

COMPENSATION FOR CLASSIFIED MANAGEMENT EMPLOYEES

Educational Advancements

Classified management employees who complete educational units will receive compensation as indicated on the adopted salary schedule. All course work must be approved by the Superintendent or designee. Prior approval is recommended. Classified management employees may receive credit for every ten (10) semester units earned (fifteen (15) hours of attendance equals one (1) semester unit).

Units for Advancement - Accredited Institution

All courses and degree programs used for advancement on the classified management salary schedule must have been earned in an accredited junior college, college, university, trade school, ROP, or adult education program with a grade of C or higher or receive a pass credit.

The following basic procedures shall be followed:

1. Form 65-203 must be completed and submitted to Human Resources for approval of coursework/class.
2. Coursework/classes must be verified by a transcript, grade card, or appropriate District form. College coursework must be verified by official college transcripts.

Salary Placement Verification

Classified management employees are required to maintain a current set of college and university transcripts on file in the Human Resources Department in order to verify placement on the salary schedule.

Mileage Reimbursement

Upon approval of the Superintendent or designee, management employees who are required to travel in the course of their employment may receive mileage reimbursement. The rate of reimbursement will be the IRS approved rate. Mileage allowance shall be granted from the first duty of the day to other authorized locations as part of the regular day's works.