



# **SONORA UNION HIGH SCHOOL DISTRICT**

## **CONFIDENTIAL EMPLOYEE**

### **HANDBOOK**

**2022/23 – 2023/24**

**Board Adopted: 06/12/2023**

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## **PREAMBLE**

The Board of Trustees recognizes that Confidential employees provide important support services to the management team. The employees in this class are designated “Confidential” in accordance with Government Code 3540.1.C. “Confidential employee” means an employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.”

## **BOARD RESOLUTION**

### **CONFIDENTIAL EMPLOYEES**

**WHEREAS** Confidential employees are agents of the Governing Board who stand ready to uphold the best interests of the school system and the children and community it serves, and

**WHEREAS** Confidential employees, who are excluded from bargaining with the employer, should have a separate body of policies specifically designed to fit their working conditions.

**THEREFORE BE IT RESOLVED** that the Governing Board hereby established Confidential employee positions for the purpose of fulfilling its legal responsibility.

#### **CONFIDENTIAL EMPLOYEE POSITIONS:**

Administrative Assistant to the Superintendent  
Business Specialist I  
Business Specialist II  
Business Specialist III  
Technology Systems Specialist

# 1. Health and Welfare Benefits

## 1.1 Tax Sheltered Annuities

Each Confidential employee of the District shall be given the opportunity of effecting a reduction in the salary paid to the Confidential employee through purchase of a District-approved tax-sheltered annuity.

## 1.2 Insurance

As of July 1, 2023, the District contribution for health, dental and vision insurance for Confidential employees and their dependents is \$9,240 annually (\$770.00 monthly) for each full-time employee; any balance remaining from the benefit cap shall be reimbursed to the employee where applicable.

For purposes of determining District responsibility for premium payments for insurance, eight (8) hours/day shall be used as a full-time equivalent. All Confidential employees working less than 8 hours/day will have District provided health and dental insurance available on a pro-rated basis.

Retired Confidential employees, who are not eligible for early retirement benefits, may elect to continue on the District's health insurance plan contingent upon carrier approval. All retirees taking this option shall assume responsibility for premium cost.

Employees on leave without pay may continue their health benefits coverage at their own expense during the period of the leave.

## 1.3 Retirement Program

Employees will receive district paid support toward a health insurance program.

A retiree may purchase his/her own insurance and receive cash reimbursement for the premiums not to exceed the amount of the cap. Proof of insurance is to be provided to the District by September 1<sup>st</sup> annually in order to continue to receive the cap as defined below. If the retiree chooses to drop their other coverage, this benefit will immediately end.

If a retiree is covered by another policy he/she may elect to receive 100% of the cap in cash. Proof of insurance is to be provided to the District upon retirement.

The retirement benefit allowance will be paid from the time the employee retires until the retiree reaches age 65, becomes eligible for Medicare or receives benefits for a maximum of eight (8) years, whichever comes first. These benefits may be pro-rated in order to extend the years of coverage not to exceed the maximum dollar amount provided for in Section 1.2.

If retiree's death precedes his/her spouse/dependents, the retirement benefit will be provided his/her spouse/dependents for the duration of the Retirement Agreement in place at the time of death, or until spouse/dependents reaches age 65 or becomes eligible for Medicare, whichever comes first. Should the retiree's death, or the death of an employee otherwise eligible to retire, precede that of his/her dependents (spouse or registered domestic partner and children defined as "eligible for coverage" by the current health insurance carrier), the retirement benefit provided to those eligible dependents will continue for the remainder of that member's eligibility period, unless one of the following occurs first:

- a) The spouse or registered domestic partner reaches age 65, becomes eligible for Medicare or,
- b) In the event that the Confidential employee has no spouse/registered domestic partner at the time of his/her death, until the youngest dependent child loses eligibility.

Full-time Confidential employees who meet the criteria stated below are eligible to receive vision, dental and medical insurance up to the maximum District contribution (CAP). Confidential employees who work less than full-time, but otherwise fulfill all criteria stated below, will receive a pro-rata share of the early retirement benefit. As defined in Section 1.2 of this handbook.

