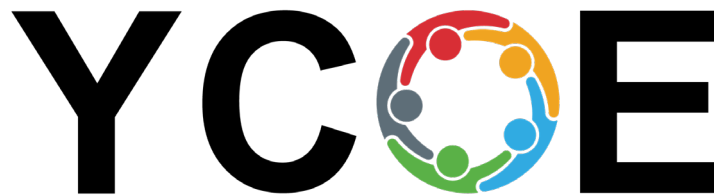


Management, Unrepresented and Confidential Employees' Handbook

2024-2025



**Yuba County Office of Education
Better Together**

**Rob Gregor
Superintendent**

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Mission, Motto, Vision, Values and Beliefs

Mission

Bridging the gap between education and career opportunities, fostering collaboration between schools, businesses, and community to empower individuals with skills and resources needed for a better future.

Motto

Better Together

Vision

Leading our students and community to a better future.

Core Values

- Student & Family Focused
- Service Oriented
- Value YCOE Staff as Family
- Cultivate Leadership
- Fiscal Sustainability

Cultural Norms

- Professionalism
- Respect
- Integrity
- Develop Relationships
- Excellence

Management, Unrepresented and Confidential Employees

The following positions are designated as Management:

Executive Cabinet:

- Assistant Superintendent
- Chief Business Officer
- Deputy Superintendent
- Executive Director of Human Resources
- Executive Director of Technology
- Superintendent

Certificated Management:

- Coordinator of UPK/TK
- Director of California Community Schools Partnership Program
- Director of CTE & Adult Education
- Director of Curriculum & Instruction
- Director of Charter School
- Director of SELPA
- Principal, 207
- Principal, 217
- School Nurse Coordinator
- Special Education Coordinator
- Vice Principal

Classified Management:

- Administrative Support to Assistant Superintendent
- Administrative Support to Chief Business Official
- Administrator Support to Deputy Superintendent
- Community Engagement & Emergency Response Administrator
- Coordinator of Allcove
- Coordinator of CSECY
- Coordinator of LCCSP
- Coordinator of Prevention Services
- Coordinator of Prop 64
- Coordinator of Social Emotional Learning
- Coordinator of Student Data
- Coordinator of Youth Advocacy
- Director of Early Learning & Child Care Support
- Director of Fiscal Services – External
- Director of Fiscal Services – Internal
- Director of One Stop
- Director of Prevention Support & Services
- Director of Youth Advocacy
- Executive Assistant to the Superintendent
- Human Resources Coordinator
- Maintenance & Operations Administrator
- Operations Administrator

The following positions are designed as Unrepresented:

- Board Certified Behavior Analyst
- Child Development Behavioral Specialist
- Psychologist

It is the responsibility of Managers, Unrepresented and Confidential Employees, under the direction of the Superintendent, to formulate, implement, improve, and support the programs in keeping with the mission, goals, and priorities of the County Office of Education. Each employee plays an important role as a representative of the Superintendent and has the responsibility of providing input and assisting the Superintendent in developing policies to be recommended to the Board, making decisions, and carrying out the functions of the office.

The Leadership Team will function successfully if the following basic concepts and principles are implemented:

The Leadership Team is composed of the Superintendent, Certificated and Classified Managers. It is the goal of the Team to create an atmosphere of respect and trust that will encourage participatory management. The Team working relationship should be constant and ongoing. Individuals on the Team should strive for professional working relationships. There is a need to respect the competencies of others and to develop tolerance for diversity of opinion and different operating techniques. There should be frequent communications, both formal and informal, between all Team members. Team members retain the responsibility for making decisions affecting their department and/or their phase of the office operations. All members of the Team are encouraged to provide input and to participate in the decision-making process. However, responsibility for final decisions rests with the Superintendent. Decisions and rationale will be shared with the Leadership Team and each member is expected to support the policy or decision.

Creation of Positions

Upon identification by the Superintendent of the need for a new management, confidential or unrepresented position, the Superintendent shall develop a brief job description.

The number of positions and job category will be part of the job description. The new position will carry a salary based on placement by the Superintendent on the Management/Unrepresented/Confidential Salary Schedule.

All management, unrepresented and confidential employees serve at the pleasure of the Superintendent.

Employment of Members

It is the intent of the Superintendent that management/unrepresented/confidential positions are filled with the most competent personnel.

Management/Unrepresented/Confidential Employees will be placed on the Management/Unrepresented/Confidential Salary Schedule. Salaries and benefits will be commensurate with the position being filled.

Procedures for the hiring will be under the terms and conditions used in the hiring of other staff employees, including but not limited to, review of application and/or resume and completion of the interview process. Recruiting will be the primary responsibility of the Human Resources Department. The Superintendent reserves the right to make the final selection.

Evaluations

The purpose of an evaluation is to reinforce skills, attitudes, knowledge, and abilities as it relates to the job performance and, if necessary, to make recommendations for improvement. All evaluations are confidential and will be placed in the employee's personnel file.

The procedure used in the evaluation process will consist of:

- Notification by November 1st, if the employee is to be evaluated that year.
- A written evaluation.
- A post-conference to review the contents of the evaluation including, if needed, any recommendations.

Management/unrepresented/confidential employees who have been employed at least ten (10) years with the Yuba County Office of Education may be formally evaluated every three (3) years. This adjustment to the evaluation schedule will be based on the recommendation of the employee's immediate supervisor and approved by the Superintendent/Human Resources Department. The immediate supervisor reserves the right to complete the formal evaluation more frequently. In the event an employee that has been deemed appropriate for a three (3) year formal evaluation schedule changes assignment or supervisor, they may be evaluated formally in the first year of their new assignment or supervisor. The recommendation will be made based on this evaluation to adjust the schedule back to a three (3) year cycle if deemed appropriate by the supervisor.

The employee may request a more frequent formal evaluation by their immediate supervisor.

If there are recommendations for improvement, the evaluator will need to schedule a follow-up meeting before the end of the year to review progress in the areas noted.

During the employee's first year in the position, there will be a minimum of two evaluations (at 3 months and 10 months). The employee will be evaluated once during their second year and then every other year. Any employee may be evaluated at any time, if deemed necessary. If an employee transfers from one position to another, they will be evaluated during their first year in the new position.

Reduction, Suspension, or Dismissal

Classified positions shall be entitled to the same procedure and have the same layoff rights as all other classified employees. Layoff proceedings shall be carried out in consultation with legal counsel.

In the event of a layoff of a certificated employee for lack of work or lack of funds, certificated employees may, at the discretion of the Superintendent, be reassigned to other positions for which they hold the proper credentials and meet Education Code requirements.

Demotion, suspension, and dismissal of Leadership Team shall be in accordance with the provisions of the applicable Education Code sections.

Leaves

A. Sick Leave –

All full-time certificated management (217 days), classified management, unrepresented and confidential employees will earn twelve (12) days of sick leave per year. Employees who work less than 217 days will earn sick leave according to the following: 207 day employees will earn eleven (11) days per year, and 192 to 202 day employees will earn ten (10) days per year. Sick leave will be prorated for those employees who work less than full-time. Unused sick leave will accrue from year-to-year without limit.

B. Personal Necessity –

1. Employees are entitled to leave for personal necessity not to exceed twelve (12) days per year and which shall be charged against sick leave. Personal necessity will be prorated for employees who work less than twelve (12) months or a full-time contract.
2. Personal necessity days are non-accruable.
3. Use of personal necessity leave shall be as follows:

a. Death, Serious Illness or Accident

(1) Unlimited Days

Any days of leave of absence for sick leave (see Article XVII, Section A) may be used by the unit member for the following reasons:

- Death or serious illness of a member of his or her immediate family.
- Accident, involving his or her person or property, or the person or property of a member of his or her immediate family.
- Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.

