

**GLENDALÉ UNION HIGH SCHOOL DISTRICT
GLENDALÉ, ARIZONA**

SALARY SCHEDULE

AND

RELATED PROVISIONS

FOR

ADMINISTRATIVE PERSONNEL

2023 - 2024

ADOPTED

July 5, 2023

ADMINISTRATIVE SALARY SCHEDULE
2023-2024

1. A person going on the administrative salary schedule shall be placed on the salary schedule in one of the following ways:
 - A. A new administrator entering GUHSD from outside the district shall be placed on the administrative salary schedule at the discretion of the Superintendent.
 - B. A new administrator on the teacher's salary schedule will be placed on the appropriate administrative salary schedule by dividing the teacher's total salary (excluding longevity) by number of months worked (9, 9.5 or 10) and then multiplying by a factor of 11 (months). The new administrator will then be placed on the first full step above this computed amount. Longevity considerations will be advanced again after appropriate salary placement has been determined.

TOTAL TEACHER'S SALARY will be the contract amount plus any of the following WILL BE INCLUDED:

1. Coaching
2. Department Chair
3. Instructional Specialist/Coordinator
4. Other extra-duty from page 28 of the PN document
5. School correspondent
6. Homebound
7. Academic Decathlon

WILL NOT BE INCLUDED

1. Travel monies
2. 6/5th assignment
3. Lunchroom duty
4. Working at games, dances, etc.
5. Driver training
6. Night/summer school
7. Substituting
8. Workshops
9. Performance Awards

2. A reclassified administrator's salary will be determined as follows:
 - A. When reclassification from one administrative position to another occurs prior to January 1 of the next year, an administrator shall be placed on the salary schedule at a level which is equal to or more than the salary of the present position (excluding longevity). Longevity considerations will be advanced again after appropriate salary placement has been determined.
 - B. When reclassification occurs for a new fiscal year, the administrator's salary will be determined by the following:

Find the step that the administrator is currently on (excluding longevity); identify the proposed salary amount for that schedule and step; move the administrator to the new classification at a step equal to or greater than the amount of the proposed salary, then move the administrator to the next step (if step is granted by the Governing Board). Longevity considerations will be advanced again after appropriate salary placement has been determined.

Principals shall be placed on a minimum of step 3 (prior to any step advancement if granted by the Governing Board).

3. Staff contracted through ESI (Educational Services Inc.) will be paid the higher of 70% of current salary OR step 1 of respective salary schedule. Six (6) sick leave days will be granted for 12 month employees and four (4) sick leave days will be granted for all others.

ASRS retired staff newly hired or re-hired with the district will be placed on step 2 of respective salary schedule.

Percentage increases to base salary amounts will continue as approved by the Governing Board. ASRS retired staff are not eligible for step advancement or longevity increases. Allowances, Stipends and Extra Duty will be paid at 100%.

4. A major medical plan, a dental insurance plan, an employee medical assistance plan, short and long term disability programs and term life insurance in the amount of \$50,000 are provided by the district. Employees may purchase family coverage, supplemental life and accident insurance and contribute to a dependent care account and/or a medical savings account. (Beginning with the 2010 school year, all employees will be charged \$100 for employee major medical insurance coverage.)
5. Administrators will be reemployed annually at the first regular meeting of the Governing Board in April.
6. 12-month employees shall be entitled to one month's (22 working days) vacation each year. A maximum of eighteen (18) days may be carried over to a new year for a total accumulation of forty (40) days (18+22) at any time. Vacations are to be taken at the convenience of the district.
7. Administrators may transfer a maximum of seven (7) vacation days annually to their accumulated sick leave days that remain unused after the eighteen (18) days are carried forward as outlined above.
8. Administrators may exchange 30 days of accrued sick leave for a step increase equal to a 4% step to their contract. This increase is applicable for one year at a time and may be exercised as often as the individual requests under the following terms. The employee must have worked 15 years with the district and must maintain a minimum of 30 days of accrued sick leave after the exchange.

The 30-day exchange is not considered compensation under ASRS (Arizona State Retirement System) regulations and thus not subject to ASRS contributions for ASRS membership that begins on or after January 1, 2020.