Dependent coverage will be available subject to the rules of the coverage provider.

Changing plans will be subject to the rules of the coverage provider.

Once the retiree is eligible for Medicare, the retiree may continue the selected supplemental health plans directly through the District's insurance provider.

**Criteria shall be as follows:**

- a) Employees must have provided 15 ~~years~~ continuous years of service to the District prior to retirement.
- b) Employees must be an active employee at the time of retirement, eligible for retirement, and must file for retirement benefits with PERS.
- c) Notice must be given to the District of the employee's intention to retire at least two months prior to the last day of work.
- d) Nothing in this section shall prohibit the District from granting early retirement incentives with any Confidential employee whose situation does not fall within these provisions.

## **1.4 Tuberculosis Screening**

The tuberculosis screening and/or physical required for initial employment shall be at the expense of the District. The cost of subsequent examinations required by the District shall be the financial responsibility of the District.

## **2. Leave Policies**

For purposes of this section, members of the immediate family are interpreted as:

- child (biological, adoptive, foster, step, legal ward, or to whom employee stands in loco parentis), regardless of age or dependency status;
- parent (biological, adoptive, foster, step, legal guardian, or person who stood in loco parentis when employee was a minor) of the employee or the employee's spouse/registered domestic partner;
- spouse or registered domestic partner;
- grandparent;
- grandchild;
- sibling;
- daughter-in-law, son-in-law, brother-in-law, sister-in-law;
- step brother, step sister;
- aunt, uncle, niece, nephew;
- any relative living in the immediate household of the employee unless otherwise defined.

### **2.1 Sick Leave**

A Confidential employee shall be granted twelve (12) days of leave of absence for illness, quarantine, or injury, exclusive of all days he/she is not required to render service to the District, with full pay for a fiscal year of service. A Confidential employee who is employed for less than a full fiscal year of service is entitled to one day a month leave of absence for illness, quarantine, or injury. Example: 12 month employee earns 12 days; 10 month employee earns 10 days.

Any sick leave not used in any year under this section shall be accumulated from year to year.

The District will provide to each Confidential employee at the beginning of each school

year a notice of accrued sick leave plus additional days for the ensuing school year. Updated balances will be included each month with employee paycheck.

Upon termination, any days taken in excess of sick leave benefits (including the 5 month extended sick leave benefits) shall require the Confidential employee's salary to be adjusted, or with the permission of the District, the Confidential employee may use any accumulated vacation time. There will be no cash reimbursement for unused accumulated sick leave.

A Confidential employee shall contact his/her supervisor as soon as the need to be absent is known.

Sick leave may be used for diagnosis, care, or treatment of an existing health condition or preventative care for an employee or an employee's immediate family member. Sick leave may also be used by an employee who is a victim of domestic violence, sexual assault, or stalking; or for any other purpose required by federal or state law.

Certification from a physician may be required when an illness exceeds five (5) consecutive work days. In the event of suspected abuse of sick leave, the District may request a doctor's verification at any time.

All personnel joining this District will be authorized to transfer accumulated sick leave credit from the previously employing public school agency if prior service was for twelve months or more. Employment must have been accepted within one (1) year of his/her termination from the other district or public school agency.

## **2.2 Industrial Accident and Illness Leave**

A Confidential employee shall be entitled to an industrial accident illness leave of absence, not to exceed sixty (60) working days in any one fiscal year for the same accident.

A Confidential employee absent from his/her duties as a result of an industrial accident or illness shall be paid such portion of the salary due him/her for any month in which the absence occurs as when added to his/her temporary disability indemnity will result in a payment to him/her of not more than his/her full salary. The District shall issue the employee's salary and shall deduct normal deductions excluding retirement on the workers' compensation portion.

Upon termination of the industrial accident or illness leave, a Confidential employee shall be entitled to the sick leave benefits provided under Sick Leave and for this purpose, his/her absence shall be deemed to have commenced on the date of termination of the Industrial Accident Leave. It shall be noted, however, that the five-month period for extended illness begins on the first date of absence for industrial accident or illness leave.

