent of the base salary and will be applied to the confidential employee's salary.
- In order to be eligible for the professional growth increment, all courses must have the prior written approval of the employees supervisor.
- In order to qualify for increment credit, the course must be related to the confidential employee's job assignment and result in a benefit to the District or be a part of the requirement for a college degree program. The District, in its sole discretion, may approve courses unrelated to the confidential employee's present job assignment in extraordinary cases where a benefit to the District is anticipated through a future change in the confidential employee's assignment.
- Units must be earned at a college or junior college which is accredited by a regional accrediting commission and listed in the current Accredited Institutions of Higher Learning. Units may also be earned at an accredited trade or professional school as listed by the institution named in the index of the current Accredited Institutions of Higher Learning.
- In order to receive professional growth credit, the confidential employee must complete the course with a grade of "C" or better, or a "pass" grade.
- A total of two (2) professional growth increments, as noted above, may be achieved through voluntary participation in the professional growth program.
- Supporting records or transcripts verifying professional growth units of study must be filed with the Personnel Office no later than September 10 in order for the confidential employee to receive the increment credit for new work year. If by September 10, the confidential employee is unable to submit supporting records or transcripts verifying units of study which are to apply toward the professional growth increment, official notices in the form of a grade card or letter from the college, university, trade or professional school shall be submitted. Such temporary verification which indicate satisfactory completion of the courses(s) shall be sufficient evidence to temporarily meet the above requirement. The confidential employee shall provide the official transcript or affidavit document to the Personnel Office as soon as it becomes available.
- Eligibility
 - All permanent confidential employees shall be eligible to participate in the Professional Growth Program. The term "permanent confidential employees" shall exclude the following types of employees for the purpose of determining eligibility for any professional growth increment:
 - Probationary employees
 - Persons in the following non-classified positions:
 - Substitutes
 - Temporary and term employees
 - Professional experts employed on a temporary basis for a specific project.