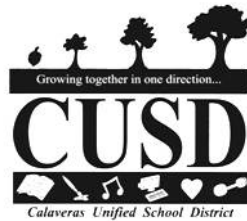


CALAVERAS UNIFIED SCHOOL DISTRICT

CLASSIFIED EMPLOYEE CONTRACT CSEA CHAPTER 405



2022-2025

Updated as of 10/1/2023

CALAVERAS UNIFIED SCHOOL DISTRICT

Negotiating Teams

For CSEA:

Zach Koppers, CSEA President

Melanie Hernandez, Lead

Jeanette Elle

Angela Oyervides

Jeff Valentine

Maritza Chavez

For District:

Kathy Griggs, Lead

Talibah Al-Rafiq

Erika Cotta

Kyle Harvey, CSEA Labor Representative CSEA

Ratified: 11/03/2022

Board Approved: 11/22/2022

Table of Contents

ARTICLE I: RECOGNITION.....	8
1.1. CONCEPTS AND ROLES	8
1.2. ACKNOWLEDGMENT	8
1.3. NEW CLASSIFICATIONS OR POSITIONS:.....	8
1.4. SCOPE OF REPRESENTATION	9
1.5. SHORT-TERM EMPLOYEE:	9
ARTICLE II: ORGANIZATIONAL SECURITY	10
2.1. CHECK OFF	10
2.2. DUES DEDUCTION	10
2.3. DUES AUTHORIZTION	10
2.4. HOLD HARMLESS CLAUSE.....	10
2.5. NEW EMPLOYEE ORIENTATION.....	10
ARTICLE III: ORGANIZATIONAL RIGHTS	14
3.1. ORGANIZATIONAL RIGHTS	14
3.2. DISTRIBUTION OF CONTRACT	14
ARTICLE IV: EMPLOYEE EVALUATIONS AND PERSONNEL FILES	15
4.1. PERSONNEL FILES	15
4.2. EVALUATIONS.....	16
ARTICLE V: HOURS AND OVERTIME	16
5.1. WORKWEEK.....	16
5.2. 10-HOUR WORKDAY.....	16
5.3. WORKDAY:.....	17
5.4. REDUCTION IN ASSIGNED TIME	17
5.5. ADJUSTMENT OF ASSIGNED TIME.....	17
5.6. LUNCH PERIOD	17
5.7. REST PERIODS	17
5.8. OVERTIME:	17
5.9. COMPENSATORY TIME OFF	18
5.10. SPLIT SHIFT DIFFERENTIAL--COMPENSATION	18
5.11. SHIFT DIFFERENTIAL--COMPENSATION	18
5.12. OVERTIME--EQUAL DISTRIBUTION.....	18
5.13. MINIMUM CALL-IN AND CALLBACK TIME	18
5.14. TURN DOWN WORK:	19
5.15. STANDBY COMPENSATION.....	19
5.16. HOURS IN PAID STATUS:.....	19
5.17. SUMMER/INTERCESSION ASSIGNMENTS.....	19

ARTICLE VI: PAY AND ALLOWANCES	20
6.1. REGULAR RATE OF PAY	20
6.2. PAYCHECKS:	20
6.3. PAYROLL ERRORS AND LOST CHECKS	20
6.4. PROMOTION	20
6.5. TRAVEL AND REIMBURSEMENT	21
6.6. COMPENSATION FOR AN EMPLOYEE WORKING OUT-OF-CLASSIFICATION	21
6.7. COMPENSATION DURING REQUIRED TRAINING/INSERVICE PERIODS	21
6.8. MEALS AND LODGING	21
ARTICLE VII: EMPLOYEE EXPENSES AND MATERIALS	21
7.1. UNIFORMS:	21
7.2. TOOLS	22
7.3. SAFETY EQUIPMENT	22
7.4. PHYSICAL EXAMINATIONS	22
7.5. EYEGASSES REPLACEMENT	22
ARTICLE VIII: HOLIDAYS.....	22
8.1. SCHEDULED HOLIDAYS	22
8.2. ADDITIONAL HOLIDAYS	23
8.3. HOLIDAYS ON SATURDAY OR SUNDAY	23
8.4. HOLIDAYS FOR EMPLOYEES WORKING 10-HOUR DAYS	23
8.5. TEACHER TRAINING DAYS	23
8.6. HOLIDAY ELIGIBILITY	23
ARTICLE IX: VACATIONS	24
9.1. ELIGIBILITY	24
9.2. PAID VACATION	24
9.3. ACCUMULATION.....	24
9.4. VACATION CARRY-OVER.....	24
9.5. VACATION PAY UPON TERMINATION	24
9.6. VACATION POSTPONEMENT	24
9.7. INTERRUPTION OF VACATION	24
9.8. HOLIDAYS DURING VACATION	25
9.9. VACATION SCHEDULING.....	25
ARTICLE X: SICK LEAVE	25
10.1. SICK LEAVES	25
10.2. ENTITLEMENT TO OTHER SICK LEAVE:	26
10.3. ADDITIONAL LEAVE FOR NONINDUSTRIAL ACCIDENT OR ILLNESS	26
10.4. INDUSTRIAL ACCIDENT AND ILLNESS LEAVE	26
10.5. PERSONAL NECESSITY LEAVE:	27
10.6. BEREAVEMENT LEAVE	28

