

AGREEMENT

Between

BOARD OF EDUCATION

of the

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

and

**COVINA-VALLEY CHAPTER 49, CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION**

July 1, 2016 through June 30, 2019

Board approved 12/19/16

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APPENDIX A Job Position and Salary Schedule 1/1/16
 Job Position and Salary Schedule 1/1/17

Board approved 12/19/16

ARTICLE I

RECOGNITION AND BARGAINING UNIT

1. This Agreement is entered into this 1st day of July 2016, by and between the Board of Education of the Covina-Valley Unified School District of Covina, California, hereinafter referred to as the "Board of Education" or "District," and California School Employees Association, and its Covina-Valley Chapter #49 hereinafter referred to as the "Association" or "CSEA."
2. The Board of Education recognizes the Association as the sole and exclusive bargaining agent for the unit consisting of all classified employees excluding management and confidential employees as designated by the Board of Education and supervisory employees. This also excludes playground supervisors, student helpers, student aides, substitutes, apprentices, provisional appointees, limited term employees, consultants, professional experts and independent contractors. Appendix A (Job Position and Salary Schedule) attached is to be considered part of the description of the appropriate unit.
3. District and CSEA agree that bargaining unit work is to be performed only by bargaining unit members. Exceptions may be made when emergency situations arise, at which times management and/or confidential employees may intervene in order to work through the emergency situation in a timely manner.
4. The Board of Education agrees that if, subsequent to this Agreement, it creates any new classification(s) or reclassifies any existing classification(s), it shall notify the Association of its proposed action, describing the class(es) created or reclassified, number of positions, and indicate whether the new or reclassified class(es) is (are) a part of the bargaining unit or excluded there from. The Association may, within fifteen (15) calendar days of such notification, contest any assignment made by the Board of Education to include or exclude such class(es) and position(s) into or from the bargaining unit. If the Association contests the assignment, the parties shall meet toward the goal of achieving agreement, but the Board of Education retains the right to withdraw the class(es) or position(s) if agreement cannot be reached.
5. If the parties fail to reach agreement on the issue of the inclusion in, or the exclusion from, the bargaining unit of a newly created class(es) or a reclassified class(es), the matter shall be submitted to the Public Employment Relations Board for resolution.
6. The Board of Education agrees that if subsequent to this Agreement, it abolishes any classification(s), it shall notify the Association of its proposed action, describing the class(es) and the number of positions it proposes to abolish.

ARTICLE II

ASSOCIATION RIGHTS

1. The Association agrees that its employees and officials including, but not limited to, job and field representatives, shall have the ability to communicate with members of the bargaining unit about Association business or activities during regular working hours as long as it does not interfere with members' work hours other than duty free time (scheduled breaks and/or lunch). Such communication shall be limited to times other than the respective unit members' working hours. The District shall grant the Association access to areas in which employees work outside of normal working hours. Prior to contacting the school site supervisor or their designee to arrange an agreed upon time for a visit, CSEA will notify the Personnel Department.
2. Any communication posted on a staff bulletin board, sent through the Board of Education system of distribution, or placed in employee mailboxes, shall include the name of the Association, the date of posting or distributing the notices and the signature of the responsible officer. A copy shall be forwarded to the Superintendent at the same time.
3. A written list of Association officials and representatives, including names and mailing addresses shall be furnished to the Board of Education at least annually, and the Association shall promptly notify the Board of Education of any interim changes of such officials and representatives.
4. The Association shall designate a reasonable number of representatives (not to exceed five) who shall have the right to receive reasonable periods of released time without loss of compensation when negotiating and for the processing of grievances.
5. A maximum of seven (7) chapter delegates shall be granted up to a total of thirty-five (35) release days to attend the annual CSEA conference. Delegates shall be the President and six (6) members of the Association or designees of the President. The delegates shall use accrued vacation, compensatory time off, or personal leave without pay beyond the thirty-five (35) days with full pay to attend said conference. Only delegates in paid status at the time of conference attendance shall be eligible for paid release time, which includes employees assigned to District summer employment at a rate that reflects the current work assignment from which the members are released to attend the conference. The president shall notify the District fourteen (14) days in advance of the names of the employees elected to attend the conference.
6. The Board of Education shall within a reasonable time preceding its regular meetings provide the Association with a copy of its proposed actions on classified personnel to include the following: name, classification, work location and effective date of each:
 - a. New employee
 - b. Promoted employee
 - c. Reclassified employee

- d. Laid off employee, and
 - e. Terminated employee.
7. The Board of Education authorizes the Association to use not more than 1/3 of the total area of each facility's designated official bulletin board(s). Such bulletin board area will be identified by the immediate supervisor of the facility and labeled "CSEA".
8. The Board of Education authorizes the Association to use the Board of Education's buildings and facilities at times other than normal working hours and hours of student instruction as long as the Association submits the appropriate Civic Center Act form to the Community Services Offices of the Board of Education and as long as the use of such buildings and facilities does not interfere with the instructional or activities programs or other Board of Education operations or other previously scheduled activities.
9. The Association may continue lawful use of the District's internal mail system, including classified employee mailboxes and email for the distribution of official Association material under the following limitations and conditions:
- a. The materials distributed shall not be solely for the purpose of Association business,
 - b. The Superintendent or designee is provided a complete copy of the materials at the time they are deposited in the mail system,
 - c. Specific letters, notes and other communications to individuals, or materials solely for the purpose of Association business, shall not be distributed unless appropriate postage is affixed,
 - d. CSEA reserves the right to access members for the "sole purpose of Association business," shall be defined as including, but not limited to, (1) internal organizational business or (2) political or ideological activities as defined by applicable labor law. The Superintendent specifically reserves the right to prohibit the distribution of mail which does not comply with these provisions or with the lawful use of the internal mail system; for purposes of this section, "solely for the purpose of Association business," shall be defined as including, but not limited to, (1) internal organization business or (2) political or ideological activities as defined by applicable labor law. CSEA will provide a copy of the notification to the Superintendent and Personnel Department at least 24 hours in advance.
 - e. Mailouts may not exceed one per week except with the prior approval of the Superintendent or designee,
 - f. The use of District material and postage is prohibited.
10. A mailbox designated for use of the organization representative shall be provided at each work site

where District mail deliveries are made and it shall be the responsibility of the representative to distribute organization mail to its members. The deliveries must be made in such a manner as not to interfere with work activity of any employee.

11. Deductions and/or voluntary deductions from salary warrants of unit members may be authorized by the Board of Education for the following purposes:
 - a. Payment of premiums on group life, accident, health, or disability insurance,
 - b. Payment of shares or obligations to regularly chartered credit unions,
 - c. Payment of contributions to any charitable organization for which employees may be solicited during working hours,
 - d. Payment of contributions to a Board of Education approved tax sheltered annuity plan,
 - e. Such other deductions as the Board of Education may from time to time authorize.
12. The Association shall indemnify and hold the District harmless against all suits, claims or demands arising out of the administration and implementation of this Article.
13. The Association shall have the right to receive, by January 1 of each year, a complete list of unit members by current classification, primary job site, and date of hire. CSEA shall also receive an updated seniority list of unit members if layoffs are contemplated by the District in any classification. A current seniority list of those unit members involved shall be provided at least forty-five (45) calendar days or as otherwise provided for by law, prior to the effective date of layoffs.
14. Within ninety (90) days after the adoption of this Agreement by the Board of Education, the District shall print or duplicate and provide without charge a copy of this Agreement to every unit member. Any employee who becomes a member of the bargaining unit after the execution of this Agreement shall be provided a copy of this Agreement, with amendments, if any, by the District without charge. New employees shall be provided a copy of this Agreement, with amendments, if any, at time of employment.
15. The district will coordinate a meeting involving CUEA, CSEA and district representatives to discuss work year calendars. Calendars shall be negotiated annually in order for all parties to agree, such that three work years are settled no later than January 31st.
16. No discrimination is permitted on account of CSEA activity. Neither the District nor CSEA shall interfere with, intimidate, restrain, coerce, or discriminate against employees because of the exercise of their right to engage or not to engage in lawful CSEA activity.
17. Covina-Valley Unified School District shall treat its classified employees in a professional manner at all times. The District's management shall make every effort to provide a safe environment. All disciplinary actions shall be conducted confidentially.

18. It is understood that we are all professionals and there shall be a level of mutual respect amongst all of the employees of the Covina-Valley Unified School District.
19. At the beginning of every fiscal year, CSEA shall be credited with twenty (20) non- cumulative days to be used for CSEA-related purposes during that school year. CSEA shall notify the Superintendent or designee in writing no less than 48 hours before the date of intended use of said leave.
20. One time per month, pending necessity as a result of new hires, the District agrees to allow a CSEA representative access to new hires for a period of time not to exceed 20 minutes. This must occur within the first 30 days of their employment at the employee's work site at a time agreed upon and approved by the site administrator that does not interfere with their hours of employment. CSEA may develop a video or other media to be shown to new members as long as it conforms to the established timeline of the orientation period and approved by the District.
21. The District will only contract out work normally performed by bargaining unit members that complies with Education Code. Examples of some exceptions are when an emergency situation exists, timely action is necessary, safety concerns exists, and/or the District does not possess the capacity to perform the work due to lack of equipment or manpower. The District will make a concerted effort to communicate with the association prior to the work being scheduled. An emergency is defined as an unforeseen circumstance or combination of circumstances or the resulting state that calls for immediate action.

ARTICLE III

ORGANIZATIONAL MEMBERSHIP

The Association and District agree to implement the provisions of SB 1960 legislation.

1. Religious Exemption:

Any employee claiming religious exemption must file a written request for exemption with the Deputy Chief Counsel at State CSEA headquarters. If the request is granted, the member shall, as a condition of continued exemption from the requirement of paying service fees to CSEA, shall furnish CSEA with copies of receipts from the charity selection listed below quarterly or annually by September 30 if paid in a lump sum, as proof such payments have been made, or shall authorize payroll deduction of such payments. This paragraph does not preclude a unit member from becoming or remaining a service fee payer should their religious exemption be denied by State CSEA headquarters.

Charitable Organizations:

City of Hope

United Way

American Red Cross

ARTICLE IV

TERMS OF EMPLOYMENT

1. Upon initial employment and upon each change in classification thereafter, each employee in the bargaining unit shall be furnished two copies of his or her class specifications, salary data, assignment or work location, together with duty hours and the prescribed workweek. The salary data shall include annual, monthly, or pay period, daily, hourly, overtime, and differential rate of compensation, whichever are applicable. One copy shall be retained by the employee and the other copy shall be signed and dated by the employee and returned to his or her supervisor.
2. Any unit member who is working as a substitute in a higher classification position (out of class), with approval from a supervisor, for a period which exceeds five (5) working days within a fifteen (15) calendar day period, shall receive at least a 2.5% salary step increase for the present rate of pay or Step A of the salary range for the period of time served in that higher classification.
3. Any unit member who accepts an extra duty assignment as a temporary or substitute during a period in which he/she is not scheduled to work in their regular position shall, while occupying such temporary or substitute position, be compensated as follows:
 - a. If employed in a temporary or substitute position in the same class as the regular position or in a related class which is equal to or lower than the regular position, the employee shall be placed at the same salary step held in the regular position.
 - b. If employed in a temporary or substitute position in a related class with a higher salary range than the regular position, the employee shall receive at least a 2.5% salary step increase for the present rate of pay or Step A of the salary range for the period of time served in that higher classification.
4. Workweek
 - a. Full-time employment is based on a 40-hour workweek consisting of five 8-hour workdays per workweek. Whenever practicable, days scheduled to work shall be consecutive.
 - b. Daily hours of work (or shifts) for employees shall be established by the Superintendent or designee to meet the operational requirements of the District and may be changed in cases of emergency or when reasonable notification of at least seven (7) working days is given. Examples of alternate work schedules include but are not limited to:
 - (1) A 40-hour workweek consisting of four 10-hour workdays per workweek. Whenever practicable, days off shall be consecutive and the same day of the week (e.g., Friday),
 - (2) An 80-hour per-2-week work schedule consisting of eight 9-hour workdays, one 8-hour workday and one day off; whenever practicable, the 8-hour day and the day off

shall be the same day of the week (e.g., Friday) on alternate weeks.