Provided the Confidential employee continues to receive temporary disability indemnity, after 60 working days, he/she is entitled to take only as much of his/her accumulated sick leave which when added to his/her temporary disability indemnity, will result in a payment to him/her of not more than his/her full salary.

A Confidential employee receiving the benefits of such leave shall, during the periods of injury or illness, remain within the State of California unless otherwise authorized by the Governing Board.

In the case of Confidential employees, when all available leaves of absence, paid or unpaid, have been exhausted, and if the Confidential employee is not medically able to assume the duties of his/her position, he/she, if not placed in another position shall be terminated and placed on a re-employment list for a period of 39 months, and shall be employed in a vacant position in the class of his/her previous assignment, over all other available candidates if he/she meets necessary qualifications of the job, except for a re-employment list established because of lack of work or funds in which he/she shall be listed in accordance with seniority regulations. A Confidential employee who has been placed on a re-employment list, as provided herein, and who has notified the District of a medical release for return to duty, and who fails to accept an appropriate assignment, shall be removed from the re-employment list. It shall be the responsibility of the Confidential employee to consult with the Business Office on a regular basis for possible job openings.

### **2.3 Pregnancy, Paternity and Adoptive Parent Leave**

Seven (7) days' leave, without loss of salary, will be granted out of sick leave to Confidential employees when the birth or adoption of a child necessitates the Confidential employee being absent from his/her work assignment. The leave may be taken before, during or within a reasonably immediate period following the child's birth; or, in the case of adoptive parenthood, the arrival of the child in the home.

### **2.4 Extended Illness Leave**

A permanent Confidential employee shall be entitled to extended illness leave after accumulated sick leave, vacation, and compensatory time have been exhausted, for a period not to exceed five (5) months (whether or not the absence arises out of or in the course of employment). The 5-month period shall begin on the first day of absence. In the event a Confidential employee utilized his/her allotment of fully paid sick leave, he/she shall receive the difference between his/her salary and the amount actually paid to a substitute for an extended illness (Education Code 45196).

If the Confidential employee's leave continues for more than six (6) weeks, the Confidential employee's physician may be required to present a medical explanation for the extended leave on a form provided by the District. If the explanation is questionable in the opinion of the District, the District, at its expense, may require a second physical examination of the Confidential employee by a physician other than an associate of the original certifying physician whether or not he/she continues to be eligible for leave. In the event of conflicting medical opinions, employee may seek a third opinion. The expense of the third opinion will be shared equally between the District and the employee. The doctor providing the third opinion must not be an associate of either of the other doctors. Two out of three opinions will be controlling.



A medical release may be required of a Confidential employee on extended illness leave by the District prior to being permitted to return to work.

## **2.5 Family Leave**

Family and Medical Leave Act (FMLA) – FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for their employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances. Unpaid leave must be granted for *any* of the following reasons:

- a) For the birth and care of the newborn child of the employee;
- b) For placement with the employee of a son/daughter for adoption or foster care;
- c) To care for an immediate family member (spouse, child, or parent) with a serious health condition; or to take medical leave when the employee is unable to work because of a serious health condition.

California Family Rights Act (CFRA) – To be eligible for unpaid CFRA leave, an employee must have more than 12 months of service with the employer and have worked at least 1,250 hours for that employer in the 12-month period before the leave begins. Leave may be taken for the following reasons:

- a) For the birth and care of the newborn child of the employee;
- b) For placement with the employee of a son/daughter for adoption or foster care;
- c) To care for an immediate family member (spouse, child, or parent) with a serious health condition; or to take medical leave when the employee is unable to work because of a serious health condition.

In addition to the family care and medical leave requirements of the CFRA, employers of five or more persons have additional obligations to provide Pregnancy Disability Leave (PDL). An employee disabled by pregnancy is entitled to up to four months disability leave. For example, an employee could take four months pregnancy disability leave for her disability, and 12 weeks CFRA leave to care for and bond with the baby.