10.7. JURY DUTY	28
10.8. MILITARY LEAVE	28
10.9. FAMILY CARE LEAVE	28
10.10. GENERAL PROVISIONS GOVERNING LEAVES.....	31
10.11. SCHOOL CLOSURES LEAVE	31
ARTICLE XI: DISTRIBUTION OF JOB INFORMATION	32
11.1. DISTRIBUTION OF JOB INFORMATION	32
ARTICLE XII: TRANSFERS AND VACANCIES.....	33
12.1. CONSIDERATION.....	33
12.2. DEFINITION OF TRANSFER.....	33
12.3. VOLUNTARY AND INVOLUNTARY TRANSFER	33
12.4. POSTING OF NOTICE.....	33
12.5. NOTICE CONTENTS	33
12.6. FILING	33
12.7. LATERAL TRANSFERS	34
12.8. PROMOTION.....	34
12.9. MEDICAL TRANSFERS	34
12.10. MILEAGE COMPENSATION DURING TEMPORARY ASSIGNMENTS.....	34
ARTICLE XIII: CLASSIFICATION AND RECLASSIFICATION	35
13.1. PLACEMENT IN CLASS:.....	35
13.2. CLASSIFICATION REQUIREMENT	35
13.3. NEW POSITIONS OR CLASSES OF POSITIONS	35
13.4. INCUMBENT RIGHTS.....	35
ARTICLE XIV: LAYOFF AND RE-EMPLOYMENT.....	36
14.1. REASON FOR LAYOFF.....	36
14.2. NOTICE OF LAYOFF	36
14.3. ORDER OF LAYOFF	36
14.4. BUMPING RIGHTS.....	36
14.5. LAYOFF IN LIEU OF BUMPING.....	36
14.6. EQUAL SENIORITY.....	36
14.7. RE-EMPLOYMENT RIGHTS	37
14.8. REDUCTION IN HOURS	37
14.9. VOLUNTARY DEMOTION OR VOLUNTARY REDUCTION IN HOURS	37
14.10. RETIREMENT IN LIEU OF LAYOFF.....	37
14.11. SENIORITY ROSTER	37
14.12. NOTIFICATION OF RE-EMPLOYMENT OPENING.....	38
14.13. RE-EMPLOYMENT IN HIGHEST CLASS:	38
ARTICLE XV: HEALTH AND WELFARE BENEFITS.....	38
15.1. EMPLOYEES AND DEPENDENT INSURANCE COVERAGE	38

15.2.	ELIGIBILITY	39
15.3.	CONTINUATION--DISABILITY	39
15.4.	BENEFIT PLAN CONTINUATION UPON RETIREMENT.....	40
15.5.	INSURANCE CARRIER CONTRACTS.....	40
ARTICLE XVI: DISCIPLINARY ACTION.....		41
16.1.	EXCLUSIVE PROCEDURE.....	41
16.2.	DISCIPLINARY PROCEDURE:.....	41
ARTICLE XVII: GRIEVANCE PROCEDURE.....		43
17.1.	DEFINITION.....	43
17.2.	PROCEDURE:.....	43
17.3.	GROUP GRIEVANCES:.....	45
17.4.	EMPLOYEE PROCESSED GRIEVANCE:.....	45
17.5.	GRIEVANCE RELEASE TIME:.....	45
ARTICLE XVIII: SAFETY.....		46
18.1.	DISTRICT COMPLIANCE:.....	46
18.2.	NO DISCRIMINATION:.....	46
18.3.	WORKPLACE BEHAVIOR:.....	46
18.4.	PROCESS FOR EMPLOYEE COMPLAINTS:.....	46
ARTICLE XIX: CLASSIFIED SALARY SCHEDULE.....		47
19.1.	CLASSIFIED SALARY SCHEDULE:.....	47
19.2.	LONGEVITY:.....	47
19.3.	NEW HIRE STEP ADVANCEMENT:.....	47
19.4.	SUBSTITUTE PLACEMENT:.....	47
19.5.	PARAPROFESSIONAL SALARY SCHEDULE:.....	47
ARTICLE XX: SEVERABILITY.....		47
20.1.	SAVINGS CLAUSE:.....	47
20.2.	REPLACEMENT FOR SEVERED PROVISION:.....	48
ARTICLE XXI: NEGOTIATIONS:.....		48
21.1.	COMMENCEMENT OF NEGOTIATIONS:.....	48
21.2.	RELEASED TIME FOR NEGOTIATION:.....	48
21.3.	RATIFICATION OF AGREEMENT:.....	48
21.4.	COMPLETION OF MEET AND NEGOTIATIONS:.....	48
ARTICLE XXII: DURATION.....		49
22.1.	LENGTH OF AGREEMENT:.....	49
22.2.	RE-OPENERS FOR NEGOTIATIONS:.....	49
ARTICLE XXIII: BUS ROUTE BIDDING.....		50
23.1.	ROUTE CHANGE/HOURS ADJUSTED.....	50
23.2.	EXTRA WORK.....	51
23.3.	ROUTE CHANGE/HOURS ADJUSTED.....	52

