



Date: January 19, 2010

To: Dr. J. Brian Sarvis  
Superintendent

From: Elaine Alvarado, Classified Personnel Coordinator

Re: **First Reading of Board Policy 4351, 4152 and 4251**

Conference Agenda:   X  

### **Background**

The employment compensation board policy language must be updated and revised as part of our recent 4000 personnel series approvals. This will incorporate the policy numbers and consistency for "employment compensation" for classified, certificated and management employees.

Per board policy 9311, "... before adoption, policies shall normally be given two readings by the board. At its second reading, the policy may be adopted by a majority vote of all members of the board". Therefore it is requested that the board move to adopt board policy 4351, 4152 and 4251.

### **Recommendation** *(For Action/Consent items only)*

That the Board of Education conduct and first reading of board policy 4351, 4152 and 4251 or per board policy 9311, move to adopt without a second reading.

# Santa Barbara School Districts

## Board Policy

Personnel

BP 4351, 4152, 4251

### EMPLOYEE COMPENSATION

In order to recruit and retain employees committed to the district's goals for student learning, the Governing Board recognizes the importance of offering a competitive compensation package which includes salaries and health and welfare benefits.

*(cf. 3100 - Budget)*

*(cf. 3400 - Management of Districts Assets/Accounts)*

*(cf. 4000 - Concepts and Roles)*

*(cf. 4154/4254/4354 - Health and Welfare Benefits)*

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. These schedules shall comply with law and negotiated agreements and shall be printed and made available for review at the district office. (Education Code 45023, 45028)

*(cf. 4121 - Temporary/Substitute Personnel)*

*(cf. 4141/4241 - Collective Bargaining Agreement)*

*(cf. 4143/4243 - Negotiations/Consultation)*

Salary schedules for staff who are not a part of a bargaining unit shall be determined by the Board at the recommendation of the Superintendent or designee.

*(cf. 4312.1 - Contacts)*

The Superintendent or designee shall ensure that the district's payroll system complies with all applicable laws and bargaining agreements, including, but not limited to, timelines regarding payment of compensation and deductions of dues for employee organizations.

*(cf. 4140/4240 - Bargaining Units)*

#### Legal Reference:

##### EDUCATION CODE

45022-45061.5 Salaries, especially:

45023 Availability of salary schedule

45028 Salary schedule for certificated employees

45160-45169 Salaries for classified employees

45268 Salary schedule for classified service in merit system districts

##### GOVERNMENT CODE

3540-3549 Meeting and negotiating, especially:

3543.2 Scope of representation

3543.7 Duty to meet and negotiate in good faith

##### LABOR CODE

226 Employee access to payroll records

232 Disclosure of wages

UNITED STATES CODE, TITLE 26

409A Deferred compensation plans  
CODE OF FEDERAL REGULATIONS, TITLE 26  
1.409A-1 Definitions and covered plans

Management Resources:

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

NEA and NSBA Joint Guidance on the Tax Consequences of Deferred Compensation Ö Section 409A of the  
Internal Revenue Code, January 2008

WEB SITES

CSBA: <http://www.csba.org>

Internal Revenue Service: <http://www.irs.gov>

National School Boards Association: <http://www.nsba.org>

Policy: SANTA BARBARA SCHOOL DISTRICTS

Adopted: (date) Santa Barbara, CA