- c. Employees occupying part-time positions shall be granted holiday pay, vacation leave, sick leave, bereavement leave, personal necessity leave, industrial accident leave and other leave benefits prorated on their scheduled workday and workweek as it compares to the regular 8-hour day and 40-hour week standard.
- d. Definition: A "day," as that term is used throughout this Agreement in reference to holidays and other leaves and their accrual, including but not limited to sick leave and vacation, is defined as a maximum of 8 hours.

5. Overtime and Compensatory Time Off

- a. Overtime service will be paid at the rate of one and one-half times the regular pay for the overtime worked. The overtime rate will be paid only when authorized/permitted in writing by the site administrator or designee before the overtime is worked.
 - (1) Overtime and additional hours will be distributed to employees as equitably as possible at the discretion of the supervisor and with approval from the Assistant Superintendent or designee from personnel services. Such assignments will not be made on an arbitrary basis.
 - (2) Overtime and additional hours will be distributed equitably and unit members will be given preference to such hours and time over substitutes.
 - (3) Overtime service will be paid at the rate of one and one-half times the regular pay of the position in which the overtime was worked. The overtime rate will be paid only when authorized/permitted in writing by the site administrator or designee before the overtime is worked.
- b. Overtime shall be calculated based on the assigned workweek in the following manner:
 - (1) For employees on a 5-day, 40-hour workweek, overtime commences after 8-hours of work on a workday.
 - (2) For employees on a 4-day, 40-hour workweek, overtime commences after 10 hours of work on a workday.
 - (3) For employees on a 9-hour workday in a two-week work schedule, overtime commences after 9-hours of work on a 9-hour workday and after 8-hours of work on an 8-hour workday.
 - (4) Overtime commences when an employee is required to report to work on additional days of the week in addition to the workweeks described in this section.

- c. Overtime shall be computed on the basis of each quarter-hour worked. Overtime work for less than eight (8) minutes shall not be reported or paid.
- d. An employee required to work on a holiday will be paid time and one-half for hours actually worked in addition to regular pay for the holiday.
- e. An employee having a workweek of five (5) consecutive working days and an average workday of four (4) hours or more shall be compensated at the overtime rate for any work required to be performed on the sixth or seventh day following the commencement of his/her workweek.
- f. An employee having an average workday of less than four (4) hours during a workweek shall be compensated at the overtime rate for any work performed on the seventh day following the commencement of his/her workweek.
- g. If a workday of less than eight (8) hours but more than seven (7) hours and a workweek of less than forty (40) but more than thirty-five (35) hours is established for all positions in any classification, all time worked in excess of seven (7) hours a day and for any work performed on the sixth or seventh day of the employee's designated workweek will be paid at the overtime rate providing that he/she has been credited with thirty-five (35) hours of pay during that week.
- h. Compensatory Time Off (CTO) that has been earned and the employee has not been allowed to use within twelve months from when it was earned shall be paid out, provided the employee has requested to use CTO in writing in advance and received a written denial from their supervisor. This shall not apply if an alternative approved timeframe for its usage is provided by the supervisor.
- i. An employee called back to work following completion of his/her regular schedule or called to work outside his/her regular schedule shall be compensated at the regular rate of pay for the actual time worked, but in no case shall it be for less than two hours.
- j. Any employee shall have the right to reject any offer or request for overtime following completion of his/her regular schedule or work outside his/her regular schedule except in an emergency situation as determined by the immediate supervisor.

6. Breaks

- a. A duty-free lunch period shall be scheduled for each employee having an unbroken work schedule of five (5) or more hours. The lunch period shall be for not less than thirty (30) minutes, and for a full-time employee shall be scheduled at or near the midpoint of his/her schedule.

- b. Classified employees shall be allowed a 15-minute rest period during any four- hour working period which is not otherwise interrupted by a lunch period or similar break. Rest periods cannot be accumulated nor can they be taken at the end or beginning of a four-hour working period.
 - c. Classified employees on a scheduled 9 or 10-hour workday shall be allowed a 20- minute rest period during any five-hour working period which shall is not otherwise interrupted by a lunch period or similar break. Rest periods cannot be accumulated nor can they be taken at the end or beginning of a working period.
 - d. Classified employees working less than four (4) hours but more than two (2) hours shall be allowed reasonable time for a physical relief break.
7. The regular rate of pay for each position in the bargaining unit shall be in accordance with the rates established for each classification as provided for in Article X, Salaries, incorporated as part of the Agreement.

ARTICLE V

LEAVES

1. Sick Leave

- a. Sick leave with full pay shall be granted under the conditions set forth below to employees who are absent on workdays because of illness or injury. Sick leave may be taken in one-hour (one-eighth day) units.
- b. For each month or major fraction of a month a full-time employee works the employee shall accrue one day of sick leave. Each employee who works a full year of service shall accrue one additional day of sick leave. For any fiscal year in which an employee serves less than a full work year the employee shall be entitled to that proportion of one day of sick leave as the number of months served bears to the number of months in the employee's full work year, except that such proportion shall be rounded-off in one-hour (one-eighth day) units.
- c. Sick leave is credited to the employee's account in advance of accrual. At the beginning of each fiscal year the employee will be credited with the amount of sick leave accrual for that fiscal year.
- d. Accrued sick leave which is unused shall be accumulated from year to year without limit.
- e. The amount of sick leave an employee may use at any one time is the total amount credited to the employee's account at that time, whether or not it has actually been accrued.
- f. An employee who is terminating employment will reimburse the District (deductions will be made from the pay warrant) for use of sick leave in excess of accrual.
- g. The District reserves the right to require an employee to furnish appropriate medical documentation of illness or injury after three (3) consecutive days of an illness or injury absence. When a pattern of sick leave abuse can be shown by the District, the District may ask for proof of illness or injury regardless of the duration of the illness or injury absence. Prior to the initial request for such proof, the District shall issue a letter to any employee suspected of sick leave abuse, that a request for proof of illness or injury will be requested in the future. A signed Report of Absence shall be provided by the employee for each use of sick leave.
- h. An employee who is entitled to temporary disability indemnity under the Worker's Compensation law may elect to take accumulated sick leave or accumulated vacation after accumulated sick leave becomes exhausted, which when added to disability indemnity will result in a payment of full salary or wage less appropriate deductions. When a District employee is entitled to pay under the Worker's Compensation law and is at the same time entitled to regular sick leave pay under this Article, in no case shall the total pay equal more than the normal salary of the employee.

The District shall have the right to adjust its sick leave pay so as to pay the difference between the amount paid under the Worker's Compensation law and the normal salary of the employee. The

accrued balance of sick leave shall be reduced in proportion to the amount used under this provision. The employee shall be notified of the adjustment.

- i. An employee who has taken sick leave may be required by the District, upon return and before assuming job responsibilities, to submit to the Personnel Services Department a written release from the doctor or hospital where treatment occurred. The District may require a physical or psychiatric examination of the employee before returning to work, such examination shall be conducted by a District-designated physician or psychiatrist with the cost borne by the District.
- j. Employees hired in summer school assignments shall earn sick leave on a pro-rated basis. Summer school employees may utilize during the summer school session any sick leave accumulated during the regular school year.
- k. Employees have the right to request information regarding the status of their sick leave accounts.
- l. An employee who is absent from his/her duties on account of illness or injury for a period of five (5) months or less, whether or not the absence arises out of or in the course of employment of the employee, shall be paid the amount, if any, indicated by whichever of the following is applicable:
 - (1) If a substitute is employed to fill the employee's position, the employee shall be paid whichever of the following is greater:
 - (a) Permanent employees cannot be defined as a substitute and short-term employees, and shall not be part of the classified service.
 - (b) The difference between the regular salary and Step A of the applicable salary range.
 - (c) The difference between the regular salary and the salary paid the substitute.
 - (2) If no substitute is employed to fill the employee's position, the employee shall be paid the regular salary.
- m. The five-month period referred to above commences when the employee is first absent from duty on account of the illness or accident, and runs consecutively with other paid leaves, including regular sick leave and vacation, except that, if the absence is due to an industrial accident, the five-month period commences on the first day after the industrial accident leave has been exhausted.
- n. When all paid or unpaid leaves of absence have been exhausted, an employee shall be separated and be placed on a reemployment list for the class for which leave was granted for a period not to exceed thirty-nine (39) months. In lieu of separation the employee may elect to request a leave of absence without pay pursuant to Section V of this Article or to apply for retirement, if eligible.
- o. Donation of Vacation/Sick Leave:
 - (1) On a case-by-case basis and with mutual agreement between the Association and the District,

any bargaining unit member may donate a minimum of two (2) hours and a maximum of five (5) days 40-hours, provided they have an equivalent of eighty (80) hours of earned sick and/or vacation leave accumulated, to another bargaining unit member who has suffered a catastrophic long-term, non-industrial related illness or injury as defined by Ed Code and who has exhausted all fully paid leaves. The employee suffering from such illness or injury or who has an immediate family member suffering from such must request, in writing, donations of sick leave or vacation from bargaining unit members only, through the Personnel Office. Requests shall be made prior to the exhaustion of all fully paid leave. Donation of sick leave or vacation will not be retroactive.

- (2) The Personnel Office will send out the notification of the request for donations of sick leave or vacation. The request will be sent for posting on all CSEA bulletin boards and the CSEA President notified of the request. All donations of sick leave or vacation will be voluntary with no personal solicitation of donors allowed. The names of any bargaining unit members donating sick leave or vacation under this provision will not be made public.
- (3) Only bargaining unit members who have a minimum of fifteen (15) days (120 hours) of accumulated sick leave or vacation remaining after donating five (5) days (40 hours) of leave under this provision will be permitted to participate in this program. Employees eligible to donate leave will do so on a District approved form and must submit that form to the Personnel Office.
- (4) The maximum number of sick leave or vacation that may be donated to any one person requesting donations under this provision will be equivalent to sixty-five (65) days.
- (5) Donated sick leave or vacation will be utilized for the specified employee in the following manner:
 - (a) donated sick leave or vacation will be assigned a usage number. The first donated sick leave or vacation received by the Personnel Office will be the first sick leave or vacation used by the beneficiary. As sick leave or vacation is used by the unit member requesting it, the leave time will be charged against the unit member donating the leave or vacation.
 - (b) if the employee returns to work prior to using all donated days, unused sick leave or vacation will be returned to the bargaining unit member donating the sick leave.
- (6) Up to an additional twenty (20) days 160-hours may be requested by the affected member or his/her immediate family, on a form provided by the Personnel Office. In this case, Section 1 procedures will be put into effect.
- (7) When all paid or unpaid leaves of absence have been exhausted, an employee shall be separated and placed on a reemployment list for the class for which leave was granted for a period not to exceed thirty-nine (39) months. In lieu of separation the employee may elect to request a leave of absence without pay pursuant to Section 5 of this Article or to apply for retirement, if eligible. The District shall notify the employee of his/her placement thereon.