ARTICLE XXIV: PROFESSIONAL GROWTH.....	52
24.1. PROFESSIONAL GROWTH PROGRAM.....	52

APPENDIX

Appendix A CSEA Dues/Service Fee Schedule.....	A
Appendix B Vacations.....	B
Appendix C Classified Salary Schedule.....	C
Appendix D Paraprofessional Salary Schedule.....	D
Appendix E CSEA Athletic Stipend Schedule.....	E
Appendix F State-Required Certifications Stipend Schedule.....	F
Appendix G Grievance Form.....	G
Appendix H Professional Growth Credit.....	H
Appendix I Seniority Roster.....	I
Appendix J School Closure Leave Program Form.....	J

ARTICLE I

1. RECOGNITION

1.1. CONCEPTS AND ROLES:

The role of the District includes but is not limited to issues of direction and management of employee duties and to ensure the best environment for the students.

The role of CSEA includes but is not limited to striving for the betterment of working conditions and benefits and counseling members on their rights and responsibilities.

Both the District and CSEA endeavor to set high standards for employer-employee relations and want to ensure that all parties work towards the ultimate goal of developing the best environment for students, workers, and management.

1.2. ACKNOWLEDGMENT:

The Governing Board of the Calaveras Unified School District recognizes Calaveras Chapter 405 of the California School Employees Association as the exclusive representative of all persons holding positions described in Article 19, with the exception of playground supervisors and other persons hired for specific short-term positions, such as coaches and student workers.

1.2.1. The District agrees not to negotiate with any other organization in matters upon which the CSEA is the exclusive representative; and, agrees not to negotiate with any member of the unit individually during the duration of this Agreement on matters subject to negotiation.

1.2.2. CSEA recognizes the Governing Board as the duly elected representative of the people and agrees to negotiate only with the Board representatives officially designated by the Board to act on its behalf. CSEA further agrees that neither it nor any of its members or agents will attempt to negotiate privately or individually with the Board, any Board member, administrator, or other person not officially designated by the Board as its representative.

1.3. NEW CLASSIFICATIONS OR POSITIONS:

New classifications created by the District or new positions added by the District shall be designated as management, confidential, or supervisory, or shall be assigned to the bargaining unit. When CSEA disagrees with such designations, a challenge may be filed with PERB. Such challenge or dispute shall not be subject to the grievance procedure contained in this agreement.

1.4. SCOPE OF REPRESENTATION:

The scope of representation is limited to matters related to wages, hours of employment, and other terms and conditions of employment as outlined in section 3543.2 of the Government Code. All matters not specifically enumerated are reserved to the District and are not subject to representation. The District may consult on any matter outside the scope of representation at its sole discretion.

1.5. SHORT-TERM EMPLOYEE:

A short-term employee is defined as any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. Before employing a short-term employee, the governing board, at a regularly scheduled board meeting, shall specify the service required to be performed by the employee pursuant to the definition of "classification" in subdivision (a) of section 4501, and shall certify the ending date of the service. The ending date may be shortened or extended by the governing board, but shall not extend beyond 75% of a school year.

ARTICLE II

2. ORGANIZATIONAL SECURITY

2.1. CHECK OFF:

CSEA shall have the sole and exclusive right to have membership dues and service fees deducted for employees in the classified bargaining unit.

2.2. DUES DEDUCTION:

The District agrees to deduct, in accordance with the CSEA dues schedule, dues from the wages of all employees who are members of CSEA. CSEA shall notify the District upon their receipt of membership authorization form and will begin deductions within 10 days of reception of the authorization from CSEA to collect dues, or on the next possible pay warrant date.

2.3. DUES AUTHORIZATION:

The written authorization for dues deduction from CSEA shall remain in full force and effect until CSEA notifies the District to cease deducting dues.

2.4. HOLD HARMLESS CLAUSE:

CSEA shall indemnify and hold the District harmless from any and all claims, demands or suits, or any other action arising from the provisions contained herein.

2.5. NEW EMPLOYEE ORIENTATION

2.5.1. DISTRICT NOTICE TO CSEA OF NEW HIRES

2.5.1.1. The District shall provide the CSEA Chapter President or designee notice of any newly hired employee, within ten (10) days of date of hire, via an electronic mail. Please include the following information: full legal name, date of hire, classification, and site.

2.5.2. EMPLOYEE INFORMATION

2.5.2.1. "Newly hired employee" or "new hire" means any employee, whether permanent, full time, part time, hired by the District and who is still employed as of the date of the new employee orientation. It also includes all employees who are or have been previously employed by the District and whose current position has placed them in the bargaining unit represented by CSEA. For those latter employees, for purposes of this article only, the "date of hire" is the date upon which the employee's status changed such that the employee was placed in the CSEA unit.

2.5.2.2. The District shall provide CSEA with contact information on the new hires. The information will be provided to CSEA electronically via a mutually agreeable secure FTP site or service, provided by CSEA, on the last working day of the month in which they were hired. This contact information shall include the following items, with each field in its own column.

