

**WHITTIER UNION HIGH SCHOOL DISTRICT  
Whittier, California**

**AR 4351**

**ADMINISTRATORS SALARY SCHEDULE**

Admin Reg 07-28-09 Revised 1-16-2018 (Effective 7-01-2017)

	<b>Assistant Principals, Coordinator Curriculum and Instruction</b>	<b>Directors: Categorical Programs, Special Education &amp; Student Support Services</b>	<b>Continuation Principal</b>	<b>Directors: Personnel Services, Alternative Ed, Accountability, Business Operations, Staff Dev. &amp; Technology</b>	<b>Principal</b>
1	\$138,669.60	\$145,899.12	\$150,499.32	\$157,728.60	\$165,615.24
2	\$141,298.56	\$148,527.72	\$153,128.16	\$160,357.44	\$168,243.96
3	\$143,927.40	\$151,156.68	\$155,757.12	\$162,986.16	\$170,872.80
4	\$149,184.96	\$153,785.28	\$158,385.84	\$165,615.24	\$173,501.52
5	\$151,813.68	\$156,414.24	\$161,014.80	\$168,243.96	\$176,130.36
6*				\$175,069.32	\$183,096.72

Compensation for the Earned Ph.D. is consistent with other certificated employees per AR 4151.

\* A total of ten years experience or more in the position of Superintendent, Deputy Superintendent, Assistant Superintendent, Principal and Director in the Whittier Union High School District and 20 days vacation per year by written consent.

The Superintendent, with Board concurrence, will establish the step based on training and experience. A person assigned to a promotional position will receive credit as follows:

Step 1-2	To	Step 2
Step 3-4	To	Step 3
Step 5	To	Step 4

**Reimbursement for Business Related Expenses**

The Board of Trustees shall authorize payment for actual and necessary business-related expenses incurred by principals (not to exceed \$1,800 per year) and by the Deputy Superintendent and Assistant Superintendents (not to exceed \$2,400 per year) performing authorized services for the District, excluding Board approved conferences and conventions (i.e. ACSA, CSBA and CASBO annual conferences.)

(Continued)

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**ADMINISTRATORS SALARY SCHEDULE (Continued)**

Guidelines for Reimbursement

When submitting receipts for reimbursement for actual and necessary business-related expenses, principals, Associate Superintendent and Assistant Superintendents are to follow the guidelines listed below which are examples of appropriate reimbursements.

- Business-related meals with feeder school administrators, school District staff, parents and community members;
- Motivational incentives for students and staff, such as gift cards and certificates;
- Items purchased to reward positive behavior and achievement results on the part of students and staff;
- Membership dues to service group organizations within the boundaries of the school district and all related expenses, including meals and the cost to attend service group sponsored activities;
- Membership dues to school related organizations and all related expenses, including fund raising events;
- Professional development expenses, such as books, magazines and membership to professional development organizations;

Process for Reimbursement

Reimbursement is authorized for the actual and necessary business- related expenses that conform to these guidelines. Receipts are required and should be submitted on Form 8.21, Request for Revolving Cash Fund Check, and should be made within 30 days of the month the expense is incurred. Reimbursements cannot exceed \$300 per submittal. To initiate a reimbursement, send a completed Request for Reimbursement form with a receipt(s) attached to Business Services, ATTN: Director of Fiscal Services.

Employment Restrictions for Administrative Personnel

Administrators or others on a 12-month assignment shall not be employed by the District in any other capacity.