(2) Permission to Use

Advance permission is not required for this leave. The employee shall, however, advise his/her supervisor of the circumstances as soon as reasonably possible and enter their request for absence in Aesop.

b. Emergency

Leave pursuant to this paragraph shall be limited to circumstances that are an emergency in nature.

(1) To qualify as an emergency, the situation must meet all the following criteria:

- Is serious in nature;
- The unit member cannot reasonably be expected to disregard;
- Requires immediate action; and
- Cannot be taken care of after work hours or on weekends.

- (2) Advanced request for Emergency leave is required and employees will enter their request in Aesop.
- (3) In those situations when the leave is not entered into Aesop prior to the leaving due to the nature of the emergency, the personal necessity leave shall be completed by the unit member upon return to work or their campus user.
- (4) In extreme circumstances, additional (i.e., more than ten (10) total) days of sick leave may be utilized if the situation meets all of the criteria set forth in Section B.2.b.i., above). Such additional days are at the sole discretion of the Superintendent.

c. Falsification of Leave

Any employee who falsifies a request for personal necessity leave shall be guilty of a violation of the Agreement and subject to appropriate discipline.

C. Personal -

- (1) Up to four (4) days of leave of absence allotted for personal necessity may be used each year by a unit member, for personal reasons:
 - Attendance at children's school functions.
 - Necessary business transactions which can be handled only during normal business hours (identify specific areas of business on request form).
 - Such leaves may not be used for matters of purely personal convenience, recreation, or to intentionally extend holidays.
 - Such leave shall not be used for concerted activity.
 - Leaves in this category may not be taken for purpose of conducting business for which the employee could reasonably be expected to receive compensation and shall not be used for concerted activities.
 - Religious observances.
 - Personal leave may not be used for recreational purposes.
- (2) A unit member may take such leave if he/she submits their request to their supervisor by entering it into Aesop at least five (5) days in advance.

D. Bereavement –

1. Employees may use up to five (5) days of paid leave of absence, or seven (7) days if travel of more than two hundred (200) miles one (1) way is involved, if there is a death of any member of their immediate family. Bereavement leave must be used within one (1) year after the death of the person for whom the bargaining unit member is taking leave. A employee may make a request to the Superintendent to extend the usage timeframe by submitting the request to the Executive Director of Human Resources. This leave shall not be deducted from sick leave and shall be taken to address emotional issues, attend the services and any legal issues related to an immediate family member's death.
2. Member of the "immediate family" is defined as the spouse, children (including

step, foster, in-law, and grand), parents (including step, foster, and in-law), siblings (including step, foster, and in-law), grandparents (including step, foster, and in-law), or any relative living in the immediate household of the employee.

3. Personal necessity may be used to extend bereavement leave.
4. An employee may request of the Superintendent a day of bereavement leave for someone not listed above. The request must be submitted to the Executive Director of Human Resources, as follows:
 - a. Request shall be submitted at least three (3) business days before the bereavement leave is to be taken. If there is an immediacy of the bereavement, the request shall be submitted upon return to work.
 - b. Employees shall state the relationship and provide explanation.
 - c. Employees shall provide verification for the bereavement leave (example: copy of obituary, or service program, etc.)
- E. Child Rearing - Upon request, the Superintendent may provide a male or female Management/Unrepresented/Confidential Employee who is a natural or adopting parent, or a legal foster parent or guardian, an unpaid leave of absence for the purpose of rearing their infant. A male or female employee who is adopting a child or becoming a parent shall be entitled to three (3) days of paid leave for the purpose of caring for the needs of the child. This leave is to be used within ten (10) days after the adoption or birth of the child.
- F. Industrial Accident – Management Employees who are absent from duty because of injury or illness which results from industrial accidents which qualify under Worker's Compensation will be allowed leave with full salary from the first day of absence to and including the last day of absence caused by such accidents. Allowable leave for each injury or illness shall not exceed sixty (60) working days in any one fiscal year for any one accident or illness. Industrial accident leave shall be charged at the rate of one full day of authorized absence regardless of compensation from Worker's Compensation Insurance. This leave is not accumulative from year to year and if the industrial accident or illness overlaps into a new school fiscal year, the employee shall have only that amount of leave which was not used in the prior year for the same accident or illness. This policy further provides:
 - (a) Periods of absence caused by industrial accident or illness shall not be considered a break in service.
 - (b) Disability checks received from Worker's Compensation Insurance shall be endorsed by the employee for payment to the County Office. The County Office shall pay the employee their full day's wages, but no more, and shall make normal authorized deductions from the warrant.
 - (c) The employee must remain in California during the absence unless the Superintendent grants them permission to leave the state.
 - (d) After the industrial accident leave has been used, the employee shall be entitled to use any of their sick leave, vacation time, or other available leave provided by law or regulations of the County Schools Office to cover the illness or injury which resulted from an industrial accident while performing County Office work.

- G. Jury Duty – Employees shall be allowed paid leave as required for jury duty; however, payment shall be made for such leave upon presentation of a signed receipt showing actual days served and endorsement of all jury compensation to the County Office excluding reimbursement for mileage and other out-of-pocket expenses such as meals and lodging.
- H. Maternity - Under authority of the Education Code, the Superintendent shall provide for leave of absence from duty for any employee who is required to be absent from duties because of pregnancy, miscarriage, childbirth and recovery there from, and/or illness of the infant. The employee and the employee's physician shall determine the length of the leave of absence, including the date on which the employee shall resume duties. Conditions caused or contributed to by pregnancy, miscarriage, childbirth and recovery there from are, for all job-related purposes, temporary disabilities and shall be treated as such under any health or temporary disability insurance or sick leave plan available in connection with employment by this office under the conditions of the sick leave and extended illness leave provisions. Maternity leave must be a written request at least thirty (30) days in advance unless medically unable to do so. The beginning and projected ending dates of the sick leave shall be determined on the basis of the employee's physical condition as certified by her physician, or in case of illness of the infant, by the attending physician. This physician's certification of physical disability shall be in writing and submitted to the Superintendent. Upon certification in writing by the physician that the physical disability due to the pregnancy, miscarriage, or childbirth has ended and the employee is physically able to return to work on such date, all sick leave benefits under the extended illness policy will end. As of such date as certified by the physician and the employee, she would be expected to return to work and would be required to notify the Superintendent in writing that she is able to return.
- I. Extended Illness – The basic provisions regarding extended illness leaves are found in the Education Code. Certificated employees will follow the provisions of Ed. Code 44977 and classified employees will follow the provisions of Ed. Code 45196.
- J. Personal Family Illness Leave - Each employee shall be entitled to use their available sick leave in the case of serious illness or injury of a member of the employee's immediate family, and when the presence of the employee is necessary as verified by a physician. The employee's immediate family is defined as the mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse of the employee, the spouse, son, daughter, son-in-law, daughter-in-law, brother or sister of the employee, or any person living in the immediate household of the employee.
- K. Discretionary Day - All employees are eligible for one discretionary day each fiscal year. This day is not accruable and must be used in full day blocks. Five (5) working days notice shall be required when requesting to use a discretionary day. Under extenuating circumstances, the five (5) day requirement may be waived. Approval will be based on program needs. The discretionary day will not be charge to sick leave.
- L. Family Care and Medical Leave - A regular employee who has been employed for at least 12 months and has worked at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave, and who meets all other requirements, may be granted an unpaid leave for up to twelve (12) work weeks under the provisions of the Federal Family and Medical Leave Act and the California Family Rights Act. The leave may be used for the birth or adoption of a child placed in foster care, for the care of a seriously ill child, spouse, or parent, or for the health condition of an employee. During the leave, the county office will continue to pay the employer share of the cost of fringe benefits. The guidelines and forms are available from the Executive

Director of Human Resources.

M. Misuse of Leave –

- a. Unauthorized leave is defined as intentional non-performance of any duties and responsibilities assigned by the County Office.
- b. Unauthorized leave shall include refusal to provide service, misuse of any leave benefits and/or non-attendance at required meetings.
- c. The employee will receive no less than a deduction of pay for any above misuse.