- 2.5.2.2.1. First Name
- 2.5.2.2.2. Middle initial
- 2.5.2.2.3. Last name
- 2.5.2.2.4. Suffix (e.g. Jr., III)
- 2.5.2.2.5. Job Title
- 2.5.2.2.6. Department
- 2.5.2.2.7. Primary worksite name
- 2.5.2.2.8. Work telephone number
- 2.5.2.2.9. Work extension
- 2.5.2.2.10. Home street address (incl. apartment #)
- 2.5.2.2.11. City
- 2.5.2.2.12. State
- 2.5.2.2.13. Zip Code (5 or 9 digits)
- 2.5.2.2.14. Home telephone number (10 digits) if on file
- 2.5.2.2.15. Personal cellular telephone number (10 digits) if on file
- 2.5.2.2.16. Personal email address of the employee if on file
- 2.5.2.2.17. Birth date
- 2.5.2.2.18. Employee ID
- 2.5.2.2.19. CalPers status ("Y" if in CalPERS; "N" if not in CalPERS)
- 2.5.2.2.20. Hire date

This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the District.

2.5.2.3.PERIODIC UPDATE OF CONTACT INFORMATION: The District shall provide CSEA with a list of all bargaining members names and contact information on the last working day of September, January, and May. The information will be provided to CSEA electronically via a mutually agreeable secure FTP site or service, provided by CSEA, on the last working day of the month in which they were hired. This contact information shall include the following items, with each field in its own column:

- 2.5.2.3.1. First Name
- 2.5.2.3.2. Middle initial
- 2.5.2.3.3. Last name
- 2.5.2.3.4. Suffix (e.g.Jr., III)
- 2.5.2.3.5. Job Title
- 2.5.2.3.6. Department
- 2.5.2.3.7. Primary worksite name
- 2.5.2.3.8. Work telephone number
- 2.5.2.3.9. Work extension
- 2.5.2.3.10. Home street address (incl. apartment #)
- 2.5.2.3.11. City
- 2.5.2.3.12. State
- 2.5.2.3.13. Zip Code (5 or 9 digits)
- 2.5.2.3.14. Home telephone number (10 digits) if on file
- 2.5.2.3.15. Personal cellular telephone number (10 digits) if on file
- 2.5.2.3.16. Personal email address of the employee if on file
- 2.5.2.3.17. Birthdate
- 2.5.2.3.18. Employee ID
- 2.5.2.3.19. CalPers status ("Y" if in CalPERS; "N" if not in CalPERS)
- 2.5.2.3.20. Hire date

2.5.3. NEW EMPLOYEE ORIENTATION

2.5.3.1. "New employee orientation" means the onboarding process of a newly hired public employee, whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment- related matters.

2.5.3.2. The District shall provide CSEA mandatory access to its new employee orientations. CSEA shall receive not less than ten (10) days' notice in advance of an orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District's operations that was not reasonably foreseeable.

2.5.3.2.1. In the event the District conducts a group orientation, CSEA shall have one (1) hour of paid release time for up to two (2) CSEA representatives, including the Chapter President or designee, to conduct the orientation session. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.

2.5.3.2.2. In the event the District conducts one-on-one orientations with new employees, CSEA shall have thirty (30) minutes of paid release for one (1) CSEA representative to conduct the orientation session. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.

2.5.3.3. The District shall include the CSEA membership application and a CSEA provided link for an electronic application, in any employee orientation packet of District materials provided to any newly hired employee. CSEA shall provide copies of the CSEA membership applications to the District for distribution.

2.5.3.4. The orientation session shall be held on District property during the workday of the employee(s), who shall be on paid time.

3. ORGANIZATIONAL RIGHTS

3.1. ORGANIZATIONAL RIGHTS

CSEA shall have the following rights, in addition to the rights contained in any other portion of this Agreement:

- 3.1.1. The right of access at reasonable times to areas in which employees work to be limited to activities during lunch break, before or after normal work hours; and, no access during work hours unless approved in advance by the administration or immediate supervisor unless such access is a part of an investigation of an employee grievance.
- 3.1.2. The right to use without charge institutional bulletin boards, mailboxes, and the school mail system, along with other district means of communication, for the posting or transmission of information or notices concerning CSEA matters. Any material posted or distributed must be dated, initialed, or signed by a chapter officer.
- 3.1.3. The right to use without charge institutional equipment, facilities, and buildings at reasonable times with permission from the site administrator with application through normal district application procedures. CSEA agrees to reimburse the district at standard district rates for duplicating. Other equipment may be used as per mutual agreement.
- 3.1.4. The right to be supplied with a complete seniority roster of specified classification employees on September 15 of each year for the previous fiscal year. In case of layoff and/or reduction, an updated seniority roster to be provided prior to implementation.
- 3.1.5. The right of release time for CSEA chapter delegates to attend the CSEA Conference if the employee is in a paid status at the time of the conference.
- 3.1.6. The CSEA President or Vice President will be released from duties with no loss of compensation for up to five days, in addition to any other release time currently being provided for the execution of chapter business during each school year at no cost to the District.