9. In recognition of long and faithful service to the Glendale Union High School District, upon retirement, or after 15 years, an administrator voluntarily leaving the district shall receive an added pay for accumulated sick leave equal to the number of accumulated sick leave days multiplied by .385 times the daily rate for Administrator Index of \$79,520.

An administrator who accumulates more than 100 sick days has the option of receiving compensation for sick leave above the 100 days over a period of up to five (5) years prior to retirement. The reimbursement will be calculated utilizing the following schedules.

The buyback percentage will increase by .0085 per year beginning with the 16th year of continuous service in the district and continuing through the 29th year of service as shown on the schedule below.

| | | | | | |
|-------------|----------|---------|----------|---------|----------|
| Admin Index | \$81,110 | | | | |
| Year 15 | \$131.21 | Year 20 | \$145.69 | Year 25 | \$160.18 |
| Year 16 | \$134.10 | Year 21 | \$148.59 | Year 26 | \$163.07 |
| Year 17 | \$137.00 | Year 22 | \$151.49 | Year 27 | \$165.97 |
| Year 18 | \$139.90 | Year 23 | \$154.38 | Year 28 | \$168.87 |
| Year 19 | \$142.80 | Year 24 | \$157.28 | Year 29 | \$171.76 |

If an employee who has retired dies before receiving such payment, or an employee who is presently working for the district dies, then such payment shall be made to the estate of the deceased employee. There are no minimum years of service required to qualify for this benefit.

ASRS retired staff hired (new to the district) or re-hired with the district must meet the 15 year requirement based on the most recent hire/rehire date.

Sick Leave Conversion

When an employee moves from one category (Support, Certified, Admin.) to another, the sick leave balance will maintain the value from within the employee category in which the days were earned.

10. Administrators will earn 14 days of leave per school year. The first ten (10) days of absence will be granted to staff as discretionary leave with the four remaining days being granted as sick leave. Automatically, the first ten (10) days are discretionary - even if a reason is stated. Beyond the ten (10) discretionary days, however, a reason must be given; i.e., illness, family illness, bereavement. Beginning with the eleventh (11) day, one day's pay (per diem rate) will be deducted from pay for each unlabeled day beyond the ten (10) discretionary days. Unused days of leave accumulate from year to year and staff may carry-over an unlimited number of unused leave days from year to year.

- a. The District Administration and the GUEA agree to have days of leave used under the district FMLA policy be coded as Illness or family Illness. Leave days used under the district FMLA policy will be deducted from the employee's bank of leave as illness or family illness. If an employee has leave days available, and is returning from FMLA, yet has not used the ten "Discretionary Leave" coded days, the employee may then do so as this policy states.
11. Notice of resignation will be made prior to the close of the school year to become effective at the end of the contract year. Only in extreme emergency should an administrator resign less than thirty (30) days prior to the beginning of a new school year. An administrator may be allowed to resign during the year provided a qualified replacement is available and the administrator gives the Superintendent at least thirty (30) days prior notice.
12. An administrator leaving the district at the end of the contract year shall be paid for accumulated vacation days to a maximum of thirty-two (32) days. Any vacation days accumulated above thirty-two (32) days at the time of resignation will not be reimbursed.
13. Administrators/supervisors shall be compensated at a rate of \$900/\$600 for receiving twelve (12) new hours in professional growth education. An administrator/supervisor may do this two times for a total of 24 hours + \$1800/\$1200. These hours will be in the content of outcome-based instruction, cooperative learning, higher order thinking skills; school based shared decision making, leadership skills, curriculum, and school restructuring.

Other areas may be identified by the Associate and Assistant Superintendents and approved by the Superintendent. University class work must be approved through the Certified Professional Growth Committee prior to accepting hours. Fifteen (15) hours participation in workshops and conferences will equal one (1) credit hour toward the twelve (12) additional hours. Administrators eligible for professional growth shall be granted the \$900 stipend with the attainment of a doctoral degree from an accredited college or university.
14. Administrators I and II are asked to become members in civic organizations; i.e., Kiwanis, Optimists, Lions, Rotary, Toastmasters, etc. They will be compensated for the annual membership dues. Individuals are limited to membership in one organization.
15. The district will pay Supplemental Service Stipends for services rendered, including but not limited to attending board meetings/activities, professional meetings/conferences and student related activities occurring outside the normal business day based upon the following schedule:

MANDATORY SUBBING

Principals, assistant principals, curriculum coordinators and Cabinet-level administrators will substitute in accordance with the negotiated Substitute Cost Reduction Plan.

