

**MANAGEMENT COMPENSATION**

**Placement on Salary Schedule**

Managerial, supervisory, and confidential employees will be placed on Step 1 in the designated salary range, unless the Superintendent or designee places newly appointed or promoted managerial employees at a step higher than Step 1, including placement up to Step 6, based on current salary and/or verifiable relevant experience.

**Regular Step Advance**

Advancement to the next higher step within a classification shall be effective July 1 of each fiscal year, provided the employee has served in the position at least six months prior to the beginning of the fiscal year.

**Longevity Credit**

Longevity stipends shall be effective at the beginning of the management employee's years of service with the District and effective July 1, as outlined on the salary schedule. An employee shall receive a full year of longevity credit only if his or her date of hire is between July 1 and December 31. Certificated and classified managerial employees who are classified as permanent at the time of their resignation and are reemployed within 39-months shall have their previous years of service with the District count towards their longevity credit.

**Y-Rating**

Managerial, supervisory, and confidential employees who are assigned to a position with a lower salary level shall be placed, if possible, on a range and step which represents no change or minimal change in salary. The Board of Trustees may approve a "Y" rating of such employee's salary which is to be reviewed and reapproved annually. A Y-rated salary shall not increase during the continuous regular service until the current salary range meets or exceeds the new salary of the employee. The Y-rating of an employee's salary does not affect longevity credit.

**Professional Association**

The Board and Superintendent consider professional development of their management personnel to be a high priority. Pursuant to that philosophy, the Board grants to the Superintendent the authority to designate individuals, as official representatives of the school district, to obtain membership in select state, national and international professional organizations relevant to the operations of the school district.

**MANAGEMENT COMPENSATION** (continued)

Some professional associations offer institutional membership. In such cases, the Superintendent will identify who will serve as the school district's official representative(s).

Recognizing that professional development is important for all administrators, the Board encourages the members of its management staff to join and participate in professional organizations.

**Advanced Degree Incentive**

Certificated and classified managers are eligible to receive the annual stipend as approved by the Board for earned doctoral degrees. Classified managers are eligible to receive the annual stipends for an earned Master's degree as approved by the Board.

**Salary Underpayment/Overpayment Recovery Plan**

In order to ensure proper range and step placement for employees, cooperation is required between the employee and the Payroll and Human Resource Services Departments. Employees are requested to review their salary placement at least annually.

Should the employee believe that he/she has been improperly placed (i.e., not receiving the correct salary), the employee should immediately bring this to the attention of the Payroll and Human Resource Services Departments. Should the District discover a salary error, the employee will be notified in writing at the earliest possible time after the error is noticed. A placement error that results in an incorrect payment to the employee will be corrected after the District has received appropriate verification(s) from the employee and/or respective agency/or previous employer. The statute of limitations for salary underpayments and overpayments is three years.

**Underpayments**

Should an incorrect salary placement result in an underpayment to the employee (less than they should be receiving), a supplemental amount due to the employee shall be included in the employee's next regularly scheduled paycheck following appropriate verification.

**Overpayments**

Should an incorrect salary placement result in an overpayment to the employee, as it is considered a gift of public funds, the employee shall be responsible for the full repayment of any amount in excess of his/her appropriate salary and/or other compensation. The employee shall be responsible for arranging a payment plan with the Payroll Department. With the agreement of the employee, overpayments may be repaid by personal check, cash, or through payroll deduction.

**MANAGEMENT COMPENSATION (continued)**

In the event the District and the employee are unable to agree on a repayment plan which is acceptable, the employee shall be notified that legal action may be taken by the District in order to collect the overpayment amount.

Policy

revised: June 14, 1999

revised: August 13, 2001

revised: July 16, 2007

revised: September 8, 2008

revised: December 8, 2008

revised: February 9, 2009

revised: June 22, 2016

revised: August 17, 2016

revised: April 25, 2018

**CAPISTRANO UNIFIED SCHOOL DISTRICT**

San Juan Capistrano, California