3.2. DISTRIBUTION OF CONTRACT:

Within a reasonable time period after the execution of this contract, the District shall print or duplicate and provide a copy of this contract to every employee of the bargaining unit. Any employee who becomes a member of the unit after the execution of this Agreement shall be provided with a copy of the Agreement. Copies of written changes shall also be provided to all employees in the unit in the same manner. Costs will be borne equally by the District and CSEA.

ARTICLE IV

4. EMPLOYEE EVALUATIONS AND PERSONNEL FILES

4.1. PERSONNEL FILES:

- 4.1.1. The personnel file of each employee shall be maintained at the District's central administration office. No disciplinary action of any kind shall be taken against an employee based upon materials which are not in the personnel file.
 - 4.1.1.1. Prior to a mark of needs improvement in any section of the evaluation, the supervisor will meet with the employee to discuss the area that needs to be improved and provide them a chance to improve before the evaluation is placed in the permanent file.
- 4.1.2. Information of a derogatory nature shall not be entered into a file unless the written form (letter, evaluation, etc.) is:
 - 4.1.2.1. Reviewed with the employee.
 - 4.1.2.2. The employee shall acknowledge that such material has been read by affixing his/her signature and the date on the actual copy to be filed, with the understanding that his/her signature signified only that the material has been read and does not necessarily indicate agreement with its contents.
 - 4.1.2.3. The employee and supervisor both have signed and dated the document (or an attached form) acknowledging that "this is to give you notice that this letter/memo will be placed in your personnel file at the end of ten (10) working days. You have the right to attach a relative response also placed in your personnel file."
 - 4.1.2.4. Such review shall take place during normal business hours, and the employee shall be released from duty for this purpose without salary reduction.
- 4.1.3. An employee, or his/her authorized representative, shall have the right at reasonable times, without loss of pay, to examine and/or obtain copies of any material from the employee's personnel file with the exception of material that includes ratings, reports, or records which were obtained prior to the employment of the employee involved.
- 4.1.4. All personnel files shall be kept in confidence and shall be available for inspection only to other employees of the District when actually necessary in the proper administration of the District's affairs or the supervision of the employee in accordance with District policy.

4.1.5. Any person who places written material or draft written material for placement in an employee's file shall sign the material and signify the date on which such material was drafted. Any written materials placed in a personnel file shall indicate the date of such placement.

4.1.6. All derogatory materials may be removed from the employee's personnel file and destroyed after remaining in the file for a period of two (2) years at the employee's written request specifying the exact nature of the material to be removed.

4.2. EVALUATIONS:

No evaluation of any employee shall be placed in any personnel file without an opportunity for discussion between the employee and the evaluator. No evaluation shall be made based upon hearsay statements but shall be based upon the direct observation and/or reliable knowledge of the evaluator. Any negative evaluation shall include specific recommendations for improvements and provisions for assisting the employee in implementing any recommendations made. The employee shall have the right to review and respond to any derogatory evaluation in accordance with Section 4.1 above.

ARTICLE V

5. HOURS AND OVERTIME

5.1. WORKWEEK:

The workweek shall consist of five (5) consecutive days, Monday through Friday, of eight (8) hours per day and forty (40) hours per week. This Article shall 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 5.8 (Overtime).

5.2. 10-HOUR WORKDAY:

The District may establish a 10-hour-per-day, 40-hour, four consecutive day workweek for all, or certain classes of its employees, or for employees within a class when, by reason of the work location and duties actually performed by such employees, their services are not required for a workweek of five consecutive days, provided the establishment of such a workweek has the concurrence of the concerned employee, class of employees, or classes of employees as ascertained through CSEA.

5.3. WORKDAY:

The length of the workday shall be designated by the District for each classified assignment in accordance with the provisions set forth in this Agreement. Each bargaining unit employee shall be assigned a fixed, regular, and ascertainable minimum number of hours. Employees assigned to a split shift shall not have more than one (1) split, and shall be guaranteed a minimum four (4) hour day.

5.4. REDUCTION IN ASSIGNED TIME: See Article 14, 14.8

5.5. ADJUSTMENT OF ASSIGNED TIME:

Any employee in the bargaining unit who works an average of thirty (30) minutes or more per day in excess of his/her part-time assignment for a period of twenty (20) consecutive working days or more shall have his/her regular assignment adjusted upward to reflect the longer hours.

5.6. LUNCH PERIOD

All employees covered by this Agreement whose workday exceeds four (4) hours are entitled to an uninterrupted, unpaid lunch period not to exceed one hour or be less than one-half hour. Such lunch period shall be scheduled by the supervisor of the employee at or about the mid-point of each work shift. An employee required by the District to work during his/her lunch period shall receive pay or compensatory time in accordance with the terms of this Agreement for all time worked during the lunch period.

5.7. REST PERIODS:

All bargaining unit employees shall be granted rest periods which, insofar as practicable, shall be at or about the middle of each work period, at the rate of fifteen (15) minutes per three (3) uninterrupted hours worked. Rest periods are a part of the regular workday and shall be compensated at the regular rate of pay of the employee. Rest periods will be scheduled by the immediate supervisor.

