

→ MODESTO CITY SCHOOLS

Exhibit

→ E 4301

MANAGEMENT PERSONNEL HANDBOOK

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INTRODUCTION

Nothing in this policy intends to limit the responsibility and authority of the Board of Education or the Superintendent ultimately to make decisions as prescribed by law.

- ~~In addition, this handbook~~ This Handbook applies to employees serving in certificated, classified and confidential management positions. The Handbook **does not apply to management personnel who have unit representation pursuant to the Rodda Act.**

The Modesto City Schools Certificated/Classified Management and Confidential Personnel Handbook will be evaluated every two years by representatives of certificated, classified and confidential managers, chosen by the board of the Modesto City Schools Managers Group and the Superintendent or designee.

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RIGHTS AND RESPONSIBILITIES

Management Policies

- a. Modesto City Schools' Board of Education has the responsibility to establish policies by which the District's schools are managed.
- b. Modesto City Schools' Board of Education charges the Superintendent with the responsibility of developing a management system which will provide for meaningful involvement of management personnel. The management system will provide for:
 - (1) Leadership in school curriculum, educational assessment, operations, and services to the District.
 - (2) Creation of a learning atmosphere in the schools which fosters optimal educational opportunity and child growth.
 - (3) Creation of an open communication system at both the District and school level.
 - (4) Development of a high level of employee morale.
 - (5) Development of a sense of ownership of organizational goals and objectives among community members, students, staff and the Board of Education.
 - (6) Development of trust and confidence among community, students, staff, and the Board of Education.
 - (7) Location of decision-making and problem-solving responsibilities as close to the information or implementation source as possible.

Safe Working Environment

Employees are entitled to a working environment that is healthy and safe not only from physical hazards, but from abusive behavior on the part of co-workers. Abusive behavior among co-workers, collectively referred to as workplace bullying, includes patterns of demeaning, insulting, degrading, manipulative and falsely accusing psychological, verbal and written attacks on an employee that cannot be justified by any legitimate operational needs of the District. Abusive behaviors can exist between equals in the organizational hierarchy, as well as between those in supervisor/subordinate relationships. The District agrees to promptly investigate all instances of alleged workplace bullying reported by employees to the Human Resources Office. The District further agrees to take necessary action to eliminate these behaviors where an investigation determines they are in fact occurring. Persons assigned by the District to investigate claims of workplace bullying shall first be educated

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on the subject to a degree that they understand the issues involved, and are likely to recognize bullying when presented with evidence consistent with this pattern of behaviors. Employees who are found in violation of this section will be subject to appropriate discipline, up to and including dismissal.

Overall Responsibilities

Management employees have major responsibilities for promoting educational leadership, formulating and recommending District policies, administering District programs, adjudicating grievances, and supervising and evaluating District employees.

A. Certificated Managers

Pursuant to the effective accomplishment of these objectives and responsibilities, certificated management employees are not constrained by the usual time measurements, such as eight-hour day/forty-hour week. The very nature of their positions and responsibilities dictates that they be granted the professional prerogative of making decisions relative to the length of their working day as discussed with and approved by their immediate supervisor. They should also be granted considerable flexibility in scheduling of their total work year in order to carry out their assigned duties, community responsibilities, and other professional commitments as discussed with and approved by their immediate supervisor. Extra duties, which are not included in the management employee's present job description, may be required by supervisors.

B. Classified Managers

→ The majority of classified managers are exempt and follow the same guidelines regarding working hours as certificated managers. However, there are a few classified management positions in the District (i.e., Confidential Classified Managers) that are non-exempt and the employees in those positions are entitled to overtime pay when they work more than an eight-hour/forty-hour week.

C. Confidential Personnel

All confidential personnel are non-exempt and employees in a confidential management position are entitled to overtime pay when they work more than an eight-hour/forty-hour week.

Responsibility Days

- a. The work year for managers shall be established by the Superintendent or his/her designee.

