COLLECTIVE BARGAINING CONTRACT

BETWEEN

SAN JUAN UNIFIED SCHOOL DISTRICT
P.O. Box 477 - 3738 Walnut Avenue
Carmichael, California 95609-0477

and

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
Chapter #127
8217 Auburn Boulevard
Citrus Heights, California 95610

(Operations Support Unit)

November 15, 2011 - November 15, 2014
COLLECTIVE BARGAINING CONTRACT

November 15, 2011 - November 15, 2014

OPERATIONS SUPPORT UNIT

SAN JUAN UNIFIED SCHOOL DISTRICT
3738 Walnut Avenue, P.O. Box 477
Carmichael, California 95609-0477

BOARD OF EDUCATION
Larry Masuoka, D.M.D., President
Lucinda Luttgen, Vice President
Pam Costa, Clerk
Greg Paulo, Member
Saul Hernandez, Member

ADMINISTRATION
Glynn Thompson, Superintendent of Schools
Kent Stephens, Chief Financial Officer
Linda C.T. Simlick, J. D. Counsel
Kent Kern, Assistant Superintendent, Operations and School Support
Annette Buckmaster, Assistant Superintendent, Human Resources
Derk Garcia, Assistant Superintendent, Secondary Education
Beth Davies, Assistant Superintendent, Elementary Education
Trent J. Allen, Senior Director, Community Relations
Carl Fahle, Senior Director, Technology
Jim Shoemake, Senior Director, Labor and Employee Relations

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
Chapter #127
8217 Auburn Boulevard
Citrus Heights, California 95610

OFFICERS
Ed Gibson, President
Reilene Norris, First Vice President
Norma Pyle, Second Vice President
Richard Jolley, Third Vice President
Karen Smith, Secretary
Gary Stemwedel, Sgt. Of Arms
John Wilson, Treasurer
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ARTICLE 1

1. RECOGNITION

1.1 Acknowledgment

1.1.1 The San Juan Unified School District (hereinafter District) hereby acknowledges that the California School Employees Association and its Chapter #127 (hereinafter Association) is the exclusive bargaining representative for all classified employees holding those positions described in Appendix “A-1” attached hereto, and incorporated by reference as a part of this Agreement. These employees include classified employees who are probationary or permanent employees performing in regular assignments.

Unless otherwise specified, the term "member" as used throughout this Agreement shall consist of regular employees in the Operations Support Unit.

1.1.2 Any modifications which may result in expansion or contraction of these positions included in the bargaining unit as described in Appendix "A-1" are subject to the rules of PERB.

1.1.3 Disputed cases shall be submitted to the PERB for resolution.

1.1.4 To the extent that any agreement arrived at through "meet and negotiate" is reduced to writing and embodied in this Agreement or any addendum to this Agreement, the provisions shall be binding on all parties.

1.2 Term

1.2.1 (a) 3 year agreement November 15, 2011 – November 15, 2014.

(b) Reopeners of wages, benefits and two articles to be determined by the Union and the District in June of each year of this agreement with the exception of the final year of this agreement wherein the parties shall have free and unlimited right to make successor agreement proposals on any subject matter within scope; for the 2013-14 school year only, agreed to additional reopener to discuss the Food Services Advisory Council.

1.2.2 No later than the last Board meeting in June of each year of the contract, the California School Employees Association and its Chapter #127, agrees to present its proposals to the Board of Education for a successor contract or for any re-openers. No later than eight weeks after the presentation of the Association's initial proposal, the District shall respond with its initial proposal and thereafter negotiations shall begin within twenty (20) workdays.

1.2.3 This agreement contains the agreement of the parties as to all existing matters. By mutual consent of both parties which shall be set forth in writing, any provisions of this Agreement may be renegotiated at any time. Modifications to this Agreement arising from such negotiations shall become part of this contract.
1.2.4 The parties agree to reopen negotiations on the following articles in 2006-07 each year of the contract as provided by and in accordance with Sections 1.2.1 and 1.2.2.

1.2.4.1 Article 6 – Salaries

1.2.4.2 Article 7 – Fringe Benefits

1.2.4.3 Each party may also reopen any two (2) other articles
ARTICLE 2

2. CHECK OFF AND ORGANIZATIONAL SECURITY

2.1 Membership

Unit members who are members of CSEA during the term of this agreement shall maintain their membership for the term of this agreement.

2.2 Dues

The Association shall have the sole and exclusive right to have membership dues deducted for employees in the Operations Support Unit.

2.3 Agency Fees

2.3.1. All employees in classifications represented by CSEA are required to, either:

(a) Be a member of the union (CSEA), or

(b) Satisfy the agency fee financial obligation as set forth in Section 2.3.2. below, or

(c) Qualify for religious exemption as set forth in Section 2.3.3 below.

2.3.2 Unless the employee has (a) voluntarily submitted to the District an effective dues deduction request, (b) individually made direct financial arrangements satisfactory to CSEA as evidenced by notice of same by CSEA to the District, or (c) qualified for religious exemption as provided in Section 2.3.3 below within ten (10) days following the first day of assigned work, the District shall process a mandatory agency fee deduction in the appropriate amount. The amount of the agency fee shall be determined by the union subject to applicable law.

2.3.3 Any employee who is a member of a religious body whose traditional tenants or teachings include objections to joining or financially supporting employee organizations shall not be required to join or financially support the union except that such member shall pay, in lieu of the agency fee, an amount equal to the agency fee to a non-religious, non-labor charitable organization, charitable funds exempt from taxation under Section 501(c) (3) of Title 26 of the Internal Revenue Code.

2.3.4 Individuals selecting either direct financial arrangements with CSEA or claiming a religious exemption shall make such payments within 30 days following the first date of employment. Subsequent years such payments or proof of payment shall be made by September 30 of each year.
2.3.5 Proof of payment of the charitable funds and a written statement of objection along with verifiable evidence of membership in an organization, group or religious body, whose traditional tenants, teachings, or integrated set of deeply held values include objections to joining or financially supporting employee organizations shall be made on an annual basis to the exception from the provisions of 2.3.2 above. Proof of payment shall be in the form of receipts and/or canceled checks indicating the amount paid, date of payment, and to whom the in-lieu-payment of service fee has been paid.

2.4 Dues Deduction

Dues deductions shall become effective in the month in which the employee is employed.

2.5 Hold Harmless and Indemnity

The union agrees to pay the District all legal fees and legal costs incurred in defending against any court action and/or administrative proceeding challenging the legality of the agency fee provisions of this agreement or their implementation. The union agrees to pay any damage judgment rendered against the District as a result of these provisions contained in this Article or the District’s implementation thereof.
ARTICLE 3

3. EMPLOYER/EMPLOYEE RIGHTS

3.1 Management Rights and Employer Power

It is understood and agreed that the District retains all powers and authority to direct and control District operations to the full extent of the law. Included but not limited to those duties and powers are the rights in accordance with applicable laws and District regulations to:

Direct the work of employees, determine the means and services to be provided, establish the educational philosophy and the goals and objectives of the District, school and/or other activity, insure the rights of students, employees, managers, and Board of Education members, determine the number and kinds of personnel required, determine new job classifications except for salary placement, maintain the efficiency of the District operation, build, move or modify the facilities, develop a budget, develop and implement budget procedures, and determine the methods of raising revenue. In addition, the District retains the right to hire, assign, evaluate, terminate and discipline employees.

Further, the District reserves the right to do all that is necessary to exercise the foregoing powers, rights, authority, duties and responsibilities, including but not limited to, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, and shall be limited only by the specific and express terms of this Agreement in conformance with the laws of the State of California.

3.2 Employee/CSEA Rights

A. CSEA and/or its representatives have the right to access, at reasonable times, bargaining unit members and the areas in which bargaining unit members work, provided that such access does not interfere with a bargaining unit member’s execution of assigned District duties and also provided that the CSEA representative gives notice to the immediate supervisor that he/she wishes to transact Association business on the job site. Upon arriving at a work site, the representative shall first report to the office of the site/department administrator and state the intended purpose and estimated length of visit. The term “reasonable times” as used herein means a bargaining unit member’s meal / rest periods and any times before or after the member’s assigned duty time.

B. CSEA shall have the right to use District buildings and facilities at reasonable times in accordance with the District’s use of facilities policy, when the facilities are not otherwise in use; provided that this shall not interfere with the work schedule or interrupt other normal school facility use.

C. CSEA has the right to use without charge bulletin boards, mailboxes, the school mail system and the e-mail system, provided that all communications be properly identified as CSEA and that a copy of all non-confidential CSEA materials distributed to bargaining unit members be sent to the Classified Human Resources Director. CSEA officers or site representatives shall have access to mailboxes/bulletin boards for distribution of CSEA materials. A portion of one bulletin board in each school/district building where unit members are assigned shall be designated for CSEA use. The CSEA bulletin board shall be placed in a conspicuous location on that site presenting easy access to its members. Upon notification to the
District from CSEA, the District Maintenance and Operations Department will be responsible for affixing and/or mounting of the CSEA bulletin boards in the proper location.

D. E-mail access will be permitted to CSEA provided and conditioned upon CSEA’s compliance with Board Policy 0440.1 (Use of Computers, Computer Networks and Internet Services) and Administrative Regulation 0440.1 (Philosophy, Goals, Objectives and Comprehensive Plans) on the Use of District computers, computer Networks and Internet Services, and not in violation of Education Code 7054 (or 7055). In addition, political campaign literature shall not be posted on school bulletin boards or distributed by CSEA or any of its bargaining unit members, nor shall school facilities or equipment be used in any manner for political purposes in violation of Education Code Section 7054 (or 7055).

E. Upon written request, the District shall respond to reasonable requests by CSEA for information concerning the financial resources of the district, including financial reports and audits, preliminary budget requirements and allocations after Board review or approval, staffing and enrollment information as needed or requested by CSEA.

F. The CSEA Chapter President or designee shall be provided, via e-mail, with one (1) full copy of Board Agenda, including the minutes from the prior meeting, at the time of their publication.

G. The District shall provide CSEA with the following lists:

1. A bargaining unit member list on October 1 and May 1 of each year, which shall include the bargaining unit member’s name, classification, hours per day, days per year and site.
2. A seniority list for all classifications in the bargaining unit affected by layoff/reduction in hours on or about March 1 of each year.

These lists can be provided via electronic transfer or by mailing a hard copy.

3.3 Personnel Files

(a) Materials in personnel files of members which may serve as a basis for affecting the status of their employment are to be made available for the inspection of the member involved, or the designated CSEA representative.

(b) Such material is not to include ratings, reports, or records which were obtained prior to the employment of the member involved or in connection with a promotional examination.

(c) Every member shall have the right to inspect such materials upon request, provided that the inspection is made at a time when the member is not actually required to render services to the District.

(d) Information of a derogatory nature shall not be entered or filed unless and until the member is given notice and an opportunity to review and comment thereon. The member shall be given an opportunity during normal work hours and without loss of pay to initial and date the material. A member shall have the right to enter, and have attached to any such derogatory statements, his/her own comments thereon, as per Ed Code 44031(b)(1).
(e) Upon request from a bargaining unit member or CSEA (on behalf of a member), derogatory materials may be sealed in the personnel file at the discretion of the personnel director and made inaccessible to any District employee provided the materials were entered into a member’s personnel file more than two years prior to the request. However, the personnel director may unseal the derogatory materials if the materials may be related to any employee discipline or litigation/claim/charge/complaint against the District. If, in the opinion of the personnel director the materials are related, the District retains the right to use the materials in discipline cases, or to respond to claims/charges/complaints or to defend itself.

(f) Any person who places written material or drafts written material for placement in a member's file shall sign the material and signify the date on which such material was drafted. Any written material placed in a personnel file shall indicate the date of such placement. A copy of material shall be provided to the member.

(g) Upon written authorization by the member, a representative of the Association shall be permitted to examine and obtain copies of the materials in such member’s file.

(h) Members' personnel files shall be treated as confidential.
ARTICLE 4

4. GRIEVANCE PROCEDURE

4.1 Definitions. The following definitions control the meaning of the terms used in this procedure.

4.1.1 A grievance is a complaint by one or more members that the member(s) has (have) been adversely affected by a violation or misapplication of a specific provision of this agreement arising during the term of this agreement.

4.1.2 "Grievant" is a bargaining unit member or the Association.