2. Pregnancy Leave

Upon the written request of the employee, pregnancy leave of absence shall be granted to an employee who is required to be absent from her duties because of disability caused or contributed to by pregnancy, miscarriage, childbirth or recovery therefrom, subject to the provisions hereinafter set forth:

- a. Pregnancy leave of absence shall be chargeable to the sick leave account of the employee.
- b. As soon as the pregnancy is confirmed, the employee shall provide the Personnel Office a statement from her physician on a District form stating the estimated date of delivery, stating that the employee is physically capable of continuing to perform her duties, and stating up to what date, in the opinion of the physician, the employee is physically capable of performing her duties. During the course of her pregnancy the employee may be required periodically to provide additional statements from her physician verifying this information.
- c. Ordinarily an employee is expected to continue to perform her duties until her physician certifies that she is physically incapable of performing her duties. If the employee wishes to cease performing her duties at an earlier date, she may request a personal leave without pay pursuant to Section 5 of this Article to be effective immediately prior to the pregnancy leave.
- d. The employee requesting a pregnancy leave shall specify in writing the date on which she wishes to commence the leave and the date on which she wishes to return to employment following termination of pregnancy. Such requests shall be consistent with the provisions of this Article.
- e. The District shall have the right to require the employee who desires to return to employment on a specified date to provide a statement from her physician on a District form stating that she is physically capable of resuming the performance of her duties on said specified date.
- f. Ordinarily an employee is expected to resume her duties as soon after the termination of pregnancy as her physician certifies that she is physically capable of resuming the performance of her duties. If the employee does not wish to resume her duties until a later date, she may request a personal leave without pay pursuant to Section 5 of this Article to be effective immediately following the pregnancy leave.
- g. When pregnancy leave has been granted, the commencement or termination dates thereof may be further extended or reduced for medical reasons upon application by the employee to the District.

3. Industrial Accident Leave

- a. Industrial accident leave shall be granted only to employees with one (1) or more full years of continuous service in the District.

- b. Industrial accident leave with full pay shall be allowed for up to sixty (60) working days for illness or injury caused by any given industrial accident. When such a leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due for the same industrial accident.
- c. During an industrial accident leave, the employee shall endorse to the District all temporary disability indemnity checks received under the provisions of the Worker's Compensation law.
- d. An employee receiving benefits as a result of this Article shall, during periods of illness or injury, remain within the State of California unless the Board of Education authorizes travel outside the State.
- e. The District reserves the right to require an employee to furnish proof from a physician of cause and necessity of absence during an industrial accident leave.
- f. When entitlement for industrial accident leave has been exhausted, the employee may elect to use any sick leave, holidays, vacation or other paid leave to which the employee is entitled, provided that payment for any such paid leave when added to any temporary disability indemnity shall result in a payment to the employee of not more than full salary less appropriate deductions.
- g. When all available paid leaves have been exhausted and the employee is not able to resume the duties of his/her position following an industrial accident or industrial illness, the employee may elect to request a leave of absence without pay pursuant to Section 5 of this Article for the remainder of the school year in which the leave occurs. An employee who has exhausted all leaves, paid or unpaid, and who is still unable to resume his/her duties shall be separated and placed on a reemployment eligibility list for a period of thirty-nine (39) months. The District shall notify the employee of his/her placement thereon.
- h. When the employee is medically able to resume the duties of his/her position, the employee shall so notify the District and present appropriate proof of his/her fitness to return to normal work duties. After receipt of such notification and verification of fitness, the District shall recall the employee to the first vacant position in the employee's class if such vacancy occurs within the prescribed thirty-nine (39) month period.
- i. "Industrial accident," as used in this Article, is defined as any illness or injury arising directly out of the employment of the employee which forces the employee to absent himself/herself from work upon the advice of a physician. The determination of whether an illness or injury results from an industrial accident shall be made by the District after review of reports made by the appropriate medical care providers, the employee, and the supervisor.

4. Bereavement Leave

- a. Leave with full pay shall be allowed not exceeding three (3) days, or five (5) days if out-of-state travel or one-way travel exceeding two-hundred and fifty (250) miles is required, for

each period of bereavement. An additional two days may be provided for an employee who provides documentation that they are an immediate caregiver and/or proof of legal guardianship of the deceased. Bereavement leave shall be used before personal necessity leave is used for purposes of bereavement.

A report of absence signed by the employee shall be required by the District. The District reserves the right to require an employee to furnish appropriate proof of death and the relationship of the deceased to the employee or spouse when called upon to do so.

- b. "Immediate family," as used in this Section, is defined as the mother, father, grandmother, grandfather or grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, stepmother, stepmother-in-law, stepfather, stepfather-in-law, stepson, stepdaughter, legal foster child, registered domestic partner, or any relative living in the immediate household of the employee.

5. Personal Leave Without Pay

All leaves must be submitted in writing and approved in advance through the office of Personnel Services.

- a. An employee may be granted up to 22 days of personal leave without pay for any reason at the discretion of The Assistant Superintendent of Personnel Services or their designee.
- b. An employee requesting more than 22 days of personal leave without pay for any reason must submit the request to the Assistant Superintendent of Personnel Services or their designee and receive approval from the Board of Education.

6. Personal Necessity Leave

- a. An employee shall be placed on personal necessity leave within the limits and conditions set forth below because of any of the following emergencies:
 - (1) The death of a member of the employee's immediate family when the number of days of absence exceeds the limit provided in Section 4 of this Article.
 - (2) An accident involving the employee's person, not otherwise chargeable to sick leave or industrial accident leave. Such accident must (a) be serious in nature, (b) involve circumstances the employee cannot reasonably be expected to disregard, and (c) require the attention of the employee during assigned hours of service.
 - (3) An accident involving the employee's property or the person or property of a member of the employee's immediate family. Such accident must (a) be serious in nature, (b) involve circumstances the employee cannot reasonably be expected to disregard, and (c) require the attention of the employee during assigned hours of service.

- (4) The illness or injury of a member of the employee's immediate family when the illness or injury constitutes:
 - (a) A serious illness which is any illness or injury involving major surgery or imminent death or which requires hospitalization; or
 - (b) A situation arising from the sudden illness or injury of a member of the employee's immediate family, where the time element is such that the employee must leave from work to determine if the illness or injury constitutes a serious illness as defined in Section 6a (4) (a) of this Article. No more than the actual and necessary amount of leave time required to make this determination shall be allowed for each situation, and in no case shall it exceed one day.
- (5) The birth of an employee's child for a period not to exceed three days when the child is born outside a hospital and the spouse and child are not hospitalized. If the spouse or the child is subsequently hospitalized due to complications or illness, the absence shall be treated the same as any other hospitalization of an immediate family member. Any combination of absences under this Article shall be limited to seven (7) days as provided for in Section 6b (1) of this Article.
- (6) Unforeseen emergency need on the part of the employee to attend to the care of: his or her minor child; or mother, father, mother-in-law or father-in-law, who is unable to care for himself/herself and is totally dependent upon the employee for care. No more than the actual and necessary amount of leave time shall be allowed for each emergency, and in no case shall it exceed one day.
- (7) The appearance of the employee in court as a litigant.
- (8) An appearance of the employee as a witness under an official governmental order for which salary is not allowed under Section 10 of this Article, provided that:
 - (a) Each date of necessary attendance under such order, other than the date specified in a subpoena, shall be certified to by the clerk or other authorized officer of a court or other governmental jurisdiction; and
 - (b) In any case in which a witness fee is payable, such fee shall be collected by the employee and remitted to the District Accounting Office.
- b. Personal necessity leave and personal necessity leave pay are subject to the following limits and conditions:
 - (1) The total number of days allowed in one school year for such leave or leaves shall not exceed seven (7) days, two (2) of which include personal necessity days to be granted for any legitimate reason or emergency not covered in section 6 (a) and not subject to explanation. Any personal necessity leave attached to a holiday, vacation

day or other scheduled day off is subject to prior approval of at least one workday by the immediate supervisor.

- (2) The days allowed shall be deducted from and may not exceed the number of full-pay days of sick leave to which the employee is entitled under Section 1 of this Article.
 - (3) The leave may be taken in one-hour (one-eighth day) units.
 - (4) The employee must return to work in cases where it is not necessary to be absent the entire day.
 - (5) The employee shall be required to sign, on a form provided, a statement that such absence was due to an emergency and indicate fully the nature of such emergency.
 - (6) The District reserves the right to require the employee to furnish evidence of the emergency; the District may take whatever steps it deems necessary to satisfy itself that an emergency within the limits of Section 6 of this Article did exist.
- c. "Immediate family, "as used in this Section, is defined as the mother, father, grandmother, grandfather or grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, stepmother, stepmother-in-law, stepfather, stepfather-in-law, stepson, stepdaughter, legal foster child, registered domestic partner or any relative living in the immediate household of the employee.

7. Jury Duty

- a. An employee may be absent from duty without loss of salary in order to serve as a trial juror. If he/she is released from said service prior to 12:30 p.m. on any given day of jury duty absence, he/she shall return to District service for the remainder, if any, of their daily work shift. An official court form signed by the court clerk verifying the days and hours of duty rendered must be submitted by the employee.
- b. Employees shall receive the difference between his/her wages and the jury fees during the time the employee is on jury duty. Any employee in the bargaining unit whose assigned shift commences at 6:00 p.m. or after and is required to serve as a trial juror more than one-half of the day may be relieved for their entire shift, but in no case shall be required to work more than one-half of the assigned shift. Any work performed after 6:00 p.m. shall be compensated at the overtime rate in accordance with Article IV, Section 7a.

8. Military Leave

- a. An employee who is inducted, enlists or is otherwise ordered to active military duty in the armed forces of the United States or of the National Guard or of the Naval Militia shall be entitled to the following:

- (1) A leave of absence without pay for a period of time which shall extend no longer than six (6) months from the earliest date the employee could voluntarily separate from active service. At the conclusion of said leave, an employee who was honorably separated from the service, shall have the right to return to the position within the District held at the time of entrance into the service.
 - (2) Regular salary for the first thirty (30) calendar days of absence provided the employee has been employed by the District for at least one full year immediately prior to the date on which the military leave begins.
 - (3) Continuity of service, meaning the right to advance on the salary schedule as if the time spent on active military duty was in fact spent working for the District.
- b. Sick leave and vacation benefits shall not accrue to an employee on active military duty.
 - c. Time spent on active military duty, although considered as continuous employment for salary advancement purposes, shall not count toward completion of a probationary period.
 - d. An employee on military leave shall be entitled to retirement benefits prescribed by the retirement system in which membership is held, if any.
 - e. An employee who is a member of the reserve corps of the armed forces of the United States or of the National Guard or the Naval Militia, shall be entitled to a temporary military leave of absence for not to exceed one-hundred and eighty (180) calendar days while engaged in active military duty ordered for purposes of military training, drills, encampment, naval cruises, special exercises or like activity. During such temporary military leave, the above provisions shall apply, except that if the employee has been employed by the District for at least one full year immediately prior to the date on which temporary military leave begins, sick leave and vacation benefits shall accrue as though the employee were working in the District.
 - f. The term "position" as used in Section 8a (1) above refers to a position classification, such as Bus Driver, Custodian, Maintenance Painter, etc.; it does not refer to any given work location or shift.

9. Miscellaneous Leave Provisions

- a. Time spent on leaves of absence with pay shall count toward salary step advancement, for employee benefit accrual, and shall be considered part of the probationary period except as otherwise provided.
- b. Time spent on leaves of absence without pay shall not count toward salary step advancement, employee benefit accrual, nor shall be considered part of the probationary period except as otherwise provided.
- c. A leave of absence granted to a probationary employee shall not affect the continuity of

service required for permanency nor shall it affect the status of permanent employees.

- d. Leaves shall not exceed one year in duration, except as otherwise provided, although extensions may be granted at the discretion of the Board of Education.

10. Leave of Absence to Attend Court

A leave of absence shall be granted an employee for attendance at court, other than jury duty, for issues growing directly out of the employee's functions, knowledge or responsibilities as a school district employee. Such leave shall be with pay up to the amount of the difference between the employee's regular earnings and any amount received for witness fees, provided that the absence is approved in writing by the Superintendent or designee within ten (10) days of the absence.