Administrative Supplemental Service Stipends

| | 1 | 2 | 3 | 4 | 5 |
|--|-----|-----|-----|-------|-------|
| Principal | 303 | 613 | 918 | 1,226 | 1,528 |
| Assistant Principals | 228 | 461 | 690 | 919 | 1,149 |
| Administrator I, II, III, Supervisor I, II and Coordinators | 155 | 303 | 461 | 615 | 769 |

16. For purposes of calculating per diem rates the following information will apply for the **2023- 24** school year:

| | |
|------------------------------|-----|
| Workdays including holidays: | 261 |
| Actual workdays: | 238 |

The average daily rate of pay will be calculated on the actual workdays.

ADMINISTRATIVE SALARY SCHEDULE

2023-2024

| Principal | | | |
|------------------|-----------|-----------|-----------|
| STEP | | +12 | +24 |
| 1 | \$103,917 | \$104,817 | \$105,717 |
| 2 | \$107,619 | \$108,519 | \$109,419 |
| 3 | \$111,326 | \$112,226 | \$113,126 |
| 4 | \$115,027 | \$115,927 | \$116,827 |
| 5 | \$118,736 | \$119,636 | \$120,536 |
| 6 | \$122,373 | \$123,273 | \$124,173 |
| 7 | \$126,123 | \$127,023 | \$127,923 |
| LONG 1 | \$3,555 | | |
| LONG 2 | \$5,954 | | |

Top Principal Pay Administrator I with Principal Experience \$133,877

| Assistant Principal | | | |
|----------------------------|-----------|-----------|-----------|
| STEP | | +12 | +24 |
| 1 | \$91,113 | \$92,013 | \$92,913 |
| 2 | \$94,432 | \$95,332 | \$96,232 |
| 3 | \$97,762 | \$98,662 | \$99,562 |
| 4 | \$101,087 | \$101,987 | \$102,887 |
| 5 | \$104,416 | \$105,316 | \$106,216 |
| 6 | \$107,631 | \$108,531 | \$109,431 |
| 7 | \$110,946 | \$111,846 | \$112,746 |
| LONG 1 | \$3,144 | | |
| LONG 2 | \$5,543 | | |

Top Assistant Principal Pay \$118,289

Longevity 1: Employee must have worked 19 years in education, with 14 years in GUHSD. The longevity stipend will go into effect the 20th year.
 Longevity 2: Employee must have worked 25 years in education, with 20 years in GUHSD. The longevity stipend will go into effect the 26th year.
 New longevity stipends for those who qualify **will be** granted for the 2023-24 school year.

ADMINISTRATIVE SALARY SCHEDULE

2023-2024

| Administrator I | | | |
|------------------------|-----------|-----------|-----------|
| STEP | | +12 | +24 |
| 1 | \$101,685 | \$102,585 | \$103,485 |
| 2 | \$105,388 | \$106,288 | \$107,188 |
| 3 | \$109,094 | \$109,994 | \$110,894 |
| 4 | \$112,795 | \$113,695 | \$114,595 |
| 5 | \$116,503 | \$117,403 | \$118,303 |
| 6 | \$120,140 | \$121,040 | \$121,940 |
| 7 | \$123,890 | \$124,790 | \$125,690 |
| LONG 1 | \$3,555 | | |
| LONG 2 | \$5,954 | | |

| Administrator II | | | |
|-------------------------|-----------|-----------|-----------|
| STEP | | +12 | +24 |
| 1 | \$89,998 | \$90,898 | \$91,798 |
| 2 | \$93,317 | \$94,217 | \$95,117 |
| 3 | \$96,647 | \$97,547 | \$98,447 |
| 4 | \$99,972 | \$100,872 | \$101,772 |
| 5 | \$103,302 | \$104,202 | \$105,102 |
| 6 | \$106,519 | \$107,419 | \$108,319 |
| 7 | \$109,832 | \$110,732 | \$111,632 |
| LONG 1 | \$3,144 | | |
| LONG 2 | \$5,543 | | |