4.1.3 "Immediate Supervisor" means the person at the lowest supervisory level outside the bargaining unit who is responsible for directing or evaluating the member(s).

4.1.4 "Party" means the grievant, grievant's representative, Association or the District.

4.1.5 "Workday" for purposes of establishing time limits for grievance processing under this article, means a day when the administrative offices of the District are open for business.

4.2 Time Limits. Each party involved in a grievance shall act quickly so that the grievance may be solved promptly. Every effort should be made to complete action within the time limits contained in the grievance procedure, but with the written consent of all parties, the time limitation for any step may be extended.

4.3 Presentation. The grievant shall be allowed to present a grievance while on duty. No more than five (5) members may participate while on duty, whether grievants, representatives, or witnesses, unless otherwise approved by the District. The Association's job steward shall be exempt from the five (5) member limitation.

4.4 Representation

4.4.1 The grievant may be represented by a representative of the Association at any step of the grievance procedure.

4.4.2 If the grievant at the initial presentation of a grievance is represented by the Association and subsequently elects to waive his/her right to Association representation, the grievant shall give twenty-four (24) hours written notice of such change to the person designated to hear the grievance at that step, and to the Association.

4.4.3 A member covered by this Agreement may present a grievance directly and have such grievance adjusted without intervention of the Association as long as the adjustment is not inconsistent with the terms of this Agreement. Where a grievance is resolved at any step under this Article and the Association is not a representative of the grievant, such notification of resolution shall be presented to the Association prior to any implementation of the resolution. If the Association does not notify the District of its disagreement of the resolution within ten (10) workdays, it shall be implemented.
4.5 **Grievance Records.** All records concerning the member's grievance shall be kept in a file separate from the member's personnel file which shall be available for inspection only by the member, the member's designated representative and management.

4.6 **Group Grievances.** If the grievance involves members with different immediate supervisors, the grievance should be filed at Step II. Copies of the grievance initially filed at Step II shall be given to the immediate supervisors involved in the grievance. If the grievance involves alleged District-wide violation of this Agreement, the grievance may be submitted by the members of the Association at Step IV.

4.7 **Abandonment of the Grievance.** The grievant or his/her representative's failure to pursue the grievance within the time limits set forth in this grievance procedure unless specifically waived in writing shall be deemed a conclusive abandonment of the grievance.

4.8 **Procedure**

4.8.1 **Step I - Formal**

(a) A grievance initially entered at Step I must be submitted in writing within twenty (20) workdays after the grievant(s) knows, or should have known, of the circumstances which form the basis of the grievance.

(b) A formal grievance shall be submitted on a form prescribed by the District and approved by the Association.

(c) Upon request by either party, a conference shall be conducted for the purpose of reviewing the grievance.

(d) Within ten (10) workdays after submission of the grievance, or within ten (10) workdays after a conference is conducted, the immediate supervisor shall give the grievant(s) a written response to the grievance. The supervisor's response will include a statement of the supervisor's position. A copy of the written response to the grievance shall be sent to the Association.

4.8.2 **Step II - Director/Administrator**

(a) If the grievant is not satisfied with the decision rendered at Step I, or if the supervisor fails to respond within the time limits provided pursuant to Step I, the grievant or his/her representative may submit the grievance in writing to the appropriate Director/Administrator.

(b) The written grievance shall be submitted on a form prescribed by the District and approved by the Association.

(c) The grievance must be submitted within ten (10) workdays following the decision at Step I, or ten (10) workdays following the supervisor's failure to respond within the prescribed time limits.

(d) Upon request by either party, a conference shall be conducted for the purpose of reviewing the grievance.

(e) The Director/Administrator shall respond within ten (10) workdays following submission of the grievance at Step II or, if a Step II conference
is conducted, within ten (10) workdays from the conference. A copy of the written response to the grievance shall be sent to the grievant and his/her representative.

(f) The Director/Administrator shall respond within ten (10) workdays following submission of the grievance at Step II, and that response shall include the Director's/Administrator's view of the facts and his/her conclusion respecting the contention of the grievant on appeal. A copy of the written response to the grievance shall be sent to the Association.

4.8.3 Step III - Mediation

(a) If the grievant and/or the Association is not satisfied with the disposition of the grievance, or if no disposition has occurred pursuant to the provisions of Step II, the grievant may assert their right to grievance mediation. Notice that the grievance is being referred to mediation shall be provided to the Superintendent or designee within ten (10) workdays of the decision at Step II. Should the grievant elect to skip Step III, the grievance will proceed to Step IV.

(b) The District shall request that a conciliator/mediator from the California State Mediation/Conciliation Service be assigned to assist the parties in the resolution of the Grievance. Copies of any written communication with the Service shall be sent to the Association representative and notice of any oral communication shall be given.

(c) Within ten (10) workdays of the assignment of a mediator, the Mediator, District representative, and Association representative shall agree on a date for a meeting with the mediator for the purpose of resolving the grievance. The meeting shall include the grievant and representatives of the Association and District representative that has the authority to resolve the issue.

(d) If an agreement is reached in mediation, it shall be reduced to writing and signed by the grievant, the Association and the District representatives present during the mediation process. The agreement shall be non-precedential and shall constitute a settlement of the grievance.

(e) In the event that the grievant, the Association and the District have not resolved the grievance with the assistance of the mediator within ten (10) workdays from the first meeting held with the mediator, the Association may terminate Step III, and the grievance may proceed to Step IV. Timelines may be extended by mutual agreement in order to reach resolution.

4.8.4 Step IV – Superintendent

(a) If the grievant is not satisfied with the decision rendered at Step II, or if the Director/Administrator fails to respond within the time limits provided pursuant to Step II, the grievant or his/her representative may submit the grievance in writing to the Superintendent or his/her designee.

(b) The written grievance shall be submitted on a form prescribed by the District and approved by the Association.
(c) The grievance must be submitted within ten (10) workdays following the conclusion of mediation, or ten (10) workdays following the Director's/Administrator's failure to respond within the prescribed time limits.

(d) The Superintendent or his/her designee shall investigate the grievance as fully as deemed necessary. Upon request by either party, a conference shall be conducted for the purpose of reviewing the grievance.

(e) The Superintendent or his/her designee shall respond within ten (10) workdays of submission of the grievance at Step IV or if a Step IV conference is conducted within ten (10) workdays of the conference. That response shall state the Superintendent's view of the facts and his/her conclusion respecting the contention of the grievant on appeal. A copy of the written response to the grievance shall be sent to the grievant and his/her representative.

4.8.5 Step V - Arbitration

(a) If the grievant is not satisfied with the Superintendent's or his/her designee's response at Step IV, or if the response is not submitted within agreed time limits, the grievant may, within ten (10) workdays of receipt of the Superintendent's decision or his/her failure to respond within agreed time limits, request in writing that the Association submit the grievance to arbitration. The Association, by written notice to the Superintendent or his/her designee within ten (10) workdays after receipt of the request from the grievant, may submit the grievance to arbitration.

(b) The arbitrator shall have no power to add to, or delete, or amend the terms of this agreement.

(c) An arbitrator shall be selected by mutual agreement. If the parties are unable to agree on an arbitrator, the following procedure will be used: A representative of the grievant and the Board's representative shall select an arbitrator from the California State Conciliation Services' or The American Arbitration Association list of five (5) names by eliminating names until one (1) name remains. The first option of elimination shall be determined by lot. The one remaining name shall be the arbitrator. The process of striking names shall occur within ten (10) workdays of receipt of the list by both parties.

(d) The decision of the arbitrator shall be submitted to the District and the Association and shall be final and binding upon the parties to this contract.

(e) The fees of the arbitrator and related costs shall be borne by the District and the Association equally.

4.9 Association Grievance. The Association may file a grievance on its own behalf or on behalf of a unit member(s). The Association agrees to provide sufficient information to allow the District to investigate and respond to the grievance. If the alleged violation is not caused by a site-level decision, the grievance may be filed at Step II.
ARTICLE 5

5. HOURS AND OVERTIME

5.1 Workweek

5.1.1 The workweek of a member having an average workday of four (4) hours or more shall consist of no more than forty (40) hours over five (5) consecutive workdays.

(a) With the employee’s approval, the District may establish an alternative work week which shall not exceed 80 hours over a two calendar week period.

(b) An “alternative work week” schedule is a fixed work schedule other than standard work hours which include, but are not limited to, four (4) consecutive ten (10) hour days, or nine-hour-per-day, 80 hour-per-two week schedules.

(c) Upon mutual agreement of the employee and the employer, flexible work hours may be established. “Flexible work hours” allows for a change of the work schedule on a day-by-day basis that may not extend the employee’s total daily appointment.

5.1.2 The workweek of a member having an average workday of less than four (4) hours shall consist of no more than forty (40) hours over a maximum period of six (6) consecutive days.

5.1.3 The District may establish a workweek of less than five (5) days or less than forty (40) hours for any of its positions. Should the District establish that an existing position’s hours should be reduced, they will meet to negotiate with CSEA prior to implementation.

5.1.4 This Article must not restrict the extension of the regular workday or workweek on an overtime basis when such is necessary to carry on the business of the District, except as provided for in section 5.9.

5.2 Workday

The workday shall be a maximum of eight (8) hours [except as identified in Section 5.1.1(a)(b)(c)] and a minimum of four (4) hours except that members in the classifications listed below may be assigned a workday of less than four (4) hours over a maximum of five (5) consecutive days:

- Painter
- Carpenter
- Electrician
- Electronic Technician
- Heating/Cooling Technician
- Plumber
- Building Maintenance Worker I and II
- Grounds Maintenance Worker
- Welder
- Asbestos Inspector/Worker
- Locksmith
- Glazier
- Custodial Equip. Repairer
- Equipment Mechanic
- (only the individual assigned as the Sweeper Operator)
5.2.1 Shifts

(a) It is the intent of this section, as far as possible, to allow employees to work the shifts they were hired to work.

(b) Definition – Second shift shall be defined as positions between the hours of 3:00 p.m. and 10:59 p.m. Third shift shall be defined as positions between the hours of 11:00 p.m. and 6:59 a.m. Any member whose shift occurs 50% or more in the second or third shift defined hours, shall be considered working in that shift.

(c) The District will seek voluntary reassignments before reassigning employees to a different shift. If an insufficient number of employees volunteer, the reassignment will be accomplished in reverse seniority order. Except in emergency situations, employees subject to an involuntary reassignment will be given ten (10) workdays advance written notice. In the event an employee has been reassigned to another shift within the same program and/or department and a day position becomes available within that same program and/or department, he/she shall have the option of returning to the day shift in seniority order within the same program and/or department.

(d) Employees shall not be involuntarily reassigned to more than one shift change within a fifteen day workday period.

(e) Shift changes shall be based on District need, and not for punitive or arbitrary reasons.

5.2.2 Hours

(a) It is the intent of this section, as far as possible, to allow employees to work the hours they were hired to work.

(b) The District will seek voluntary reassignments before reassigning employees to different hours. If an insufficient number of employees volunteer, the reassignment will be accomplished in reverse seniority order. Except in emergency situations, employees subject to an involuntary reassignment will be given ten (10) workdays advance written notice. In the event an employee has been reassigned to alternate hours within the same program and/or department and the hours they were formerly assigned become available within that same program and/or department, he/she shall have the option of returning to their former hours in seniority order within the same program and/or department.

(c) Changes in hours shall be based on District need, and not for punitive or arbitrary reasons.

(d) Employees shall not be involuntarily reassigned to more than one change in hours within a fifteen day workday period.

5.3 Adjustment of Assigned Time. Any member who works a minimum of thirty (30) minutes or more per day in excess of his/her regular part-time assignment for a period of twenty (20) consecutive work days or more shall have his/her regular assignment adjusted upward to reflect the longer hours, effective with the next pay period.
5.4 Increase in Hours. When the regular work hours of a part-time position are increased, the incumbent in the position shall be offered the opportunity to remain in the position and accept the increased hours in the position. If the incumbent refuses to accept the increased hours, he/she shall be transferred to another position offering the same status of his/her present assignment. If through this method a transfer can be effected that is mutually acceptable to another qualified member in the same classification, it shall be accomplished. If the District is unable to effect a mutually acceptable transfer through this method, the member refusing the increase in hours shall be placed on a re-employment list and the position shall be declared vacant.