N. Catastrophic Leave Bank –

- a. Definition - A Catastrophic Leave Bank will be created by the Yuba County Office of Education by budgeting \$10,000 to be used for a catastrophic illness or injury. On July 1st of each school year, the Bank will have a beginning balance of \$10,000.

A “Catastrophic illness” or “injury” means an illness or injury that is expected to incapacitate an employee for an extended period of time, or that incapacitates a member of the employee’s family whose incapacity requires the employee to take time off work for an extended period of time to care for the family member, and taking extended time off creates a financial hardship for the employee because he or she has exhausted all of his/her sick leave and other paid time off.

“Member of employee’s family” shall be limited to husband, wife, son, daughter, stepchildren, mother, or father of the employee. A request may be made to the Catastrophic Leave Bank Committee and/or Superintendent for an immediate family member not listed.

- b. Eligibility – All employees that have completed three (3) years of service (date of hire) to the Yuba County Office of Education will become eligible to withdraw from the bank.

The Catastrophic Leave will not be available for workers’ compensation illness or injury.

- c. Committee – The Committee will be comprised of one member of the classified unit, one member of the certificated unit, one member of the management/unrepresented/confidential unit and the Director of Human Resources. This Committee will make a recommendation to the Superintendent for final approval.
- d. Withdrawal from the Bank – An employee must use all sick leave and any other paid leave including five-month difference pay, if applicable, before they may become eligible to request withdrawal from the bank.

Withdrawal from the Bank shall be granted in units of no more than thirty (30) duty days. Employees may submit requests for extensions of withdrawals as their prior awards expire. In no event shall such requested withdrawal exceed sixty (60) duty days in any school year.

- e. Procedure for Request from the Bank – An employee desiring Catastrophic Leave pursuant to this section shall submit a written request to the Catastrophic Leave Bank Committee through the Director of Human Resources. This request must include a doctor’s statement indicating the nature of the illness or injury and probable length of absence from work. If for a family member, the doctor’s note

must include a statement that the employee is required to provide medical assistance. A meeting of the Catastrophic Leave Bank Committee will be called to review the application for eligibility and make a recommendation to the Superintendent.

If an employee is incapacitated, requests for Catastrophic Leave may be submitted in writing by a member of the immediate family.

The Committee shall keep all records confidential and shall not disclose the nature of the illness. Application shall be reviewed by the Committee, and they will make a recommendation to the Superintendent. The Superintendent will make the final decision and report that decision to the applicant, in writing, within ten (10) duty days of receipt of the application.

Work Year

Effective July 1, 2010, all employees will decrease their work year by three (3) days.

The work year for certificated positions shall be as follows:

Assistant Superintendent	217 days
Deputy Superintendent	217 days
Director of SELPA	217 days
Educational Services Director	217 days
Principal	207 days
Principal	217 days
School Nurse Coordinator	202 days
Special Education Coordinator	39 days
UPK/TK Coordinator	197 days
Vice Principal	201 days

The work year for the following classified position shall be as follows:

Chief Business Officer	224 days
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The work year for unrepresented positions shall be as follows:

Child Development Behavioral Specialist	223 days
Board Certified Behavior Analyst	198 days
Psychologist	198 days

No rights to paid vacation days, holidays, or administrative leave shall accrue to certificated positions.

The work year for all other classified positions shall be 258 days. This includes vacation days, holidays and, when applicable, administrative leave for the purposes of determining the daily rate of pay for these positions.

Workday

The workday for all Management, Confidential and Nonrepresented Employees shall be 7.5 hours daily. The workday will be flexible to meet the needs of the position. Starting/ending time and length of lunch break (not to exceed one hour) may be adjusted to meet program needs.

Overtime

All positions designated as Classified Management shall be exempt from the overtime provisions of law. The duties, flexibility of hours, salary, benefit structure, and authority of the provisions or classes of positions are of such a nature that they should be set apart from those positions that are subject to the overtime provisions. The employees serving in such excluded positions or classes of positions will not be unreasonably discriminated against because of the exclusions. However, if a person serving in an excluded position is required to work on a holiday, he/she shall be paid, in addition to their regular pay for the holiday, compensation, or given compensating time off, at a rate not less than the normal rate of pay.

Holidays, Vacations, and Administrative Leaves

Holidays:

The following days are holidays/non-workdays for Management/Unrepresented/Confidential Employees:

New Year's Day
Martin Luther King Day
Lincoln's Birthday
Washington's Birthday
Good Friday
Memorial Day
Juneteenth
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

When any of the above fall on a Sunday, the following Monday shall be deemed the holiday. If any of these fall on a Saturday, the proceeding Friday shall be deemed the holiday.

These are paid days for classified management employees.

Vacation:

Classified management and confidential employees earn vacation at the rate of twenty-one (21) days per year.

This will be prorated for those employees whose work year is less than 258 days. Accumulated vacation that may be carried into the next fiscal year shall not exceed twenty-five (25) days.

Professional Growth

Management/Unrepresented/Confidential Employees are encouraged to increase their job knowledge and skills by attending job-related classes. Those employees who are required to attend classes for credential, certificate, or job requirements may receive flexibility of work time with the Superintendent's approval. However, office needs and job responsibilities must receive priority or arrangements made so they can be adequately covered.

1. Professional growth is a shared responsibility of the County Office of Education and the employees. In order to achieve the highest standard of performance, employees are encouraged to improve their job-related knowledge, skills, and awareness through training/classes.
2. Employees may receive credit from attendance at workshops and local class offerings attended outside of the workday at the rate of 15 hours per units. These workshops must have prior approval from the Superintendent and be related to individual assignments/position and identified professional growth goals. Requests must be made ten (10) days prior to enrollment in the workshop. The ten (10) days may be waived by extenuating circumstances.

The employee may choose a one-time \$50 stipend for time 15 approved hours have been completed. All stipends will be paid on September 30.

3. All employees will be required to develop a Professional Growth Plan each year. Each full-time equivalent employee will complete 25 hours of professional growth activities per year. This amount will be prorated for part-time employees. Individuals will select a peer advisor to work with them in the development, review, monitoring, and verification of professional growth plans and hours. Professional growth is an element of the evaluation process.

Individuals will submit the name of their peer advisory and a copy of their professional growth goals/plans to their Department Head for review and approval by August 15th for 12-month employees or by October 15th for 10-month employees. A review of activities accomplished annually will be discussed with Department Heads when the new plan is developed each year.

Recommended guidelines have been developed for types of activities that could be included in the plan and are listed in the Staff Handbook and are available by request from Department Heads.

4. Specific professional growth guidelines have been developed and are available by request from department heads.

Conference Attendance/Extended Duty

Management/Confidential and Unrepresented Employees have a responsibility to keep current on all aspects of the education profession, especially those which have a practical application to their job-related responsibilities. Attendance at conferences and workshops should be regulated by job needs and budgetary limitations.

Procedures to coordinate conference attendance by Leadership Team members are necessary. The following is the procedure to follow if you plan to attend a conference.

1. Conferences and workshops are to be coordinated by the Superintendent.

Management/Unrepresented/Confidential Employees should give as much advance notice as possible so that conference attendance can be coordinated on a calendar to assure adequate office coverage at all times.

2. If an advance per diem is desired, employees should submit a copy of the **Request for Advance Per Diem Form** with the necessary conference information attached to the Superintendent for processing.
3. Management/Confidential/Unrepresented Employees are to follow conference reimbursement regulations and are to use **Conference Request Forms** and **Advance Per Diem Request Forms** when appropriate.