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- b. Work days shall be scheduled during the established work year. Weekends and specified holidays may be worked with the prior approval of the Superintendent or his/her designee.
- c. A work year calendar shall be completed annually designating employee's responsibility and non-responsibility days.

Physical Examination/Tuberculin Test

Whenever a physical exam is required to be taken as a condition of continued employment by the District, the District shall pay for the physical exam. Whenever a tuberculin test is required to be taken as a condition of continued employment by the District, the District shall pay for the tuberculin test.

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ASSIGNMENT AND EMPLOYMENT

Selection and Assignment of Managers

- a. The District competency model hiring procedures will be utilized for the selection of managers, with the following additions as outlined below. The goals of management hiring procedures are to identify and select the highest quality candidates through an objective, fair and equitable process that aligns with best practices in industry:
- (1) Initial ~~A~~applicant screening to determine candidates who meet minimum qualifications as defined by respective management position job descriptions is completed by the Human Resources department. Various applicant screening tools (e.g., application training/experience questionnaire, knowledge/skill-based written exam, performance task, technical interview, etc.) may be utilized in order to identify the candidates with the highest level of knowledge, skills and competencies to perform successfully in the position under consideration.
 - (2) Once applicants are determined by the above process to be qualified for the position, selection of candidates to invite for secondary interviews ~~is done~~ completed by a committee composed of which will include the supervising manager, and may include the division director and/or Associate Superintendent, and the Deputy Associate Superintendent, Chief Human Resources Official/designee.
 - (3) There are two formal interviews (Tier I and Tier II) for site administrative and District Office Director positions before a recommendation is made to the Superintendent and Board of Education. The Tier I interview, part of initial applicant screening in a.1 above, is intended to identify candidates who meet District standards in having the knowledge, technical skills and competencies to perform successfully in the position. The Tier II interview, part of the secondary selection process in a.2 above, is intended to determine the best fit among candidates deemed highly qualified for the specific position to meet site/department and District needs.
 - (4) In order to facilitate active recruitment of candidates, reduce hiring process timelines, and streamline hiring processes while maintaining a focus on securing high quality candidates – particularly for hard to fill positions – the District may utilize Eligibility Pool hiring procedures. The Associate Superintendent, Human Resources/designee will coordinate the identification of positions for which eligibility pools are used for hiring of management positions.

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- b. The Superintendent, with the approval of the Board, may fill management positions by executive action in the event of an emergency or when it otherwise serves the best interests of the District.

Administrative Transfer of Management Employees

- a. Upon being notified of a proposed administrative transfer, the employee may request a meeting with the Superintendent to discuss the proposed transfer. The Superintendent or his/her designee will meet with the employee to discuss the proposed transfer.
- b. Any recommendation that an employee be administratively transferred is subject to approval of the Superintendent.

Demotion and Dismissal of Management Employees

The Board of Education (or its delegate if the Board has delegated the authority) may demote or dismiss a management employee in accordance with applicable provisions of law on the recommendation of the Superintendent.

Reduction of Staff

- 1. The Board of Education recognizes that conditions may occur indicating that the number of management positions should be reduced.
- 2. The Superintendent or his/her designee may recommend to the Board of Education elimination of specific management positions and/or overall management position reductions. Any such recommendations shall be submitted to the Board so that Board action may be taken and notice given to affected employees in compliance with law.

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SALARY**Management Salary Schedule**

The Superintendent will meet annually with representatives of management to discuss the salary schedule, fringe benefits, responsibility days, and range adjustments.

a. Step placement on the salary schedule: The Management Salary Schedule shall have regular steps. Placement on these steps will normally be as follows:

- (1) Annual step advancement within a salary category and/or salary adjustments shall not occur if the employee's overall performance is "below standard" or "ineffective" as determined by the supervisor's evaluation and/or the Superintendent's determination. Advancement on the salary schedule is based on demonstrated competency and not years of service.
- (2) The Superintendent has the prerogative to propose different salary adjustments for administrative positions.
- (3) Years of Service: A manager must serve 75 percent of the work year in order for that year to qualify as a year of service.
- (4) Longevity: As outlined in the Management Salary Schedule, longevity is part of a manager's annual base salary and is included when adjustments are made to the Salary Schedule. At the completion of 10 years of *credited service, managers receive a longevity step. After completion of each additional 5 years of *credited service, another longevity step is added to the employee's annual salary.