5.5 Salary Adjustment Reassignment. Members shall not be required to perform duties which are not fixed and prescribed for the position by the governing board unless the duties reasonably relate to those fixed for the position by the board for any period of time which exceeds five (5) workdays within a fifteen (15) calendar day period except as authorized herein.

5.5.1 An employee may be required to perform duties inconsistent with those assigned to the position by the governing board for a period of more than five (5) workdays provided that his/her salary is adjusted upward for the entire period he/she is directed to work in an assignment requiring a higher rate of pay.

5.5.2 Upon verification by the Classified Human Resources Department, the employee's salary will be adjusted upward for the entire period required to work out of class in an amount equal to the first step of the higher salary range or in an amount which provides an increase of one (1) step above the employee's present salary range, whichever is greater.

5.5.2.1 If the Classified Human Resources Department determines that a member was working in a higher classification not included in the unit, his/her salary will be adjusted upwards by ten percent (10%) for the period during which the member has worked out of his/her regular assignment.

5.5.3 Classified employees shall not be required to perform duties which are not fixed and prescribed for the position by the Governing Board in accordance with Section 45109, unless the duties reasonably relate to those fixed for the position by the Board, for any period of time which exceeds five working days within a 15-calendar-day period except as authorized herein.

An employee may be required to perform duties inconsistent with those assigned to the position by the Governing Board for a period of more than five working days provided that his/her salary is adjusted upward for the entire period he/she is required to work out of classification and in such amounts as will reasonably reflect the duties required to be performed outside his/her normal assigned duties.

5.6 Meal Periods. Members assigned a regular workday of five (5) or more consecutive hours shall be allowed a duty-free meal period of not less than thirty (30) minutes, and not more than one (1) hour, preferably at the midpoint of the work shift. If, because of work necessity, a member is directed to perform services, including attending meetings during the meal period, it shall be counted as "on duty" and counted as time worked. Members shall perform service during their meal period only when directed by their supervisor.
5.7 **Rest Periods.** All members shall be granted rest periods which, insofar as practical, shall be in the middle of each four (4) hour work period, at the rate of fifteen (15) minutes for four (4) hours worked. The immediate supervisor shall determine when the rest period shall be taken.

5.8 **Voting Time Off.** If a member's work schedule is such that it does not allow sufficient time to vote in any federal, state, or local election in which the member is entitled to vote, the District shall arrange to allow a maximum of two (2) hours for such voting by the member, without loss of pay.

5.9 **Overtime**

5.9.1 Overtime is defined to include any time worked in excess of eight (8) hours in any one (1) day or eight (8) hours on any one (1) shift or in excess of forty (40) hours in any calendar week [except as identified in Section 5.1.1(a)(b)(c)]. Additionally, a member regularly assigned a workday of four (4) or more hours per day shall be compensated for the overtime worked at the overtime rate for all work performed on the sixth (6th) or seventh (7th) day following commencement of his/her workweek. Members assigned a workday of less than four (4) hours per day shall be compensated at the overtime rate for all work performed on the seventh (7th) day worked following commencement of his/her workweek.

5.9.2 Members shall be entitled to the paid holidays specified in Article 8 or designated subsequent holiday(s) in lieu of the original holiday provided they are in a paid status during any portion of the workday immediately preceding or succeeding the holiday. When a member is required to work any of the specified holidays, he/she shall be paid his/her regular pay for the holiday. In addition, he/she shall be paid or given compensatory time off for such work at the rate of one and one-half times his/her regular rate of pay for hours worked on that holiday.

5.10 **Compensatory Time Off (CTO).** Compensatory Time is defined to include any time worked in excess of forty (40) hours in any calendar week [except as identified in Section 5.1.1(a)(b)(c)]. When Overtime is authorized to be worked, the member has the choice between compensatory time off or cash compensation.

The member’s choice to accumulate CTO in lieu of cash compensation shall be recorded on their overtime time card, which shall be tracked by the supervisor, the employee and the payroll department. The CTO balance shall appear on the employee’s pay stub along with vacation and sick leave balances.

Compensatory time can accumulate to a maximum of 40 hours and shall be granted within the fiscal year without impairing the services rendered by the district. If, due to operational needs, it is found the CTO balance cannot be used within the fiscal year without impairing the services of the District, the member will be paid out their CTO time no later than August 31st of the following fiscal year. CTO use shall not be unreasonably denied. If advance notice is given by the member, lack of a substitute shall never be a reasonable justification for denying CTO use.

5.11 **Overtime Distribution.** Planned overtime shall be distributed on a rotation basis to eligible members within each work location, within shift, in order of class seniority, unless otherwise specified herein:

5.11.1 Members located on the job site where the overtime is available will be given first preference within their department.

5.11.2 Extended day work assignments.

5.11.3 Emergency overtime.
5.12 **Minimum Call-In Time.** Members called in to work on a day when the member is not scheduled to work shall receive a minimum of three (3) hours at the appropriate rate of pay.

5.13 **Right of Refusal.** Immediately upon determining overtime work is required, the supervisor shall so notify affected members. Such notification shall be no later than 90 minutes prior to the end of the member’s shift. Any member who does not desire to work overtime shall inform the supervisor. If, after looking at all alternatives available in the urgent nature of overtime work, the supervisor may require the least senior available employee in the needed classification, at the same site/department, to work overtime.

5.14 **Standby Time.** All standby time\(^1\) shall be considered as hours worked and shall be compensated on a straight time or overtime rate as appropriate to the terms of this Agreement.

5.15 **Call Back Time.** A member having left his/her job site after completion of the regular shift assignment, and having been called back to work, shall be guaranteed a minimum of three (3) hours work to be compensated on a straight time or overtime basis as appropriate to the terms of this Agreement.

5.16 **Hours Worked.** For purposes of computing the number of hours worked under this Article, time during which a member is excused from work because of holiday, sick leave, vacation, compensatory time off or other paid leave of absence shall be considered as time worked for the member.

5.17 **Extra Hours.**

5.17.1 "Primary position" is defined as the position held by the employee at the time the additional position is applied for. These additional positions shall be limited to those listed in Article 5.2.

5.17.2 An employee whose primary position alone does not qualify him/her for benefits under Article 7, shall not acquire benefits under that article by virtue of this second position. Employees shall be eligible to receive on a pro rata basis sick leave, vacation, holiday and seniority credit.

5.17.3 For the purposes of layoff only, the employee shall acquire seniority in the second position based on the employee’s hire date in the second position. The second position may be terminated at any time at the sole discretion of the District and shall not be subject to the layoff provisions or process.

5.17.4 Should the primary position and additional position be at different work sites/locations, the employee shall not be paid travel time or mileage.

5.17.5 It is understood that the intent of this program is to provide employees the opportunity to earn additional hours, without hampering the District’s operations and current flexibility, or incurring increased costs.

5.17.6 The secondary position cannot exceed three (3) hours.

\(^1\)Standby Time is defined as: Time during a member’s scheduled work hours when, because of lack of materials, work-related activities/inactivity, at District direction, a member is required to remain at his/her work site or duty location and unable to engage in individual pursuits.
5.18 On Call.

5.18.1 Employees shall be considered to be on-call for purposes of this section, anytime they are not normally scheduled to work and are required to be available for service.

5.18.2 A monthly schedule shall be posted listing on-call personnel. Changes in the schedule must be approved by the supervisor.

5.18.3 Recess periods (e.g., Winter Break) may be divided among the employees within the department or division, unless there is a volunteer.

5.18.4 On-call pay shall be 14% of the regular hourly wage per on-call hour.

5.18.5 The scheduling shall be done strictly on a rotational basis. The on-call roster may include all personnel assigned to the department or division.

5.18.6 Call-in pay shall be handled in accordance with Section 5.15 and will be in addition to on-call pay.

5.18.7 The on-call person(s) shall have the use of a District provided cellular telephone during the period of time he/she is on call for the purpose of notification of a call-in.
ARTICLE 6

6. SALARIES

6.1 For 2011-2014, the District agrees to the salary schedule as follows:

2011-2012 No change
2012-2013 No change
2013-2014 Subject to negotiation during reopeners

6.2 Other Adjustments

6.2.1 Longevity Pay (paid monthly)

2.3% Per Year After 10 Years
4.5% Per Year After 15 Years
6.2% Per Year After 20 Years
8.2% Per Year After 25 Years

6.2.2 Shift Differential
Second Shift (3:00 p.m. - 10:59 p.m.): Additional 35¢ Per Hour
Third Shift (11:00 p.m. - 6:59 a.m.): Additional 41¢ Per Hour

6.2.3 A member who is promoted shall be moved to the step on the new salary range which is not less than a 4.8% percent increase in salary. Shift differential shall be included in an employee's base salary for purposes of calculating the 4.8%.

6.3 Lost Checks

Any paycheck for a member which is not delivered within five (5) days if mailed in the U.S. mail and three (3) days if mailed in the District mail shall be replaced, if possible, within three (3) workdays but in no case later than seven (7) workdays after the member provides written notification to the District's Payroll Department of such circumstances. This replacement check shall be for the net amount of the undelivered check.

6.4 Payroll Errors

Whenever it is determined that an error has been made in calculation or reporting in any member's payroll or in the payment of any member's salary, the District shall, within five (5) workdays following such determination, provide the member with a statement of the correction and a supplemental payment drawn against any available funds.
6.5 Personal Property Loss - Reimbursement

The District shall reimburse members for personal effects damaged in the performance of duties, provided such damage occurs as a result of an action of someone other than the member or of a circumstance for which the school District is responsible. Personal effects shall be defined as those articles pertaining to one's own person which may include but not be limited to eye glasses, contact lenses, hearing aids, dentures, watches or articles of clothing. The District will replace other damaged or lost personal property provided:

6.5.1 The use of the property has been mutually agreed upon by the immediate supervisor and the employee.

6.5.2 The property has been registered with the Department Administrator.

6.5.3 Reasonable provision has been mutually made for the security of the property.

6.5.4 The District will not assume that portion of personal property loss covered by private insurance carriers.

6.5.5 The District shall provide employees copies of the form(s) necessary to register personal property under this section.

6.6 Member Travel

6.6.1 Members who may be required to use their own auto in performance of their duties and members who are assigned to more than one (1) work site shall be reimbursed at a rate in accordance with the Internal Revenue Service (IRS) mileage reimbursement rate for:

(a) Travel between Work Sites

(b) Meetings or Activities Assigned by the District

(c) Other Work-Related Responsibilities

6.6.2 Reimbursement for mileage will be for miles actually driven and must be approved in advance by the member's site/program administrator or designee.

6.6.3 One-way mileage to meetings or activities within the District shall not exceed 25 miles.

6.7 Newly Created Jobs

When a new job classification is established by the District, the District will, after giving written notification to the CSEA Labor Representative and its Chapter #127 President, establish a salary range for the new job classification which shall be considered temporary. If no objection to the established salary range thus set is registered in writing with the Director of Human Resources (Classified) by CSEA within ten (10) workdays after the temporary salary range has been set, such salary range shall become permanent.
6.7.1 Established Positions: When the District determines that a job classification needs to be reviewed, the District shall be responsible for making modifications to the job description, and shall then notify the Association of the change in the job description. However, the job description revisions will only reflect duties currently being performed by the incumbent. Any request to negotiate salary implications must be submitted in writing to the other party within ten (10) workdays of such notice of change.
ARTICLE 7

7. FRINGE BENEFITS

7.1 Medical, Dental, and Vision Plans  The District will provide an IRC Section 125 Flexible Fringe Benefits Plan (Section 125) to all eligible employees. A Section 125 plan will provide reimbursement of certain unreimbursed medical and dependent care expenses and will permit the payment of certain group health premiums on a pretax basis.

7.1.1 Employees in regular assignments of twenty (20) hours per week or more are eligible for enrollment in District group health benefits. Note: Employees in regular assignments of less than twenty (20) hours per week who were hired prior to February 14, 1989 will receive half (50%) of the District contribution for health benefits. Employees hired after February 14, 1989 who work less than twenty (20) hours per week shall not be entitled to District group health benefits.

(a) District to pay the premium cost of the highest HMO for employee-only coverage

(b) The District contribution for dependent medical coverage shall be increased to 75%.

(c) If an employee provides proof of other medical coverage and does not wish to enroll in a District sponsored medical plan, the employee may elect to receive $1552 annually in lieu of medical insurance to be applied to other qualified insurance benefits, or cash, as approved by the District.