Fringe Benefits

- A. The County Office will contribute the following towards the monthly premium costs for each employee towards fringe benefits effective for the July 1, 2024, payroll which pays for July's benefit coverage (13 months):

Medical (<i>Tiered</i>)	
Employee	\$ 558.00
Employee + 1	\$1,115.00
Employee + Family	\$1,447.00
Dental (Composite)	\$ 113.00
Vision (Composite)	\$ 22.00
Life	\$ 3.90

- B. The County Office will contribute towards a prorated share of fringe benefits for part-time employees who work twenty (20) hours per week or more. The prorated share will be based on the number of hours worked. The employee will be responsible for the balance.
- C. Currently these benefits are being administered and reinsured through Tri-County Schools Insurance Group (TCSIG).
- D. Both parties are required to follow the rules and regulations of the carriers/administrators.
- E. The County Office will make available a Section 125 Plan effective July 1, 1998. All employees will have the option to participate.
- F. The County Office will participate in open enrollment each year between mid-April and mid-May and employees may choose which medical plan they wish to participate in the following fiscal year.

Fringe Benefits - Retirees

- A. Employees who are retiring and are at least fifty-five (55) years of age, have been employed with the Yuba County Office of Education the equivalent of at least fifteen (15) years full-time immediately preceding their retirement, and are retiring under the provisions of STRS or PERS will be provided with fringe benefits as described below:
1. The Yuba County Office of Education will pay a contribution equivalent to the lowest employee only premium for medical insurance offered by the carrier for the retiring employee. The Yuba County Office of Education will pay the contribution for the employee only premium for the dental and vision plan that is offered to regular employees in the same classification for the retiring employee. This total contribution may be used for the medical insurance plan of the employee's choice,

or for medical, dental and vision insurance, or to pay for medical insurance for the employee and spouse. The retired employee shall pay any additional premium that is above the contribution paid by the county office.

2. Retirees may participate in open enrollment when offered to regular employees. The retiree must notify YCOE if they plan to continue participating in the retiree benefit program by May 31st of each year.
 3. Retirees may select medical coverage only or all offered benefits. Retirees may not select dental or vision coverage without medical coverage. There is no life insurance coverage for retirees.
 4. The retiree may cover their spouse and/or dependents at their cost. Retiree shall make arrangements with the Fiscal Services Department to pay the monthly premiums in advance. Coverage must be the same as that of the retiree.
 5. This provision shall cease on the last day of the month in which the retiree reaches age sixty-five (65). Employees may contribute to purchase insurance at their cost through the carrier, if allowed.
 6. The parties are required to follow all rules and regulations of the carriers/administrators.
- B. An employee who retires under PERS/STRS, who is fifty-five (55) years of age, and who has worked the equivalent of fifteen (15) years full-time for the Yuba County Office of Education is eligible for paid health, dental and vision insurance until age sixty-five (65). Any employee who meets these conditions may be called upon to provide ten (10) days of service each year to the county office without further compensation until age sixty-five (65) unless precluded by the employee's health condition. Such service may include serving as a substitute in the classroom, working on a special project, providing consultant services or other mutually agreed upon service. It is the employee's responsibility to keep the county office informed of their current permanent home address and phone number. These benefits may be terminated if the county office requests and the retired employee refuses to provide the ten (10) days of service each year.
- C. Retiring employees may participate in the fringe benefit plan at no cost to the County Office under the following conditions:
1. Retiree must have been employed with the County Office immediately preceding their retirement and be retiring under the provisions of a state retirement system (STRS or PERS).
 2. Retirees may select medical coverage only or all offered benefits. Retirees may not select dental or vision coverage without medical coverage.
 3. Retiree and dependents age 65 or over must apply for Medicare and, if not eligible, submit proof that they are ineligible for Medicare.
 4. Retiree shall make arrangements with the Fiscal Services Department to pay the monthly premium costs in advance on no less than a quarterly basis.
 5. All coverage shall be discontinued upon premium delinquency.

6. The parties shall abide by all rules and regulations of the carriers/administrators involved.
- C. Surviving spouses and dependents of employees will be eligible to continue the fringe benefit plan at no cost to the County Office under the following conditions:
1. The employee must have been employed full time by the County Office for at least ten (10) years immediately preceding their death.
 2. Fringe benefit coverage shall be the same as that in effect for regular full-time employees of the same classification (i.e. – management/unrepresented/confidential).
 3. Retiree and dependents age 65 or over must apply for Medicare and, if not eligible, submit proof that they are ineligible for Medicare.
 4. Unmarried children may continue fringe benefit coverage as long as they continue to meet the Internal Revenue Code definition of dependent.
 5. Arrangements shall be made with the business office to pay the monthly costs in advance on no less than a quarterly basis.
 6. All coverage will be discontinued upon remarriage, premium delinquency, attaining eligibility for Medicare benefits, or failure to meet definition of dependent status.
 7. The parties are required to follow all rules and regulations of the carriers/administrators involved.

Transfers

A. Voluntary Transfer - Employee initiated request

1. Vacancies may be posted at each work site. After a vacancy is posted, employees must apply on EdJoin.org
2. All requests for voluntary transfers shall be considered according to the following criteria:
 - a. Qualifications
 - b. Experience
 - c. Work history and performance
 - d. Agreement of department head and Director of Human Resources
 - e. Participation in the interview process, if applicable.
3. If a request for a voluntary transfer is denied, the reasons shall be provided to the employee in writing.

B. Involuntary Transfer - Administration initiated transfer

1. Involuntary transfers shall be based on justifiable needs of the County Office and shall not be punitive or disciplinary in nature.
2. The involuntary transfer of an employee shall be made on the basis of qualifications.

3. The employee to be involuntarily transferred shall be given the reasons in writing prior to the impending transfer.
4. Involuntary transfers may be either temporary or permanent.

Job Descriptions

It is important for structured decision making that the job descriptions for management/unrepresented/confidential positions be directly related to the actual function of the position. Each position on the employee shall have a job description prepared by management personnel designated by the Superintendent. In the case of existing positions, management/unrepresented/confidential employees currently in that position should be consulted concerning the contents of the job description.

Salary Information

The salary schedule will be increased by 1.50% for the 2024-2025 school year and is attached.

Present employees are assigned to ranges as shown. Any changes of an employee's range, addition to the number of ranges, or placement on the salary schedule of any new management, unrepresented or confidential employee is at the discretion of the County Superintendent. Salaries reflected are annual amounts and will be prorated for part-time employees.

An MA degree shall add \$1,200 per year to the employee's salary, and a PhD shall add \$1,700 per year to the employee's salary when not a requirement of the position. The employee shall be compensated for the highest degree achieved.

YCOE Service Year Longevity Stipend

Effective July 1, 2024, add a YCOE Service Year Longevity Stipend. This stipend will be prorated based upon FTE and will be in addition to the classification longevity steps.

- 10-14 years: \$500/year
- 15-19 years: \$1,000/year
- 20-24 years: \$1,500/year
- 25-29 years: \$2,000/year
- 30+ years: \$2,500/year

Note: If a unit member reaches thirty (30) years as a full-time employee, the unit member shall obtain the full stipend amount irrespective of their FTE.

Employees will be eligible to receive the longevity stipend on July 1 if they reach their service year longevity on or before June 30th of the previous year.

Longevity: Longevity shall be calculated by increasing the base salary by 5% after 4 years at Step 6, by 10% after 9 years at Step 6, by 15% after 14 years at Step 6, and by 20% after 19 years at Step 6.

Travel and Reimbursement

- A. Employees required to use their own automobiles in the performance of their assigned duties shall be reimbursed for mileage.
- B. Exceptional traveling distances may merit differing consideration by the County

Superintendent. Mileage reimbursement rates shall be set according to the most current IRS rate in place January of each year.

- C. The Yuba County Office of Education will make mileage rate increase adjustments effective July 1 of the next fiscal year.

In the event the January IRS rate is a reduction in the amount for mileage reimbursement, the recommended adjustment can be implemented prior to July 1.