| Administrator III | | | |
|--------------------------|-----------|-----------|-----------|
| STEP | | +12 | +24 |
| 1 | \$86,487 | \$87,387 | \$88,287 |
| 2 | \$89,811 | \$90,711 | \$91,611 |
| 3 | \$93,136 | \$94,036 | \$94,936 |
| 4 | \$96,460 | \$97,360 | \$98,260 |
| 5 | \$99,790 | \$100,690 | \$101,590 |
| 6 | \$102,897 | \$103,797 | \$104,697 |
| 7 | \$106,102 | \$107,002 | \$107,902 |
| LONG 1 | \$3,041 | | |
| LONG 2 | \$5,439 | | |

Top Admin I Pay \$131,644

Top Admin II Pay \$117,175

Top Admin III Pay \$113,341

- Administrator of Community Relations
- Director of Business
- Director of Career & Technical Education
- Director of Special Education
- Supervisor of Network Systems

- Administrator of Facilities
- Lead Coordinator
- Lead Psychologist
- Transportation Supervisor
- Coordinator of Language Arts

- Administrator of Food Services
- Business Manager
- Purchasing Director

Longevity 1: Employee must have worked 19 years in education, with 14 years in GUHSD. The longevity stipend will go into effect the 20th year.
 Longevity 2: Employee must have worked 25 years in education, with 20 years in GUHSD. The longevity stipend will go into effect the 26th year.
 New longevity stipends for those who qualify will be granted for the 2023-24 school year.

ADMINISTRATIVE SALARY SCHEDULE

2023-2024

| Curriculum Coordinator* (12 month) | | | |
|---|-----------|-----------|-----------|
| STEP | | +12 | +24 |
| 1 | \$85,459 | \$86,359 | \$87,259 |
| 2 | \$88,777 | \$89,677 | \$90,577 |
| 3 | \$92,107 | \$93,007 | \$93,907 |
| 4 | \$95,432 | \$96,332 | \$97,232 |
| 5 | \$98,759 | \$99,659 | \$100,559 |
| 6 | \$101,975 | \$102,875 | \$103,775 |
| 7 | \$105,293 | \$106,193 | \$107,093 |
| LONG1 | \$3,443 | | |
| LONG2 | \$5,841 | | |

| Psychologist* (9 1/2 month) | | | |
|------------------------------------|----------|----------|----------|
| STEP | | +12 | +24 |
| 1 | \$72,480 | \$73,380 | \$74,280 |
| 2 | \$75,242 | \$76,142 | \$77,042 |
| 3 | \$78,007 | \$78,907 | \$79,807 |
| 4 | \$80,772 | \$81,672 | \$82,572 |
| 5 | \$83,541 | \$84,441 | \$85,341 |
| 6 | \$86,207 | \$87,107 | \$88,007 |
| 7 | \$88,947 | \$89,847 | \$90,747 |
| LONG 1 | \$2,599 | | |
| LONG 2 | \$4,996 | | |

| Programmer** (12 month) | | | |
|--------------------------------|----------|----------|----------|
| STEP | | +12 | +24 |
| 1 | \$57,825 | \$58,425 | \$59,025 |
| 2 | \$59,785 | \$60,385 | \$60,985 |
| 3 | \$61,757 | \$62,357 | \$62,957 |
| 4 | \$63,721 | \$64,321 | \$64,921 |
| 5 | \$65,690 | \$66,290 | \$66,890 |
| 6 | \$67,780 | \$68,380 | \$68,980 |
| 7 | \$69,940 | \$70,540 | \$71,140 |
| LONG1 | \$1,497 | | |
| LONG2 | \$3,605 | | |

Top Coordinator Pay \$112,934

Top Psychologist Pay \$95,743

Top Programmer Pay \$74,745
SQL Programmer/Analyst
IT Specialist

*Longevity 1: Employee must have worked 19 years in education, with 14 years in GUHSD. The longevity stipend will go into effect the 20th year.

