



Superintendent's Circular

School Year 2016-2017

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MANAGERIAL EMPLOYEES CONDITIONS OF EMPLOYMENT

Attached please find the Conditions of Employment for Managerial Employees of the Boston Public Schools, revised June 2017.

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Tommy Chang, Superintendent



Boston Public Schools
Managerial Employees
Conditions of Employment

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MANAGERIAL EMPLOYEES CONDITIONS OF EMPLOYMENT

All managerial employees ("employees"), except the Superintendent, serve under the conditions of employment set forth below. The fiscal year referred to throughout this document is July 1 - June 30.

Hours of Work

The usual schedule for employees is 9:00 a.m. - 5:00 p.m., with one hour for lunch. At the discretion of the Responsibility Center Manager, an employee may work an alternative schedule (for example, 8:00 a.m. - 4:00 p.m. or 7:00 a.m. - 3:00 p.m.), as long as it is at least eight hours a day. From time to time, supervisors may adjust an employee's schedule as necessary in order to complete work at peak periods.

Reporting Hours of Work

All employees must follow the sign-in and sign-out procedures established by their Responsibility Center Managers. In general, these procedures require employees to record the date and time of their arrival and departure. These time records are essential in the event of disputes about pay, benefits, or compensatory time or challenges to discipline related to tardiness and attendance. Under no circumstances may one employee sign in or out for another employee or otherwise falsify time records. Additional information is available in Superintendent's Circular, HRS-PP5: Attendance Monitoring System.

Compensatory Time and Overtime Pay

Employees in Tiers A and B are eligible for compensatory time equal to one and a half hours for each hour beyond 40 hours a week that they work, if the compensatory time is approved in advance by the employee's Responsibility Center Manager. If the Responsibility Center Manager does not approve the extra time, the employee may not work the extra hours. Employees in Tiers A and B are not eligible for overtime pay.

An eligible employee may accumulate a maximum of 240 hours of compensatory time. If an employee has 240 hours of accumulated compensatory time, he or she may not work beyond 40 hours in a week. Compensatory time may be carried from year to year but has no cash value.

Employees in Tiers C, D, and E are expected to work the time necessary to complete their work in a timely, thorough and professional manner and are not eligible for compensatory time or overtime pay.

Annual Salary and Step Increases

The compensation plan for employees (see Attachment A) sets forth salary ranges for managerial positions. Each employee, both new hires and those moving into a managerial position from a union, will be compensated according to the classification of his or her position. New hires and those moving into a managerial position will be placed on Step 1 of the appropriate tier. Exceptions may be granted by the Compensation Review Team (see section on Compensation Review for more information.) A representative list of job titles assigned to each Tier within the compensation plan is attached (see Attachment B).

Newly hired employees or those being promoted to a new managerial position between July 1 and December 31 of a given calendar year shall be eligible for their first step increase on July 1 of the following calendar year. Newly hired employees or those being promoted to a new position between January 1 and June 30 of a calendar year will not be eligible for a step increase in the new fiscal year but will be eligible in subsequent years.

Each employee compensated at less than the maximum for his or her position who receives a Meets Expectations rating on his or her performance evaluation will advance to the next step in his or her Tier on July 1 of the year in which the evaluation is given. If an employee compensated at less than the maximum for his or her position is not scheduled to receive a performance evaluation, the employee's supervisor may recommend that the employee receive a step increase if the employee's performance meets the supervisor's expectations. Each employee compensated at the maximum for his or her position will receive an increase only if the maximum for the position is increased. STEP INCREASES ARE NOT AUTOMATIC. Either the performance evaluation form or the supervisor's memo MUST be submitted in order for step increases to be processed.

An employee will not be eligible for a step increase if he or she receives a Does Not Meets Expectations rating on his or her performance evaluation. The Supervisor's step increases will not be processed until such time as all required evaluations for his/her subordinates are submitted.

Stipends

Employees are eligible to apply for stipend opportunities that are posted as part of the Office of Human Capital normal job posting process. Employees will not be permitted to receive stipends for work that is part of their job responsibilities or if the work interferes with the employee's regular job.