In general FMLA and CFRA leaves run concurrently from first day of absence with paid leaves. If PDL leave is involved, PDL and FMLA leave would run concurrently from first day of absence. CFRA leave would run consecutively, after the birth of the child.

Child Bonding Leave – Assembly Bill (AB) 2393 allows employees on Maternity/Paternity Leave under CFRA (Calif. Family Rights Act) to receive 50% pay rule (differential pay) for

up to 12 weeks for “bonding leave” for the birth or placement of a child in connection with adoption or foster care.

To be eligible for this paid leave, an employee must have worked the previous 12 months (regardless of hours worked) and must first exhaust all available sick leave. This leave runs concurrently with parental leave granted under CFRA. An employee who elects not to exhaust sick leave during the bonding leave is ineligible for the differential pay.

An employee is only provided one 12-week 50% pay rule period per maternity/paternity leave. If a school year ends before the 12-week period is exhausted, the employee may take the balance of the 12-week period in the subsequent school year.

A bonding leave need not be taken in one continuous period. Under CFRA regulations, the minimum duration of leave is two weeks; however, employers must grant requests of less than two weeks on two occasions and may grant additional requests for leaves lasting less than two weeks. Any leave taken must be concluded within one year of the birth or placement of the child.

## **2.6 Personal Necessity Leave**

Up to seven (7) days of absence earned for sick leave may be used by the employee, at his/her election, in case of personal necessity on the following basis:

- 2.6.1 The death of a member of the employee's immediate family or household when additional leave is required beyond that provided under Bereavement Leave of this Article.
- 2.6.2 As a result of an accident involving an employee's person or property or the person or property of his/her immediate family or household.
- 2.6.3 When resulting from an appearance in any court or before any administrative tribunal as a litigant, party or witness.
- 2.6.4 The personal business must be of such a nature that it could not be handled during off-duty hours.
- 2.6.5 Employees may use up to four (4) days of personal necessity leave as Discretionary Leave without further explanation.
- 2.6.6 Such "Other Personal Necessity" may be approved by the Superintendent.
- 2.6.7 Any days of leave taken under this section shall be deducted from sick leave.

## **2.7 Bereavement Leave**

The District agrees to grant necessary leave of absence with pay at the Confidential employee's regular rate not to exceed three (3) work days per death of an immediate family member. If the employee is required to travel more than 300 miles or out of state on

account of the death of an immediate family member they will be granted two (2) additional days of Bereavement Leave. Bereavement Leave must be used within one year of the date of death. These days are not required to be consecutive.

Bereavement leave does not affect accumulated sick leave. Bereavement leave is not cumulative.

## **2.8 Catastrophic Illness Leave**

Confidential employees may participate in the Catastrophic Leave program as detailed in Administrative Regulation 4261.9.

## **2.9 Jury Duty**

Confidential employees shall be entitled to leave without loss of pay for any time the employee is required to perform jury duty. The District shall pay the employee his/her regular rate of pay subject to the forfeiture of jury duty allowance excluding meals, mileage, and/or parking allowance. If released early, the employee will contact his/her supervisor or designee to determine if the employee needs to complete his/her regular work duty for the remainder of his/her shift or be released without use of accrued leave.

## **2.10 Military Leave**

Confidential employees shall be granted any military leave to which they are entitled under law. Employees shall be required to request military leaves in writing and, upon request, to supply the District with "orders" and status reports.

# **3. Evaluation**

## **3.1 Procedures**

The evaluation and recommendation of the Confidential employee is the responsibility of his/her supervisor.

Every Confidential employee will be evaluated in writing on a standard evaluation form provided by the District Office.

Initial placement is probationary for a period of not more than one hundred thirty (130) days or six (6) months, whichever is longer from the date of hire. Probationary Confidential members will be evaluated by the employee's immediate supervisor. Recommendation for permanency will be made on the basis of that evaluation.