Exceptions will be made for categorical programs that determine maximum mileage rates within the program. The categorical mileage rate will be either the categorical rate allowed or the IRS rate, whichever is less.

- D. To encourage attendance at job related meetings and conferences which will enhance County Office programs, and recognizing the constraints of program budgets, travel costs will be covered for employee through the following:

- Use of county vehicle.
- Use of YCOE credit card to reimburse for gas actually used.
- Mileage reimbursement at the current rate.

YUBA COUNTY OFFICE OF EDUCATION

Rob Gregor, Superintendent

2024/2025 SALARY SCHEDULE

Deputy Superintendent

Certificated Management	
Hours Per Day	7.5
Days Per Year	217

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 10	Step 15	Step 20	Step 25
		5%	5%	5%	5%	5%	5%	5%	5%	5%
Annual	\$ 142,006	\$ 149,106	\$ 156,561	\$ 164,389	\$ 172,608	\$ 181,238	\$ 190,300	\$ 199,815	\$ 209,806	\$ 220,296
Daily	\$ 654.41	\$ 687.12	\$ 721.48	\$ 757.55	\$ 795.43	\$ 835.20	\$ 876.96	\$ 920.81	\$ 966.85	\$ 1,015.19

STIPEND INFORMATION:

Master's Degree \$1,200

Doctorate Degree \$1,700

Service Year Longevity Stipend with YCOE will be prorated based upon FTE as defined by their work assignment as is set forth below:

- 10 to 14 years = \$500/year
- 15 to 19 years = \$1,000/year
- 20 to 24 years = \$1,500/year
- 25 to 29 years = \$2,000/year
- 30 + years = \$2,500/year

1.5% added to the 2023/2024 Deputy Superintendent Salary Schedule

Approved July 17, 2024

YUBA COUNTY OFFICE OF EDUCATION

Rob Gregor, Superintendent

2024/2025 SALARY SCHEDULE

Assistant Superintendent

Certificated Management	
Hours Per Day	7.5
Days Per Year	217

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 10	Step 15	Step 20	Step 25
		5%	5%	5%	5%	5%	5%	5%	5%	5%
Annual	\$ 118,857	\$ 124,800	\$ 131,040	\$ 137,592	\$ 144,472	\$ 151,696	\$ 159,281	\$ 167,245	\$ 175,607	\$ 184,387
Daily	\$ 547.73	\$ 575.12	\$ 603.87	\$ 634.06	\$ 665.77	\$ 699.06	\$ 734.01	\$ 770.71	\$ 809.25	\$ 849.71

STIPEND INFORMATION:

Master's Degree \$1,200
 Doctorate Degree \$1,700

Service Year Longevity Stipend with YCOE will be prorated based upon FTE as defined by their work assignment as is set forth below:

- 10 to 14 years = \$500/year
- 15 to 19 years = \$1,000/year
- 20 to 24 years = \$1,500/year
- 25 to 29 years = \$2,000/year
- 30 + years = \$2,500/year

4% added to the 2023/2024 Assistant Superintendent Salary Schedule

Approved July 17, 2024

YUBA COUNTY OFFICE OF EDUCATION

Rob Gregor, Superintendent

2024/2025 SALARY SCHEDULE

Chief Business Official

Classified Management	
Hours Per Day	7.5
Days Per Year	224

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 10	Step 15	Step 20	Step 25
		5%	5%	5%	5%	5%	5%	5%	5%	5%
Annual	\$ 138,761	\$ 145,699	\$ 152,984	\$ 160,633	\$ 168,665	\$ 177,098	\$ 185,953	\$ 195,251	\$ 205,014	\$ 215,265
Daily	\$ 619.47	\$ 650.44	\$ 682.96	\$ 717.11	\$ 752.97	\$ 790.62	\$ 830.15	\$ 871.66	\$ 915.24	\$ 961.00

STIPEND INFORMATION:

Master's Degree \$1,200

Doctorate Degree \$1,700

Service Year Longevity Stipend with YCOE will be prorated based upon FTE as defined by their work assignment as is set forth below:

- 10 to 14 years = \$500/year
- 15 to 19 years = \$1,000/year
- 20 to 24 years = \$1,500/year
- 25 to 29 years = \$2,000/year
- 30 + years = \$2,500/year

1.5% added to the 2023/2024 Chief Bussiness Official Salary Schedule

Approved July 17, 2024

YUBA COUNTY OFFICE OF EDUCATION

Rob Gregor, Superintendent

2024/2025 SALARY SCHEDULE Executive Director of Human Resources

Classified Management	
Hours Per Day	7.5
Days Per Year	258

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 10	Step 15	Step 20	Step 25
		5%	5%	5%	5%	5%	5%	5%	5%	5%
Annual	\$ 113,789	\$ 119,478	\$ 125,452	\$ 131,725	\$ 138,311	\$ 145,227	\$ 152,488	\$ 160,112	\$ 168,118	\$ 176,524
Daily	\$ 441.04	\$ 463.09	\$ 486.25	\$ 510.56	\$ 536.09	\$ 562.90	\$ 591.04	\$ 620.59	\$ 651.62	\$ 684.20

STIPEND INFORMATION:

Master's Degree \$1,200

Doctorate Degree \$1,700

Service Year Longevity Stipend with YCOE will be prorated based upon FTE as defined by their work assignment as is set forth below:

- 10 to 14 years = \$500/year
- 15 to 19 years = \$1,000/year
- 20 to 24 years = \$1,500/year
- 25 to 29 years = \$2,000/year
- 30 + years = \$2,500/year

4% added to the 2023/2024 Executive Director of Human Resources Salary Schedule

Approved July 17, 2024

YUBA COUNTY OFFICE OF EDUCATION

Rob Gregor, Superintendent

2024/2025 SALARY SCHEDULE Executive Director of Technology

Classified Management	
Hours Per Day	7.5
Days Per Year	258

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 10	Step 15	Step 20	Step 25
		5%	5%	5%	5%	5%	5%	5%	5%	5%
Annual	\$ 108,370	\$ 113,789	\$ 119,478	\$ 125,452	\$ 131,725	\$ 138,311	\$ 145,227	\$ 152,488	\$ 160,112	\$ 168,118
Daily	\$ 420.04	\$ 441.04	\$ 463.09	\$ 486.25	\$ 510.56	\$ 536.09	\$ 562.90	\$ 591.04	\$ 620.59	\$ 651.62

STIPEND INFORMATION:

Master's Degree \$1,200

Doctorate Degree \$1,700

Service Year Longevity Stipend with YCOE will be prorated based upon FTE as defined by their work assignment as is set forth below:

- 10 to 14 years = \$500/year
- 15 to 19 years = \$1,000/year
- 20 to 24 years = \$1,500/year
- 25 to 29 years = \$2,000/year
- 30 + years = \$2,500/year

1.5% added to the 2023/2024 Executive Director of Technology Salary Schedule

Approved July 17, 2024

YUBA COUNTY OFFICE OF EDUCATION

Rob Gregor, Superintendent

2024/2025 SALARY SCHEDULE Director of Fiscal Services (Internal and External)

Classified Management	
Hours Per Day	7.5
Days Per Year	258

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 10	Step 15	Step 20	Step 25
		5%	5%	5%	5%	5%	5%	5%	5%	5%
Annual	\$ 93,088	\$ 97,742	\$ 102,629	\$ 107,760	\$ 113,148	\$ 118,805	\$ 124,745	\$ 130,982	\$ 137,531	\$ 144,408
Daily	\$ 360.81	\$ 378.84	\$ 397.79	\$ 417.67	\$ 438.56	\$ 460.48	\$ 483.51	\$ 507.68	\$ 533.07	\$ 559.72

STIPEND INFORMATION:

Master's Degree \$1,200

Doctorate Degree \$1,700

Service Year Longevity Stipend with YCOE will be prorated based upon FTE as defined by their work assignment as is set forth below:

