

KERN COUNTY SUPERINTENDENT OF SCHOOLS OFFICE**PERSONNEL****COMPENSATION****SALARY FOR EMPLOYMENT**

Salary schedules for management positions are established pursuant to the Rules of the Personnel Commission.

1. Newly appointed management personnel who were not employed by the office at the time of the appointment shall be placed on the applicable salary schedule for the position as deemed appropriate by the Superintendent.
2. Employees promoted into a management position from a non-management position in the office, or from a lower-paid management position in the office, shall be placed on the salary schedule for the position based upon the "5% Rule."
3. "5% Rule" means that the employee shall be placed on the lowest step of the applicable salary schedule that reflects an increase of five percent per month when rounded to the nearest dollar. The salaries for the previous position and for the new position shall be converted to a full-time monthly salary in order to determine the monthly rate.

SALARY INCREMENTS

Salary schedule increments, movement through the steps on the applicable salary schedule are based upon designation of the management position as certificated or classified.

1. Certificated employees: Salary step changes are effective as of July 1 of each fiscal year until the highest step is reached as long as the employee has served at least 75% of the work days in the preceding fiscal year.
2. Classified employees: Salary step changes are effective as of the first of the month following completion of each year of continuous service in the position until the highest step is reached.

SALARY FOR RECLASSIFICATION

If the position held by a management employee is through reclassification, the employee's placement on the newly-applicable salary schedule shall be determined based upon the 5% Rule as set forth above.

SALARY FOR REALLOCATION

If the position held by a management employee has been reallocated to a different salary schedule (either higher or lower), the employee shall be placed on the same step of the newly-applicable salary schedule. The date of salary increment movement shall remain the same as on the previous schedule.

LONGEVITY STIPENDS

The following will apply to all management employees, excluding middle management employees paid from salary schedule #85.

1. Years of service will be based on time served as a regular employee of the office. Years of service in less than full time capacity shall count on a prorated basis if employed as a regular employee.
2. Longevity stipends are based upon completed years of service as follows:

10 years	1%
15 years	2.5%
For those employed on or before 9/1/1991	
18 years	5.5%
20 years	8.5%
22 years	11.5%
For those employed before 7/1/1989	
25 years	14.5%
27 years	17%
30 years	19%
3. Classified management employees will receive longevity stipends based upon their anniversary base date which is the first of the month following their permanent hire date with the office unless their hire date is the first of the month in which case that date will be their anniversary base date.
4. Certificated management employees will receive longevity stipends beginning July 1 of each year based upon years of service with the office in a permanent status.
5. Longevity stipends are paid monthly as a percentage of base salary.

AUTOMOBILE ALLOWANCE

An office-provided vehicle, or a monthly vehicle allowance, is available to management employees at the division administrator level or above. Additional monthly increments are added based upon the numbers of business miles driven in the previous fiscal year.

HOLIDAY PAY

Certificated management employees do not receive paid holidays. Classified management employees are paid for all statutory and office-designated holidays as long as they are in a paid status during any portion of the working day immediately preceding or succeeding the holiday.

HEALTH BENEFITS

The office provides a health insurance package to eligible employees. The insurance package includes medical, prescription drug, behavioral health, dental, and vision coverage for the employee, legally wed spouse, registered domestic partner, and eligible dependents. Life insurance is provided for the employee.

Management employees who are eligible to receive the health insurance package are those employed in a regular position in a capacity which equates to at least 50% of a full-time equivalent employee. The effective date of insurance coverage is the first of the month following the initial date of hire unless hired on the first working day of the month in which case benefits will be effective on the date of hire.

Enrollment forms must be completed within 30 days of employment. New dependents must be enrolled by the employee within 30 days of the qualifying event, i.e. marriage, birth, adoption, etc. Insurance benefit will be effective the first of the month following qualifying employment or qualifying event as long as all required enrollment/change forms are received by the Human Resources Department within the required time frame.

Management employees, excluding classified middle management, electing the Blue Cross PPO plan for their medical coverage will be required to obtain primary medical insurance for their spouse or domestic partner if available through the spouse's or domestic partner's employer, even though they may be required to pay a portion or the entire premium. If the spouse or domestic partner does not enroll in such plan with their employer when available, they will not be eligible to be covered as a dependent under the Blue Cross PPO plan.

RETIRE HEALTH BENEFITS

The office extends office-paid hospital and medical benefits for eligible retirees.

1. Eligibility requirements are as follows:
 - a. The retiree must have reached the retirement age of 55 years and must be on retirement status with STRS, if that employee is a member of STRS.
 - b. The retiree must have reached the retirement age of 50 years and must be on retirement status with PERS, if that employee is a member of PERS.

- c. The retiree must have reached the retirement age of 50 years and must be on retirement status with the County of Kern Retirement Plan, if that employee is a member of the County of Kern Retirement Plan.
 - d. Office paid benefits terminate at age 65 for those hired after January 1, 1995.
2. The retired employee must have served the county office in a position with a work calendar of 120 days or more for at least the following length of time. Years of service with less than 120 work days cannot be combined for this purpose.
 - a. 10 years if hired on or before July 1, 1989
 - b. 15 years if hired between July 2, 1989 and December 31, 1994.
 - c. 20 years if hired on or after January 1, 1996.
3. The retired employee who has less than the required years of service as defined in item 2b above will be allowed to continue benefits into retirement at his/her own expense.
4. Eligible retirees hired before January 1, 1995 must, at age 65, apply, accept and pay for Medicare part B. Medicare part A, if available for retirees and/or spouses and domestic partners qualified through Social Security eligibility without cost, must be accepted.
5. A person who is disabled and is so certified by STRS and/or PERS and/or the County of Kern, shall be eligible for the office paid hospital and medical plan benefits immediately if such disabled employee has had the required years of service with the office at the time of disability certification. Disabled employees becoming eligible for Medicare benefits because of their disability must accept Medicare coverage.
6. An eligible dependent(s) is defined as meeting the eligibility requirements of the current insurance carrier.
7. If a retiree subsequently reinstates with their retirement system, the office paid retiree medical benefits will terminate on the first day of the month following their reinstatement date or on their reinstatement date should it be the first working day in a month.