Career Awards

Employees who complete the years of service specified below will receive an additional sum each year as a career award. Career awards are effective on an employee's anniversary date.

<u>After Completion of years of service</u>	<u>Amount</u>	<u>Annual</u>
7	\$1,250.	
14	\$1,950.	
19	\$2,350.	
24	\$2,550.	
29	\$3,550.	
34	\$4,050.	
39	\$4,550.	

Educational Differential

Employees who have a Master's Degree plus 45 credits or a J.D. will receive an additional \$800 per year. Employees who have earned a doctorate from an accredited institution will receive an additional \$3,000 per year.

Mileage Reimbursement

Employees who use their own car on authorized school business are eligible to be reimbursed at the rate set for the year by the Internal Revenue Service, if funds are available in the Responsibility Center's budget and the Responsibility Center Manager approves the reimbursement. An employee is not eligible to be reimbursed for travel to and from home. Additional information is set forth in Superintendent's Circular, FIN-2:Mileage Reimbursements.

Work Year and Holidays

The work year for employees is 12 months, with 246 working days and up to 14 paid holidays taken on the officially designated days. Please consult the BPS District Calendar to identify the specific holidays for the year.

Please see section entitled Exceptions for School-Based Managerial Employees for additional information.

Snow Days

When the Superintendent determines that schools must be closed due to snow or inclement weather, announcements will be made through the media. The announcement of school cancellation applies only to sites where children are normally assigned. Central and other administrative offices remain open unless specifically closed by the Superintendent's announcement or by a public emergency announcement by the Governor and/or Mayor. If an employee is unable to report to work, the absence will be treated as personal or vacation time. Each employee should speak with his or her Responsibility Center Manager or supervisor for information on whom to call if the employee cannot report to work due to the weather. Employees who are unable to report to work must inform the designated contact person by 9:30 a.m.

Please see section entitled Exceptions for School-Based Managerial Employees for additional information.

Personal Days

Employees are entitled to take three personal days each fiscal year. Any unused personal days will be added to the employee's sick leave for use in subsequent years.

Leave for Religious Holidays

Employees may take up to three days off without loss of pay and without using personal days for the Jewish holidays of Rosh Hashanah and Yom Kippur. Employees may take off one day without loss of pay or use of a personal day for each of the Muslim holy days Eidul-Fitr and Eidul-Adha and for the Eastern Orthodox Good Friday.

Sick Leave

Employees are entitled to take up to 15 days paid leave each fiscal year for personal illness, injury, or exposure to a contagious disease. Further, up to 30 days of accumulated sick leave may be used for family illness during each fiscal year. Sick leave may accumulate from year to year without limitation.

Sick leave will be posted for each employee on July 1 of each year and will be considered fully earned as of the following January 1. Any sick leave that is unused at the end of the fiscal year will be accumulated for use in subsequent years. Additional information is set forth in Superintendent's Circular, HRS-PP13: Absence and Leave Policy.

Sick Leave Donation Program

Eligible employees may annually donate sick days to a sick leave bank. Only employees who have donated are eligible to apply for time from the sick leave bank. Details about this program are set forth in Superintendent's Circular, HRS-PP15: Sick Leave Donation Program.

Vacation

During their first two years of employment, employees in positions in Tiers A and B are eligible for 10 days paid vacation and employees in Tiers C, D, and E are eligible for 15 days paid vacation. All employees in their third through nineteenth years are eligible for 22 days paid vacation. Employees with 20 or more years of service are eligible for 25 days paid vacation.

Vacation time will be posted for each employee on July 1 of each year and shall be considered fully earned as of the following January 1. The employee's Responsibility Center Manager must approve vacations in advance. Except in special circumstances and only with prior written approval, an employee may not use more than 22 days (or 25 days for those employees with 20 or more years of service) in a given fiscal year.

Employees may not use vacation time in the first six months of their employment.