7.1.2 Dental  The District will contribute the premium amount (employee only) for a Delta Dental (self insured) PPO plan for each employee.

(a) If an employee wishes to enroll in the District sponsored Dental HMO plan which provides family coverage, the employee may elect to receive a premium amount not to exceed the Delta Dental (self insured) PPO premium (employee only) for each employee.

(b) The yearly dental cap will be $1500. The yearly dental cap for dental services provided by a participating PPO dentist will be $1600.

7.1.3 Vision  The District will contribute the premium amount (employee only) for the District approved vision plan.

7.1.4 Life Insurance  The District will contribute the premium amount (employee only) for the District approved $25,000 life insurance plan.

7.2 Premium Payment for Leaves  For purposes of this section, all insurance programs shall include medical, dental, vision, and other premiums provided as member options.
7.2.1 **Paid Leave - Premium Payment**  During the period a member is on a paid leave, the District shall continue payment of all insurance premiums for which the member has authorized coverage.

7.2.2 **Unpaid Leave - Premium Payment**  During the period a member is on an unpaid leave, he/she may pay all insurance premiums directly to the District, and the District shall remit such premiums to the program providers.

7.3 **Physical Examinations**

7.3.1 Examinations for tuberculosis will be required every four (4) years. Such examinations and release time for such examinations shall be paid for by the District.

7.3.2 The District shall provide for any physical examinations required for the member which is a condition of continued employment without cost to the member. This section shall not apply to pre-employment physical examinations which are a condition of initial employment.

7.4 **Joint Committee**

The District and the California School Employees Association Chapter #127 are committed to providing cost-effective, quality health care benefits. The California School Employees Association Chapter #127 agrees to participate in a District-wide joint management and multiple bargaining unit committee established for the purpose of annually reviewing District-wide health, dental, and vision care costs, and recommending cost containment measures. The objectives of this committee are to create competitive advantages in the health care market place through large-scale group participation, utilization of effective administrative practices and development of positive collaborative organizational relationships.
ARTICLE 8

8. HOLIDAYS

8.1 All members shall be granted the following paid holidays provided the member was in paid status during any portion of his/her regular workday of his/her regular assignment immediately preceding or succeeding the holiday.

<table>
<thead>
<tr>
<th>Holiday</th>
<th>2011/2012</th>
<th>2012/2013</th>
<th>2013/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independence Day</td>
<td>07/04/11</td>
<td>07/04/12</td>
<td>07/04/13</td>
</tr>
<tr>
<td>Labor Day</td>
<td>09/05/11</td>
<td>09/03/12</td>
<td>09/02/13</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>11/24/11</td>
<td>11/22/12</td>
<td>11/28/13</td>
</tr>
<tr>
<td>Christmas Day (commemoration)</td>
<td>12/26/11</td>
<td>12/25/12</td>
<td>12/25/13</td>
</tr>
<tr>
<td>Winter Recess</td>
<td>12/27/11</td>
<td>12/26/12</td>
<td>12/26/13</td>
</tr>
<tr>
<td>Winter Recess</td>
<td>12/28/11</td>
<td>12/27/12</td>
<td>12/27/13</td>
</tr>
<tr>
<td>Winter Recess</td>
<td>12/29/11</td>
<td>12/28/12</td>
<td>12/30/13</td>
</tr>
<tr>
<td>Winter Recess</td>
<td>12/30/11</td>
<td>12/31/12</td>
<td>12/31/13</td>
</tr>
<tr>
<td>New Year’s Day (commemoration)</td>
<td>01/02/12</td>
<td>01/01/13</td>
<td>01/01/14</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>01/16/12</td>
<td>01/21/13</td>
<td>01/20/14</td>
</tr>
<tr>
<td>Presidents’ Day</td>
<td>02/20/12</td>
<td>02/18/13</td>
<td>02/17/14</td>
</tr>
<tr>
<td>Lincoln’s Day (commemoration)</td>
<td>02/21/12</td>
<td>02/19/13</td>
<td>02/18/14</td>
</tr>
<tr>
<td>Local Holiday</td>
<td>04/06/12</td>
<td>03/29/13</td>
<td>04/18/14</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>05/28/12</td>
<td>05/27/13</td>
<td>05/26/14</td>
</tr>
</tbody>
</table>

8.1.1 Any other day designated and approved by the Board of Education.

8.2 Operation of this Article shall not result in the loss of paid vacation time due to the member.

8.3 The District agrees to work with CSEA from the beginning of the development of the school year calendar. The District shall consider CSEA input prior to final adoption of the school calendar by the Board of Education.
ARTICLE 9

9. VACATIONS

9.1 Eligibility

All members shall earn paid vacation time under this Article. Vacation benefits are earned on a fiscal year basis—July 1 through June 30.

9.2 Accumulation

The chart showing current vacation allowances for members is shown below.

<table>
<thead>
<tr>
<th>Work Year Calendar</th>
<th>0 – 3 years</th>
<th>3 – 10 years</th>
<th>11 plus years</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (12 months)</td>
<td>12 days</td>
<td>16 days</td>
<td>20 days</td>
</tr>
<tr>
<td>12 (10 months)</td>
<td>10.02 days</td>
<td>13.36 days</td>
<td>16.70 days</td>
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<tr>
<td>13 (9.5 months)</td>
<td>9.75 days</td>
<td>13.00 days</td>
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<tr>
<td>14 (9.5 months)</td>
<td>9.61 days</td>
<td>12.81 days</td>
<td>16.02 days</td>
</tr>
<tr>
<td>16 (10.5 months)</td>
<td>10.53 days</td>
<td>14.04 days</td>
<td>17.55 days</td>
</tr>
<tr>
<td>17 (9 months)</td>
<td>9.43 days</td>
<td>12.57 days</td>
<td>15.71 days</td>
</tr>
<tr>
<td>18 (9 months)</td>
<td>9.47 days</td>
<td>12.63 days</td>
<td>15.79 days</td>
</tr>
<tr>
<td>19 (9 months)</td>
<td>9.52 days</td>
<td>12.69 days</td>
<td>15.86 days</td>
</tr>
<tr>
<td>20 (9 months)</td>
<td>9.29 days</td>
<td>12.38 days</td>
<td>15.48 days</td>
</tr>
<tr>
<td>21 (11 months)</td>
<td>10.99 days</td>
<td>14.65 days</td>
<td>18.31 days</td>
</tr>
<tr>
<td>22 (11 months)</td>
<td>11.26 days</td>
<td>15.02 days</td>
<td>18.77 days</td>
</tr>
<tr>
<td>38 (9 months)</td>
<td>9.47 days</td>
<td>12.63 days</td>
<td>15.79 days</td>
</tr>
</tbody>
</table>

9.2.2 Years of creditable service need not be continuous.

9.2.3 Vacation leave for less than full-time employees shall be computed proportionately.

9.2.4 Only periods of regular employment or paid leaves of absence shall be included in the calculations of years of service. No unpaid leaves of absence shall be credited.

9.2.5 The District shall provide vacation balances for unit members on members' regular checks within the capabilities of the District computer system.

9.3 Vacation Pay

Pay for vacation days for all members shall be the same as that which the member would have received had he/she been in a working status.

9.4 Vacation Pay Upon Termination

When a member is terminated for any reason, he/she shall be entitled to all vacation pay earned and accumulated up to and including the effective date of the termination.
9.5 Vacation Postponement

9.5.1 If a member’s vacation becomes due during a period when he/she is on leave due to illness or injury, he/she may request that his/her vacation date be changed, and the District shall grant such request in accordance with vacation dates available at that time. The member may elect to have his/her vacation rescheduled in accordance with the vacation schedule available at that time, or may request to carry over his/her vacation to the following year, or he/she may elect to receive compensation for all vacation earned and accumulated during the fiscal year.

9.6 Vacation Carry-Over

9.6.1 Members shall not accrue vacation in excess of that earned during the preceding 24 months.

9.6.2 Members are encouraged to use vacation within the work year that it is earned.

9.6.3 If for any reason an employee is directed, in writing, not to take all or any part of his/her annual vacation, the amount not taken beyond 24 months accrual shall be paid in cash no later than August 31st of the following fiscal year.

9.6.4 Vacation credit shall accrue to the member upon completion of the regular work assignment on the last day of the pay period in which it is earned. Member’s immediate supervisors are responsible for approving or disapproving vacation as per subsection 9.7 of this article. Members cannot take more vacation than they will earn in a work year, or have on the books, if carrying vacation over from previous year.

9.6.5 Advancement of vacation will be allowed for members to have a negative vacation accrual balance for the remainder of his/her work year. Payroll will monitor annual vacation usage and if a member does use more than they earn in a work year, or have on the books, a salary deduction will be made in the last full pay period to correct the over usage.

9.7 Vacation Scheduling

9.7.1 It is the District and CSEA’s intent for District supervisors to facilitate the members’ vacation usage. Subject to operational needs, the time when vacation leave shall be taken by the employee shall not be unreasonable denied. If advance notice is given by the member, lack of a substitute shall never be a reasonable justification for denying vacation use.

9.7.1.1 A member’s request for vacation must be submitted in writing to his/her immediate supervisor on the approved vacation request form.

9.7.1.2 A supervisor shall have ten (10) workdays from the submission date of any vacation request to accept or reject it. The request shall be automatically approved if the supervisor has not responded in writing within this ten (10) day time limit.

9.7.1.3 Any vacation request for six (6) or more consecutive workdays shall be submitted at least one calendar month in advance of the date requested in order to qualify for the provisions of 9.7.1.2.
9.7.2 Members regularly assigned and working less than 12 full months shall first schedule available vacation as follows:

(a) The one (1) day on the Wednesday immediately preceding Thanksgiving Day (provided it is a non-instructional day).

(b) The four (4) days during the winter recess not covered by holidays.

(c) The four (4) days during the spring recess not covered by holidays.

For members with additional vacation time, current provisions of the collective bargaining contract shall apply.

9.7.3 Once scheduled, the right of the member to take vacation as scheduled shall not be denied.

9.8 Interruption of Vacation

A member shall be permitted to interrupt or terminate vacation leave in order to begin another type of paid leave provided by this Agreement, without a return to active service, including bereavement leave and sick leave, provided the member supplies the District notice and supporting information regarding the basis for such interruption or termination of vacation.

9.9 Vacation Sell Back

Each fiscal year, an employee with a minimum balance of 280 hours may sell back one week of earned vacation currently on the books to a maximum of 40 hours provided the employee has submitted a request to his/her supervisors to use at least two weeks of earned vacation during the fiscal year.
ARTICLE 10

LEAVES

10. Bereavement Leave

Members who are on paid status shall be granted necessary leave of absence with pay, not to exceed three (3) days, on account of death of any member of his/her immediate family.2

Bereavement leave in excess of three (3) days, but not to exceed five (5) days, shall be granted a member when travel beyond a 300 mile radius is necessary in connection with the bereavement.

10.2 Jury Leave

Members who are on paid status shall be entitled to as many days paid leave for jury duty as required to fulfill his/her days under the law. The member shall receive his/her regular salary for the day.

10.3 Military Leaves

10.3.1 Extended Military Leave. Military leaves without pay may be granted by the District to members in permanent employment status for a period of one (1) year. Military leave may be extended or renewed indefinitely, except that such leaves shall not continue more than one (1) year beyond the date such military services become voluntary on the part of the member. Members shall be entitled to receive salary for the first thirty (30) calendar days while engaged in the performance of ordered military service. Employees who voluntarily enlist shall be excluded from this section’s 30-day pay provision.

10.3.2 Temporary Military Leave. 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 while engaged in military duty ordered for purposes of military training, drills, encampment, naval cruises, special exercises, or like activity as such member, providing that the period of ordered duty does not exceed one hundred eighty (180) calendar days including time involved in going to and returning from such duty.

A member who is on temporary military leave of absence and who has been employed by the District for a period of not less than one (1) year immediately prior to the day on which the absence begins, shall be entitled to receive his/her salary or compensation for the first thirty (30) calendar days of such absence. Pay for such purposes shall not exceed thirty (30) days in any one (1) fiscal year. For the purpose of this section, service in the recognized military service shall be counted as District service.