* Effective July 1, 2014, for management longevity calculations, credited service is defined as total years of continuous service with the District regardless of employee type. If an employee leaves the District and then returns, previous District time served will not apply unless the individual returned from a 39-month reemployment list due to being laid off for lack of work/funds. In this situation, continuous service time earned prior to the lay-off shall be included for longevity purposes.

- (5) Post-Graduate Degree Stipend: A manager who has a post-graduate degree shall receive a stipend added to their annual salary, as outlined in the Management Salary Schedule.

Effective July 1, 2014, managers who have earned a Master's degree will receive an annual stipend of \$1,200. Managers who have earned a Doctorate degree will receive an additional \$1,800 stipend. Verification of degree as

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indicated on an accredited college transcript is required.

Salary Placement

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- a. Initial placement on the salary schedule for employees new to the District will be based upon experience, quality of past performance, and District need. The ~~Deputy~~ Associate Superintendent, Chief Human Resources Official/designee will recommend appropriate placement to the Superintendent who retains final discretion. In general, salary placement for outside applicants will be determined using the following criteria:
 - Applicants without previous management experience will be placed at step 1 of the applicable salary range.
 - Applicants with previous experience in a like-position (as determined by Human Resources' staff) will receive one step advancement on the salary schedule for each year of verifiable experience, to a maximum of step 5.
 - Applicants with previous experience in management positions unrelated to the current assignment (as determined by Human Resources' staff) will receive one step advancement on the salary schedule for each year of verifiable experience, to a maximum of step 3.
 - b. Current staff members appointed to positions within a new higher salary range will have their placement in the new range determined by the ~~Deputy~~ Associate Superintendent, Chief Human Resources Official/designee. A minimum of five percent increase over the salary in the previous position, or step 5 in the new higher salary range, whichever is less, will be granted.
 - c. Requests for step advancement beyond initial placement are the responsibility of the employee. Any request for step advancement must be made in writing to the Human Resources Office and must be received within 30 days of the employee's date of hire or effective date in the new management position.
 - d. Management personnel rates of pay and days of service are listed in the approved salary schedule.
 - e. The Superintendent may authorize extended service for managers. Extended service days shall be compensated at the employee's regular daily rate of pay.
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Anniversary/Hire Dates

- a. For the purpose of salary step advancement, the anniversary date for all management personnel is July 1st. The employee must have served 75% of the previous work year to qualify for the advancement.
- b. Each management employee's hire date, for purposes of salary determination, is the first day of paid service rendered to Modesto City Schools in a management position, with the exception of determining longevity. As stated in the Longevity section above, longevity calculation is based on total years of continuous service regardless if the employee was serving in a management position.

Out-of-Class/Temporary Upgrade Pay

Management temporarily assigned to work in a higher classification shall be paid at a rate which is at least 5% above the manager's current rate. The rate of pay must fall within a range and step on the Management Salary Schedule consistent with the position the manager is temporarily working in. Out-of-Class/Temporary Upgrade Pay may be reportable to CalSTRS and CalPERS retirement as special compensation. Out-of-Class/Temporary Upgrade Pay is limited to no more than 120 days or 960 hours in any fiscal year (July 1st through June 30th).

Salary Payments

Management employees are paid monthly on the last working day of the month, except December, which is paid on the first business day after January 1st.

Travel/Management Expenses

In accordance with the Education Code, Board Policy, and Administrative Regulations, Modesto City Schools shall reimburse managers for expenses incurred in conducting the business of the District.