Employees may accumulate up to 50 days of unused vacation time. Once an employee has saved 50 days of unused vacation, he or she forfeits any additional unused vacation time at the end of a fiscal year. Unused vacation days accumulated up through June 30, 1982 are not included in this cap.

Floating Holidays

Managerial employees in Tiers A-D will receive up to 2 of their paid holidays as floating holidays. Floating holidays will be provided on January 1st of each year, with employees hired after March 17 only receiving 1 floating holiday and employees hired after June 17 receiving no floating holidays. Floating holidays will not accrue year to year and unused days will be removed from entitlement balances on December 31st of each calendar year.

Effective July 1, 2017, newly hired managerial employees will not receive floating holidays. This includes individuals who are rehired after July 1, 2017 following a break in service or individuals that transfer into a managerial position from a unionized position or from a position with the City of Boston.

Leave for a Death in the Family

In the event of a death in an employee's immediate family (including a mother-in-law or father-in-law or anyone residing in the same household with the employee), an employee may take off up to five days without loss of pay. The days are those weekdays immediately preceding, following or including the day of death. Holidays and vacations shall be considered workdays under this provision. In the event of a death of a niece, nephew, uncle, aunt, or in-law (other than mother-in-law or father-in-law), employees may take off one day without loss of pay. In the event of a death of a grandparent, employees may take off three days without loss of pay and in the event of a death of a grandchild, employees may take off four days without loss of pay.

Pay During Time Off Due to Childbirth or Adoption

Please refer to the City of Boston Office of Human Resources policy on pay during time off due to childbirth or adoption, described below.

Employees who have been employed by the City for at least 12 months or 52 weeks may be eligible for six weeks of pay for time off due to childbirth, placement for adoption, or to attend to routine medical care for the new baby. This policy applies to births and adoptions that have occurred on or after the effective date of this policy. This pay may be utilized by day or week during the first year following the birth or placement for adoption of a child or children. The amount of pay is the same regardless of the number of children born or adopted at the same time.

Eligible employees receive:

- 100 percent of base wages based on their regular work hours for the first two weeks;
- 75 percent of base wages based on their regular work hours for the following two weeks; and
- 50 percent of base wages based on their regular work hours for the remaining two weeks.

Employees may also use any accrued time (e.g., sick, vacation, or personal) in order to receive compensation up to 100 percent of base pay during the weeks paid at the rates of 75 percent and 50 percent under this policy. Employees seeking to take advantage of parental paid time off pursuant to this policy must contact the Office of Human Capital.

If both parents are employed by the City, each is entitled to up to six weeks of pay, and they may take advantage of such paid time off concurrently or consecutively in any combination they elect within the first year following the birth or placement for adoption.

Many employees will want to use the paid parental time off immediately and consecutively following the birth or placement for adoption of the child. In such circumstances, the paid time off under this policy will run concurrently with leave under

the City's parental leave policy, the Family & Medical Leave Act ("FMLA"), and the Massachusetts Parental Leave Act ("MPLA"). The employee will be expected to comply with the notice and documentation requirements necessary for FMLA/MPLA leave. Employees must also use their other accrued paid time off consistent with the requirements of the City's parental leave policy.

Alternatively, for employees who are not eligible to take time off under the City's parental leave policy, the FMLA or the MPLA, such as when the employee utilizes parental time off intermittently, then only the six weeks set forth in this policy will apply and such time off will not be counted against the employee's annual FMLA/MPLA entitlement.

A 30-day advance notice of the request to use paid parental time is required when the need is foreseeable and the employee is using the time off on a continuous basis (not intermittently). If the need for the time off is not foreseeable because of a lack of knowledge of approximately when time off will commence or there is a change in circumstances, then the employee must give as much notice as is possible under the particular circumstances involved. For anticipated intermittent time off, such as to attend a routine medical appointment for the new baby, employees should provide at least 48 hours advance notice to supervisor.