11. Holidays

- a. Permanent and probationary employees shall be granted fourteen (14) paid holidays provided they are on a paid status during any portion of the working day immediately preceding or succeeding the designated holiday.
- b. Employees who are not normally assigned to duty during the Fall, Winter, and Spring recess shall be paid for any holidays occurring therein provided they were on a paid status during any portion of the working day of their regular assignment immediately preceding or succeeding the Fall, Winter, and Spring recess.
- c. Employees whose regular workweek is other than Monday through Friday and as a result thereof lost a holiday to which they would otherwise be entitled shall be provided a substitute holiday determined by their department head.
- d. If a holiday is appointed by the President of the United States by Executive Order, or by the Governor of the State of California and if the proclamation establishing such holiday orders school closed, such holiday shall be in addition to other negotiated holidays for the school year in which such holiday is observed. Such holiday shall not be carried over to the next school year as an additional holiday unless such appointment by the Governor of the State of California or the President of the United States causes schools to be closed on a recurring basis.

12. Vacation

- a. Members of the bargaining unit shall earn vacation in accordance with the following schedule:
 - (1) From the first (1st) year through the completion of the sixth (6th) year of service, vacation shall be accrued at the rate of 1.00 day of vacation for each full month of paid service for a maximum yearly accrual of twelve (12) days.
 - (2) Commencing with the seventh (7th) year through the completion of the eleventh

(11th) year of service, vacation time shall be accrued at the rate of 1.333 days of vacation for each full month of paid service for a maximum yearly accrual of sixteen (16) days.

- (3) Commencing with the twelfth (12th) year through the completion of the seventeenth (17th) year of service, vacation time shall be accrued at the rate of 1.50 days of vacation for each full month of paid service for a maximum yearly accrual of eighteen (18) days.
- (4) Commencing with the eighteenth (18th) year through the completion of the twentieth (20th) year of service, vacation time shall be accrued at the rate of 1.667 days of vacation for each full month of paid service for a maximum yearly accrual of twenty (20) days.
- (5) Commencing with the twenty-first (21st) year through the completion of the twenty-fifth (25th) year of service, vacation time shall be accrued at the rate of 1.833 days of vacation for each full month of paid service for a maximum yearly accrual of twenty-two (22) days.
- (6) Commencing with the twenty-sixth (26th) year of service, vacation time shall be accrued at the rate of 2.0 days of vacation for each full month of paid service for a maximum yearly accrual of twenty-four (24) days.

- b. Use of vacation leave is subject to the approval of the immediate supervisor or department head, who shall make a concerted effort whenever practicable. Vacation requests shall not be arbitrarily denied or designated by the immediate supervisor or department head. Use of vacation may be designated by the department head to coincide with school recess schedules. An employee may elect to request such vacation on a voluntary basis to coincide with school recess schedules. Staff development days negotiated by teachers shall be used as service days for classified employees and not be considered a school recess. Except in cases of extreme emergency, the department head shall notify affected staff members of the designation of vacation leave no less than seven (7) calendar days in advance of the date the leave is to commence.

If the employee is not permitted to take vacation leave in the year in which it is earned, it shall accumulate for use in the following year.

The District each year may require that employees with total accrued vacation exceeding 280 hours be compensated in cash for ten dates of vacation, and schedule annual vacations so as to use each year's accrual by the close of the fiscal year, until the total accrued vacation is under the threshold of 280 hours. Requests to accrue a higher balance shall be handled on a case by case basis and the employee must receive prior approval with the Assistant Superintendent of Personnel.

- c. Upon separation, permanent employees with more than six (6) months of service shall be

compensated for all accrued vacation which is not used.

- d. When an employee is on paid vacation during a period in which he/she would otherwise be scheduled by the department head to work and a situation occurs which would normally qualify all or part of the period of absence as sick leave, personal necessity leave, bereavement leave, or any other leave with pay, these portions of the employee's absence may be considered as such and charged to the appropriate leave, rather than to vacation leave. The employee shall be responsible for reporting such a situation to the department head as soon as it occurs. The employee shall also be responsible for providing whatever substantiation is required by the provisions of the applicable leave section of this Agreement.

13. Family Medical and Leave Act

- a. The District is covered by the provisions of the Federal Family Medical and Leave Act (FMLA) and the California Family Rights Act (CFRA). Unit members eligible under such Acts and for Paid Family Leave in accordance with the provisions of SB1661 shall be provided the rights and benefits mandated by such Acts. In accordance with such Acts, the District may require an eligible employee to supply the appropriate medical certification and additional medical opinions.
- b. FMLA and CFRA leave may be used for:
 - (1) Birth or placement for adoption or foster care of child or to care for child;
 - (2) Care for child, spouse or parent with serious health condition;
 - (3) Serious health condition that makes employee unable to perform functions of employee's position. However, under CFRA this does not include disability due to pregnancy, childbirth or related medical conditions.
- c. The maximum leave time which may be taken for any combination of the above reasons is 12 workweeks in any twelve (12) month period. The twelve (12) month period is measured forward from the date an employee first uses such leave. Subsequent twelve (12) month leave periods begin the first time such leave is taken after the completion of any previous twelve (12) month period.
- d. Leaves under FMLA and CFRA are unpaid. The District shall require an eligible employee to use vacation time or any other paid personal time off concurrently with the running of FMLA or CFRA leave, except paid sick leave may not be so used for the serious health condition of a child, spouse, or parent unless the unit member agrees.

14. Effective January 1, 2017, as provided by Education Code section 45196.1, unit members shall be entitled to parental leave as set forth in this section.

- a. For purposes of this section, "parental leave" means leave for the purpose of bonding with

the unit member's newborn child, or with a newly placed child in the unit member's household for adoption or foster care. Parental leave does not include leave taken for the employee's disability due to pregnancy, childbirth, or recovery therefrom.

- b. Unit members shall use current and accumulated sick leave for parental leave, for up to 12 workweeks.
- c. When a unit member with at least one year of District service has exhausted all current and accumulated sick leave and continues to be absent on account of parental leave, he or she shall be entitled to substitute differential pay for the remainder of the 12-week leave. Substitute differential pay for purposes of parental leave means the difference between the unit member's regular salary and (1) the amount paid to a substitute employed to replace the unit member or (2) if no substitute is employed, the amount that would have been paid to a substitute had a substitute been employed to replace the unit member.
- d. When the need for parental leave is foreseeable, the unit member must give the District at least 30 days' advance written notice of his or her intention to use parental leave and the anticipated dates of the leave. In all other cases, the unit member must give the District as much advance notice of the need for parental leave as practicable under the circumstances.
- e. Parental leave must be used within 12 months following the birth or placement of the child. Parental leave must be taken in increments of at least 2 weeks' duration; however, the unit member may take parental leave in increments of less than 2 weeks on up to two occasions.
- f. Parental leave under this section runs concurrently with parental (child bonding) leave under the California Family Rights Act (CFRA). The total amount of parental leave may not exceed 12 workweeks in any 12-month period.

ARTICLE VI

TRANSFERS

1. Employees, department heads, or division heads may initiate transfer requests. Transfers may be made on the following bases provided that the employee is otherwise eligible for transfer according to applicable policies and/or regulations:
 - a. If within a department, upon approval of the department head.
 - b. If within a division and from one department to another, upon approval of the division head.
 - c. If from one division to another, upon approval of the Superintendent.
2. Transfer requests may be initiated by any permanent employee at any time for any equal or lower classes requiring qualifications of the same general nature. Transfer requests are valid for the fiscal year and employees need to put in transfer requests each year for consideration. The fiscal year is defined as July 1 through June 30. Such requests shall be submitted in writing to the Personnel Services Department. The Personnel Director or designee shall determine eligibility for placement on transfer eligible lists. Placement on the transfer eligible lists shall not be in any rank order. All persons on the list shall be considered equally eligible for appointment. Employees requesting a transfer, and who have been deemed eligible, shall be considered along with the top three ranks of candidates on the eligible list. Employees shall be entitled to at least two interviews per class.
3. Involuntary transfers of bargaining unit members on a temporary or permanent basis may be made by the District at any time such transfer is in the best interest of the District as defined by the District. A unit member affected by such transfer shall be given notice as soon as administratively practicable; and upon the request of the member, a conference will be held between the appropriate management person and the member in order to discuss the reasons for the transfer. CSEA will be notified at the same time as an employee being reassigned to another location. The association will receive a copy of the written notice to the employee. Notification is to be made seven (7) working days prior to the intended transfer date.
4. Only the transfer procedure itself, not the transfer determination, shall be subject to the Grievance Procedure.

ARTICLE VII

SAFETY

1. The District shall continue to make provision for the safety of employees during the hours of their employment.
2. Employees shall perform their duties in a safe manner, abiding by rules and regulations established by the District, shall use safety devices, and shall be alert to observe unsafe practices, equipment and conditions, as well as environmental conditions in the immediate area, which represent health hazards, and shall first report such conditions in writing on a District-approved form to their immediate supervisor, administrator of the site, if applicable, and the District Safety Officer, and appropriate action shall be taken. No employee shall be in any way be discriminated against as a result of reporting any condition believed to be a violation of Section 4 7.
3. The Board of Education agrees to pay and/or reimburse the full cost of any pre-approved uniforms, protective clothing, training, tools, physical examination, school bus driver's certificate or other equipment that employees in the bargaining unit are required to possess by the Board of Education, or by Education, Health and Safety Codes in order to retain their employment.
4. Unit members whose work assignment is of such a nature as to not place the employee in any hazardous situations may be permitted to be attired in walking shorts or a District approved style of shorts.
5. The District shall provide 5 (five) uniform shirts to classified unit members who are District based and have the potential to go on a school site to work as well as all campus supervisors housed at a school site.
 - a. The District and CSEA will work together in the selection and/or changes to the uniform shirts.
 - b. Uniform shirts are the property of the District.
 - c. Unit members are responsible to ensure that uniform shirts are cleaned.
 - d. Uniform shirts will be replaced by the District as they become unserviceable, showing excessive wear, or do not meet the quality standard designated by the District. When uniform shirts are to be replaced, the former uniform shirts shall be returned to the District.
 - e. Uniform shirts are to be worn during all scheduled work days. The District may determine that alternate work apparel may be worn for special circumstances. If the District decides to discontinue the uniform shirt requirement, it shall give CSEA and affected unit members a written notice thirty (30) workdays prior. District uniform shirts shall not be worn except in the performance of District duties and period of travel to and from District work.

- f. District insignia shall be printed on each shirt.
 - g. All uniform shirts shall be returned to the District upon the unit member leaving the service of the District.
- 6. Accident reports shall be submitted by the employee on forms provided by the District. All injuries should be reported immediately to the immediate supervisor. In cases of injury requiring medical attention, report forms provided by the District shall be submitted to the immediate supervisor within twenty-four (24) hours except in cases which would prevent the employee from complying with this section.
 - 7. The District and members of the bargaining unit shall comply with the provisions of the California State Occupational Safety and Health Act regulations, within the general industry and construction industry (where applicable) standards.
 - 8. Employees whose work assignments require handling of hazardous material shall receive training in the correct handling and disposal of such material. Safety clothing and equipment shall be furnished to these employees as prescribed by all applicable laws.
 - 9. All District personnel, when working at a school site when school is in session, shall first report to and sign in at the Main Office. Employees shall check with the Principal or his/her designee to determine parameters within which employees may safely work.

ARTICLE VIII

GRIEVANCE PROCEDURE

1. Preamble

Nothing contained herein shall be construed as limiting the right of any employee having a complaint to discuss the matter informally with any appropriate member of the administration, and to have the complaint adjusted without intervention by the Association, provided that the adjustment is not inconsistent with the terms of this Agreement. If a grievant chooses to process a grievance without the intervention of CSEA, the District shall not agree to a resolution of the grievance until CSEA has received a copy of the grievance and the proposed solution ten (10) working days prior to filing a response.

2. Definitions

- a. Grievance - A written claim by an employee or the Association that he/she/it has been adversely affected by a violation of a specific provision of this Agreement.
- b. Employee - A unit member.
- c. Day - Any day in which the central administrative office of the District is open for business.
- d. Supervisor - The lowest level administrator or his/her designee having line supervisory authority over the grievant.
- e. Grievant - Any employee or the Association asserting a grievance.