5.8. OVERTIME:

Except as otherwise provided herein, all overtime hours as defined in this section shall be compensated at a rate of pay equal to time and one-half (1-1/2) the regular rate of pay of the employee for all hours.

5.8.1. If the District establishes a workday of less than eight hours but seven hours or more and a workweek of less than forty hours but thirty-five hours or more for all of its classified employees or for certain classes of classified positions, all time worked in excess of the established workday or workweek shall be deemed to be overtime. (EC 45131)

5.8.2. All hours worked beyond the workweek of five (5) consecutive days shall be compensated at the overtime rate commencing on the sixth and seventh day of work.

5.8.3. All hours worked by an employee on any holiday designated by this Agreement shall be compensated at one and one-half (1-1/2) times the regular rate of pay in addition to regular pay received for that day.

5.8.4. When a four-day workweek is established by the District, the overtime rate shall be paid for all hours worked in excess of the required workday, which shall not exceed ten (10) hours. Work performed on the fifth, sixth, and seventh days shall be compensated for at a rate equal to one and one-half (1-1/2) times the regular rate of pay of the employee designated and authorized to perform the work. (EC 45132)

5.8.5. For the purpose of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensating time off, or other paid leave of absence shall be considered as time worked by the employee.

5.9. COMPENSATORY TIME OFF:

An employee shall have the option to elect to take compensatory time off in lieu of cash compensation for overtime work. Compensatory time off shall be granted within twelve (12) calendar months from the date the overtime was earned by mutual agreement between the employee and his/her immediate supervisor. If this is not feasible, the employee shall be paid Compensatory time off at the appropriate rate of overtime in accordance with Section 5.8 of this Article.

5.10. SPLIT SHIFT DIFFERENTIAL- COMPENSATION:

All employees in the bargaining unit whose assigned shift contains a period of unpaid time, which exceeds 2.5 hours, shall be paid a shift differential premium of five percent (5%) above the regular rate of pay for all hours worked.

5.11. SHIFT DIFFERENTIAL- COMPENSATION:

5.11.1. Any full-time employee in the bargaining unit whose assigned work shift commences at 2:30 p.m. or later shall receive a paid lunch period of one-half of an hour.

5.11.2. An employee who receives thirty minutes shift differential compensation on the basis of his/her shift shall suffer no reduction in pay, including differential, when assigned temporarily for twenty (20) days or less to a day shift. When a temporary assignment exceeds twenty working days, the employee's compensation will revert to regular day shift compensation on the twenty-first (21st) working day.

5.12. OVERTIME- EQUAL DISTRIBUTION:

Overtime shall be distributed and rotated as equally as is practical among employees in the bargaining unit within each department.

5.13. MINIMUM CALL- IN AND CALLBACK TIME:

Any employee called in to work on a day when the employee is not scheduled to work or called back to work after completion of his/her regular assignment shall be compensated for at least two (2) hours of work at the appropriate rate, irrespective of the actual time less than that to be worked.

5.14. TURN DOWN WORK:

Any employee shall have the right to turn down any offer or request for overtime or callback, on-call, or call-in time.

5.15. STANDBY COMPENSATION:

Standby time shall be considered as regular hours worked and shall be compensated at the appropriate straight time or overtime rate of pay as defined in this Agreement. Standby time is defined as that time during which the employee is expected to be on call for imminent call back to duty. In no case shall this time be less than two hours or more than four hours. In the case of bus drivers, standby time will be designated by the transportation supervisor at the time of approval of the transportation request. Standby time shall not include time actually on the job.

5.16. HOURS IN PAID STATUS:

"Hours in Paid Status" is defined to include all hours worked and time during which the employee is excused from work because of holidays, sick leave, vacation, compensating time off, or other paid leaves of absence.

5.17. SUMMER/INTERCESSION ASSIGNMENTS:

When work normally and customarily performed by employees is available to be performed at times other than during the regular August-June academic year, the work shall be offered to employees in the appropriate classification(s) as provided in this section.

5.17.1. Assignment of employees not regularly so assigned to serve during a summer recess/intercession period shall be made based on qualifications. If such qualifications are equal, assignment shall be based on seniority.

5.17.2. An employee who accepts a summer/intercession assignment in accordance with the provisions of this section shall receive, on a pro-rata basis, not less than the compensation and benefits applicable to that classification during the regular academic year. No employee shall be required to accept a summer/intercession assignment that is not so regularly assigned.

5.17.3. All hours assigned to an employee for a summer/intercession assignment shall be considered "Hours in Paid Status" for the purposes of this Agreement.

5.17.4. Transportation Department extra time will be awarded to Transportation Department employees, defined as bus drivers, mechanics, dispatch and driver trainer, before van drivers or other employees and/or substitutes.

ARTICLE VI

6. PAY AND ALLOWANCES

The District and CSEA agree to the following Salary Increases:

Effective July 1, 2022, the 22-23 CSEA salary schedules shall be increased by 10% across the board.

Effective July 1, 2023, the 23-24 both CSEA salary schedules shall be increased by 5.1% across the board.