Family and Medical Leave

Eligible employees are entitled to take up to 12 weeks in a fiscal year for family or medical leave. Employees who have been employed at least 12 months and who have worked at least 1,250 hours in the 12 months preceding the leave are eligible. Family or medical leave may be taken (1) to care for a son or daughter within the first 12 months after birth, adoption, or placement for adoption or foster care; (2) to care for a spouse, son, daughter, or parent who has a serious health condition; or (3) because of the employee's own serious health condition which makes the employee unable to perform his or her job.

Family or medical leave is unpaid, although in some circumstances an employee may be required to use or may elect to use accrued sick leave, personal leave or vacation time. The federal law governing this leave is complex, and employees who want to take family or medical leave should consult with the Office of Human Capital. Additional information is also available in Superintendent's Circular, HRS-PP13: Absence and Leave Policy.

Leave for Family Obligations

Eligible employees are entitled to take up to 24 hours leave during a fiscal year for family obligations. Employees who have been employed at least 12 months and who have worked at least 1,250 hours in the 12 months preceding the leave are eligible.

This leave time is unpaid unless an employee chooses to substitute accrued vacation or personal time for the unpaid leave.

This leave time may be used: (1) to participate in school activities directly related to the advancement of the employee's son or daughter (e.g. parent-teacher conferences); (2) to accompany a son or daughter to a routine medical or dental appointment; or (3) to accompany an elderly relative to a routine medical or dental appointment or for other professional services (e.g. interviewing at a nursing home). This leave time is in addition to leave taken under the Family and Medical Leave policy.

Additional information is available in Superintendent's Circular, HRS-PP13: Absence and Leave Policy.

Other Types Of Leave

An employee who wishes to take a leave of absence for personal reasons, to care for his or her child, or to pursue academic study may be granted up to one year of unpaid leave. An employee who wishes to take such a leave should speak with his or her supervisor who will in turn speak with the Assistant Superintendent for Human Capital. An employee may apply to extend his or her leave of absence, but an employee may not take more than three consecutive leaves. The Superintendent will make the final decision on requests for a leave of absence and on leave extension requests.

In addition to an employee's sick time, an employee may take up to four hours paid leave each calendar year for various types of cancer screening. Additional information is available in Superintendent's Circular HRS-PP14: Paid Leave on Cancer Screening and/or Living Organ Donation.

Employees may take up to four hours of work time during School Preview Time to visit Boston Public Schools if they are registering their children in our schools for the first time or if their children will be moving to a new school for assignment at a transitional grade (i.e., kindergarten, grade 1, 6 or 9). The exact dates for School Preview Time vary each school year, but this is the period of time during which schools are open for parent visits and during which schools conduct activities designed to assist parents in making informed student assignment choices. Additional information is set forth in Superintendent's Circular, SUP-3: Executive Order - Parental School Visits.

Annuities (403(b) Plan)

Employees are eligible to participate, at no cost, in tax-sheltered annuities (also known as 403(b) plans). An annuity is a tax-saving, retirement planning device that allows an employee to shelter income from federal and state income tax through a payroll deduction. Employees wishing to take advantage of this program should get a list of the participating annuity companies from the payroll department (4th floor of the Bolling

Building – 2300 Washington Street). A representative at a participating company will provide the required payroll deduction form.

Deferred Compensation Plan

Employees are eligible to participate in the Commonwealth's Deferred Compensation SMART Plan (previously known as a Section 457 Plan). Like the 403(b) Plan, this allows an employee to shelter income from federal and state income tax through a payroll deduction. Additional information is available at <http://www.mass.gov/smartplan/>. Employees wishing to take advantage of this program should contact the plan's administrator, Great-West Financial Securities at (877) 457-1900. The company has a satellite location at One Ashburton Place, 12th floor, where employees can obtain information and forms.