3. General Provisions

- a. The time limits set forth in the grievance procedure may be extended upon the mutual agreement of the grievant and District Administration. The time limits for appeal provided in each step shall begin the day following receipt of the written decision at the previous step.
- b. No grievance shall be resolved until the Association has received a copy of the grievance and the proposed resolution and has been given the opportunity to file a response.
- c. Although a specific time period is provided for administrative decisions at each step of the grievance procedure, it is recognized that multiple grievances or appeals must be processed in a sequential manner. Consequently, at each step of the procedure, multiple grievances or appeals shall be assigned consecutive numbers, based upon the time and date on which they are received. Administrators shall process such numbered grievances or appeals in a sequential manner so that the first filed will be the first considered. Administrators shall attempt to resolve multiple grievances or appeals promptly. However, notwithstanding the

specific time periods provided for decisions at the various steps of this procedure, an administrator shall not be required to consider more than one grievance or appeal per day. In situations where more than one grievance or appeal is received on the same day by an administrator, the employee will be notified by the administrator of the number of his/her grievance or appeal and the anticipated timetable for review and decision.

- d. An Association representative shall have the right to receive a reasonable period of released time without loss of compensation for the purpose of processing a grievance. Released time shall be granted only with the prior approval of the supervisor.
- e. The grievant shall be entitled upon his/her request to representation at each step of the grievance procedure by a representative selected by the Association or a unit member selected by the grievant.
- f. Nothing shall prohibit the Association from grieving in lieu of a member.

4. Procedure

a. Informal Conference

When an employee has a complaint, he/she shall request a conference with his/her supervisor to discuss the complaint. The supervisor shall grant the employee at least one conference or establish a date for a conference within two (2) working days of the receipt of the request. Additional conferences may be held prior to initiation of Step I if it appears that resolution of the complaint may be achieved by informal means. Both the employee and the supervisor may invite other persons provided each party informs the other of any such invitation prior to the conference.

If the complaint is resolved or if the employee does not take further steps, the case is closed.

b. Step I - Formal Written Grievance

If an employee is not satisfied with the results of the informal conference he/she shall within twenty working (20) days after the occurrence of the act or omission giving rise to the grievance, present the grievance in writing on the District Classified Grievance Form to his/her supervisor. If necessary, in order to meet the time limit for filing a grievance, the 20 working day period referred to herein shall be extended by the number of days between the request for the informal conference and the actual conference. The information on the Grievance Form shall include:

- (1) A statement of the specific grounds of the grievance, including names, dates and places necessary for a complete understanding of the grievance.
- (2) A statement of the provisions of this Agreement which are alleged to have been

violated.

- (3) A statement of the way in which the grievant has been adversely affected.
- (4) A statement of the reason why the supervisor's answer or response was unacceptable.
- (5) A statement of specific actions requested of the District which will remedy his/her grievance.
- (6) Where the Association is the grievant, it shall identify the affected employees. Within two working (2) days of receipt of the Grievance Form, the supervisor shall confer or schedule a conference with the grievant.

The supervisor shall make a written response to the grievant within ten (10) working days after the last conference by completing the Grievance Form and returning it to the grievant.

If the supervisor does not respond within the time limits, the grievant may appeal to the next step.

If the grievance is resolved or if the grievant does not take further steps, the case is closed.

c. Step II - Formal Appeal to the Superintendent or his/her designee.

If the grievant is not satisfied with the decision at Step I, he/she may appeal the decision in writing on the District Classified Grievance Form to the Superintendent or his/her designee within ten (10) working days.

This appeal shall include a copy of the original grievance and a clear, concise statement of the reasons for the appeal.

Within two (2) working days of receipt of the Grievance Form, the Superintendent or his/her designee shall confer or schedule a conference with the grievant.

The Superintendent or his/her designee shall communicate the decision in writing to the grievant within ten (10) working days after the last conference by completing the Grievance Form and returning it to the grievant.

If the Superintendent or his/her designee does not respond within the time limits, the grievant may appeal to the next step.

If the grievance is resolved or if the grievant does not take further steps, the case is closed.

d. Step III - Formal Appeal to the Board of Education

If the grievant is not satisfied with the decision at Step II, he/she may appeal the decision in writing to the Board of Education within ten (10) working days.

This appeal shall include a copy of the original grievance and the appeal, and a clear, concise statement of the reasons for the second appeal.

It shall be the function of the Board of Education to make a final determination to resolve the grievance.

ARTICLE IX
EVALUATIONS

The following procedures shall be utilized in the evaluation of employee performance:

1. Probationary Employees

All probationary employees shall be evaluated by their immediate rater no later than the end of the second and fifth months of the probationary period. An employee entering employment on Step A shall advance to the next step on the appropriate range of the salary schedule after completion of the probationary period.

2. Permanent Employees

Permanent employees shall receive at least one formal evaluation on district approved forms each year. Normally these evaluations shall be completed by the end of the employee's year of service.

Permanent employees who have attained five (5) years of service with the district, who have received an overall rating of "effective/meets standards or exceeds standards" in their last evaluation and obtain administrative approval will be eligible to be evaluated every other year. If granted, written documentation must be noted in writing on the evaluation form during the last formal evaluation conference.

3. All Employees

- a. A copy of the employee performance evaluation shall be provided to the respective employee at the time the evaluation is discussed. No evaluation of any employee shall be placed in any personnel file without an opportunity for discussion between the employee and the rater.
- b. Evaluations shall be based upon direct observation and/or knowledge of the rater. Any negative evaluation shall include specific recommendations for improvement and provisions for assisting the employee in implementing any recommendation made.

4. Employees Rated "Not Satisfactory" or "Requires Improvement"

- a. Employees whose performance is considered "Not Satisfactory" or "Requires Improvement" by their rater may be evaluated at any time.
- b. Employees rated "Not Satisfactory" or "Requires Improvement" must be rated again after the rater has a two (2) month period in which to observe and receive feedback on the employee's performance.
- c. If a permanent employee should receive a "Not Satisfactory" performance evaluation, the rater will recommend, in writing, specific ways the employee may improve and endeavor to assist the employee.

- d. The recipient of a "Not Satisfactory" or "Requires Improvement" evaluation shall be given an opportunity to review and discuss it with the rater and/or the rater's supervisor. In addition, the employee may provide a written response to be attached to the evaluation prior to its entry into the personnel file provided that the response is submitted within ten (10) working days following receipt of the evaluation.

5. Special Evaluation

The rater may prepare a special evaluation at any time for the purpose of documenting unusual or outstanding performance.

6. Inspection of Personnel File

Every employee shall have the right to inspect evaluation reports and supporting documents contained in his/her personnel file upon request, provided that the review is made at a time when such person is not actually required to render services to the District, except that when the information to be reviewed is derogatory, the review may, at the option of the employee, take place during normal business hours of the Personnel Office and at such time as is mutually agreeable to the employee, and the District. Typically, the District shall make an appointment to review a personnel file within one working day of receiving a request.

Only the evaluation procedure and not the contents of the evaluation shall be subject to the Grievance Procedure contained in this Agreement.

ARTICLE X

SALARIES

1. The agreed upon terms of a three-year agreement, commencing on July 1, 2016, through June 30, 2019, are as follows:
 - A. For the 2016-17 school year the parties agree as follows:
 - (1) 3% increase on the salary schedule effective to January 1, 2017.
 - (2) Both CSEA and the District are in agreement that the 2016-17, salary increase are contingent upon the opener of 2016-19 successor agreement.
 - (3) The following contingency agreement shall be both individually and ordinally applicable:
 - a. The remaining cost of the initial settlement shall be covered by the saving realized through any reduction in Health and Welfare Benefits rate changes below the budget 9.5% increase.
 - b. For the 2016-17 school year, if the funding from the state exceeds the District's revenue projections included in the adopted 2016-17 budget the District and CSEA agree to meet and negotiate to commence no later than November 1, 2016.
 - B. For the 2017-18 school year, Article X, Salary, may be a reopener
 - C. For the 2018-19 school year, Article X, Salary, may be a reopener
2. Instructional aides working with students whose certificated staff is unable to perform their instructional duties for sixty (60) consecutive minutes or more at an elementary school or 55 minutes at a secondary school on a given day will receive a stipend of fifty-two dollars and sixty-three cents \$52.63 in addition to their regular rate of pay. The school principal shall verify the time and submit a request for payment to the Payroll Department.
3. In the event any other employee group receives a compensation package in excess of that provided to CSEA, the District shall immediately adjust the salary schedule for all unit members by the percentage in excess of that provided to CSEA in the same fashion and in the same manner as provided the other employee group.

4. Night Shift Differential: Employees who work a regular shift of six or more hours during the normal school year or during the summer, half of which occurs at 4:00 p.m. or later, shall receive a fifty-five dollars and eighty-four cents (\$55.84) per month stipend. Notwithstanding Article 4, Section 6(b) of the Agreement, employees who work shifts covered by this provision shall have their work shifts changed only upon mutual agreement between the employee and his/her supervisor, and for summer schedule requirements.
5.
 - A. Unit members who use their bilingual verbal/conversational translation skills on a regular basis to perform non-instructional support services for the District shall receive a monthly stipend of sixty dollars (\$60.00). In order to be eligible for this stipend, designated staff must pass a District “verbal/conversational translation” assessment. Each school site will be limited to two staff members eligible for the stipend to be determined by the site or department administrator.
 - B. Unit members who use their bilingual verbal skills and writing skills on a regular basis to perform non-instructional support services for the District shall receive a monthly stipend of ninety dollars (\$90.00). In order to be eligible for this stipend, designated classified employees must pass the District “verbal/conversational translation assessment” as well as the “written assessment.”
 - C. Each school site will be limited to a maximum of three (3) staff members who may receive stipends stated above in either 5A or 5B. The number of actual allotted stipends will be approved by the Personnel Department.
6. The Governing Board may provide \$100 differential compensation to those classified employees who perform duties of a distasteful, dangerous, or unique nature, when, in the opinion of the Board, such compensation is reasonably justified. Such differentials shall be based upon findings and recommendations of the Personnel Commission+ as determined by Education Code 45182 and shall not be applied in a manner contrary to the principle of like pay for like service.

See Appendix for Salary Tables for 2016-17

7. Longevity Pay
 - A. Longevity pay shall be granted to District classified personnel upon completion of sufficient years of service in the Covina-Valley Unified School District and its predecessors, the Covina School District and/or the Covina Union High School District.
 - B. Longevity pay shall be granted to employees occupying full-time positions by increasing their regular monthly salary as follows:
 - (1) \$ 168 beginning in the first month of the 15th year of District service.
 - (2) \$ 192 beginning in the first month of the 20th year of District service.
 - (3) \$ 218 beginning in the first month of the 25th year of District service.
 - (4) \$ 242 beginning in the first month of the 30th year of District service.

- (5) \$ 268 beginning in the first month of the 35th year of District service.
 - (6) \$ 296 beginning in the first month of the 40th year of District service.
-
- 3. Employees occupying part-time positions shall be granted longevity pay prorated on their scheduled workday and workweek as it compares to the regular 8-hour day and 40-hour week standard.
 - 4. Years of service shall be counted in the aggregate except that any service rendered prior to a break in service of 39 months or more from the last day of paid service in a probationary or permanent classified position shall not be counted.

ARTICLE XI

HEALTH AND WELFARE BENEFITS

The District agrees to the maintenance of health and welfare benefits for active employees who regularly work halftime or more.

A. For the 2016-17 school year the parties agree as follows:

- (1) The District shall continue to pay for HMO bargaining unit member's contribution. The employee monthly out of pocket expense for HMO plans shall remain in effect.
- (2) The District and CSEA agree on a PPO soft cap on each tier of the highest HMO.
 - a. No later than December 1 annually, members will be notified of the exact future cost of purchasing from the PPO plan.
 - b. The PPO employee contributions are subject to annual change to reflect the actual amount in excess of the adopted soft cap.