Effective July 1, 2024, the 24-25 both CSEA salary schedules shall be increased by 5.1% across the board.

6.1. REGULAR RATE OF PAY:

The regular rate of pay for each position in the bargaining unit shall be in accordance with the rates established for each class as provided for in Article 19. The regular rate of pay shall include any shift differential and/or longevity increment required to be paid under this Agreement.

6.2. PAYCHECKS:

All regular paychecks of employees in the bargaining unit shall be itemized to include all deductions and overtime. All employees in the bargaining unit shall be paid once per month payable on or before the last working day of the month in which the employee is in a paid status. If the normal pay date falls on a holiday, the paycheck shall be issued on the preceding workday.

6.3. PAYROLL ERRORS AND LOST CHECKS:

Any payroll check, which contains an error by the district resulting in insufficient payment for an employee, shall be replaced and a supplemental check issued not later than five (5) working days following notice by the employee to the payroll department. Lost checks will be replaced as soon as possible.

6.4. PROMOTION:

Any employee in the bargaining unit receiving a promotion under the provisions of this Agreement (see section 12.8 Promotion) shall be moved to the appropriate range of the new position and the step, which results in at least a five percent (5%) increase within the new range. (note: Longevity Steps are included in the Salary Schedule)

6.5. TRAVEL AND REIMBURSEMENT:

As per Administrative Regulation AR3350 (a)(b)

6.6. COMPENSATION FOR AN EMPLOYEE WORKING OUT-OF-CLASSIFICATION:

An employee of the bargaining unit may be required to perform duties inconsistent with those assigned to the position by the District for a period of more than five working days within a fifteen-calendar day period, providing that his/her salary is adjusted upward for the entire period that 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. In no event is the increase in salary for this period to be less than five percent (5%) of the normal salary of the employee. Assignments of this nature are to be made only in emergency situations by the immediate supervisor of the employee, with the authorization of the superintendent.

6.7. COMPENSATION DURING REQUIRED TRAINING/INSERVICE PERIODS:

An employee who is required to attend training/in-service sessions or otherwise engaged in training of any kind in order to continue his/her employment in a position shall receive compensation as follows:

6.7.1.If training occurs during regularly assigned working hours, he/she shall receive his/her regular salary.

6.7.2.When the training occurs at times other than the employee's regular working hours, the employee will be paid at the appropriate rate of pay as defined in this Agreement.

6.7.3.Costs incurred under a mandated training program for employee transportation, registration fees, and supplies are paid for by the District.

6.8. MEALS AND LODGING:

As per Administrative Regulation (AR) 3350 (a) and 3350 (b)

ARTICLE VII

7. EMPLOYEE EXPENSES AND MATERIALS

7.1. UNIFORMS:

The District shall pay the full cost of the purchase, lease, rental, cleaning and maintenance of uniforms, equipment, identification badges, and cards required by the District to be worn or used by all bargaining unit employees.

7.2. TOOLS:

The District agrees to provide all tools, equipment, and supplies reasonably necessary to the bargaining unit employees for performance of employment duties.

7.3. SAFETY EQUIPMENT:

Should the employment duties of an employee in the bargaining unit reasonably require use of any equipment or gear to ensure the safety of the employee or others, the District agrees to furnish such equipment or gear.

7.4. PHYSICAL EXAMINATIONS:

The District agrees to provide the full cost of a medical examination required by the District or by State Law as a condition of continued employment.

7.5. EYEGLASSES REPLACEMENT:

The District shall pay for the replacement of any employee's prescription glasses, which are broken as the result of job-related activity during hours in paid service.

ARTICLE VIII

8. HOLIDAYS

8.1. SCHEDULED HOLIDAYS:

The District agrees to provide all employees with the following paid holidays during the term of this Agreement, in accordance with Section 8.6 of this Article:

(Date in parenthesis is day holiday is observed.) Dates will be adjusted yearly based upon the school year calendar.

- | | |
|---|---|
| 1. Independence Day | 10. New Year's Day |
| 2. Labor Day | 11. Martin Luther King, Jr. Day |
| 3. Veterans' Day | 12. Lincoln Day |
| 4. Thanksgiving Day | 13. Presidents' Day |
| 5. Friday after Thanksgiving | 14. Frog jump Thursday * (In lieu of Admission Day) |
| 6. Christmas Eve | 15. Frog Jump Friday * |
| 7. Christmas Day | 16. Memorial Day |
| 8. Day After Christmas | 17. Juneteenth – June 19th |
| 9. New Year's Eve (1/2 Day; Full day for 260-day employees) | |

*Holiday only if school is not in session. If school is in session, floating holiday will be awarded.

8.1.1. If holiday dates listed above are changed, holidays will occur on the changed date.

8.2. ADDITIONAL HOLIDAYS:

Every day declared by the President or Governor of California as a public fast, mourning, Thanksgiving, or holiday and which provides for the closing of the public schools in California, or any day declared a holiday by the Governing Board under Education Code Section 37222, 37221, or 1318 or their successors shall be a paid holiday for all employees in the bargaining unit.