*Longevity 2: Employee must have worked 25 years in education, with 20 years in GUHSD. The longevity stipend will go into effect the 26th year.

**Longevity 1: Employee must have worked 17 years with GUHSD. The longevity stipend will go into effect the 18th year.

**Longevity 2: Employee must have worked 19 years with GUHSD. The longevity stipend will go into effect the 20th year.

New longevity stipends for those who qualify will be granted for the 2023-24 school year.

Contract for Psychologists shall be based on 192 workdays from 7-24-23 through 5-24-24.

192 work days, 21 paid holidays (213 paid days) and 6 non-work days (fall break and day before winter break)

ADMINISTRATIVE SALARY SCHEDULE

2023-2024

| Supervisor I | | | |
|---------------------|----------|----------|----------|
| STEP | | +12 | +24 |
| 1 | \$67,679 | \$68,279 | \$68,879 |
| 2 | \$70,445 | \$71,045 | \$71,645 |
| 3 | \$73,214 | \$73,814 | \$74,414 |
| 4 | \$75,986 | \$76,586 | \$77,186 |
| 5 | \$79,216 | \$79,816 | \$80,416 |
| 6 | \$81,740 | \$82,340 | \$82,940 |
| 7 | \$84,339 | \$84,939 | \$85,539 |
| LONG 1 | \$1,497 | | |
| LONG 2 | \$4,012 | | |

| Supervisor II | | | |
|----------------------|----------|----------|----------|
| STEP | | +12 | +24 |
| 1 | \$52,134 | \$52,734 | \$53,334 |
| 2 | \$54,793 | \$55,393 | \$55,993 |
| 3 | \$57,442 | \$58,042 | \$58,642 |
| 4 | \$60,063 | \$60,663 | \$61,263 |
| 5 | \$62,764 | \$63,364 | \$63,964 |
| 6 | \$64,689 | \$65,289 | \$65,889 |
| 7 | \$66,673 | \$67,273 | \$67,873 |
| LONG 1 | \$1,497 | | |
| LONG 2 | \$3,426 | | |

| Supervisor III | | | |
|-----------------------|----------|----------|----------|
| STEP | | +12 | +24 |
| 1 | \$43,523 | \$44,123 | \$44,723 |
| 2 | \$45,372 | \$45,972 | \$46,572 |
| 3 | \$47,206 | \$47,806 | \$48,406 |
| 4 | \$49,059 | \$49,659 | \$50,259 |
| 5 | \$53,256 | \$53,856 | \$54,456 |
| 6 | \$54,950 | \$55,550 | \$56,150 |
| 7 | \$56,699 | \$57,299 | \$57,899 |
| LONG 1 | \$1,497 | | |
| LONG 2 | \$3,204 | | |

IT Deployment Specialist Network Engineer
 IT Project Specialist
 IT Distance Learning Specialist
 Student Information Supervisor
 Server Support Specialist
 Payroll Supervisor

Facilities Supervisors
 Garage Supervisor
 Print Shop Supervisor
 Testing Supervisor

Employee Benefits Specialist
 Medicaid Specialist

| Supervisor I -- Facilities | | | |
|-----------------------------------|----------|----------|----------|
| STEP | | +12 | +24 |
| 1 | \$69,912 | \$70,512 | \$71,112 |
| 2 | \$72,677 | \$73,277 | \$73,877 |
| 3 | \$75,445 | \$76,045 | \$76,645 |
| 4 | \$78,218 | \$78,818 | \$79,418 |
| 5 | \$81,450 | \$82,050 | \$82,650 |
| 6 | \$83,970 | \$84,570 | \$85,170 |
| 7 | \$86,571 | \$87,171 | \$87,771 |
| LONG 1 | \$1,497 | | |
| LONG 2 | \$4,012 | | |

Air Conditioning Supervisor
 Bond Superintendent
 Special Project Crew Supervisor

Longevity 1: Employee must have worked 17 years with GUHSD. The longevity stipend will go into effect the 18th year.

Longevity 2: Employee must have worked 19 years with GUHSD. The longevity stipend will go into effect the 20th year.

New longevity stipends for those who qualify will be granted for the 2023-24 school year.