In addition, the District and Association agree to form a health and welfare committee in conjunction with CSEA to review cost containment and cost sharing strategies. The committee will report their findings to the negotiating teams no later than March 15 of each year of the Agreement.

1. Effective May 1, 1996 the District shall provide each eligible classified bargaining unit employee who regularly works more than 30-hours per week with the following premium contributions for District-approved health and welfare benefit plans described in this section. The same benefits will be extended to each eligible classified bargaining unit employee working 20-hours or more each week and receiving health and welfare benefits effective March 14, 1996 who is currently receiving the same benefit package as 30-hour or more employees. The benefits include:
 - a. Medical Insurance (optional participation - three plans presently available), the District will pay the increased costs of the full employee-only premium and will contribute to 2-party and family rates according to the following tenthly schedule for the period January 1, 2017, through December 31, 2017, at the agreed upon modified benefit level.

PLAN	Employee Only	Employee + Children	Employee + Spouse	Family
Kaiser	\$ 608.60	\$1,048.79	\$1,430.34	\$1,812.00
Anthem Blue Cross HMO	\$ 690.36	\$1,208.09	\$1,656.72	\$2,105.53
Anthem Blue Cross PPO	\$ 820.20	\$1,435.34	\$1,968.46	\$2,501.58

The employees' tenthly contribution for the period of January 1, 2017 through December 31, 2017, is as follows:

PLAN	Employee Only	Employee + Children	Employee + Spouse	Employee + Family
Kaiser	\$ 0.00	\$ 35.00	\$ 55.00	\$ 70.00
Anthem Blue Cross HMO	\$ 0.00	\$ 35.00	\$ 55.00	\$ 70.00
Anthem Blue Cross PPO	\$130.00	\$ 230.00	\$ 315.00	\$ 400.00

An employee who has medical insurance coverage for medical/hospital care other than as the subscriber in a District-paid plan may at his/her option elect to waive the District-paid medical insurance coverage and in lieu thereof to have the District add \$100.00 per month, not to exceed \$1,000 per year, to his/her regular salary for each month of employment. The employee shall provide written documentation to the Personnel Office in September of each school year to verify medical insurance coverage which shall include name of plan carrier(s) and the effective date of coverage.

- b. \$30,000 Life Insurance
- c. Dental Care (mandatory participation) - Two family coverage plans available.
- d. Vision Care (mandatory participation) - Two family coverage plans available.
- e. Effective May 1, 1996 the District shall provide each eligible classified bargaining unit employee who regularly is scheduled to work 20 to 30 hours per week and is not currently receiving the same coverage as 30 hour or more employees with premium contributions for District-approved health and welfare benefit plans described in this section:

- (1) For the period January 1, 2017, through December 31, 2017 the District will pay the full employee-only premium of any HMO plan offered by the District. An employee who has medical insurance coverage for medical/hospital care other than as a subscriber in a District-paid plan, may at his/her option elect to waive the District-paid insurance coverage and in lieu thereof to have the District add \$100 per month, not to exceed \$1,000 per year, to his/her regular salary each month of employment.

An employee who has medical insurance coverage for medical/hospital care other than as the subscriber in a District-paid plan may at his/her option elect to waive the District-paid medical insurance coverage and in lieu thereof to have the District add \$100.00 per month, not to exceed \$1,000 per year, to his/her regular salary for each month of employment. The employee shall provide written documentation to the Personnel Office in September of each school year to verify medical insurance coverage which shall include name of plan carrier(s) and the effective date of coverage.

- (2) In order to modify/enhance health and welfare benefits for part-time (20-30 hour employees), the District agrees to permit 20-30 hour employees to purchase employee plus children, employee plus spouse, or family coverage for any HMO plans offered by the District at the employee's expense as follows:

PLAN	Employee Only	Employee + Children	Employee + Spouse	Employee + Family
Kaiser	\$ 0.00	\$ 440.18	\$ 821.74	\$ 1,203.40
Anthem Blue Cross HMO	\$ 0.00	\$ 517.73	\$ 966.36	\$ 1,415.17

(3) \$30,000 Life Insurance

(4) Dental Care (mandatory participation) The District will pay the full premium for family coverage in the Safeguard Dental Program.

(5) Vision Care (mandatory participation) - Two family coverage plans available.

f. State Disability Insurance (SDI) employers shall coordinate leaves/wages with State Disability and the District Office not to exceed 100%.

2. The District shall make no premium contribution for health care and life insurance for any month unless the employee is paid for more than one-half the number of days in that month, excluding those two (2) days each week which are outside the employee's regular workweek, except that an employee who completes his/her regular work assignment in June and is paid for more than one-half of his/her scheduled workdays shall be entitled to the premium contribution for that month.

3. An employee who retires on and after the ratification of this agreement, is eligible to receive a District contribution toward payment of a District-approved group medical plan as set forth in either Option I or Option II in Section e below, subject to the following requirements:

a. Except as provided in Section IV of this Article, the employee must be at least sixty (60) years of age at the time of separation from District employment.

b. At the time of retirement the retiree must be currently enrolled in a District- approved group medical plan in order to continue in a medical plan after retirement. The retiree may elect to change from one District-approved group medical plan carrier to another at any open enrollment period declared by the District for retirees.

c. Each year the retiree shall make timely payments as directed for medical premiums. Late payments may result in cancellation of coverage or late fees being assessed.

d. The District's contribution to the insurance carrier on behalf of the retiree shall cease at the end of the month preceding the retiree's 65th birthday or upon the retiree's death, whichever occurs first.

e. Effective December 31, 2013, for employees who retire from District service on or after January 1, 2014:

Level I: The District will contribute up to \$6,000 annually for employees who have completed up to 25 years of qualifying District service.

Level II: The District will contribute up to \$7,000 annually for employees who have completed greater than 25 years of qualifying District service.

4. An employee who separates from District employment after age fifty-nine (59) but before age sixty (60) shall also be eligible to receive the District contribution referred to in Section III of this Article.

The District's contribution to the insurance carrier on behalf of the retiree shall begin on the first of the month following the retiree's 60th birthday provided that the retiree pays the full premium from the date of separation to the date the District's contribution begins.

ARTICLE XII

DISMISSAL, DEMOTION, AND SUSPENSION

1. A permanent unit member shall be subject to disciplinary action limited to suspension for not more than thirty (30) days, demotion, or dismissal for any of the following causes:
 - a. Incompetency, inefficiency or negligence in the performance of duty.
 - b. Physical or mental unfitness for service or demonstrated unfitness for service.
 - c. Unauthorized absence or abuse of any leave privilege.
 - d. Insubordination which constitutes a serious breach of discipline.
 - e. Inability or unwillingness to work cooperatively and harmoniously with fellow employees.
 - f. Discourteous, offensive or abusive conduct toward other employees, pupils or the public.
 - g. Acceptance of any valuable consideration which was given with the expectation of influencing the employee in the performance of duties.
 - h. Falsification of records or use of official position for personal advantage.
 - i. Engaging in political activity during assigned hours of employment.
 - j. Consumption of alcoholic beverages while on duty, intoxication while on duty, insobriety or unauthorized use of narcotics or habit-forming drugs.
 - k. Theft or destruction of District property.
 - l. Notoriously disgraceful personal conduct.
 - m. Conviction of a felony, any crime involving moral turpitude, or any crime bringing discredit upon the District.
 - n. Violation of or refusal to obey the school laws of the State or the policies or regulations of the District.
 - o. Those prescribed in Education Code Sections 45123, 45124 and 45303, or other governmental statutes.
 - p. Failure to pay bills resulting in frequent contacts by creditors with the District.
 - q. Failure to progress adequately in a training program which is required for the position.

- r. Abandonment of position. Absence without authorized leave for five (5) consecutive working days shall constitute prima facie evidence that an employee has abandoned the position.
 - s. Any conduct contrary to the welfare of the schools or the pupils or employees thereof.
- 2. No disciplinary action shall be taken for any cause which arose prior to the date on which the employee became permanent, nor for any cause which arose more than two years preceding the date of the filing of the notice of cause unless such cause was concealed or not disclosed by such employee when it could reasonably be assumed that the employee should have disclosed the facts to the District.
 - 3. Any action taken in accordance with this Article shall be effective on the date specified by the Board but shall not be prior to the date of the cause.
 - 4. Any permanent employee against whom disciplinary action is initiated shall be given written notice by the Personnel Director of the specific charges against the employee. The notice shall contain a statement of the employee's right to a hearing on such charges and the time within which such hearing may be requested, which shall be not less than 14 days after service of the notice on the employee. Failure of the employee to file a request for hearing within the time specified shall constitute a waiver of the employee's right to a hearing.

Definition: "Permanent Unit Member" means an employee who has successfully completed the probationary period in the class to which the employee is assigned.

ARTICLE XIII

LAYOFFS

Pursuant to Education Code 45298, 45308 and 45117, the District shall adhere to reemployment rights.

1. The District shall notify both CSEA and the affected employees in writing at least 60 days prior to the layoff in accordance with applicable law and District regulations/policies.
2. Unit members may be laid off because of lack of work or lack of funds. In the event of layoff, the order of layoff within the class shall be determined by length of service. The employee who has been employed the shortest time in the class plus higher related classes shall be laid off first. Classified employees who have been laid off shall have the right of preferential reemployment. Reemployment shall be in the reverse order of layoff.
3. Permanent unit members who are to be laid off may exercise bumping rights in their class or in any lower class in which they hold seniority credit greater than an incumbent. The employee to be bumped shall be the one with the least seniority in the class plus higher related classes.

ARTICLE XIV

SAVINGS

1. If any provisions of this Agreement are held to be contrary to law by a court of competent jurisdiction, such provision will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect. Upon request of either party a meeting shall be held within a reasonable amount of time to discuss the specific provision held to be contrary to law.

ARTICLE XV

MANAGEMENT RIGHTS

1. It is understood and acknowledged that the Board retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the statutes of the State of California, except as expressly limited by the explicit and lawful language of this Agreement.
2. The rights of management not expressly limited by the clear and explicit language of this Agreement are expressly reserved to the Board even though not enumerated, and the express provisions of this Agreement constitute the only contractual limitations upon the Board's rights. The exercise of any right reserved to the Board herein in a particular manner or the non-exercise of any such right shall not be deemed a waiver of the Board's right or preclude the Board from exercising the right in a different manner.
3. The District retains its right to amend, modify or rescind practices and procedures specified in this Agreement in cases of emergency, and for the duration of the emergency. An emergency is a sudden, generally unexpected occurrence or occasion requiring immediate action such as an Act of God, epidemic, riot or physical calamity occurring at one or more facilities of the District.
4. All provisions indicated in this Agreement as being discretionary matters left to the "Board," "Superintendent," "supervisor," "administrator" or "District" shall not be subject to the provisions of Article VIII, Grievance Procedure.

ARTICLE XVI

CONCERTED ACTIVITIES

1. It is agreed and understood that there will be no strike, work stoppage, slowdown, picketing on property owned or operated by the District, or refusal or failure to fully and faithfully perform job functions and responsibilities or other interference with the operations of the District by the Association or its officers, agents or members during the term of this Agreement, including compliance with the request of other labor organizations to engage in such activity.
2. The Association recognizes the duty and obligation of its representatives to comply with the provisions of this Agreement and to make every effort toward inducing all members of the bargaining unit to do so. In the event of a strike, work stoppage, slowdown or other interference with the operations of the District by members of the bargaining unit, the Association agrees in good faith to take all necessary steps to cause those members to cease such action.
3. It is understood that in the event this Article is violated, the District shall be entitled to withdraw any rights, privileges or services provided for in this Agreement, in District policy, or by State law from any member of the bargaining unit and/or the Association.
4. Provided there is no violation of this Article, the District will not lock out the members of the bargaining unit.

