

## **Memorandum of Understanding**

**between the**

**Irvine Unified School District**

**and the**

**Irvine Administrators Association**

This Memorandum of Understanding (MOU) is entered into by and between the Irvine Administrators Association (IAA) and the Irvine Unified School District (District).

### **RECITALS**

The parties desire to enter into this MOU in order to memorialize long-standing district practice related to IUSD certificated and classified management salary, Health and welfare, and other conditions of employment.

### **AGREEMENT**

This document outlines the salary, health and welfare benefits, and other employment terms for certificated and classified management employees of the Irvine Unified School District (IUSD).

#### **Definitions of Management Employees**

- **Certificated Management Employee:** IUSD personnel who hold a valid administrative services credential required for their management position. This category includes assistant principals, principals, administrators, coordinators, directors, executive directors, and assistant superintendents. Their duties are non-teaching, and service in these positions is credited toward permanent status.
- **Classified Management Employee:** IUSD classified personnel in a management or administrative role that doesn't require certification under the California Education Code. This may include assistant superintendents as well as all classified executive directors, directors, coordinators, administrators and assistant administrators in departments such as fiscal, food service, facilities, payroll, transportation, and maintenance and operations. Service in these positions is credited toward permanent management status.
- **Other Management Employees:** This category includes:

- Certificated school psychologists and special education program specialists who hold the required pupil services credentials and/or an administrative services credential.
- Confidential employees who are not part of the classified bargaining unit and support the executive cabinet or collective bargaining processes. Confidential positions are part of the classified service, with service credited toward permanent management status.
- Certificated and classified management employees with **superintendent** in the title have specific employment contracts approved by the school board in public session, and have a specific range on the IUSD Administrative Salary Schedule.

*(Relevant California Education Codes: §§ 44929.21, 44908, 45113, and 45301)*

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## **Employment & Appointments**

All management appointments are made by the Superintendent (or a designee) and require approval by the IUSD School Board at a regular meeting. Probationary periods are observed in accordance with the California Education Code for both certificated and classified personnel.

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## **Salary and Placement**

All IUSD management employees—including certificated, classified, psychological, and confidential staff—are paid according to the **Irvine Unified School District Administrative Salary Schedule**, which is publicly available on the IUSD website.

### **Initial Placement**

New management employees are placed on the salary range for their appointed position, as defined by the official job description. Their initial salary is set at a step on the range that is at least 5% higher than their most recent per diem salary from their previous position, where possible. This calculation considers experience and the prior salary and the number of days worked per year.

### **Promotional Appointments**

Current IUSD management employees who are promoted to a position with a higher salary range are placed on a step that tries to provide at least a 5% increase over their current per diem salary, which includes base salary, longevity, and mileage allowances.

## Advancement

Management employees advance one step on their salary range for each school year they are in paid status for at least 75% of the scheduled work days.

*(Relevant California Education Code: § 44908)*

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## Longevity and Educational Attainment

- **Longevity Pay:** Certificated, classified, psychologist, and confidential management employees are eligible for an annual longevity increment. This set of increments is based on the number of total years in education. Longevity increments are earned on July 1 of each school year after reaching 10, 15, 20, and 25 years of service in education, as determined by the Superintendent or designee, paid monthly. The pay for each longevity increment of 10, 15, 20, and 25 years is outlined here and on the Administrative Salary Schedule.

Longevity Pay 2024-25	
Longevity 10 Years	\$5,219
Longevity 15 Years	\$10,438
Longevity 20 Years	\$15,657
Longevity 25 Years	\$20,876

- **Educational Attainment Award:** An educational attainment award is provided for management employees with doctorate degrees related to the essential duties of the management position, as determined by the Superintendent or designee. This is an annual award and is paid monthly. This award is available to all management personnel and amount of the educational attainment awarded is outlined on the Administrative Salary Schedule.

Educational Attainment Award 2024-25	\$3,128
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## **Health and Welfare Benefits**

Health and welfare benefits are administered by the IUSD Benefits Management Board (BMB). Management employees receive the same benefits and district contributions as certificated and classified employees. The specific benefits and contributions are determined by the BMB and through collective bargaining with employee associations. Management employees make monthly contributions toward the cost of benefits for themselves and their dependents, as outlined by the BMB.

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## **Work Calendar and Leaves**

### **Work Schedule**

Employees are required to work the number of days prescribed for their position, as specified on the Administrative Salary Schedule. Each employee's work calendar must be approved annually by their direct supervisor. All absences, including vacation and non-work days, must be entered into the IUSD Absence Management application.

### **Work Hours**

Management employees are expected to work the hours necessary to perform their assigned duties, as directed by the Superintendent or a designee, in accordance with guidelines for exempt and non-exempt employees.

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## **Leaves**

Management employees are entitled to the same leave benefits as regular classified and certificated employees, including sick leave, personal necessity leave, vacation, and other leaves of absence. These are outlined in relevant Education Codes and collective bargaining agreements with the Irvine Teachers Association (ITA) and the California School Employees Association (CSEA) Chapter 517.

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## **Retirement Stipend**

A management employee who provides a formal, written, irrevocable retirement notice by February 1 is eligible for a \$5,000 Retirement, Recruitment and Transition Stipend. To ensure leadership continuity and facilitate recruitment, the effective date of retirement shall coincide with the end of the employee's contractual work year (June 30), unless an alternative date is

established by mutual agreement pursuant to Education Code 44930. The Retirement, Recruitment, and Transition stipend is paid on the last pay warrant for the employee at the end of active service.

  
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Irvine Unified School District

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Irvine Administrators Association



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