Professional Development

For the 2020-21 school year, the District shall pay the equivalent of .5% of a manager's annual base salary upon completion of six (6) hours of District-approved professional development. This professional development opportunity is voluntary and is exclusive of any other professional development for which compensation is paid. Participation in professional development as described herein shall not interfere with, or conflict with, the performance of a manager's duties and will be performed on each manager's own time and shall not conflict with any duties or obligations to the District. The District will provide the appropriate form that will require approval of the manager's supervisor. All hours must be completed and submitted by July 1, 2021. Continuation of the .5%

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professional development initiative beyond the 2020-21 school year will be reviewed annually and based on subsequent agreement as codified in a Letter of Agreement between the District and the MCS Managers group.

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HEALTH AND WELFAREDistrict Contribution

- The District contributes ~~\$278~~ \$583.34 per month, per eligible manager employed full-time (.75 FTE or more), towards the purchase of a health and welfare package from the District health care provider. Service in a temporary or substitute assignment shall not be included in the determination for eligibility for health and welfare benefits.

District managers who are married (or registered domestic partners) to a District employee will each be given their respective unit's negotiated amount per month, if they enroll in a District approved health insurance plan that includes both District employees.

- Effective with the Open Enrollment period for coverage in the 2021 benefit year (January 1 to December 31), each eligible employee shall be required to enroll in the District-selected medical health and welfare program. However, the District shall permit an eligible employee to opt out of the District's medical health and welfare program if the eligible employee can provide sufficient proof to the District of other group medical health insurance coverage. The term "other group medical health insurance coverage" shall not include Covered California or a Health Care Sharing Program.

An eligible employee who provides certification of other group medical health insurance may opt to have the District pay \$110.00 per month, cash in lieu. Such amount shall be prorated accordingly. Such payment shall be in lieu of medical health and welfare program coverage paid by the District and shall be initiated only following the employee's certification, on a form prescribed by the District, of alternative other group medical health insurance coverage. An employee hired on or after July 1, 2020 shall not be eligible to receive a cash in lieu benefit. An employee hired before July 1, 2020 and who currently is enrolled in a District-selected medical health and welfare program has until the end of the Open Enrollment period for coverage in the 2021 benefit year to opt out of the District's medical health and welfare program, and in accordance with this paragraph receive \$110.00 per month cash in lieu.

- In the event the cost of the health and welfare benefit ~~package~~ coverage (medical, dental, or vision) exceeds the District's contributions, each eligible manager shall be responsible for the additional cost and shall be subject to mandatory monthly payroll deductions to cover the difference between
- the actual cost of the manager's health and welfare ~~package~~ coverage and the District's
- contribution. In the event the cost of the District's medical health and welfare benefit coverage is less than the District's contribution, each eligible employee shall be allowed to use excess funds towards ancillary benefits.

- Except as provided above, an employee hired on or after January 1, 2021, may not opt out of medical coverage if required by the District's healthcare plan provider.

Effective January 1, 2021, the District shall pay for whole group basic term life and long-term disability insurance as part of the employee benefit package. The District shall have the authority to select the insurer for this benefit.

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Reference Letter of Agreement: *MCS Managers 2019-20 Compensation Package* approved by the Board of Education on August 17, 2020.

Additional Contribution/Cash in Lieu

~~Effective July 1, 2014, the District began contributing an additional \$110.00 per month toward benefits. An employee who is otherwise provided basic group medical coverage and is a full-time manager (.75 FTE or more) may opt to have the District pay \$110.00 per month, cash in lieu.~~

~~Such payment shall be in lieu of medical coverage paid by the District and shall be initiated only following the employee's certification of alternative coverage and the completion of the District's "Cash-In-Lieu of Medical Form." In order to continue the annual contribution from the District, the employee is required to annually recertify alternative coverage and submit the District's prescribed form.~~

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ABSENCES AND LEAVES

General Leave Policies

The Superintendent or his/her designee at any time may require supporting evidence, including documentation of stated reasons for leave. Such evidence shall be provided by the employee within a reasonable time. False statements related thereto shall be grounds for withholding leave benefits and for such disciplinary action as the Superintendent or his/her designee deems appropriate.