ARTICLE XVII

FULL UNDERSTANDING

1. This Agreement shall supersede any rules, regulations or practices of the Board of Education which shall be contrary to or inconsistent with its terms.
2. During the term of this Agreement, the Association and the Board of Education waive and relinquish the right to meet and negotiate and agree that neither party shall be obligated to meet and negotiate with respect to any subject or matter whether referred to or covered in this Agreement or not, even though such subjects or matters may not have been within the knowledge or contemplation of either or both the Board of Education or the Association at the time they met and negotiated on and executed this Agreement, and even though such subjects or matters were proposed and later withdrawn.
3. This Agreement shall constitute the full and complete commitment between both parties and shall supersede and cancel all previous agreements both written and oral. This Agreement may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this Agreement.

ARTICLE XVIII

NON-DISCRIMINATION

1. Neither the District nor the Association, in violation of the law, shall discriminate against any unit member on the basis of race, color, creed, national origin, sex, sexual orientation, marital status, disability, age, religion, political beliefs, membership or lack thereof in an employee organization, or participation or lack thereof in the activities of an employee organization.

ARTICLE XIX

SUMMER SCHOOL SELECTION

1. The District shall determine the number of positions and the classifications needed for the summer school programs.
2. All school year employees may apply for any position at any location for which they are qualified.

"Qualified" for this purpose is defined as currently serving or having previously served in the same classification in the District, or if an employee meets the qualifications for the position but does not have prior service in the classification. Qualified unit employees shall be hired prior to outside applicants.
3. Summer school employment selection shall be made based on the following criteria:
 - a. All applicants must meet the minimum requirements.
 - b. Any person on his/her most recent evaluation who receives a satisfactory evaluation will be considered for summer school employment.
 - c. All summer school employment shall be on a rotation basis if there are more applicants than positions available.
4. Any person on his/her most recent evaluation who receives an unsatisfactory evaluation shall not be eligible for summer school employment.

ARTICLE XX

DURATION

1. This Agreement shall remain in full force and effect from July 1, 2016 through June 30, 2019.
2. The District and the Association recognize that future legislative changes may require the parties to modify the current terms and conditions of unit member employment. If this occurs, the parties agree to commence negotiations within 10 working days of a request from the other party on changes to any terms of employment that are mandated by law.

SIGNATURES

For the District:

Mason 11.16.16

Michele Doll Date
Assistant Superintendent,
Personnel Services

M. In

Scott Miller

Jonathan Lin

SP May

PLO

For the Association:

Vivian Garcia 11/16/16

Vivian Garcia Date
CSEA President

Marie Alexandre 11-16-16

Marie Alexandre Date
CSEA Labor Relations Representative

Adrian B. Lee

Cheryl

Jill K. King

Gregory Alder

Daniel M. P. J.

APPENDIX A

	Classified Salaries effective January 1, 2016				
		Range		Salary	
343	Account Clerk I	142	\$3,033	-	\$3,682
341	Account Clerk II	150	\$3,344	-	\$4,063
339	Account Clerk III	162	\$3,867	-	\$4,702
337	Administrative Assistant	170	\$4,268	-	\$5,179
378	Adult School Attendance and Payroll Clerk	155	\$3,555	-	\$4,320
625	Asst. Cafeteria Manager	138	\$2,881	-	\$3,505
569	Athletic Custodian	145	\$3,147	-	\$3,821
344	Attendance Clerk	141	\$2,992	-	\$3,642
536	Audio-Visual Equipment Repairworker I	144	\$3,108	-	\$3,771
535	Audio-Visual Equipment Repairworker II	168	\$4,158	-	\$5,054
583	Automotive Serviceworker	151	\$3,385	-	\$4,114
336	Avid Tutor (not in unit)	Flat Rate		\$10.00/hr.	
507	Building Maintenance Worker/Carpenter	163	\$3,916	-	\$4,760
509	Building Maintenance Worker/Electrician	166	\$4,063	-	\$4,938
531	Building Maintenance Worker/Glazier	163	\$3,916	-	\$4,760
511	Building Maintenance Worker/Locksmith	163	\$3,916	-	\$4,760
529	Building Maintenance Worker/Painter	163	\$3,916	-	\$4,760
515	Building Maintenance Worker/Plumber	166	\$4,063	-	\$4,938
525	Building Maintenance Worker/Refrig. & Heating	167	\$4,114	-	\$5,001
517	Building Maintenance Worker/Welder	159	\$3,729	-	\$4,537
585	Bus Driver	148	\$3,259	-	\$3,964
586	Bus Driver Instructor/Dispatcher	164	\$3,964	-	\$4,814
392	Campus Supervisor	141	\$2,992	-	\$3,642
358	Career Center Assistant	139	\$2,920	-	\$3,555

808	Child Care Aide - Adult School	Flat Rate		\$15.58/hr.	
809	Child Care Aide EDC	101	\$1,838	-	\$2,233
807	Child Care Aide II	116	\$2,206	-	\$2,684
815	Child Development Clerk/Family Liaison	136	\$2,820	-	\$3,425
354	Clerical Assistant I	131	\$2,650	-	\$3,221
352	Clerical Assistant II	139	\$2,920	-	\$3,555
350	Clerical Assistant III	147	\$3,221	-	\$3,916
355	Community Services Coordinator - Bilingual	136	\$2,820	-	\$3,425
383	Computer Electronics Technician	170	\$4,268	-	\$5,179
373	Computer Operator	160	\$3,771	-	\$4,586
360	Computer Operator - Adult School	160	\$3,771	-	\$4,586
375	Computer Operator Trainee	152	\$3,425	-	\$4,158
376	Computer Operator Trainee - Adult School	152	\$3,425	-	\$4,158
620	Cook Manager I	138	\$2,881	-	\$3,505
596	Copy & Micrographics Assistant/Delivery Driver	144	\$3,108	-	\$3,771
382	Copy & Micrographics Assistant	143	\$3,069	-	\$3,729
567	Custodian	141	\$2,992	-	\$3,642
380	Data Entry Operator - Adult Education	145	\$3,147	-	\$3,821
356	Data Processing Control Clerk	147	\$3,221	-	\$3,916
2586	Delegated Behind-the-Wheel Bus Driver/Trainer	156	\$3,595	-	\$4,365
595	Delivery Driver	144	\$3,108	-	\$3,771
369	EDP Programmer	185	\$5,119	-	\$6,227
370	EDP Programmer - Adult Education	185	\$5,119	-	\$6,227
371	EDP Programmer Trainee	177	\$4,649	-	\$5,644
374	EDP Programmer Trainee - Adult Education	177	\$4,649	-	\$5,644
342	Electrical Communications Technician	174	\$4,478	-	\$5,441
345	Elementary School Office Clerk	139	\$2,920	-	\$3,555
865	Event Staff I	Flat Rate		\$10.00/hr.	

867	Event Staff II	100	\$1,812	-	\$2,206
869	Event Staff III	105	\$1,933	-	\$2,347
629	Food Service Worker I	116	\$2,206	-	\$2,684
627	Food Service Worker II	124	\$2,439	-	\$2,961
551	Grounds Equipment Operator	149	\$3,303	-	\$4,015
545	Groundskeeper I	143	\$3,069	-	\$3,729
543	Groundskeeper II	151	\$3,385	-	\$4,114
394	Health Clerk	134	\$2,750	-	\$3,344
362	Help Desk/Office Coordinator	159	\$3,729	-	\$4,537
332	High School Secretary	151	\$3,385	-	\$4,114
395	Home-School Assistant	136	\$2,820	-	\$3,425
2395	Home-School Liaison	136	\$2,820	-	\$3,425
720	Housekeeper (Children's Center)	123	\$2,408	-	\$2,920
386	Instructional Aide - Adult School	130	\$2,620	-	\$3,179
374	Instructional Aide - Behavior, Special Education	130	\$2,620	-	\$3,179
391	Instructional Aide - Classroom	130	\$2,620	-	\$3,179
389	Instructional Aide - Clerical	130	\$2,620	-	\$3,179
388	Instructional Aide - English as a Second Language	130	\$2,620	-	\$3,179
398	Instructional Aide - Interpreter	146	\$3,179	-	\$3,867
392	Instructional Aide - Lay Reader	130	\$2,620	-	\$3,179
393	Instructional Aide - Physical Education	118	\$2,267	-	\$2,750
1391	Instructional Aide - Visually Impaired	130	\$2,620	-	\$3,179
399	Instructional Media Technician	143	\$3,069	-	\$3,729
573	Janitor	133	\$2,716	-	\$3,303
195	Job Coach, Adult Transition Program	130	\$2,620	-	\$3,179
385	Keypunch Operator	145	\$3,147	-	\$3,821
2581	Lead Mechanic	177	\$4,649	-	\$5,644
829	Lead User Support Analyst	189	\$5,380	-	\$6,537

359	Library Clerk I	135	\$2,784	-	\$3,385
357	Library Clerk II	143	\$3,069	-	\$3,729
1400	Licensed Vocational Nurse	156	\$3,595		\$4,365
505	Maintenance Expediter and Storekeeper	157	\$3,642	-	\$4,425
313	Maintenance Operations Specialist	155	\$3,555	-	\$4,320
1500	Maintenance Planner	159	\$3,729	-	\$4,537
523	Maintenance Worker I	147	\$3,221	-	\$3,916
521	Maintenance Worker II	155	\$3,555	-	\$4,320
519	Maintenance Worker III	163	\$3,916	-	\$4,760
581	Mechanic	169	\$4,214	-	\$5,119
346	Middle School Office Clerk	143	\$3,069	-	\$3,729
528	Network Analyst	194	\$5,711	-	\$6,947
539	Office Machine Repairworker I	160	\$3,771	-	\$4,586
537	Office Machine Repairworker II	168	\$4,158	-	\$5,054
540	Office Machine Repairworker Trainee	144	\$3,108	-	\$3,771
377	PABX Operator - Receptionist	139	\$2,920	-	\$3,555
800	Parent Education Assistant	130	\$2,620	-	\$3,179
806	Parent Education Helper	Flat Rate		\$15.58/hr.	
562	Parking Lot Supervisor	133	\$2,716	-	\$3,303
825	Piano Accompanist	140	\$2,961	-	\$3,595
837	Playground Supervisor (not in unit)	Flat Rate		\$10.00/hr.	
554	Pool Maintenance Worker	145	\$3,147	-	\$3,821
564	Printing Services Coordinator	159	\$3,729	-	\$4,537
563	Printshop Assistant	147	\$3,221	-	\$3,916
397	Program Outreach Assistant	138	\$2,881	-	\$3,505
365	Programmer Analyst	194	\$5,711	-	\$6,941
348	Purchasing Assistant I	151	\$3,385	-	\$4,114
349	Purchasing Assistant II	155	\$3,555	-	\$4,320

589	Receiving Clerk	153	\$3,468	-	\$4,214
367	Registrar	146	\$3,179	-	\$3,867
861	School Helper	100	\$1,812	-	\$2,206
333	Secretary I	151	\$3,385	-	\$4,114
331	Secretary II	159	\$3,729	-	\$4,537
330	Secretary to the Principal - Alternative Education	151	\$3,385	-	\$4,114
328	Secretary to the Principal - Elementary School	151	\$3,385	-	\$4,114
326	Secretary to the Principal - High School	159	\$3,729	-	\$4,537
329	Secretary to the Principal - Middle School	151	\$3,385	-	\$4,114
565	Senior Custodian	153	\$3,468	-	\$4,214
833	Senior Electronic Communications Specialist	185	\$5,119	-	\$6,227
542	Senior Groundskeeper	159	\$3,729	-	\$4,537
516	Senior Maintenance Worker	166	\$4,063	-	\$4,938
559	Senior Sprinkler Maintenance Worker	167	\$4,114	-	\$5,001
591	Senior Stock Clerk	161	\$3,821	-	\$4,649
196	Specialized Physical Health Aide	140	\$2,961	-	\$3,595
855	Speech and Language Assistant	170	\$4,268	-	\$5,179
557	Sprinkler Maintenance Worker	157	\$3,642	-	\$4,425
337	Stenographer Clerk I	140	\$2,961	-	\$3,595
335	Stenographer Clerk II	148	\$3,259	-	\$3,964
593	Stock Clerk	149	\$3,303	-	\$4,015
384	Student Body Activities Assistant	150	\$3,344	-	\$4,063
387	Student Body Activities Clerk	142	\$3,033	-	\$3,682
840	Student Helper (not in unit)	Flat Rate		\$10.00/hr.	
830	Student Information Systems Analyst I	177	\$4,649	-	\$5,644
366	Systems Programmer	207	\$6,699	-	\$8,144
2399	Translator	159	\$3,729	-	\$4,537
556	TSS Trainee	136	\$2,820	-	\$3,425