Flexible Spending Accounts

Employees with at least one year of service and who work at least 20 hours per week on a regular basis are eligible to participate in medical and dependent care flexible spending accounts. A FSA allows an employee voluntarily to deduct from his or her pay up to \$3,000 pre-tax dollars for out-of-pocket medical and dental expenses and up to \$5,000 for dependent care expenses. These amounts, along with an administration fee, are deducted evenly from an employee's paychecks throughout the plan year, which is the calendar year. Participating employees can be reimbursed for their expenses twice a month. The FSA program is administered by Cafeteria Plan Advisors, Inc. Employees may only enroll during the designated Open Enrollment period each year. Additional information can be obtained from the City of Boston's Health Insurance Division in Room 807 of City Hall (617-635-4570) or by calling Cafeteria Plan Advisors at (781) 848-9848.

Retirement Plan

Employees automatically participate in a defined benefit pension plan, formally known as the State-Boston Retirement System. The employee's date of hire and/or previous municipal employment will determine what percentage of pay is deducted pre-tax and contributed to the plan. As the pension plan is complex and subject to change from time to time as the state's law is amended, employees should seek up-to-date information, which is available from the Retirement Board in Room 816 of City Hall, (617) 635-4311.

Medical and Dental Insurance

Employees are eligible to participate in a variety of medical insurance programs. Each program requires a participating employee to contribute a portion of the monthly insurance premium, an amount that will automatically be deducted from the employee's

pay. Information about each program and the monthly premiums is available from the City of Boston's Health Insurance Division in Room 807 of City Hall, (617) 635-4570. BPS also offers the Dental Blue dental insurance program through Blue Cross and Blue Shield, with the full cost of the premiums paid by BPS. Enrollment forms are available in the BPS Office of Human Capital (4th Floor at the Bolling Building, 2300 Washington Street, Roxbury) and additional information can be obtained by contacting Blue Cross and Blue Shield at (800) 782-3675 or at www.bluecrossma.com.

Life Insurance

Employees are eligible to participate in the City of Boston's life insurance program that provides a \$5,000 life insurance policy. Employees who participate in one of the medical insurance programs are required to carry this life insurance. The employee's share of the insurance premium is deducted from his or her pay. An optional term life insurance policy is also available for an additional premium. Additional information as well as the form used to name a beneficiary are available from the City of Boston's Health Insurance Division in Room 807 of City Hall, (617) 635-4570.

In addition, through the Massachusetts Municipal Insurance program, employees 70 years of age or less are eligible to apply for voluntary Universal Life Insurance and/or voluntary individual term life insurance. To obtain additional information, contact the Massachusetts Municipal Insurance Program at (800) 445-4493.

Short and Long Term Disability Insurance

Through the Massachusetts Municipal Insurance Program, full-time employees are eligible to apply for short and/or long term disability insurance. Premium rates are based on age and the amount of coverage you are eligible to receive. To obtain additional information, contact the Massachusetts Municipal Insurance Program at (800) 445-4493.

Critical Illness Insurance

Employees are eligible for a critical illness insurance plan offered through the Massachusetts Municipal Insurance Program. This plan provides a lump sum cash benefit when the employee or a covered family member is first diagnosed with certain critical illnesses. To obtain additional information, contact the Massachusetts Municipal Insurance Program at (800) 445-4493.

Employee Assistance Program

At no cost, employees and their family members are eligible to participate in an Employee Assistance Program ("EAP"). The EAP is a comprehensive benefit for those looking for solutions to a wide variety of personal and workplace problems such as grief,

daily stress, depression, and drug dependency. The EAP's staff members are mental health professionals who are trained to listen, counsel, and refer employees and their family members to appropriate services if necessary. Confidentiality is of paramount importance, and no one at BPS can gain access to a person's EAP records without his or her written permission. Additional information is available in the City of Boston Office of Human Capital or by calling EAP at (617) 635-2200.

Credit Unions

Employees are eligible to participate in two credit unions – the City of Boston Credit Union and the Tremont Credit Union. To obtain additional information about the City of Boston Credit Union, employees should call (617) 635-4545, go to Room 242 of City Hall, or visit the Credit Union's web site at www.cityofbostoncu.com. To obtain additional information about the Tremont Credit Union, employees should call (800) 345-4566 or (781) 843-5626. Information is also available at www.tremontcu.org.