→ An employee returning from a leave of absence shall provide to the ~~Deputy~~ Associate Superintendent, ~~Chief Human Resources Official~~/designee written notice of return. If the leave of absence is for medical reasons, the employee shall submit a "Physician's Return to Work Statement" to the Human Resources Office prior to returning to work.

The Superintendent or his/her designee may require a medical examination at District expense to confirm fitness to resume duties by District-chosen medical practitioner in order to determine if the employee is fit to return to work or, if currently working, is fit to continue working.

Except for unforeseen conditions beyond the control of the employee which prevent timely return to work, an employee who fails to return to work at the expiration of approved leave shall be deemed to be absent without justification and subject to disciplinary action.

A good-faith effort will be made to return management personnel to a comparable position.

Time Limit

No leave, except Military Leave, may be approved beyond June 30 of any school year. In case a leave might require absence in two different school years, an extension of said leave may occur.

Effect on Progressive Salary Advancement

Time spent on the following leaves counts as part of the service required for progressive salary advancement:

- All paid leaves
- Exchange leaves
- Federal Grant leaves
- Military leaves
- Legislative leaves

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- Community Service leaves
- Sabbatical leaves

Time spent on other types of leaves does not count toward progressive salary advancement.

Leave Credit and Payment for Part-time Management Personnel

In the case of employees who work less than a full-time basis, the accumulation of leave credit and the payment of salary shall not exceed the pro rata share of full leave credit or salary payment, unless expressly provided otherwise in this salary policy. For part-time employees, "full salary" means the salary to which the employee would normally be entitled, but no part-time employee shall receive leave credit or salary for days on which the employee would not be required to work.

Sick Leave

All management personnel are eligible to receive sick leave. Compensation shall be at full salary, to the extent of manager's available sick leave.

Provisions:

- (1) Full-time employees (222 responsibility days) shall receive twelve (12) days of sick leave yearly. Employees serving less than 222 days shall earn a proportionate number of days.
- (2) Failure to give adequate notice of absence or intent to return to duty after such absence shall be grounds for disciplinary action.
- (3) Before the employee is eligible to return to work, the Superintendent or his/her designee may require a medical examination by a medical practitioner designated by the Superintendent or his/her designee to confirm fitness of the employee to resume duties.
- (4) Falsification of information is grounds for disciplinary action. The employee shall be notified upon his/her return when an absence is questioned. If the immediate supervisor has evidence that the employee has falsified the stated reason for absence, the employee may be required to respond to such evidence. This does not preclude discussion between the immediate supervisor and the employee concerning the stated reasons for absence.
- (5) Unused sick leave will be carried forward.

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Differential Pay

Certificated managers that exhaust sick leave shall have an amount deducted from their per diem rate that corresponds with the certificated non-management substitute rate. The substitute rate deducted from a certificated manager on differential will be the same as certificated non- management; sub rates are listed in the certificated salary schedule.

Classified and Confidential managers that exhaust sick leave shall have an amount deducted from their per diem rate that corresponds with the classified non-management deduction. The deduction for classified and confidential managers will be the same as classified non- management: 50% of their per diem rate of pay shall be deducted.

Donation of Sick Leave

→ Management employees will be able to donate up to five (5) days of sick leave to other managers who are determined to be critically ill or are suffering from an illness that could prove terminal, once the ill employee has exhausted all sick leave. It is understood that the donation of sick leave days is a donation to another employee and will not be repaid. Unused sick leave will be returned to the donor. The donation of sick leave will be on a day-by-day basis without regard to classification or salary. A spouse, child, sibling or parent of the employee is not limited to the 5-day limit.