All other Confidential employees will have a formal evaluation every year no later than

June 30. Any evaluation shall include recommendations for any necessary improvements and provisions for assisting the employee in implementing any recommendations made.

A supplement to the evaluation may be submitted in cases where recommendations or problem areas have arisen.

The following procedures shall be utilized in giving a Notice of Unsatisfactory Work to a Confidential employee:

Such notice shall state the date, incident or incidents showing cause and must be signed by the Confidential employee and immediate supervisor, or witnesses as to the refusal of the Confidential employee to sign the notice. The notice shall become a part of the Confidential employee's personnel file and a copy shall be forwarded to the Superintendent.

## **4. Discipline**

Reasonable disciplinary action as contained in this article may be imposed for just cause only.

Except in extreme cases, the District shall utilize a "progressive improvement" procedure which shall include one or more of the following responses: 1) oral warning(s), 2) conferences with written memorandum of summary, 3) reprimand(s) in written form with the employee having the right to respond in writing and have such response attached to the original reprimand, and 4) suspension with or without pay.

## **5. Salary Placement Advancement and Adjustment**

### **5.1 Salary Schedule Placement**

The salary schedule is uniform for all Confidential employees. Salary ranges for all classes of positions are established by the District. Entering salaries are always on the first step of the salary range, except when credit for prior commensurate experience is granted.

Initial placement is probationary for a period of not more than 130 days or six (6) months whichever is longer from the date of hire. Upon the successful completion of a twelve (12) month period, the employee will advance to the next step of the salary schedule.

- a) Once an employee has successfully completed a probationary period and advanced on the salary schedule, the employee shall advance annually on the first day of his/her anniversary month to the next highest step on the salary schedule that will result in an increase. An employee may not advance more than two (2) steps in a twelve (12) month period in the same classification.

- b) If a Confidential employee is unsuccessful at a new classification and if he/she is reassigned to another position in the same or lower classification than the one held previously, he/she shall retain his/her salary classification at the time before he/she was selected for advancement regardless whether his/her reassignment is equal or of lower salary.

## **5.2 Pay Period**

A pay period consists of one (1) full month, including holidays and vacations. Payment will be made on the last working day of the month of the Tuolumne County Superintendent of Schools Office.

## **5.3 Mileage**

Any employee required and directed to use his/her vehicle on District business shall be reimbursed at the IRS Allowable Rate. The employee will receive his/her mileage reimbursement separately from his/her payroll warrant.

## **5.4 Reclassification**

A Confidential employee may request a review of his/her position if significant changes have occurred that require a greater level of expertise and competency in their assignment. Written documentation supporting reasons for the review will be developed and signed by the employee and presented to the immediate supervisor no later than February 1 of each year.

The supervisor attaches an opinion memorandum based on criteria noted above and forwards the opinion and the employee's request to the Superintendent.

The Superintendent forms a three-member committee consisting of two administrators and one member of the Confidential staff.

The committee meets with the employee and his/her supervisor to review the request. The findings and recommendation of the committee will be submitted to the Superintendent. The committee's recommendation shall be supported by no less than a two to one vote of the committee members.

# **6. Working Conditions**

## **6.1 Work Year**

The number of paid days in a fiscal year shall be 260 – 244 work days and 16 holidays. In those years when the school calendar days exceed 244 days, those days in excess of 244

will be considered non-contract days to be used at the discretion of the Confidential employee and approval of the supervisor.

Non-contract days 1) do not convert to paid sick leave, vacation, or compensatory time, 2) cannot be carried over to the following school year, and 3) are not paid in lieu of time off. The Confidential employee will secure advance approval for a non-contract day from his/her supervisor or designee.

## **6.2 Work Week**

The District shall establish the Confidential employee work week as being 40 hours of work served over a seven (7) day period. The Board shall designate the normal work week as being eight (8) hours per day, Monday through Friday. Alternate schedules shall be approved by the superintendent or his/her designee. In exceptional circumstances, the District may assign employees to nonconsecutive work days at any time during a seven (7) day period when necessary.