- 10 to 14 years = \$500/year
- 15 to 19 years = \$1,000/year
- 20 to 24 years = \$1,500/year
- 25 to 29 years = \$2,000/year
- 30 + years = \$2,500/year

4% added to the 2023/2024 Director of Fiscal Services Salary Schedule

Approved July 17, 2024

YUBA COUNTY OFFICE OF EDUCATION

Rob Gregor, Superintendent

2024/2025 SALARY SCHEDULE

Educational Services Director

Certificated Management	
Hours Per Day	7.5
Days Per Year	217

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 10	Step 15	Step 20	Step 25
		5%	5%	5%	5%	5%	5%	5%	5%	5%
Annual	\$ 109,461	\$ 114,934	\$ 120,681	\$ 126,715	\$ 133,051	\$ 139,704	\$ 146,689	\$ 154,023	\$ 161,724	\$ 169,810
Daily	\$ 504.43	\$ 529.65	\$ 556.13	\$ 583.94	\$ 613.14	\$ 643.80	\$ 675.99	\$ 709.78	\$ 745.27	\$ 782.53

Director of California Community Schools Partnership Program

Director of Charter School

Director of CTE & Adult Education

Director of Curriculum & Instruction

STIPEND INFORMATION:

Master's Degree \$1,200

Doctorate Degree \$1,700

Service Year Longevity Stipend with YCOE will be prorated based upon FTE as defined by their work assignment as is set forth below:

- 10 to 14 years = \$500/year
- 15 to 19 years = \$1,000/year
- 20 to 24 years = \$1,500/year
- 25 to 29 years = \$2,000/year
- 30 + years = \$2,500/year

1.5% added to the 2023/2024 Educational Services Director Salary Schedule

Approved July 17, 2024

YUBA COUNTY OFFICE OF EDUCATION

Rob Gregor, Superintendent

2024/2025 SALARY SCHEDULE

Educational Services Director

Certificated Management	
Hours Per Day	7.5
Days Per Year	217

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 10	Step 15	Step 20	Step 25
		5%	5%	5%	5%	5%	5%	5%	5%	5%
Annual	\$ 109,461	\$ 114,934	\$ 120,681	\$ 126,715	\$ 133,051	\$ 139,704	\$ 146,689	\$ 154,023	\$ 161,724	\$ 169,810
Daily	\$ 504.43	\$ 529.65	\$ 556.13	\$ 583.94	\$ 613.14	\$ 643.80	\$ 675.99	\$ 709.78	\$ 745.27	\$ 782.53

Director of California Community Schools Partnership Program

Director of Charter School

Director of CTE & Adult Education

Director of Curriculum & Instruction

STIPEND INFORMATION:

Master's Degree \$1,200

Doctorate Degree \$1,700

Service Year Longevity Stipend with YCOE will be prorated based upon FTE as defined by their work assignment as is set forth below:

- 10 to 14 years = \$500/year
- 15 to 19 years = \$1,000/year
- 20 to 24 years = \$1,500/year
- 25 to 29 years = \$2,000/year
- 30 + years = \$2,500/year

1.5% added to the 2023/2024 Educational Services Director Salary Schedule

Approved July 17, 2024

YUBA COUNTY OFFICE OF EDUCATION

Rob Gregor, Superintendent

2024/2025 SALARY SCHEDULE SELPA Director

Certificated Management	
Hours Per Day	7.5
Days Per Year	217

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 10	Step 15	Step 20	Step 25
		5%	5%	5%	5%	5%	5%	5%	5%	5%
Annual	\$ 109,461	\$ 114,934	\$ 120,681	\$ 126,715	\$ 133,051	\$ 139,704	\$ 146,689	\$ 154,023	\$ 161,724	\$ 169,810
Daily	\$ 504.43	\$ 529.65	\$ 556.13	\$ 583.94	\$ 613.14	\$ 643.80	\$ 675.99	\$ 709.78	\$ 745.27	\$ 782.53

STIPEND INFORMATION:

Master's Degree \$1,200

Doctorate Degree \$1,700

Service Year Longevity Stipend with YCOE will be prorated based upon FTE as defined by their work assignment as is set forth below:

- 10 to 14 years = \$500/year
- 15 to 19 years = \$1,000/year
- 20 to 24 years = \$1,500/year
- 25 to 29 years = \$2,000/year
- 30 + years = \$2,500/year

1.5% added to the 2023/2024 SELPA Director Salary Schedule

Approved July 17, 2024

YUBA COUNTY OFFICE OF EDUCATION

Rob Gregor, Superintendent

2024/2025 SALARY SCHEDULE

Classified Director

Classified Management	
Hours Per Day	7.5
Days Per Year	258

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 10	Step 15	Step 20	Step 25
		5%	5%	5%	5%	5%	5%	5%	5%	5%
Annual	\$ 90,818	\$ 95,359	\$ 100,127	\$ 105,133	\$ 110,390	\$ 115,910	\$ 121,706	\$ 127,791	\$ 134,181	\$ 140,890
Daily	\$ 352.01	\$ 369.61	\$ 388.09	\$ 407.49	\$ 427.87	\$ 449.26	\$ 471.73	\$ 495.31	\$ 520.08	\$ 546.09

Director of Early Learning & Child Care Support
 Director of One Stop
 Director of Prevention Support & Services
 Director of Youth Advocacy

STIPEND INFORMATION:

Master's Degree \$1,200
 Doctorate Degree \$1,700

Service Year Longevity Stipend with YCOE will be prorated based upon FTE as defined by their work assignment as is set forth below:

- 10 to 14 years = \$500/year
- 15 to 19 years = \$1,000/year
- 20 to 24 years = \$1,500/year
- 25 to 29 years = \$2,000/year
- 30 + years = \$2,500/year

1.5% added to the 2023/2024 Classified Director Salary Schedule

Approved July 17, 2024

YUBA COUNTY OFFICE OF EDUCATION

Rob Gregor, Superintendent

2024/2025 SALARY SCHEDULE Community Engagement & Emergency Response Administrator

Classified Management	
Hours Per Day	7.5
Days Per Year	258

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 10	Step 15	Step 20	Step 25
		5%	5%	5%	5%	5%	5%	5%	5%	5%
Annual	\$ 85,865	\$ 90,158	\$ 94,666	\$ 99,399	\$ 104,369	\$ 109,587	\$ 115,066	\$ 120,819	\$ 126,860	\$ 133,203
Daily	\$ 332.81	\$ 349.45	\$ 366.92	\$ 385.27	\$ 404.53	\$ 424.76	\$ 445.99	\$ 468.29	\$ 491.71	\$ 516.29

STIPEND INFORMATION:

Master's Degree \$1,200

Doctorate Degree \$1,700

Service Year Longevity Stipend with YCOE will be prorated based upon FTE as defined by their work assignment as is set forth below:

- 10 to 14 years = \$500/year
- 15 to 19 years = \$1,000/year
- 20 to 24 years = \$1,500/year
- 25 to 29 years = \$2,000/year
- 30 + years = \$2,500/year

1.5% added to the 2023/2024 Community Engagement & Emergency Response Administrator Salary Schedule

Approved July 17, 2024

YUBA COUNTY OFFICE OF EDUCATION

Rob Gregor, Superintendent

2024/2025 SALARY SCHEDULE

Operations Administrator

Classified Management	
Hours Per Day	7.5
Days Per Year	258

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 10	Step 15	Step 20	Step 25
		5%	5%	5%	5%	5%	5%	5%	5%	5%
Annual	\$ 85,865	\$ 90,158	\$ 94,666	\$ 99,399	\$ 104,369	\$ 109,587	\$ 115,066	\$ 120,819	\$ 126,860	\$ 133,203
Daily	\$ 332.81	\$ 349.45	\$ 366.92	\$ 385.27	\$ 404.53	\$ 424.76	\$ 445.99	\$ 468.29	\$ 491.71	\$ 516.29