Pay Upon Termination of Employment

Sick Leave

Employees who retire, resign or die after ten years of continuous employment shall be compensated for unused accumulated sick leave. Such payment shall be equal to 40% of all unused leave computed on a daily rate based upon either the employee's final annual salary or the highest annual rate of pay earned for at least one full year (i.e., a 12 month period) at any time in BPS employment, whichever is higher. For employees hired before February 1, 2001, the daily rate will be computed on the basis of a 200-day work year. For employees hired on or after February 1, 2001, these days will be computed on the basis of a 260-day work year.

Employees who voluntarily leave their employment with less than ten years of service will be paid an amount in lieu of pay for unused accumulated sick leave equal to two days for each year of service, up to a maximum of 10 days. For employees hired before February 1, 2001, the daily rate will be computed on the basis of a 225-day work year. For employees hired on or after February 1, 2001, these days will be computed on the basis of a 260-day work year.

Vacation Days

When employees leave their employment, they will receive payment for their unused vacation days, up to a maximum of 50 days. The payment for all unused vacation days accumulated up through June 30, 1982 will be based on a daily rate calculated on the basis of a 200-day work year. For employees hired before February 1, 2001, all unused leave accumulated on or after July 1, 1982 will be calculated on the basis of a 225-day

work year. For employees hired on or after February 1, 2001, these days will be computed on the basis of a 260-day work year.

Compensatory Time

Employees will receive a payment equal to 30% of all unused compensatory time accumulated up through June 30, 1982 and on file in the Office of Human Capital as of July 1983, computed on the basis of a 200-day work year. Employees will not receive pay for unused compensatory time accumulated on or after July 1, 1982.

Payment Period

Upon their termination of employment, employees may elect to receive the payments described in this section in two fiscal years.

Payment Upon the Death of an Employee

In the event of an employee's death, the above payments shall be made to the beneficiary designated by the employee, or, if no specific designation has been made, payment shall be made to the employee's estate.

Exceptions for School-Based Managerial Employees

Managerial employees who work in a school will serve under the conditions outlined in this document with the exception of the following provisions related to work year, vacation time, compensatory time and snow days.

In order to ensure alignment between work schedules and the school calendar, school-based managerial employees will work 223 days between July 1st and June 30th each year. The 223 day work-year will include the 180 days in which school is in session, and the additional days will be determined by the employee and the principal or headmaster of the school.

School-based managerial employees are not eligible for vacation time, compensatory time, or floating holidays. In the event of school cancellation due to snow or inclement weather, school-based managerial employees need not report to work.

Performance Evaluation

The work of each employee shall be evaluated at least bi-annually by the supervisor to whom the employee reports directly. Additional information is set forth in Superintendent's Circular, HRS-PM6, Performance Evaluation of Managerial Employees.

Evaluations are to be based on current job descriptions. Responsibility Center Managers are to ensure that current job descriptions for all the positions under their supervision exist and are on file in the Office of Human Capital.

Compensation Review

Employees or their supervisors may request a review of an employee's compensation if they believe an adjustment is warranted. Adjustments are only considered when an employee's responsibilities have increased significantly from the duties outlined in their job description or when their salary is significantly lower than others performing comparable work. Requests for review should be submitted to the Compensation Review Team (compensationreview@bostonpublicschools.org) via this [form](#). The Compensation Review Team consists of representatives from the Office of Human Capital, Office of the Chief Financial Officer, Office of Equity, and Office of the Chief of Staff.

Fall Back Rights

Employees who moved into a managerial position from a position within a collective bargaining unit have certain fall back rights to the level of the most immediately held prior position of permanent service. Fall back would occur upon the availability of such a position and only if the employee is able to meet the qualifications of the particular position.

A managerial employee who is appointed to another managerial position does not retain a hold, through leave or fall back rights, on his or her prior managerial position.