2“Immediate Family” is defined as follows: The following relatives of the member, or the spouse of the member: Mother, father, grandmother, grandfather, brother, sister, son, son-in-law, daughter, daughter-in-law, foster parents, foster children and grandchildren, or a brother-in-law or sister-in-law of a member, aunt, uncle; or any relative living in the household of the member.
10.3.3 **Pre-Induction Leave.** Personnel called by the armed forces for involuntary pre-induction physical examination shall suffer no loss of pay for the period required for such examination.

10.4 **Sick Leave**

10.4.1 **Leave of Absence for Illness or Injury.** A member employed five (5) days a week by a school District shall be granted twelve (12) days leave of absence for illness or injury, exclusive of all days he/she is not required to render service to the District, with full pay for a fiscal year of service.

10.4.2 A member employed five (5) days a week, who is employed for less than a full fiscal year is entitled to that proportion of twelve (12) days leave of absence for illness or injury as the number of months he/she is employed bears to twelve (12).

10.4.3 A member employed less than five (5) days per week shall be entitled for a fiscal year of service to that proportion of twelve (12) days leave of absence for illness or injury as the number of days he/she is employed per week bears to five (5). When such members are employed for less than a full fiscal year of service, this and the preceding paragraph shall determine that proportion of leave of absence for illness or injury to which they are entitled.

10.4.4 Pay for any day of such absence shall be the same as the pay which would have been received had the member served during the day of illness.

10.4.5 At the beginning of each fiscal year, the full amount of sick leave granted under this section shall be credited to each member. Credit for sick leave need not be accrued prior to taking such leave and such leave may be taken at any time within the member's assigned work year. However, a newly employed member shall not be eligible to take more than six (6) days until the first day of the calendar month after completion of six (6) months of active service with the District.

10.4.6 **Paid Parental Leave.** Paid parental leave of absence shall be granted to a member of the bargaining unit in relation to childbearing as follows:

(a) A member who is pregnant may continue in active employment as late into her pregnancy as her health permits. Any disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery there from is, for all job related purposes, a temporary disability and shall be treated as such under sick leave provisions of this contract, provided that: (1) the claim for sick leave is supported with written verification of the physical disability and the length thereof by the attending physician, and (2) the member is not in unpaid leave status at the time of the claim.

(b) In addition, a member who is not on disability leave under the provision of paragraph (a) above may be granted, upon request, up to two (2) days of paid leave to be taken at the time of the birth of his/her child. These days may be taken at the time of delivery of the child and/or at the time the mother and child leave the hospital. This leave shall not be deducted from sick leave.
10.4.7 **Accrual of Sick Leave.** Unused sick leave shall accumulate from year to year without limit. No credit shall be given for periods while the member is in an unpaid status.

10.4.8 **Proof of Illness.** The District may require proof of illness if there is a pattern of abuse or a viable reason to believe that sick leave was used for purposes other than illness. If an employee has been off work for an extended period of time due to illness or injury, the District may require a medical reason prior to the employee’s return to work.

10.4.9 **Family and Medical Leave.** The District shall comply with all mandated provisions of State and Federal law concerning family and medical leave.

10.5 **Industrial Accident and Illness Leave**

When an accident or illness has been reported to a supervisor or administrator, it shall be reported on the appropriate form. In addition to any other benefits that a member may be entitled to, under the Workers’ Compensation laws of this state, members shall be entitled to the following benefits:

10.5.1 A permanent employee suffering an injury or illness arising out of and in the course and scope of his/her employment shall be entitled to a leave of up to sixty (60) workdays in any one (1) fiscal year for the same accident or illness. This leave shall not be accumulated from year-to-year, and when any leave will overlap a fiscal year, the member shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred. To become eligible for this benefit, a member must have been an employee of the District for one (1) year.

10.5.2 Payment for wages lost on any day shall not, when added to an award granted the member under the Workers’ Compensation laws of this state, exceed the normal wage for the day.

10.5.3 Industrial accident leave will be reduced by one (1) day for each day of authorized absence regardless of a compensation award made under Workers’ Compensation.

10.5.4 The industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this section has been exhausted, entitlement to other sick leave, vacation or other paid leave may then be used. If, however, a member is still receiving temporary disability payments under the Workers’ Compensation laws of this state at the time of the exhaustion of benefits under this section, he/she shall be entitled to use only so much of his/her accumulated and available normal sick leave and vacation leave, which, when added to the Workers’ Compensation award, provides for a day's pay at the regular rate of pay.

10.5.5 Any time a member on industrial accident or illness leave is able to return to work, as verified by an appropriate medical release, he/she shall be reinstated in his/her position, if it exists, or an equivalent one if available.
10.6 Medical Transfer

If after a member has exhausted all available paid leaves, he/she remains medically unable to satisfactorily perform his/her regular job class duties, said member shall be placed on a re-employment list for a period of 39 months.

10.6.1 When a permanent, temporary or substitute position in the member's regular job class becomes available and the member has become medically able to perform the duties of the position, the District will fill such position from the re-employment list. His/her re-employment will take preference over all other applicants except for those laid off for lack of work or lack of funds.

10.6.2 When a temporary opening/position or a permanent position in a job class other than the member's regular job class becomes available, the District, in filling the position, will grant preferential consideration to members on the re-employment list over all other applicants except those laid off for lack of work or funds, provided that:

(a) The member is medically able to perform the duties of the position.

(b) The member meets the minimum desirable qualifications for the position as determined by the Human Resources Department and has formally requested consideration in that area of employment.

"Preferential consideration" means that a member will be granted an interview for an available job classification pursuant to this section.

(c) Placement of a member in a vacant position in accordance with Section 10.6.2 may be made, at the District's option, at any time after the member becomes medically unable to perform the duties of his/her regular job class, but before exhaustion of any other remaining paid leaves the member is entitled to receive.

10.7 Entitlement to Other Sick Leave

Each member shall once a year be credited with a total of 100 days of sick leave, which shall include sick leave provided under Section 10.4.1 of this Article. The additional sick leave provided by this section shall be compensated at the rate of fifty (50%) percent of the member's regular salary and shall be used after the exhaustion of leaves provided in Sections 10.4 and 10.5.

10.8 Break in Service

No absence under any paid leave provisions of this article shall be considered as a break in service for a member who is in paid status and all benefits accruing under the provisions of this Article shall continue to accrue under such absence.

A member on an unpaid leave of absence, while not constituting a break in service, nevertheless is not in paid status for purposes of determining seniority based on hours worked.
10.9 Miscellaneous Leave of Absence

A permanent member may be granted, subject to District approval, unpaid leave for the following reasons, not to exceed the length of time specified:

(a) Further education - enroll as a student in school of higher learning for one (1) year.

(b) Member Health - one (1) year.

(c) Personal - one (1) year. A member electing to take a leave under "Personal" leave must indicate to the District the specific leave time requested. This leave time, once granted to the member, shall be irrevocable.

Leaves under this section shall not be counted toward retirement or as a part of service to the District for the purpose of "seniority" accrual.

10.10 Unpaid Parental Leave

An unpaid parental leave of absence shall be granted to a permanent member in relation to child rearing as follows: A member shall be entitled, upon request to an unpaid leave to begin at any time between the commencement of the pregnancy and one (1) year after the member's child is born. Said member shall make formal application to the Human Resources Department for unpaid parental leave. This section is in lieu of or in addition to the use of sick leave for physical disability relating to the pregnancy.

10.11 Personal Necessity

A member may use up to eight (8) days per year of sick leave earned under 10.4 of this Article at his/her election in cases of personal necessity, including but not limited to any of the following examples:

a. Death of a member of his/her immediate family when additional leave is required beyond that provided in 10.1 of this article.

b. Accident, involving his/her person or property, or the person or property of a member of his/her immediate family.

c. Appearance in any court or before any administrative tribunal as a litigant party of witness under subpoena or any other made with jurisdiction.

d. Other emergency or personal matter which requires the member to be absent from work during his/her regular work hours and which cannot be accomplished during the member’s non-work hours.

Except in the case of an emergency, the employee will give his/her supervisor 48 hours notice regarding such absence. In addition, the member shall make a reasonable effort to avoid scheduling or using such days on Monday or Friday of the work week or the day preceding or subsequent to any scheduled school year recess or holiday period.
In claiming personal necessity, the member is certifying that such leave was not for any of the following:

(a) Recreation
(b) Other Employment
(c) Work Stoppage or Strike
(d) Any Illegal Activity

10.12 **Critical Illness Leave**

Three (3) days of critical illness leave per year (non-cumulative) shall be granted each member in the event of critical illness or injury to a member of his/her immediate family\(^3\). A physician must provide a statement indicating that the nature of the illness or injury is critical. The word "critical" as used herein is defined as it is used in the medical profession, indicating that there is serious doubt concerning the survival of the patient.

10.13 **Terminal Illness**

When a member has written verification from a doctor that an illness appears to be terminal, the District shall pay to that member his/her full monthly salary for each month or part thereof that the member survives for a period not to exceed twelve (12) calendar months after the exhaustion of other benefits.

10.14 **Occupational Study/Retraining Leave**

The District may grant any member who has served the District in a satisfactory manner for a minimum period of three (3) consecutive years, an unpaid leave of absence not to exceed one (1) year for the purpose of permitting study by the member or for the purpose of retraining the member to meet changing work-related conditions within the District.

10.15 **Return from Leaves**

This section applies to members who have taken paid or unpaid leaves.

10.15.1 Upon returning from a paid leave of absence, the member shall assume the duties of his/her absented position provided that, during the period of absences, there has been no change in the member's capacity to meet the requirements of the position.

10.15.2 For a person returning from a Board granted unpaid leave of 10 or more months, or if the position of a person on paid leave is no longer in existence, the member shall be assigned to a vacant position in his/her class, or if there is no vacant position, he/she shall be treated in the same manner as if there were a reduction in force.

10.15.3 A member who returns from a leave of absence and is unable for personal or physical reasons to return to his/her former classification shall be placed on the re-employment list.

\(^3\) "Immediate Family" is defined under 10.1.
10.15.4 A member who fails to notify the Human Resources Department of his/her intent to return to active status within three (3) work days after the effective date of return to service from the leave may be subject to a charge of job abandonment and subsequent disciplinary action.

10.16 Catastrophic Sick Leave Bank
(This bank combines hours from both the General Unit and Operations Support.)

10.16.1 Purpose: To provide additional paid sick leave benefits for permanent employees who suffer a catastrophic illness to supplement the extended leave entitlement in 10.7 so that the employee can receive full pay during the extended sick leave period. Donation to the sick leave bank shall not be considered utilization of sick leave for evaluation purposes related to attendance.

10.16.2 Donations: To donate, an employee must:

(a) Donate a minimum of one (1) day (of employees regular scheduled hours) of accrued sick leave or vacation.

(b) Complete the irrevocable donation form during the donation period (during the month of November) and submit it to the Classified Human Resources Department by the last working day in November.

(c) Not donate sick leave if it results in less than five (5) days of accrued sick leave after donation.

(d) Not donate vacation days if it results in any unpaid period during the winter and spring recess periods (less than 12-month employees).

10.16.3 Utilization: For an employee to utilize the bank, the employee must:

(a) Have used all available regular sick leave, vacation, compensatory time off and personal necessity.

(b) Have made an annual donation of at least one (1) day (employee’s regular scheduled hours) unless determined otherwise by the committee.

(c) Not request the leave for a stress related illness.

(d) Submit a completed request form to the Classified Human Resources Department.

10.16.4 Miscellaneous Guidelines:

(a) The Sick Leave Bank Committee consisting of the Human Resources Director – Classified (Chairperson), the CSEA Chapter #127 President, one classified employee selected by CSEA, and one administrator selected by the District shall approve any request. It shall require a majority vote of the committee members and all votes shall be confidential.

(b) The maximum number of days allowed one employee for any approved catastrophic illness shall not extend beyond 125 days sick leave when combined with other available paid leaves (including 10.7).
(c) A request for additional days following the original request must not exceed the maximum of 125 days in (b) in this section.

(d) Any approved days unused by the employee shall be returned to the sick leave bank.

(e) An employee using the bank shall receive the same pay the employee would have earned had the employee worked all day.

(f) The Sick Leave Bank Committee shall administer the Sick Leave Bank and the hours contained therein and the District shall provide all necessary information to the Committee for these purposes.