STIPEND INFORMATION:

Master's Degree \$1,200

Doctorate Degree \$1,700

Service Year Longevity Stipend with YCOE will be prorated based upon FTE as defined by their work assignment as is set forth below:

- 10 to 14 years = \$500/year
- 15 to 19 years = \$1,000/year
- 20 to 24 years = \$1,500/year
- 25 to 29 years = \$2,000/year
- 30 + years = \$2,500/year

1.5% added to the 2023/2024 Operations Administrator Salary Schedule

Approved July 17, 2024

YUBA COUNTY OFFICE OF EDUCATION

Rob Gregor, Superintendent

2024/2025 SALARY SCHEDULE Maintenance & Operations Administrator

Classified Management	
Hours Per Day	7.5
Days Per Year	258

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 10	Step 15	Step 20	Step 25
		5%	5%	5%	5%	5%	5%	5%	5%	5%
Annual	\$ 85,865	\$ 90,158	\$ 94,666	\$ 99,399	\$ 104,369	\$ 109,587	\$ 115,066	\$ 120,819	\$ 126,860	\$ 133,203
Daily	\$ 332.81	\$ 349.45	\$ 366.92	\$ 385.27	\$ 404.53	\$ 424.76	\$ 445.99	\$ 468.29	\$ 491.71	\$ 516.29

STIPEND INFORMATION:

Master's Degree \$1,200

Doctorate Degree \$1,700

Service Year Longevity Stipend with YCOE will be prorated based upon FTE as defined by their work assignment as is set forth below:

- 10 to 14 years = \$500/year
- 15 to 19 years = \$1,000/year
- 20 to 24 years = \$1,500/year
- 25 to 29 years = \$2,000/year
- 30 + years = \$2,500/year

1.5% added to the 2023/2024 Maintenance & Operations Administrator Salary Schedule

Approved July 17, 2024

YUBA COUNTY OFFICE OF EDUCATION

Rob Gregor, Superintendent

2024/2025 SALARY SCHEDULE

UPK/TK Coordinator

Certificated Management	
Hours Per Day	7.5
Days Per Year	197

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 10	Step 15	Step 20	Step 25
		5%	5%	5%	5%	5%	5%	5%	5%	5%
Annual	\$ 86,166	\$ 90,474	\$ 94,998	\$ 99,748	\$ 104,735	\$ 109,972	\$ 115,471	\$ 121,245	\$ 127,307	\$ 133,672
Daily	\$ 437.39	\$ 459.26	\$ 482.22	\$ 506.34	\$ 531.65	\$ 558.23	\$ 586.15	\$ 615.46	\$ 646.23	\$ 678.54

STIPEND INFORMATION:

Master's Degree \$1,200

Doctorate Degree \$1,700

Service Year Longevity Stipend with YCOE will be prorated based upon FTE as defined by their work assignment as is set forth below:

- 10 to 14 years = \$500/year
- 15 to 19 years = \$1,000/year
- 20 to 24 years = \$1,500/year
- 25 to 29 years = \$2,000/year
- 30 + years = \$2,500/year

1.5% added to the 2023/2024 UPK/TK Coordinator Salary Schedule

Approved July 17, 2024

YUBA COUNTY OFFICE OF EDUCATION

Rob Gregor, Superintendent

2024/2025 SALARY SCHEDULE Human Resources Coordinator

Classified Management	
Hours Per Day	7.5
Days Per Year	258

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 10	Step 15	Step 20	Step 25
		5%	5%	5%	5%	5%	5%	5%	5%	5%
Annual	\$ 74,308	\$ 78,023	\$ 81,924	\$ 86,020	\$ 90,321	\$ 94,837	\$ 99,579	\$ 104,558	\$ 109,786	\$ 115,275
Daily	\$ 288.02	\$ 302.41	\$ 317.53	\$ 333.41	\$ 350.08	\$ 367.59	\$ 385.97	\$ 405.26	\$ 425.53	\$ 446.80

STIPEND INFORMATION:

Master's Degree \$1,200

Doctorate Degree \$1,700

Service Year Longevity Stipend with YCOE will be prorated based upon FTE as defined by their work assignment as is set forth below:

- 10 to 14 years = \$500/year
- 15 to 19 years = \$1,000/year
- 20 to 24 years = \$1,500/year
- 25 to 29 years = \$2,000/year
- 30 + years = \$2,500/year

4% added to the 2023/2024 Human Resources Coordinator Salary Schedule

Approved July 17, 2024

YUBA COUNTY OFFICE OF EDUCATION

Rob Gregor, Superintendent

2024/2025 SALARY SCHEDULE Educational Services Coordinators

Classified Management	
Hours Per Day	7.5
Days Per Year	258

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 10	Step 15	Step 20	Step 25
		5%	5%	5%	5%	5%	5%	5%	5%	5%
Annual	\$ 72,496	\$ 76,121	\$ 79,927	\$ 83,923	\$ 88,119	\$ 92,525	\$ 97,151	\$ 102,009	\$ 107,109	\$ 112,464
Daily	\$ 280.99	\$ 295.04	\$ 309.79	\$ 325.28	\$ 341.55	\$ 358.62	\$ 376.55	\$ 395.38	\$ 415.15	\$ 435.91

Classification

Coordinator of Allcove
Coordinator of CSECY
Coordinator of LCCSP
Coordinator of Prevention Services
Coordinator of Prop 64
Coordinator of Social Emotional Learning
Coordinator of Student Data
Coordinator of Youth Advocacy

STIPEND INFORMATION:

Master's Degree \$1,200
Doctorate Degree \$1,700

Service Year Longevity Stipend with YCOE will be prorated based upon FTE as defined by their work assignment as is set forth below:

- 10 to 14 years = \$500/year
- 15 to 19 years = \$1,000/year
- 20 to 24 years = \$1,500/year
- 25 to 29 years = \$2,000/year
- 30 + years = \$2,500/year

1.5% added to the 2023/2024 Educational Services Coordinator Salary Schedule

Approved July 17, 2024

YUBA COUNTY OFFICE OF EDUCATION

Rob Gregor, Superintendent

2024/2025 SALARY SCHEDULE

School Nurse Coordinator

Certificated Management	
Hours Per Day	7.5
Days Per Year	202

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 10	Step 15	Step 20	Step 25
		5%	5%	5%	5%	5%	5%	5%	5%	5%
Annual	\$ 88,353	\$ 92,771	\$ 97,410	\$ 102,281	\$ 107,395	\$ 112,765	\$ 118,403	\$ 124,323	\$ 130,539	\$ 137,066
Daily	\$ 437.39	\$ 459.26	\$ 482.23	\$ 506.34	\$ 531.66	\$ 558.24	\$ 586.15	\$ 615.46	\$ 646.23	\$ 678.54

STIPEND INFORMATION:

Master's Degree \$1,200

Doctorate Degree \$1,700

Service Year Longevity Stipend with YCOE will be prorated based upon FTE as defined by their work assignment as is set forth below:

- 10 to 14 years = \$500/year
- 15 to 19 years = \$1,000/year
- 20 to 24 years = \$1,500/year
- 25 to 29 years = \$2,000/year
- 30 + years = \$2,500/year

1.5% added to the 2023/2024 School Nurse Coordinator Salary Schedule

Approved July 17, 2024

YUBA COUNTY OFFICE OF EDUCATION

Rob Gregor, Superintendent

2024/2025 SALARY SCHEDULE

Administrative Supports

Classified Management	
Hours Per Day	7.5
Days Per Year	258

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 10	Step 15	Step 20	Step 25
		5%	5%	5%	5%	5%	5%	5%	5%	5%
Annual	\$ 51,363	\$ 53,931	\$ 56,628	\$ 59,459	\$ 62,432	\$ 65,554	\$ 68,832	\$ 72,274	\$ 75,888	\$ 79,682
Daily	\$ 199.08	\$ 209.03	\$ 219.49	\$ 230.46	\$ 241.98	\$ 254.09	\$ 266.79	\$ 280.13	\$ 294.14	\$ 308.84