## **6.3 Work Day**

The length of the work day, exclusive of the lunch period, shall be established by the District relative to the needs of the District.

The lunch period shall be established with the approval of the supervisor and shall not be less than thirty (30), nor more than sixty (60) minutes, when the work period is at least five (5) hours.

An opportunity shall be provided for a fifteen (15) minute break during a work block of at least four (4) hours.

## **6.4 Salary Deductions for Absence**

Employees absent from work without authorization shall incur loss of pay for that period of time and shall be subject to disciplinary action.

## **6.5 Overtime**

A Confidential employee may only be compensated for overtime when it is authorized in advance by the District. Overtime will be compensated on a time and one-half basis for any time required to be worked in excess of eight hours in any one day or in excess of 40 hours in any calendar week.

Payment for overtime may be taken in the form of compensatory time off at the discretion of the employee and approval of the supervisor. Scheduling this compensatory time off is subject to the prior approval of the immediate supervisor.

Any Confidential employee requested by the District to return to work during off-duty hours shall be compensated for at least two (2) hours of work regardless of actual hours of required work. Call back time shall begin at the time the employee leaves his/her home until the time he/she returns home in lieu of mileage claims. When Confidential employees are required to work on paid holidays, they shall be paid or given compensatory time off for such work in addition to the regular pay received for holiday, at the rate of time and one-half the regular rate of pay.

If compensatory time is elected, it must be taken at approved times, but not later than twelve (12) calendar months from when it was earned. If a Confidential employee is unable to take such compensatory time at the end of said twelve (12) months, then he/she shall be paid for all hours still outstanding.

## **6.6 Part-time Confidential Employees**

As required to meet District needs, part-time Confidential employees shall make themselves available for additional work hours when requested by their supervisor whenever possible.

Any additional hours worked by the part-time Confidential employee must be authorized in advance by the District and be compensated on the basis of the regular hourly rate or compensatory time off. Scheduling of this compensatory time must have prior approval by the District.

# **7. Vacation**

Vacation time shall be earned and accumulated on a monthly basis in accordance with the schedule listed at the end of this section.

## **7.1 Vacation Carry-over**

If for any reason an employee is not able to take all or any part of his/her annual vacation, at the option of the District, the amount accumulated shall not exceed ten (10) days (80 hours) and will be taken no later than the end of the following fiscal year or be paid for in cash. Any vacation to be carried over must be approved by the Superintendent or designee in advance.

## **7.2 Vacation Pay Upon Termination**

When an employee is terminated for any reason, he/she shall be entitled to all vacation pay earned and accumulated up to and including the effective date of the termination.

### **7.3 Interruption of Vacation**

An employee shall be permitted to interrupt or terminate vacation leave in order to begin another type of paid leave provided the employee supplies notice and supporting information regarding the basis for such interruption or termination to the District.

### **7.4 Holidays During Vacation**

An employee shall be paid for the holiday in lieu of vacation for each holiday falling within that period of his/her scheduled vacation.

### **7.5 Vacation Scheduling**

Vacations shall be scheduled at times requested by employees so far as possible within the District's work requirements. The District retains control of the schedule. If there is any conflict between employees who are working on the same or similar operations as to when vacations shall be taken, the employee with the greatest seniority shall be given his/her preference.

#### **Vacation Schedule For Confidential Employees**

Each Confidential employee of the District shall earn vacation benefits at the regular rate of pay earned at the time the vacation is commenced or paid off as follows:

After 1 through 3 years of consecutive service, Confidential employees will be entitled to a maximum of twelve (12) working days of paid vacation per year (based on 0.046154 hours of vacation per hour in paid status, not including overtime).

At the beginning of year 4 of consecutive service, Confidential employees will be entitled to a maximum of fifteen (15) working days of paid vacation per year (based on 0.0577 hours of vacation per hour in paid status, not including overtime).