(g) CSEA will be responsible for the solicitation of donations.

(h) A donation to the bank shall be a general donation and not be donated to a specific employee for his/her exclusive use.

(i) The bank will have a cap of 7500 hours. If the bank has 7500 hours or more, only newly eligible employees need to contribute during that contribution year.

(j) If the bank falls below the 7500 hour level, newly eligible and existing employees in the bank must contribute to retain eligibility for that year. Should an existing employee fail to contribute during this time when the bank is below 7500 hours, the employee shall no longer be eligible to utilize the hours from the bank for that year.

10.17 Chapter Release Time

1. If a CSEA Chapter representative or representatives is/are attending a District scheduled meeting on behalf of District/Chapter business, the Chapter representative(s) shall submit a release time form to their supervisor. Except in instances where the District has requested a meeting requiring the immediate need for CSEA officers or stewards to attend, every effort will be made to submit Release Time Notices/Requests at least five (5) days in advance of the release time/date. The five (5) day notice can be waived in appropriate/emergency circumstances by mutual agreement with the District Human Resources Department.

2. Upon request by CSEA, the District shall grant bargaining unit members to conduct necessary CSEA business. CSEA will reimburse the District for the release time. Release time for classified bargaining unit members may be requested by utilizing the Release Time Request form after receiving permission from CSEA.

10.17.1 Conference Release Time

The District will provide release time without the loss of compensation, for authorized conference delegates who require release time because they are in a paid status during the week of CSEA’s Annual Conference. CSEA shall provide the names, including alternates, of the Conference delegates to the District by no later than June 30th each year. If an alternate is sent in place of the regular delegate, CSEA shall inform the District immediately.
10.17.2 Release Time Requiring Reimbursement

(a) Requests made under Ed Code Section 45210 for release time shall be granted and shall be reimbursed at the full cost of the released employee within 10 days of billing.

(b) Chapter President or designee released 2 days/week with sub cost reimbursed to District by CSEA.

(c) Functions that the parties mutually agree provide District or mutual benefit (i.e., joint committees) would be District paid release time (no overtime).

(d) Any release time requests not covered herein are actual requests and require District agreement whether to release employee (no approval under this provision constitutes past practice).

The parties agree to mutually develop a process for requesting/providing notice/granting leaves as follows:

10.17.3 Release Time Process

(a) Identify a minimum amount of notice/request required except in urgent situations.

(b) Notice/request submitted to District designated position/person.

(c) Reimbursement invoice to be sent to CSEA designated position.

(d) Standard form to be developed jointly that documents the foregoing information (dates, purpose, etc.).

(e) Parties will explore options to minimize the impact of the employees release time.

(f) Explore options generally with respect to release time as well as options related specifically to release of chapter president as early as possible.
ARTICLE 11

11. TRANSFERS

11.1 Definition of Transfer

A transfer is a job site change within the employee's same job classification, except for employees assigned to District-wide programs, in which case a transfer is defined as a change in programs.

11.1.1 The District shall notify all members at least once each year, near the beginning of the calendar year, of the procedures for seeking a transfer.

11.2 Employer-Initiated Job Site Transfers

A regular employee may be involuntarily transferred for reasons other than punitive, based upon the justifiable needs and best interests of the District and/or regular employee, provided that such transfer shall not result in the loss of pay or benefits to the regular employee. The regular employee shall be given a minimum of ten (10) workdays notice prior to the effective date of a permanent transfer.

11.3 Regular Employee-Initiated Job Site Transfer

11.3.1 All bargaining unit members may apply for transfer to another position of the same classification by filing a written request with the Classified Human Resources Department. The bargaining unit member shall indicate the job site he/she requests transfer to in his/her application for transfer.

11.3.2 To be considered for voluntary transfer into a vacant position, a bargaining unit member’s last performance evaluation must reflect an overall rating of “meets standards” or better (with a rating of “meets standards” or better in the area of Human Relations Skills), and the bargaining unit member must have submitted such request for transfer prior to the date of the vacancy occurring. Bargaining unit members denied an opportunity to transfer due to their evaluation pursuant to this Article may request reconsideration of their voluntary transfer request by their Union representative, Human Resources and the program or department manager.

11.3.3 The Human Resources Department will maintain a voluntary transfer request list. Upon written notification of a pending or actual vacancy in a bargaining unit position, the Classified Human Resources Department shall contact regular permanent employees qualified under the provisions of this article to determine whether or not they wish to apply for the vacancy. If the vacancy is at the job site specified by the regular permanent employee in his/her application for transfer and he/she refuses the transfer offer, his/her name shall be moved to the bottom of the transfer list.

11.3.4 The individual, who in the judgment of the selecting supervisor/administrator best meets the needs of the vacant position, shall be given the assignment. In reaching this judgment, the selector shall consider the work record, experience and seniority of the applicant. The weight to be given the factors considered in the selection shall be determined by the selector.
11.3.5 If a regular permanent employee is interviewed for a position under the provisions of this article and is not appointed, the employee(s) shall be given, upon request, the specific reason(s) for the denial.

11.3.6 In compliance with the intent of this Article, authority for carrying out the procedures provided shall be fixed at the Department Head or Program Manager level in the following classification: Food Service Workers.

11.3.7 Regular permanent employees are limited to two (2) voluntary transfer during a twelve (12) month period. Transfer for the purpose of increasing hours of work shall be exempt from this provision.

11.4 Posting Vacancies

All vacancies shall be posted by the District at all work sites for not less than five (5) workdays prior to interviews.

11.5 Promotions

11.5.1 All bargaining unit members with satisfactory or better scores on their last evaluation may apply for a promotional opening or transfer.

11.5.2 The District shall advertise promotional examinations.

11.5.3 Once a year the District shall establish an eligibility list for at least the following classifications:

(a) Lead Custodian

(b) Elementary Head Custodian

11.5.4 Eligibility lists shall be established at least annually. When the eligibility list(s) in 11.5.3 falls below four (4), the District may re-advertise to establish a new list for a classification.

11.5.5 At least 50 percent of the candidates referred for an interview shall be current District employees, provided there are sufficient numbers of qualified members available.

11.5.6 Qualified in-District applicants referred for interview shall be given first choice of interview times as follows:

Regular permanent employees shall be given first choice of interview times; Probationary employees shall be given next choice of interview times; External applicants shall be given choice of interview times after permanent and probationary applicants have been given an opportunity to select interview times.
ARTICLE 12

12. SAFETY

12.1 Member Safety

12.1.1 In order to provide for member safety, the District, on the first day of each school year, shall present a written copy of the District policy for student discipline, including the rights of suspended students, to unit members.

12.1.2 Members shall report, verbally and in writing, as soon as possible, cases of assault and battery (as defined by the Penal Code) suffered by them in connection with their employment to their site/program administrator or other immediate superior who shall immediately report the incident to the police. Such notification shall immediately be forwarded to the Superintendent. The Superintendent/designee shall comply with any reasonable request from the unit member for information in the possession of the District, unless confidential relating to the incident or persons involved.

12.2 Building Site Safety

12.2.1 A member or the Association may report, verbally or in writing, any unsafe or unhealthful condition of work to his/her immediate supervisor. In a case of a verbal report, the date of submission shall be recorded by the member and the supervisor.

12.2.2 The supervisor shall, within ten (10) workdays of receipt of the written or verbal report, respond in writing to the member stating corrective action taken, to be taken, or, if no action will be taken, state the reason why.

12.2.3 If the condition is not satisfactorily resolved, it may be submitted through the negotiated grievance procedure.

12.3 School/Site Safety Committee

12.3.1 Unit member(s) at each site may choose to participate in the safety committee at those schools or sites where one is formed. Committee participation shall be voluntary. Selection procedures shall be left to the staff at each site, but a contact person and backup shall be identified and communicated to the site administration.

12.3.2 The School/Site Safety Committee, if formed, shall assist the administration-supervisor in all areas related to the maintenance of school/site safety, order and security. This shall include, but not necessarily be limited to, school/site intruders, routine school/site security procedures, and emergency procedures.

12.3.3 The administration shall advise the school/site safety committee members of any incident related to school/site safety and security.

12.3.4 The committee may request the Superintendent/designee and the Association President/designee to meet with the committee to discuss school/site security and safety concerns.
12.4 **District Safety Committee**

12.4.1 A member shall be appointed to the District Safety Committee. The Association shall designate such member.

12.4.2 The appointed member to the committee shall be allowed reasonable release time to carry out the obligation of the Safety Committee assignment.

12.5 **Discrimination**

No member shall be discriminated against because of carrying out the provisions of this Article.

12.6 **Restroom Facilities**

Members shall have access to lavatory, rest room facilities, workrooms, and employees' lounges at District work sites. The District shall maintain lavatory and rest room facilities in a safe and healthful condition.

12.7 **Safety Equipment**

The District agrees to furnish to members safety equipment or gear, or to reimburse the employees for the cost of procuring such, when in the regular course of employment such equipment or gear is reasonably required to insure the safety of the member or others.

12.8 **CSEA Safety Officer**

12.8.1 (a) The CSEA Safety Officer and District management will work with designated Management representatives to deal with safety related issues proactively before they arise and as they arise.

(b) The CSEA Safety Officer shall be provided District paid release time to investigate safety issues as approved by the District.

(c) The District shall provide to the CSEA Safety Officer no more than five (5) days of safety related training every two (2) years. The two year cycle for training will commence with each bi-annual election of a CSEA Safety Officer.

12.8.2 The Safety Officer shall work with District management to minimize the use of release time needed to fulfill these duties.

12.9 **Risk Management**

CSEA and the District will work collaboratively with District management and other designated personnel to develop and implement the District's risk management plan, to increase safety awareness, and to reduce accidents and industrial accident claims.
ARTICLE 13

13. CONTRACT

13.1 Parties to the Contract

This Agreement is made and entered into this by and between the San Juan Unified School District, herein referred to as the District, and the California School Employees Association San Juan Chapter #127, herein referred to as the Association.

13.2 Distribution of Contract

Within sixty (60) workdays after the execution of this contract, the District shall publish the agreement on the District’s web site and provide an electronic copy to the CSEA representative and the San Juan Chapter #127 President. Outside of working hours or as otherwise authorized by existing contractual language, the District will allow classified unit members access to either the electronic contract version or a paper copy.

13.3 Savings

13.3.1 If any provision of this Agreement should be held invalid by operation of law or by any court of competent jurisdiction, or by a decision of the Public Employment Relations Board or its successors, the remainder of this Agreement shall not be affected thereby.

13.3.2 In the event of invalidation of any of the terms or conditions of this Agreement, either party may request to reopen negotiations with regard to the invalidated terms or conditions of agreement. If both parties consent to reopen negotiations under this Article, such negotiations shall commence within thirty (30) days of the date of consent.
ARTICLE 14

14. DEFINITIONS

14.1 Immediate Family

The following relatives of the member, or the spouse of the member:

- Mother
- daughter
- father
- daughter-in-law
- grandmother
- foster parents
- grandfather
- foster children
- brother
- grandchildren
- sister
- brother-in-law or sister-in-law of a member
- son
- aunt
- son-in-law
- uncle
-or any relative living in the household of the member.

14.2 Immediate Supervisor

The person at the lowest supervisory level outside the bargaining unit who is responsible for directing or evaluating the member(s).

14.3 Standby Time

Time during an employee’s scheduled work hours when, because of lack of materials, work-related activities/inactivity, at District direction a member is required to remain at his/her work site or duty location and unable to engage in individual pursuits.

14.4 Workday

A day when the administrative offices of the District are open for business.
ARTICLE 15

15. LAYOFF

15.1 Definitions (Procedure)

15.1.1 Employee: An employee for the purpose of this article is a permanent or probationary employee who is a member of the classified service.

15.1.2 Layoff: Employees shall be subject to layoff for lack of work and/or lack of funds as determined by the governing board. A layoff for purposes of this article shall be considered an involuntary separation of an employee because of lack of work and/or lack of funds. Any voluntary reduction in regularly assigned time in lieu of layoff shall be considered a layoff for purposes of this article.