Classification

Administrative Support to Chief Business Official
 Administrative Support to Deputy Superintendent
 Administrative Support to Assistant Superintendent

STIPEND INFORMATION:

Master's Degree \$1,200

Doctorate Degree \$1,700

Service Year Longevity Stipend with YCOE will be prorated based upon FTE as defined by their work assignment as is set forth below:

- 10 to 14 years = \$500/year
- 15 to 19 years = \$1,000/year
- 20 to 24 years = \$1,500/year
- 25 to 29 years = \$2,000/year
- 30 + years = \$2,500/year

4% added to the 2023/2024 Administrative Supports Salary Schedule

Approved July 17, 2024

YUBA COUNTY OFFICE OF EDUCATION

Rob Gregor, Superintendent

2024/2025 SALARY SCHEDULE

Principal

Certificated Management	
Hours Per Day	7.5
Days Per Year	207

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 10	Step 15	Step 20	Step 25
		5%	5%	5%	5%	5%	5%	5%	5%	5%
Annual	\$ 96,617	\$ 101,448	\$ 106,520	\$ 111,846	\$ 117,438	\$ 123,310	\$ 129,476	\$ 135,950	\$ 142,748	\$ 149,885
Daily	\$ 466.75	\$ 490.09	\$ 514.59	\$ 540.32	\$ 567.33	\$ 595.70	\$ 625.49	\$ 656.76	\$ 689.60	\$ 724.08

Certificated Management	
Hours Per Day	7.5
Days Per Year	217

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 10	Step 15	Step 20	Step 25
		5%	5%	5%	5%	5%	5%	5%	5%	5%
Annual	\$ 101,285	\$ 106,349	\$ 111,666	\$ 117,249	\$ 123,111	\$ 129,267	\$ 135,730	\$ 142,516	\$ 149,642	\$ 157,124
Daily	\$ 466.75	\$ 490.09	\$ 514.59	\$ 540.32	\$ 567.33	\$ 595.70	\$ 625.48	\$ 656.75	\$ 689.59	\$ 724.07

STIPEND INFORMATION:

Master's Degree \$1,200

Doctorate Degree \$1,700

Service Year Longevity Stipend with YCOE will be prorated based upon FTE as defined by their work assignment as is set forth below:

- 10 to 14 years = \$500/year
- 15 to 19 years = \$1,000/year
- 20 to 24 years = \$1,500/year
- 25 to 29 years = \$2,000/year
- 30 + years = \$2,500/year

1.5% added to the 2023/2024 Principal Salary Schedule

Approved July 17, 2024

YUBA COUNTY OFFICE OF EDUCATION

Rob Gregor, Superintendent

2024/2025 SALARY SCHEDULE

Vice Principal

Certificated Management	
Hours Per Day	7.5
Days Per Year	201

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 10	Step 15	Step 20	Step 25
		5%	5%	5%	5%	5%	5%	5%	5%	5%
Annual	\$ 87,915	\$ 92,311	\$ 96,927	\$ 101,773	\$ 106,862	\$ 112,205	\$ 117,815	\$ 123,706	\$ 129,891	\$ 136,386
Daily	\$ 437.39	\$ 459.26	\$ 482.22	\$ 506.33	\$ 531.65	\$ 558.23	\$ 586.14	\$ 615.45	\$ 646.22	\$ 678.54

STIPEND INFORMATION:

Master's Degree \$1,200

Doctorate Degree \$1,700

Service Year Longevity Stipend with YCOE will be prorated based upon FTE as defined by their work assignment as is set forth below:

- 10 to 14 years = \$500/year
- 15 to 19 years = \$1,000/year
- 20 to 24 years = \$1,500/year
- 25 to 29 years = \$2,000/year
- 30 + years = \$2,500/year

1.5% added to the 2023/2024 Vice Principal Salary Schedule

Approved July 17, 2024

YUBA COUNTY OFFICE OF EDUCATION

Rob Gregor, Superintendent

2024/2025 SALARY SCHEDULE

Psychologist

Unrepresented Management	
Hours Per Day	7.5
Days Per Year	198

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 10	Step 15	Step 20	Step 25
		5%	5%	5%	5%	5%	5%	5%	5%	5%
Annual	\$ 86,873	\$ 91,217	\$ 95,778	\$ 100,567	\$ 105,595	\$ 110,875	\$ 116,419	\$ 122,240	\$ 128,352	\$ 134,770
Daily	\$ 438.75	\$ 460.69	\$ 483.73	\$ 507.91	\$ 533.31	\$ 559.97	\$ 587.97	\$ 617.37	\$ 648.24	\$ 680.66

STIPEND INFORMATION:

Master's Degree \$1,200

Doctorate Degree \$1,700

Service Year Longevity Stipend with YCOE will be prorated based upon FTE as defined by their work assignment as is set forth below:

- 10 to 14 years = \$500/year
- 15 to 19 years = \$1,000/year
- 20 to 24 years = \$1,500/year
- 25 to 29 years = \$2,000/year
- 30 + years = \$2,500/year

1.5% added to the 2023/2024 Psychologist Salary Schedule

Approved July 17, 2024

YUBA COUNTY OFFICE OF EDUCATION

Rob Gregor, Superintendent

2024/2025 SALARY SCHEDULE Child Development Behavior Specialist

Unrepresented Management	
Hours Per Day	7.5
Days Per Year	223

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 10	Step 15	Step 20	Step 25
		5%	5%	5%	5%	5%	5%	5%	5%	5%
Annual	\$ 97,843	\$ 102,735	\$ 107,872	\$ 113,266	\$ 118,929	\$ 124,875	\$ 131,119	\$ 137,675	\$ 144,559	\$ 151,787
Daily	\$ 438.76	\$ 460.70	\$ 483.73	\$ 507.92	\$ 533.31	\$ 559.98	\$ 587.98	\$ 617.38	\$ 648.25	\$ 680.66

STIPEND INFORMATION:

Master's Degree \$1,200
Doctorate Degree \$1,700

Service Year Longevity Stipend with YCOE will be prorated based upon FTE as defined by their work assignment as is set forth below:

- 10 to 14 years = \$500/year
- 15 to 19 years = \$1,000/year
- 20 to 24 years = \$1,500/year
- 25 to 29 years = \$2,000/year
- 30 + years = \$2,500/year

1.5% added to the 2023/2024 Child Development Behavior Specialist Salary Schedule

Approved July 17, 2024

YUBA COUNTY OFFICE OF EDUCATION

Rob Gregor, Superintendent

2024/2025 SALARY SCHEDULE Board Certified Behavior Analyst

Unrepresented Management	
Hours Per Day	7.5
Days Per Year	198

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 10	Step 15	Step 20	Step 25
		5%	5%	5%	5%	5%	5%	5%	5%	5%
Annual	\$ 86,873	\$ 91,217	\$ 95,778	\$ 100,567	\$ 105,595	\$ 110,875	\$ 116,419	\$ 122,240	\$ 128,352	\$ 134,770
Daily	\$ 438.75	\$ 460.69	\$ 483.73	\$ 507.91	\$ 533.31	\$ 559.97	\$ 587.97	\$ 617.37	\$ 648.24	\$ 680.66

STIPEND INFORMATION:

Master's Degree \$1,200
Doctorate Degree \$1,700

Service Year Longevity Stipend with YCOE will be prorated based upon FTE as defined by their work assignment as is set forth below:

- 10 to 14 years = \$500/year
- 15 to 19 years = \$1,000/year
- 20 to 24 years = \$1,500/year
- 25 to 29 years = \$2,000/year
- 30 + years = \$2,500/year

1.5% added to the 2023/2024 Board Certificated Behavior Analyst Salary Schedule

Approved July 17, 2024