Catastrophic Leave - Child, Parent or Spouse

All management personnel are eligible to take catastrophic leave. Compensation shall be at full salary, to the extent of manager's available full-pay sick leave.

Provisions:

- (1) A Catastrophic Leave of Absence may be granted an employee for catastrophic conditions that require an employee to be absent to care for the employee's child, parent or spouse.
- (2) Absence for this type of leave shall be charged, at the election of the employee, against accumulated sick leave without loss of pay.
- (3) The District shall require that the employee submit a "Request for Leave of Absence" form (MCS-2) and a "Physician's Certification of Catastrophic Condition" form. The certification shall be issued by the health care provider of the individual requiring care. That certification shall be sufficient if it includes all of the following:
 - a) The date on which the catastrophic condition commenced.

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- b) An estimate of the amount of time that the health care provider believes the individual will require care.
- c) A statement that a catastrophic condition warrants the participation of the employee to provide care during a period of treatment or supervision of the individual requiring care.
- (4) Upon expiration of the time estimate by the health care provider on the original certification, the District may require the employee to obtain recertification in accordance with the procedure provided above if additional leave is required.
- (5) If an employee fails to submit the leave of absence form, physician's certification or physician's recertification, the employee shall be docked their full daily rate of pay for the number of days absent.
- (6) Leave provided for pursuant to this section may be taken in one or more periods but shall not exceed employee's accumulated full-pay sick leave.

Other Types of Leaves Available to Managers

In regard to other leaves of absence, all managers shall be granted the same rights as certificated and classified employees of the District.

In addition to sick leave and catastrophic leave as outlined above, the following types of leave are also available to all managers, unless designated as Certificated or Classified:

- Absence in Excess of Earned Sick Leave (Certificated)
- Additional Leave for Non-Industrial Accident or Illness (Classified)
- Bereavement Leave
- Child Care Leave
- Community Service Leave
- Extended Leave of Absence for Illness (Classified)
- Family Care Leave
- Family Care Leave for the Families of Covered Service Members
- Industrial Accident or Industrial Illness Leave
- Jury Duty
- Leave to Participate in Activities at Child's School or Licensed Day Care Facility
- Legislative Leave (Certificated)
- Long Term Illness Leave (Certificated)
- Military Leave
- Organization Leave (Certificated)
- Peace corps/Americorps Leave (Certificated)

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- Personal Leave
- Personal Necessity Leave
- Personal Partial-Paid Leave
- Pregnancy Disability Leave
- Sabbatical Leave (Certificated)
- Study or Retraining Leave (Classified)
- Teacher Corps Leave (Certificated)

For specific details and provisions of the leaves listed above, certificated managers follow the MTA Collective Bargaining Agreement and classified/confidential managers follow the CSEA Collective Bargaining Agreement.

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EVALUATION OF MANAGEMENT PERSONNEL

Purpose of Evaluation

The personnel evaluation procedures of the District are intended to identify, reinforce, and improve skills and attitudes that result in the achievement of District goals. The evaluation plan shall:

- a. Establish procedures by which the goals of the District can be translated into goals for effective performance by certificated/classified management and confidential personnel.
- b. Involve certificated/classified management and confidential personnel in the planning of defined goals.
- c. Establish a performance evaluation plan in which the standards or results by which individual accomplishment shall be assessed are determined prior to evaluation.
- d. Provide procedures to:
 - (1) Identify and commend effective performance.
 - (2) Counsel and assist certificated/classified management and confidential personnel to improve performance.