At Will Employment

As with prior managerial plans, neither this plan nor any of its terms is a contract between an employee and Boston Public Schools. All managerial employees are employed "at will," which means that their employment is not for a specified period of time and that either an employee or BPS may terminate the employment relationship for any non-discriminatory reason or for no reason at any time, with or without advance notice.

City of Boston Residency Ordinance

Managerial employees are subject to the City of Boston residency ordinance and are thus required to live in the City of Boston. Some employees may be exempt from the law based on their date of hire or the type of position they hold. For example, managerial employees hired prior to June 29, 1982 are not required to live in the City of Boston. Employees who supervise or direct the delivery of educational services or who provide educational services are also exempt from the law. The residency law is

complex and subject to change. As a result, employees should not rely on this brief summary and should seek specific information from the Office of Human Capital or the Office of Labor Relations if they have any questions, particularly with respect to whether or not a specific position is exempt from the law.

Administration and Oversight

This plan will be reviewed and updated periodically by a Committee consisting of representatives from Human Capital, Labor Relations, and Finance. The determination of employees' terms and conditions of employment will take into account those in collective bargaining agreements in order to ensure that managerial employees are not disadvantaged by their status. Administrative implementation of this plan is the responsibility of the Office of Human Capital, which will establish and maintain procedures for:

- Collecting, certifying and auditing all records necessary to administer the plan;
- Reviewing the plan's terms in light of cost of living changes and changes in terms for other categories of employees in order to make recommendations for adjustments in salary ranges and other benefits; and
- Informing all employees about the terms of their employment. Employees new to managerial positions will receive information on salary and benefits as well as a copy of this plan.

Employees who have questions or concerns about this plan should contact the Office of Human Capital.

Attachment A – Compensation Plan

	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
TIER																
A	25,000	26,125	27,301	28,530	29,814	31,156	32,558	34,023	35,554	37,154	38,826	40,573	42,399	44,307	46,301	48,381
B	35,000	36,575	38,221	39,941	41,738	43,616	45,579	47,630	49,773	52,013	54,354	56,800	59,356	62,027	64,818	67,739
C	50,000	52,000	54,080	56,243	58,493	60,833	63,266	65,797	68,429	71,166	74,013	76,974	80,053	83,255	86,585	90,054
D	65,000	66,950	68,959	71,028	73,159	75,354	77,615	79,943	82,341	84,811	87,355	89,976	92,675	95,455	98,318	101,264
E	85,000	87,550	90,177	92,882	95,668	98,538	101,494	104,539	107,675	110,905	114,232	117,659	121,189	124,825	128,570	132,419

Attachment B - Titles for Managerial Positions

Tier A	Assistant Associate Confidential Secretary	Parent Liaison Technician
Tier B	Analyst Applied Behavior Analysis Therapist Assistant Confidential Secretary Coordinator Executive Secretary Family Resource Specialist	Grant Administrator Paralegal Staff Assistant Student Registration Specialist Technician Transportation Monitor
Tier C	Administrative Assistant Grant Manager Ombudsperson Specialist Coordinator Supervisor Assistant Project Manager Assistant Manager Assistant Project Director Senior Manager Assistant Program Coordinator Assistant Program Manager Assistant Program Director Project Leader	Analyst Senior Analyst Unit Leader Senior Specialist Senior Coordinator Senior Supervisor Project Manager Manager Project Director Assistant Project Leader Program Coordinator Program Manager Program Director
Tier D	Attorney Instructional Leader Senior Program Director Assistant Director Deputy Director Director Senior Project Manager Senior Project Director	Senior Program Coordinator Senior Program Manager Senior Project Leader Assistant Manager Manager Senior Manager Assistant Business Manager Business Manager
Tier E	Asst. Academic Superintendent Director	Chief of Staff Safety Chief

Exempt Positions

Superintendent	Chief Academic Superintendent
Chief Financial Officer	Chief Information Officer

Chief Operating Officer
Assistant Superintendent
Senior Deputy Superintendent
Operational Superintendent

Academic Superintendent
Deputy Superintendent
Instructional Superintendent