15.2 Order of Layoff (Procedure)

15.2.1 Whenever an employee is laid off, the order of layoff within the classification (including service within higher classifications) shall be as follows:

15.2.1.1 For employees whose date of hire is before July 1, 1999, a seniority ranking list (by classification) will be developed. The seniority ranking list shall include all hours in paid status through June 30, 1999, as a probationary or permanent member of the classified service whether during the school year, a holiday, recess, or any period that a school is in session or closed. It does not include any hours compensated solely on an overtime basis, or while on military leave, or unpaid illness leave, or unpaid industrial accident leave. Once the ranking list is established, the individual employee ranking (seniority) will not change.

15.2.1.2 For employees whose date of hire is on or after July 1, 1999, seniority will be determined by date of hire (as a probationary or permanent member) in the classification.

15.2.1.3 Each party shall appoint a representative to meet and discuss the legal implications of the agreement to use date of hire for purposes of layoff for employees hired after the date of ratification and the ranking of current employees through the use of current contractual provisions.

15.2.2 If two (2) or more employees subject to layoff have equal seniority, the determination as to who shall be laid off shall be made based on the hire date into a probationary status with the employee hired first being retained. If that is equal, the District shall determine if retention of one of the employees would further the goals of the District Affirmative Action Program and shall retain him/her. Otherwise, determination as to which employee is laid off shall be made by lot.
15.2.3 An employee who is laid off from a class and who has previous service in an equal or lower class and who has greater seniority shall have the right to bump the employee having the least seniority with the closest job profile. (Job profile as defined in this section shall mean assigned hours per day, days per week and months per year.)

15.2.4 If there are two (2) or more positions with the same work profile that will be bumped, placement into the positions will be by employee choice (in order of seniority). Employees who have placement choices will be notified of the placement meeting date, time and location. If an employee fails to report to the placement meeting, or fails to send a representative in his/her place, the Human Resources Department will identify the site placement.

15.3 Notification of Layoff (Procedure)

15.3.1 The District shall transmit a copy of the board agenda to the Association regarding any proposed layoff. This shall constitute notice to the Association of said layoff.

15.3.2 Within a reasonable time of a written request by the Association, the District will provide the Association with a seniority roster and a list of employees to be laid off.

15.3.3 The District shall notify the affected employees in writing a minimum of forty-five (45) calendar days prior to the date of any layoffs, except in the event of an actual and existing financial inability to pay salaries to classified employees or for causes not foreseeable or preventable by the governing board, where less than forty-five (45) days notice may be given.

15.4 Improper Layoff Rights

15.4.1 Any employee who is improperly laid off and is otherwise entitled to employment shall be re-employed in the same or equal class immediately upon discovery of error.

15.4.2 Accumulated sick leave, prior to layoff plus accumulated sick leave and vacation allowance for time not employed with the District as a result of improper layoff, will be reinstated.

15.4.3 The employee will be reimbursed for all loss of pay from the District, as a result of the improper layoff, less any earnings the employee received from any other employment while on layoff.

15.4.4 If the employee believes that, as a result of layoff, he/she has not been made financially whole by the District under 15.4.3, the employee may file a grievance at Step IV.

15.5 Separation Benefits

15.5.1 Vacation time earned and unused at the time of layoff shall be computed and paid off with the final salary warrant due the employee.
15.5.2 Eligibility for District contributions for dental, health, and vision insurance shall not be reduced for six (6) months despite the fact the hour-per-week qualification may change due to a voluntary reduction of hours by the employee to avoid layoff.

15.5.3 The District will provide any laid-off employee the contractual District contribution amount toward health, dental and vision insurance for two (2) calendar months following the affected employee's final scheduled day of employment.

15.5.4 Any employee who has received a layoff notice shall, upon his/her request, be allowed to take any unused accumulated vacation entitlement prior to the effective date of the layoff.

15.5.5 An employee who receives a layoff notice shall be permitted to use accrued and unused vacation and/or PN to seek alternative employment. Employees who have received a layoff notice must use accrued and unused vacation prior to use of PN to seek alternative employment and must schedule such time off with their supervisor. An employee’s request to use such paid leave time in accordance with this Article, as modified herein, shall not be denied.

15.6 Re-Employment from Layoff

15.6.1 Employees laid off because of lack of work or lack of funds are eligible to re-employment for a period of 39 months and shall be re-employed in preference to new applicants. In addition, such persons laid off have the right to participate in promotional placement processes within the District during the period of 39 months.

15.6.2 Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff or to remain in their present positions rather than be reclassified or reassigned, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for re-employment for an additional period of up to 24 months; provided that the same tests for fitness under which they qualified for appointment to the class shall still apply. Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be, at the option of the employee, returned to a position in their former class or to positions with increased assigned time as vacancies become available, and without limitation of time, but if there is a valid re-employment list, they shall be ranked on that list in accordance with their proper seniority.

15.6.3 An employee who is laid off and is subsequently eligible for re-employment shall be notified in writing by the District of an opening. Such notice shall be sent by certified mail to the last address given the District by the employee.

15.6.4 A laid off employee shall notify the District of his or her intent to accept or refuse re-employment within five (5) work days following the delivery/or first notice of certified mailing of the re-employment notice. Failure to respond constitutes a refusal. After three refusals for re-employment, an employee shall be considered unavailable for re-employment and shall not be notified of future vacancies until the laid-off employee notifies the Human Resources Department, in writing, that he/she is available for re-employment.
15.6.5 Employees shall be re-employed in the highest rated job classification available in accordance with their length of service in the class from which they were laid off, plus higher classes. Employees who accept a position lower than their former class shall retain their original thirty-nine (39) month rights to the higher paid positions.

15.6.6 Should an employee who had elected retirement in lieu of layoff subsequently accept, in writing, re-employment with the District, the District shall maintain the vacancy until PERS has properly processed the request for reinstatement from retirement.

15.6.7 Upon return to work, eligibility for vacation and sick leave entitlement shall be computed in accordance with seniority.

15.6.8 Unused sick leave benefits, accumulated prior to layoff, will be reinstated upon return to work.
ARTICLE 16

16. RETIREMENT

The San Juan Unified School District, on behalf of the classified employees, shall participate in the CalPERS school employee retirement program. Classified employees are responsible for the designated employee contribution.

Employees hired prior to January 1, 2013 will receive the school employees’ CalPERS formula of 2% at age 55 scaling up to 2.5% at 63 or older. For those hired on or after January 1, 2013, they shall be subject to the CalPERS formula of 2% at age 62. The percentages are subject to modification based upon legislation and/or CalPERS’ regulations.

Sick leave conversion: Any member may convert unused sick leave to retirement credit in accordance with Government Code Section 20862.5, or its successor, if the member is filing a request for retirement.

16.1 Retirement - Premium Payment

The District will provide, subject to insurance carrier approval, the opportunity for the full cost of medical insurance coverage and dental insurance coverage to those retired employees retiring from the District directly into the California Public Employees Retirement System (CalPERS), until the age of 65, or eligible age to receive Medicare provided that:

16.1.1

(a) The employee is at least 55 years old and has not yet reached 65.
(b) The employee has worked in the District as a regular employee for ten (10) years.
(c) The employee retires and continues his/her retirement from the District under the provisions of CalPERS.
(d) If any retired employees become entitled to other medical or dental benefits (state, federal or other employment) as a primary beneficiary, the District shall be relieved from any and all payments under this section.

16.1.2 Employees in a regular position who are granted disability retirement by CalPERS shall be exempt from the 55-year-old requirement contained in Section 16.1.1 (a), provided that they have worked in the District for 10 years.

16.1.3 For retirees who do not qualify (reside outside of the health plan service areas) for any District-approved health plan, the District shall provide reimbursement, not to exceed the least expensive group retiree premium, to offset employee retiree health insurance costs. The District may require annual verification of health insurance coverage. Reimbursement shall commence upon verification of coverage and shall cease at age 65 or upon termination of coverage, whichever occurs first.
16.2 **Early Retirement Incentive**: (suspended for the duration of the agreement but subject to reopening in the event that the District receives for 2013-14 funded base revenue limit of $5226.47 per TA signed June 28, 2012.)

The District and CSEA have reached agreement on clarifying language regarding proration of the Early Retirement Incentive Program benefits and on adding new language on eligibility of employees who retire prior to the Board's action with an effective date after the action but before the effective date of the layoff. The modified agreement is as follows:

If a decision to layoff is made by the Board of Education, such employees in classifications targeted or affected by layoffs shall be eligible to participate in the Early Retirement Incentive Program if they meet the following criteria:

1. Be eligible to retire under PERS; and
2. Either submit retirement forms within 30 calendar days of the Board's action or have submitted retirement forms prior to the Board's action but with a retirement effective date after the date of the Board's action and before the effective date of layoffs.

The employee shall have the following options available:

1. Lump sum payment of $5,000 upon retirement; or
2. Purchase of $5,000 annuity, if qualified (details to be determined by the employee and District).

Employees working less than eight (8) hours per day will have the $5,000 prorated on those hours he/she works as it relates to eight hours.
ARTICLE 17

17. EVALUATION

17.1. Employees in Probationary Status

(a) New employees serving their twelve (12) month probationary period may receive a written performance evaluation on or about the end of the fifth and eleventh month of initial probationary employment period.

(b) Promoted employees serving their six (6) month promotional probationary period may receive a written performance evaluation on or about the end of the third month and fifth month of employment in the higher level position.

(c) Employees in probationary status may request a review of below standard rating by the supervisory level immediately above the rating supervisor.

17.2 Regular Employees in Permanent Status

(a) Employees shall receive a written performance evaluation at least every two years between January 1 and May 1. The evaluation will be discussed between the rating supervisor and the member prior to the member's signing a verification of the evaluation.

(b) Unscheduled written evaluations may be submitted by a member's supervisor provided that the affected member verifies by signature, or it is otherwise certified, that he/she has reviewed the evaluation, received a copy and has had an opportunity to respond.

(c) Employees may request a review of below standard ratings by the supervisory or managerial level immediately above the rating supervisor.

17.3 General

(a) Evaluation reflecting an overall below standard performance shall not be placed in the member's personnel file without verification by the initiating supervisor that the member has reviewed the evaluation and been provided an opportunity to respond verbally or in writing.

(b) Evaluation factors reflecting “needs improvement” or “not satisfactory” performance shall include specific statements of deficiencies noted and specific recommendations for improvement. Specific recommendations for improvement should flexibly address the conduct requiring modification and should specify the timeframe for improvement. Immediate improvement may be required (for something like coming in late) or can have a follow up period of 15, 30 or 60 days, depending on the issue. The evaluator shall provide feedback to the employee and shall meet with the employee upon request. In the event an improvement plan is created and there is not adequate improvement for the employee to be rated overall satisfactory, the final summary shall be placed in the personnel file and will serve as an evaluation.

(c) Below standard performance may apply to any specific evaluation category or to the member’s overall job performance.
(d) No evaluation shall be based upon verbal statements, unless the accuracy of the statement is verified by the rater.

(e) Any written response to a below standard performance evaluation by the member will be attached to the member's evaluation before being placed in the member's personnel file.

(f) A member who has had an evaluation containing information of a derogatory nature placed in his/her personnel file may request an unscheduled evaluation. If an unscheduled evaluation is done by the administrator/supervisor, the unscheduled evaluation shall become the new evaluation.

17.4 Evaluation Forms

The District and Association have created job specific evaluation forms for all classifications of custodial employees, food services employees and Instructional Assistants. All other classifications shall be evaluated using the general classified evaluation form. Employees whose evaluations are rated below standards or needs improvement shall be accompanied by documentation that verifies that the employee was given ample notification of the need for improvement. The documentation shall contain the date(s) the supervisor met with the employee to discuss the performance expectations and plans to improve. If these criteria are not met, the performance evaluation shall be “meets standards” or above.
18. **PROFESSIONAL GROWTH**

The District shall establish a Professional Growth Fund (for the General Unit and Operations Support Unit combined) not to exceed $20,000 per year effective 7/1/02.

(a) Used portion of fund will renew annually so each year there will be $20,000 available to CSEA employees for professional growth.

