


12/6/23

Tulare County Superintendent of Schools
Classified Management and Confidential Employee Benefits

1. **Salary Schedule Placement.** Credit may be granted at induction to classified management or confidential employees for previous experience on the basis of one step for each full year of equivalent or comparable experience, with entry level to be no higher than the fifth (5th) step on the salary schedule, unless approved by the County Superintendent of Schools.
2. **Health Insurance.** The Office shall provide a health insurance package which includes medical, dental, vision, and prescription to classified management and confidential employees working at least 50% under the following conditions:
 - A classified management or confidential employee hired at or less than a 100% contract, but at or more than an 80% contract shall have their benefit package paid by the Office.
 - A classified management or confidential employee hired at less than an 80% contract, but at or more than a 50% contract shall pay his/her proportionate amount toward the health benefit package if they choose to enroll.
3. **Life Insurance.** The Office shall provide \$100,000 term life insurance for each classified management and confidential employee for as long as they remain employed by the Office. The term life insurance coverage will end on the last day of the month in which the employee terminates employment. An employee may convert the life insurance policy to an individual policy) upon termination.
4. **Physical Examination.** Classified management and confidential employees shall be entitled to reimbursement, up to a maximum of \$150 per year, toward the cost of an annual physical examination. A personal expense claim form should be completed and submitted together with a copy of the examining physician's itemized statement to the Human Resources Department for reimbursement.
5. **Retiree Health Benefits.** The Office health insurance package (including medical, dental, vision care and prescription benefits) shall continue to be provided to any classified management or confidential retiree who was hired on or prior to July 1, 2006, and his/her spouse upon the employee's retirement at age fifty-five (55) with fifteen (15) years of service with the Tulare County Office of Education, or with twenty (20) years of service in the public school system in California. The benefits shall continue to be paid by the Office until the retiree reaches age sixty-five (65) or until the death of the retiree. Retirees and surviving spouses may continue in the plan, at their own expense. Upon reaching age 65, with retirement at age 58 or later, and with a minimum of twenty-three (23) years in public education to include eight (8) years of service to the Office¹ or with retirement at age fifty-five (55) and thirty (30) years of service to the Office, the retiree, at his/her option, may continue to receive full coverage of the health insurance package of the office up to age 75, with premium costs to be borne on a 50-50 basis between the retiree and the Office. The retiree, upon reaching age 75, may elect to continue to receive such coverage, with full premium costs to be paid by the retiree. Retirees who are

eligible for health insurance coverage shall be covered under the plan available to the current employees.

The Office health insurance package (including medical, dental, vision care and prescription benefits) shall continue to be provided to any classified management or confidential retiree who was hired after July 1, 2006, and his/her spouse upon the employee's retirement at age fifty-five (55) with fifteen (15) years of service with Tulare County Office of Education. The benefits shall continue to be paid by the Office until the retiree reaches age sixty-five (65). After the age of sixty-five (65), retirees and surviving spouses may continue in the plan, at their own expense. Retirees who are eligible for health insurance coverage shall be covered under the plan available to the current employees.

6. **Longevity Increments.** Effective July 1, 2022, classified management and confidential employees shall receive a longevity increment at the beginning of the employee's 10th year of consecutive service as outlined below:

10 Years	\$1,000 Annual
15 Years	\$2,000 Annual
20 Years	\$3,000 Annual
25 Years	\$4,000 Annual
30 Years	\$5,000 Annual

7. **Master Stipends.** An annual stipend of \$350 will be paid to classified management and confidential employees for a master's degree. A copy of transcripts noting this degree must be submitted to Human Resources in order to be eligible to receive this stipend.
8. **Leave Entitlements.** Education Code 45196 states that, classified management and confidential employees "shall once a year be credited with a total of not less than 100 working days of paid sick leave, including days to which he/she is entitled under Education Code Section 45191. The paid sick leave authorized under such a rule shall be exclusive of any other paid leave, holidays, vacation, or compensatory time to which the employee may be entitled.

Employees will use accumulated sick leave to receive full pay for absences charged to sick leave. Upon exhaustion of accumulated sick leave, employees will be paid 50% of their salary for the remainder of the 100 days. This leave is not cumulative.

Classified management and confidential employees shall receive the following leave entitlements:

Benefit	Classified Management	Confidential Employees
Sick Leave	10 days if work 185 - 205 days 11 days if work 206 - 226 days 12 days if work 227 - 246 days	12 days
Personal Necessity Leave	8 days	8 days
Personal Business Leave	2 days	2 days
Discretionary PN	1 day	1 day
Bereavement	5 days for immediate family members	5 days for immediate family members
Vacation	13.36 hours/month plus one day per year	.83 of a day for each month worked during the first 3 years, plus six days/year; 1.25 days for each month worked beginning the fourth year through the tenth year, plus six days/year; 1.5 days for each month worked from the beginning of the eleventh year through the fourteenth year, plus six days/year; 1.67 days for each month worked at the beginning of the fifteenth year, plus six days/year.
Holidays	Paid holidays to include: 15 holidays = 260 – 227 workdays 14 holidays = 226 – 206 workdays 13 holidays = 205 – 185 workdays 12 holidays = 184 or less workdays	Paid holidays to include: 15 holidays = 260 – 227 workdays 14 holidays = 226 – 206 workdays 13 holidays = 205 – 185 workdays 12 holidays = 184 or less workdays

Revised December 5, 2023

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