363	Typist Clerk I	135	\$2,784	-	\$3,385
361	Typist Clerk II	143	\$3,069	-	\$3,729
831	User Support Analyst I	177	\$4,649	-	\$5,644
832	User Support Analyst II	185	\$5,119	-	\$6,227
826	User Support Technician	177	\$4,649	-	\$5,644
500	Water Utilities Worker II	163	\$3,916	-	\$4,760

	Classified Salaries effective January 1, 2017				
		Range		Salary	
343	Account Clerk I	142	\$3,124	-	\$3,792
341	Account Clerk II	150	\$3,444	-	\$4,185
339	Account Clerk III	162	\$3,983	-	\$4,843
337	Administrative Assistant	170	\$4,396	-	\$5,334
378	Adult School Attendance and Payroll Clerk	155	\$3,662	-	\$4,450
625	Asst. Cafeteria Manager	138	\$2,967	-	\$3,610
569	Athletic Custodian	145	\$3,241	-	\$3,936
344	Attendance Clerk	141	\$3,082	-	\$3,751
536	Audio-Visual Equipment Repairworker I	144	\$3,201	-	\$3,884
535	Audio-Visual Equipment Repairworker II	168	\$4,283	-	\$5,206
583	Automotive Serviceworker	151	\$3,487	-	\$4,237
336	Avid Tutor (not in unit)	Flat Rate		\$ 10.50	
507	Building Maintenance Worker/Carpenter	163	\$4,033	-	\$4,903
509	Building Maintenance Worker/Electrician	166	\$4,185	-	\$5,086
531	Building Maintenance Worker/Glazier	163	\$4,033	-	\$4,903
511	Building Maintenance Worker/Locksmith	163	\$4,033	-	\$4,903
529	Building Maintenance Worker/Painter	163	\$4,033	-	\$4,903
515	Building Maintenance Worker/Plumber	166	\$4,185	-	\$5,086
525	Building Maintenance Worker/Refrig. & Heating	167	\$4,237	-	\$5,151
517	Building Maintenance Worker/Welder	159	\$3,841	-	\$4,673
585	Bus Driver	148	\$3,357	-	\$4,083
586	Bus Driver Instructor/Dispatcher	164	\$4,083	-	\$4,958

392	Campus Supervisor	141	\$3,082	-	\$3,751
358	Career Center Assistant	139	\$3,008	-	\$3,662
808	Child Care Aide - Adult School	Flat Rate		\$ 17.17	
809	Child Care Aide EDC	101	\$1,893	-	\$2,300
807	Child Care Aide II	116	\$2,272	-	\$2,765
815	Child Development Clerk/Family Liaison	136	\$2,905	-	\$3,528
354	Clerical Assistant I	131	\$2,730	-	\$3,318
352	Clerical Assistant II	139	\$3,008	-	\$3,662
350	Clerical Assistant III	147	\$3,318	-	\$4,033
355	Community Services Coordinator - Bilingual	136	\$2,905	-	\$3,528
383	Computer Electronics Technician	170	\$4,396	-	\$5,334
373	Computer Operator	160	\$3,884	-	\$4,724
360	Computer Operator - Adult School	160	\$3,884	-	\$4,724
375	Computer Operator Trainee	152	\$3,528	-	\$4,283
376	Computer Operator Trainee - Adult School	152	\$3,528	-	\$4,283
620	Cook Manager I	138	\$2,967	-	\$3,610
596	Copy & Micrographics Assistant/Delivery Driver	144	\$3,201	-	\$3,884
382	Copy & Micrographics Assistant	143	\$3,161	-	\$3,841
567	Custodian	141	\$3,082	-	\$3,751
380	Data Entry Operator - Adult Education	145	\$3,241	-	\$3,936
356	Data Processing Control Clerk	147	\$3,318	-	\$4,033
2586	Delegated Behind-the-Wheel Bus Driver/Trainer	156	\$3,703	-	\$4,496
595	Delivery Driver	144	\$3,201	-	\$3,884
369	EDP Programmer	185	\$5,273	-	\$6,414
370	EDP Programmer - Adult Education	185	\$5,273	-	\$6,414

371	EDP Programmer Trainee	177	\$4,788	-	\$5,813
374	EDP Programmer Trainee - Adult Education	177	\$4,788	-	\$5,813
342	Electrical Communications Technician	174	\$4,612	-	\$5,604
345	Elementary School Office Clerk	139	\$3,008	-	\$3,662
865	Event Staff I	Flat Rate		\$ 10.50	
867	Event Staff II	100	\$1,866	-	\$2,272
869	Event Staff III	105	\$1,991	-	\$2,417
629	Food Service Worker I	116	\$2,272	-	\$2,765
627	Food Service Worker II	124	\$2,512	-	\$3,050
551	Grounds Equipment Operator	149	\$3,402	-	\$4,135
545	Groundskeeper I	143	\$3,161	-	\$3,841
543	Groundskeeper II	151	\$3,487	-	\$4,237
394	Health Clerk	134	\$2,833	-	\$3,444
362	Help Desk/Office Coordinator	159	\$3,841	-	\$4,673
332	High School Secretary	151	\$3,487	-	\$4,237
395	Home-School Assistant	136	\$2,905	-	\$3,528
2395	Home-School Liaison	136	\$2,905	-	\$3,528
720	Housekeeper (Children's Center)	123	\$2,480	-	\$3,008
386	Instructional Aide - Adult School	130	\$2,699	-	\$3,274
374	Instructional Aide - Behavior, Special Education	130	\$2,699	-	\$3,274
391	Instructional Aide - Classroom	130	\$2,699	-	\$3,274
389	Instructional Aide - Clerical	130	\$2,699	-	\$3,274
388	Instructional Aide - English as a Second Language	130	\$2,699	-	\$3,274
398	Instructional Aide - Interpreter	146	\$3,274	-	\$3,983
392	Instructional Aide - Lay Reader	130	\$2,699	-	\$3,274

393	Instructional Aide - Physical Education	118	\$2,335	-	\$2,833
197	Instructional Aide - Specialized Program	140	\$3,050	-	\$3,703
1391	Instructional Aide - Visually Impaired	130	\$2,699	-	\$3,274
399	Instructional Media Technician	143	\$3,161	-	\$3,841
573	Janitor	133	\$2,797	-	\$3,402
195	Job Coach, Adult Transition Program	130	\$2,699	-	\$3,274
385	Keypunch Operator	145	\$3,241	-	\$3,936
2581	Lead Mechanic	177	\$4,788	-	\$5,813
829	Lead User Support Analyst	189	\$5,541	-	\$6,733
359	Library Clerk I	135	\$2,868	-	\$3,487
357	Library Clerk II	143	\$3,161	-	\$3,841
1400	Licensed Vocational Nurse	156	\$3,703		\$4,496
505	Maintenance Expediter and Storekeeper	157	\$3,751	-	\$4,558
313	Maintenance Operations Specialist	155	\$3,662	-	\$4,450
1500	Maintenance Planner	159	\$3,841	-	\$4,673
523	Maintenance Worker I	147	\$3,318	-	\$4,033
521	Maintenance Worker II	155	\$3,662	-	\$4,450
519	Maintenance Worker III	163	\$4,033	-	\$4,903
581	Mechanic	169	\$4,340	-	\$5,273
346	Middle School Office Clerk	143	\$3,161	-	\$3,841
528	Network Analyst	194	\$5,882	-	\$7,149
539	Office Machine Repairworker I	160	\$3,884	-	\$4,724
537	Office Machine Repairworker II	168	\$4,283	-	\$5,206
540	Office Machine Repairworker Trainee	144	\$3,201	-	\$3,884
377	PABX Operator - Receptionist	139	\$3,008	-	\$3,662

800	Parent Education Assistant	130	\$2,699	-	\$3,274
806	Parent Education Helper	Flat Rate		\$ 17.17	
562	Parking Lot Supervisor	133	\$2,797	-	\$3,402
825	Piano Accompanist	140	\$3,050	-	\$3,703
837	Playground Supervisor (not in unit)	Flat Rate		\$ 10.50	
554	Pool Maintenance Worker	145	\$3,241	-	\$3,936
564	Printing Services Coordinator	159	\$3,841	-	\$4,673
563	Printshop Assistant	147	\$3,318	-	\$4,033
397	Program Outreach Assistant	138	\$2,967	-	\$3,610
365	Programmer Analyst	194	\$5,882	-	\$7,149
348	Purchasing Assistant I	151	\$3,487	-	\$4,237
349	Purchasing Assistant II	155	\$3,662	-	\$4,450
589	Receiving Clerk	153	\$3,572	-	\$4,340
367	Registrar	146	\$3,274	-	\$3,983
861	School Helper	100	\$1,866	-	\$2,272
333	Secretary I	151	\$3,487	-	\$4,237
331	Secretary II	159	\$3,841	-	\$4,673
330	Secretary to the Principal - Alternative Education	151	\$3,487	-	\$4,237
328	Secretary to the Principal - Elementary School	151	\$3,487	-	\$4,237
326	Secretary to the Principal - High School	159	\$3,841	-	\$4,673
329	Secretary to the Principal - Middle School	151	\$3,487	-	\$4,237
565	Senior Custodian	153	\$3,572	-	\$4,340
833	Senior Electronic Communications Specialist	185	\$5,273	-	\$6,414
542	Senior Groundskeeper	159	\$3,841	-	\$4,673
516	Senior Maintenance Worker	166	\$4,185	-	\$5,086

559	Senior Sprinkler Maintenance Worker	167	\$4,237	-	\$5,151
591	Senior Stock Clerk	161	\$3,936	-	\$4,788
196	Specialized Physical Health Aide	140	\$3,050	-	\$3,703
855	Speech and Language Assistant	170	\$4,396	-	\$5,334
557	Sprinkler Maintenance Worker	157	\$3,751	-	\$4,558
337	Stenographer Clerk I	140	\$3,050	-	\$3,703
335	Stenographer Clerk II	148	\$3,357	-	\$4,083
593	Stock Clerk	149	\$3,402	-	\$4,135
384	Student Body Activities Assistant	150	\$3,444	-	\$4,185
387	Student Body Activities Clerk	142	\$3,124	-	\$3,792
840	Student Helper (not in unit)	Flat Rate		\$ 10.50	
830	Student Information Systems Analyst I	177	\$4,788	-	\$5,813
366	Systems Programmer	207	\$6,900	-	\$8,388
2399	Translator	159	\$3,841	-	\$4,673
556	TSS Trainee	136	\$2,905	-	\$3,528
363	Typist Clerk I	135	\$2,868	-	\$3,487
361	Typist Clerk II	143	\$3,161	-	\$3,841
831	User Support Analyst I	177	\$4,788	-	\$5,813
832	User Support Analyst II	185	\$5,273	-	\$6,414
826	User Support Technician	177	\$4,788	-	\$5,813
597	Warehouse Worker/Delivery Driver	144	\$3,201	-	\$3,884
500	Water Utilities Worker II	163	\$4,033	-	\$4,903