(b) Joint Committee composed of no more than three (3) representatives each from the District and the Association to oversee the program (eligibility/acceptable units/classes/workshops/awards.)
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## MAINTENANCE AND OPERATIONS

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### San Juan Unified School District
#### Operations Support Unit
#### Salary Ranges
#### 2012-2013 School Year

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### Shift Differential
- 2nd Shift (3:00 p.m. - 10:59 p.m.) additional .35 per hour
- 3rd Shift (11:00 p.m. - 6:59 a.m.) additional .41 per hour

*Board Approved 3/23/10

### LONGEVITY
1. 2.3% of the base salary after 10 years of completed service in the San Juan Unified School District.
2. 4.5% of the base salary after 15 years of completed service in the San Juan Unified School District.
3. 6.2% of the base salary after 20 years of completed service in the San Juan Unified School District.
4. 8.2% of the base salary after 25 years of completed service in the San Juan Unified School District.
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No salary change for the 2012-2013 school year.
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No salary change for the 2012-2013 school year.

Board Approval Date: June 24, 2010

54
San Juan Unified School District  
CSEA Operations Support Unit  
Monthly and Hourly Salary Schedule  
2012-2013 School Year

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No salary change for the 2012-2013 school year

Board Approval Date: June 24, 2008
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Waiver of medical insurance**
Employee receives as cash  $155.20

| **DENTAL** |                  |                    |                        |                       |
| DELTA PREMIER/DELTA PPO | Employee Only | $71.00             | $71.00                  | $0.00                 |
|                  | Employee + one   | $136.00            | $71.00                  | $65.00                |
|                  | Family           | $208.00            | $71.00                  | $137.00               |
|                  | In-District - Family* | $137.00      | $71.00                  | $66.00                |
| DELTA CARE - DENTAL HMO | Family         | $56.51             | $56.51                  | $0.00                 |
| **VISION**       |                  |                    |                        |                       |
| VSP              | Employee         | $11.33             | $11.33                  | $0.00                 |
| **LIFE INSURANCE** |                 |                    |                        |                       |
| $25,000 basic life | Employee        | $2.90              | $2.90                   | $0.00                 |
| $25,000          | Supplemental     | $8.75              | $0.00                   | $8.75                 |
| $50,000          | Supplemental     | $17.50             | $0.00                   | $17.50                |
| $75,000          | Supplemental     | $26.25             | $0.00                   | $26.25                |
| $100,000         | Supplemental     | $35.00             | $0.00                   | $35.00                |
| $1,500           | Dep. Life        | $0.54              | $0.00                   | $0.54                 |
| $10,000          | Dep. Life        | $3.60              | $0.00                   | $3.60                 |

*This option is available only if your legal spouse/registered domestic partner is a benefit eligible employee of SJUSD enrolled in the "identical" plan*

**The waiver option is only available for medical insurance. Must provide proof of other coverage**
ATTACHMENT “C”

Memorandum of Understanding
Between
California School Employees Association
San Juan Chapter # 127
And the
San Juan Unified School District

The parties agree that it is in the interest of the San Juan Unified School District, hereinafter (District) and California School Employees Association, hereinafter (CSEA) and its San Juan Chapter # 127 to have stability during the period in which the parties negotiate the successor agreement for the Operations Support Unit, hereinafter (Agreement). To this end the parties agree as follows:

1. The parties agree to create new collective agreement between CSEA and the District with a term of November 15, 2011 through November 15, 2014.

2. The above referenced collective agreement shall embody all of the specific terms of the agreement that expire on November 15, 2011, with the exception of the duration clause.

3. The parties agree that they will public notice (pursuant to EERA Section 3547) their respective proposals for successor agreement issues (other than the term) no later than September 30, 2011. The parties agree to commence negotiations on these proposals no later than October 15, 2011.

4. Pursuant to the provisions of this agreement, the parties shall have a free and unlimited right to make successor agreement proposals on any subject matter within scope, with the exception of the previously determined duration clause.

5. Nothing in this agreement shall be construed as limiting any rights the parties otherwise retain under the provisions of the Educational Employment Relations Act.

For the District
Jess Garna, Senior Director, Labor Relations

For the Chapter
Aaron Bond, President

For the CSEA
Kurt Benfield, Labor Representative

Date 9/6/11
Date 9/6/11
Date 9/8/11
ATTACHMENT “D”

SAN JUAN UNIFIED SCHOOL DISTRICT
CSEA, CHAPTER #127

October 23, 1997

The District may designate employees in job classifications listed in the Maintenance and Operations category of the contract, Appendix A-1, on an as-needed basis to be on an emergency on-call status in the event that the Office of Emergency Services issues a severe weather warning and/or flooding or other natural disaster appears imminent or has occurred. The employees so designated will be paid $2.00 per hour for those hours they are on-call. Certain other requirements apply.
ATTACHMENT “E”

Tentative Agreement
Between The
San Juan Unified School District (“District”)
And the
California School Employees Association (“Association”)
General and Operations Units
Chapter 127

Given the state of the State’s budget and the possibility of further reductions in school funding, it is critical that the District and the Association agree to a sequence of cuts that will both improve the actual structural deficit and the catastrophic reductions associated with the failure of the Governor’s Initiative.

1. The District and the Association agree that the term of their existing agreement will be through November 15, 2014. During the second year of the agreement (2013-14), the District and CSEA may (in addition to salary and benefits—Articles 6 and 7) reopen two articles for negotiation. At the expiration of the agreement, both the District and the Association have an unlimited right to negotiate on any item within the scope of representation.

2. The revised agreement shall contain two firm furlough days in each of the 2012-13 and 2013-14 fiscal years. In 2012-13, the designated furlough days will be August 31, 2012 and June 6, 2013. In 2013-14, the District will advise the Association of the days prior to July 1, 2013. In the event that these days are restored for other bargaining units, they will be restored for CSEA.

3. The Association agrees to waive for the duration of the collective bargaining agreement the language authorizing $20,000 for professional growth. (6.8)

4. The Association agrees to forego the EAP (Employee Assistance Program) for the duration of this agreement. Services provided from the EAP are available from other District insurance programs.

5. The District and the Association agree to 11 days of furlough for 2012-13 that are contingent on the Governor’s Initiative failing or other midyear reductions to the base revenue limit of the District. This agreement is reached with the understanding that the funds lost in revenue limit are not replaced by other State or Federal general purpose, unrestricted funds. For each reduction in funded base revenue limit1 (from the funded 2011-12 level) of $34 dollars, there shall be one day of furlough with a matching deduction from the unit member’s salary. For the purposes of uniformity among the District’s bargaining units, the days shall be taken on the same day as those designated for other units, except as mutually agreed by the District and the Association. Even though the days are contingent upon the Governor’s Initiative, the deduction for the days will be allocated as soon as feasible in the pay cycle. In the event the days are not required, the funds deducted will be reimbursed the first available opportunity but no later than March 15, 2013, unless otherwise mutually agreed upon and taxed at the regular tax rate.

6. The number of furlough days in effect at the end of 2012-13 shall be carried over into 2013-14. Days will be restored in 2012-13 and/or 2013-14 based upon a funded increase of $34 in base revenue limit per ADA.

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1 Under California’s school finance system, most general-purpose education funding is apportioned to school districts through a calculation called the “revenue limit”. Each school district has a revenue limit funding amount per unit of average daily attendance (ADA). Funded base revenue limit would be funds apportioned by the State and funded by the State during and for the period allocated.

1
7. The District and the Association agree to eliminate the requirement to print and distribute the collective bargaining agreement for the duration of this agreement. The District will update and publish the agreement on the District’s website. Outside of working hours or as otherwise authorized by existing contractual language, the District will allow classified unit members access to the either the electronic contract version or a paper copy.

8. The stipend for the completion of training programs will be suspended for the duration of this agreement.

9. Effective July 1, 2012 through June 30, 2013, salary step advancement for all bargaining unit members shall be frozen at the 2011-12 salary step. If the Governor’s Initiative passes, the salary schedule shall be unfrozen beginning January 15, 2013. If the Governor’s Initiative fails, the salary schedule shall remain in effect for the entire 2012-13 year. If the salary schedule freeze remains in effect for the entire 2012-13 school year, effective July 1, 2013, bargaining unit members shall be advanced to the step they would have been on but for the step freeze. For example, if a unit member were on step three when the freeze was implemented, he or she will advance on July 1, 2013 to step five.

10. The Early Retirement Incentive program in an Addendum that provides up to $5,000 as either a cash payment or an annuity will be suspended for the duration of the agreement. This provision is subject to reopening in the event that the District receives for 2013-14 funded base revenue limit of $5226.47, totaling no less than the $200,000 used for the Early Retirement Incentive Program.

11. The District and CSEA agree to continue negotiations on all remaining outstanding proposals no later than August 15, 2012.

12. Substitutes are usually provided for secondary clerical such as Intermediate Clerk Typists and Secretaries, at the secondary level after three days absence. That period of time will be extended to five days.

For the District
June 28, 2012

For the Association
Agreement Between
California School Employees Association, Chapter 127
And
San Juan Unified School District
Effects of Lay Off and/or Reduction in Hours
February 4, 2005

As a result of effects bargaining, San Juan Unified School District (the “District”) and California School Employees Association, Chapter 127 (“CSEA”) agree to the following provisions:

1. **Transfer of Bargaining Unit Work**
   The District shall not transfer work from CSEA bargaining unit to certificated, confidential, management, supervisory employees, substitutes, or volunteers except by agreement as required in Government Code Section 3543.5.

2. **Subcontracting Out**
   Any decision by the District to contract out work currently performed by CSEA unit members shall be consistent with the requirements of Education Code Section 45103.1.

3. **Order Of Lay Off**
   a. The District shall effect a reduction in force consistent with the Article 15 – LAYOFF in the 2001-2004 collective bargaining agreement in affect between the parties, as well as Education Code Section 45301 – Order of lay off and reemployment; length of service.

   b. Employees affected by a reduction in force shall be provided an opportunity to take a lateral transfer into an equal or lower classification in which they have not worked or otherwise have seniority if:
      
      i. The position is vacant, and
      ii. There are no transfer requests from qualified bargaining unit members with seniority in the vacant classification, and
      iii. The affected employee meets the requirements of the position, and
      iv. Notifies Human Resources of their interest in being considered for a specific vacancy.

   c. Employees who take such voluntary demotion shall remain on the reemployment list for the classification from which they were demoted.

   d. Employees affected by a reduction in force shall be provided an opportunity to fill any temporary, short term, limited term assignment, or substitute positions which become vacant for which the employee is qualified.

4. **Separation Benefits**
   a. The parties agree that the terms of Article 15.5 – Separation Benefits shall remain in effect during the 2001-2004 successor contract negotiations with the following modification addition (new language): 15.5.5: An employee who receives a lay off notice shall be permitted to use accrued and unused vacation and/or PN to seek alternative employment. Employees who have received a lay off notice must use accrued and unused vacation prior to use of PN to seek alternative employment and must schedule such time off with their supervisor. An employee’s request to use such paid leave time in accordance with this Article, as modified herein, shall not be denied.
Proposed Tentative Agreement CSEA Effects Bargaining 2004/05

b. The parties agree to establish a joint labor/management committee to design and implement outplacement assistance to classified employees who have received a notice of lay off. The types of assistance shall include but not be limited to resume writing, testing and interviewing skills and techniques.

c. The District shall provide a letter of recommendation upon request by an employee who has received a notice of lay off.

d. The parties agree to continue the terms of the separation incentive agreed to by the parties in the Letter of Understanding dated September 17, 1991, and the terms of which are noted below:

   If a decision to lay off is made by the Board of Education, such employees in classifications targeted or affected by layoffs shall be eligible to participate in the Early Retirement Incentive Program if they meet the following criteria:
   1. Be eligible to retire under PERS; and
   2. Either submit retirement forms within 30 calendar days of the Board’s action or have submitted retirement forms prior to the Board’s action but with a retirement effective date after the date of the Board’s action and before the effective date of layoffs.

   Employees shall have the following options available:
   1. Lump sum payment of $5,000 for employees who work eight (8) hours per day; or
   2. Purchase of $5,000 annuity, if qualified (details to be determined by the employee and District).

   Employees working less than eight hours per day will have the $5,000 pro-rated on those hours she/he works as it relates to eight hours.

The foregoing provisions represent the complete terms and agreements between the parties for effects of layoffs/reductions in force effective with the date the parties entered into this agreement as indicated below. The parties further agree that the terms of this agreement shall remain in effect for 2004/05 and 2005/06.

Accepted and Agreed to this 4th day in February, 2005.

Juleen Stenzel, Labor Relations Representative  Dianna R. Garcia, Assistant Superintendent
CSEA       SJUSD

Norma Pyle, Bargaining Chairperson
CSEA