Evaluation Procedures

- a. Performance will be measured in part on the basis of the responsibilities listed for the specified position held. Four goals will be mutually determined by the evaluator and the evaluatee. In the event of disagreement, the evaluatee may appeal to the next higher level supervisor for resolution.
- b. The method of assessment will be mutually determined by the evaluator and the evaluatee. In the event of disagreement the evaluatee may appeal to the next higher level supervisor for resolution.
- c. Overall performance ratings are based on current year goals and the "~~Leadership/Management Assessment.~~" evaluation tool applicable to the respective manager. Effective for the 2021-22 school year, the evaluation tool used for specific managers will be as follows:

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- • School site certificated administrators will be evaluated using the *MCS Site Administration Evaluation* form and process as described in the *Site Administrator Evaluation Handbook*.
- Senior Directors, School Leadership who supervise school site administrators will be evaluated using the *MCS Principal Supervisor* form and process as described in the *Principal Supervisor Evaluation Handbook*.
- All other District managers will be evaluated using the *MCS Leadership Competency Performance Evaluation* form and process.

- d. **A mid-year evaluation will occur and indicate, at minimum, if the overall performance is standard or below standard.** Except for challenges in scheduling, leaves of absence, and/or other unique circumstances, the expectation and goal is for the mid-year evaluation to be completed by January 31st of each school year.
- e. The District endeavors to support the growth and development of leadership and management skills of managers in MCS, and to provide clear feedback for managers not meeting performance expectations. Managers identified as below standard or ineffective in performance standards or competencies may be placed on a performance improvement plan. The plan will clearly identify areas of deficiency and steps and strategies required to improve performance and meet expectations.

Evaluation Schedule

→ The goal of the evaluation process for managers is to provide for ongoing and continuous engagement and feedback on performance between the manager and direct supervisor, maintain consistent focus on establishing and making progress on performance goals, and ultimately to build the capacity of the MCS management team to support continuous growth and development toward high-functioning leadership for the District. Effective the 2021-22 school year, the District will pilot the use of the *Management Leadership Competency Performance Evaluation* forms and process for all non-site based managers. This tool will replace the *Certificated and Classified Management Leadership/Management Assessment* forms. Managers who are not scheduled for formal evaluation in 2021-22 due to being on an every other year cycle per the language below will be evaluated during the pilot year using the *Management Leadership Competency Performance Evaluation* tool; however, the final evaluation will not be inserted into the manager's personnel file. The intent is to gain familiarity and experience using the new evaluation tool.

Certificated Management Personnel

- **Certificated management personnel will be evaluated annually unless their previous two evaluations in their current position were both "above standard" or one "above standard" and one "good."**

Bold Black Underline = MCS Language

Bold Red = CSBA Language

Regular Black = Common Language

→ Denotes changes being suggested

- Certificated management personnel that received either two "above standard" or one "above standard" and one "good," will be placed on an every-other-year evaluation schedule. If the certificated manager fails to meet the two "above standard," or one "above standard" and one "good" rating, for the most recent two evaluations, the employee will return to an annual evaluation schedule.

Classified Management/Confidential Personnel

- Classified management/confidential personnel shall be evaluated annually until they have completed their third year as a District manager/confidential employee. If their third year evaluation has a performance rating of "standard," "good" or "above standard," then the classified manager/confidential employee will be evaluated on an every-other-year basis.
- Classified management/confidential personnel will remain on an every-other-year schedule as long as the year's overall rating remains "standard," "good" or "above standard."
- If a classified manager/confidential employee is promoted to a higher level, the employee will be evaluated the first year in the new position and if their rating is "standard," "good" or "above standard," then they will remain on an every-other-year evaluation cycle.
- If a classified management/confidential employee's performance rating is "below standard," that employee will be evaluated every year until they have two successful years with performance ratings as "standard," "good" or "above standard."

Completion Dates

The evaluator and evaluatee will complete the initial consultation within 30 days after assignment begins.

June 30 - By this date, the final completed evaluation form shall be transmitted to the evaluatee.

July 29 - If the evaluation transmitted to the evaluatee by June 30 has not already been reviewed with the evaluatee, the evaluator will meet with the evaluatee on or before this date and discuss the evaluation.

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