At the beginning of 10 years of consecutive service, Confidential employees will be entitled to a maximum of twenty (20) working days of paid vacation per year (based on 0.0769 hours of vacation per hour in paid status, not including overtime).

Vacation with pay benefits shall be provided on a pro-rata basis for employees classified as less than full-time.

## **8. Holidays**

### **8.1 Scheduled Holidays**

The District provides all Confidential employees with the following paid holidays:



1. Independence Day - July 4
2. Labor Day - First Monday in September
3. Veteran's Day - November 11
4. Admission Day - Wednesday before Thanksgiving
5. Thanksgiving Day - the Thursday proclaimed by the President
6. Friday after Thanksgiving
7. Christmas Eve - December 24
8. Christmas Day - December 25
9. New Year's Eve - December 31
10. New Year's Day - January 1
11. Martin Luther King Day - as determined by the Board
12. Lincoln's Day - as determined by the Board
13. President's Day - as determined by the Board
14. Memorial Day - Last Monday in May
15. Juneteenth National Independence Day - June 19
16. One Floating Holiday (in lieu of Friday of Spring Break)

## **8.2 Additional Holidays**

Every day declared by the President or Governor of this State as a public fast, mourning, thanksgiving, or holiday, or any day declared a holiday by the Governing Board under Education Code Sections 37221, 37222, or 1318 or their successors that results in a non-student day, shall be a paid holiday for all Confidential employees.

## **8.3 Holidays on Saturday or Sunday**

When a holiday falls on a Saturday, the preceding workday not a holiday shall be deemed to be that holiday. When a holiday falls on a Sunday, the following workday not a holiday shall be deemed to be that holiday. The operation of this section shall not cause any employee to lose any of the holidays clearly indicated in this article.

## **8.4 Holiday Eligibility**

During an employee's annual work calendar, an employee must be in paid status on the

working day immediately preceding or succeeding the holiday to be paid for the holiday, except as otherwise provided in this Article.

## **9. Complaints Regarding Confidential Personnel**

The Board of Education recognizes the need of proper procedures and channels for complaints regarding district personnel on which action is requested. The Board does understand the importance for timely and proper communication with procedures to hear complaints. Such complaints will be addressed in accordance with *Board Policy / Administrative Regulation 1312.1 Community Relations: Complaints Concerning District Employees*.

# **Appendix A**

## **Salary Schedules**

**SONORA UNION HIGH SCHOOL DISTRICT**  
 2023-24 Classified Confidential Salary Schedule  
 5.50% COLA

RANGE	CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 7	STEP 9	STEP 11	STEP 13	STEP 15	STEP 17	STEP 19	STEP 21	STEP 23	STEP 25	STEP 27	STEP 29
1	Business Specialist I	\$ 22.26	\$23.37	\$24.54	\$25.77	\$27.06	\$27.47	\$27.88	\$28.30	\$28.72	\$29.15	\$29.59	\$30.03	\$30.48	\$30.94	\$31.40	\$31.87	\$32.35
2	Business Specialist II	\$ 23.38	\$24.55	\$25.78	\$27.07	\$28.42	\$28.85	\$29.28	\$29.72	\$30.17	\$30.62	\$31.08	\$31.55	\$32.02	\$32.50	\$32.99	\$33.48	\$33.98
3		\$ 26.88	\$28.22	\$29.64	\$31.12	\$32.68	\$33.17	\$33.67	\$34.18	\$34.69	\$35.21	\$35.74	\$36.28	\$36.82	\$37.37	\$37.93	\$38.50	\$39.08
4	Admin Assist to Superintendent Business Specialist III Technology Systems Specialist	\$ 29.57	\$31.05	\$32.61	\$34.25	\$35.96	\$36.50	\$37.05	\$37.61	\$38.17	\$38.74	\$39.32	\$39.91	\$40.51	\$41.12	\$41.74	\$42.37	\$43.01

5% Between Steps 1-5

1.5% Between Steps 6-29

Annual Salary based on 2,080 hours (260 days x 8 hours)

Effective Date: July 1, 2023

Board Approved: June 12, 2023