8.3. HOLIDAYS ON SATURDAY OR SUNDAY:

When a holiday falls on a Saturday, the preceding workday not a holiday shall be deemed that holiday. When a holiday falls on a Sunday, the following workday not a holiday shall be deemed that holiday.

8.4. HOLIDAYS FOR EMPLOYEES WORKING 10-HOUR DAYS:

Working days for employees who work ten-hour days shall be consecutive. Holidays that occur within the employee's workweek, and the employee does not perform work, shall be paid at ten hours. Holidays that are not part of the employee's workweek and are not worked shall be paid at eight hours. The same would apply if an employee only works one day per week at ten hours per day. If work is performed on a holiday, the provisions of 5.8.3 of the Collective Bargaining Agreement would apply.

8.5. TEACHER TRAINING DAYS:

Any day granted as a teacher training day, teacher institute or in-service training day by whatever name for whatever purpose on any school day during which pupils would otherwise have been in attendance is a regular work day for all classified employees as part of the bargaining unit.

8.6. HOLIDAY ELIGIBILITY:

Except as otherwise provided in this Article, an employee must be in a paid status on the working day immediately preceding or succeeding the holiday to be paid for the holiday.

8.6.1. Employees in the bargaining unit who are not normally assigned to duty during the school holidays of December 24, December 25, December 26, December 31 (1/2 day) or January 1 shall be paid for those holidays provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.

ARTICLE IX

9. VACATIONS

9.1. ELIGIBILITY:

All employees shall earn vacation time with full pay under this Article. Vacation benefits are earned on a fiscal year basis, July 1 to June 30.

9.2. PAID VACATION:

Except as otherwise provided in this Article, paid vacation shall be granted no later than the fiscal year immediately following the fiscal year in which it is earned. The employee may be granted paid vacation during the fiscal year even though the vacation has not been earned at the time it is taken.

9.3. ACCUMULATION:

Vacation time shall be earned and accumulated on a monthly basis in accordance with the schedule listed in Appendix "B."

9.4. VACATION CARRY-OVER:

If, for any reason, an employee is not able to take all or any part of his/her annual vacation, the amount not taken shall, at the option of the District, be accumulated for use not later than the end of the following fiscal year or be paid for in cash.

9.5. VACATION PAY UPON TERMINATION:

When an employee 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 termination. Earned vacation shall not become a vested right until completion of the initial six months of employment. If an employee is terminated and had been granted vacation, which was not yet earned at the time of termination of his/her services, the District shall deduct from the employee's severance check the full amount of salary which was paid for such unearned days of vacation taken.

9.6. VACATION POSTPONEMENT:

If an employee'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 employee 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 request to receive compensation for all vacation earned and accumulated during the fiscal year.

9.7. INTERRUPTION OF VACATION:

An employee shall be permitted to interrupt or terminate vacation leave in order to begin another type of paid leave provided the employee supplies notice and supporting information regarding the basis for such interruption or termination to the District.

9.8. HOLIDAYS DURING VACATION:

When a holiday falls during the scheduled vacation of any employee, such employee shall be granted an additional day's vacation and pay for each holiday falling within that period.

9.9. VACATION SCHEDULING:

Vacations shall be scheduled at times requested by employees and agreed upon by the supervisor when coverage is available or workload can be limited to offer coverage. Vacation requests shall be submitted for approval no later than one week prior to the anticipated vacation, and the District shall respond to the request within 72 hours. If there is any conflict between employees who are working on the same or similar operations as to when vacations shall be taken, the employee with the greatest seniority shall be given his/her preference on the initial screening.

ARTICLE X

10. SICK LEAVE

10.1. SICK LEAVES:

10.1.1. An employee shall be granted one day per month of employment for leave of absence for illness, quarantine, 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. An employee who is employed for less than a full fiscal year of service is entitled to that proportion of twelve (12) days leave of absence for illness, quarantine, or injury as the number of months he/she is employed bears to twelve. (Example: a 12-month employee gets 12 days [260 days], an 11-month employee gets 11 days [196-259], and a 10-month employee gets 10 days [0-195]).

10.1.2. At the beginning of each fiscal year, the full amount of sick leave granted under this section shall be credited to each employee. Credit for sick leave need not be accrued prior to taking such leave and such leave may be taken at any time during the year. However, a new employee of the District shall not be eligible to take more than six (6) days until the first day of calendar month after completion of six(6) months of service with the District. Employees who terminate their employment with the District and have used more sick leave than they have accrued at time of termination shall have those extra unearned days deducted from their final check.

10.1.3. Pregnancy shall be treated as an illness for the purposes of sick leave during the period of disability in accordance with District Policy.

10.1.4.If an employee does not take the full amount of leave allowed in any year under this section, the amount not taken shall be accumulated from year to year.

10.1.5.At the request of an employee filing a request for retirement, the District shall certify the amount of unused sick leave to CalPERS for conversion to additional service credit as provided by CalPERS rules and regulations.

10.2. ENTITLEMENT TO OTHER SICK LEAVE:

Each employee shall once a year be credited with a total of 100 working days of paid sick leave, including days to which he/she is entitled under Section 10.1 of this Article. Such days of paid sick leave, in addition to those required by Section 10.2, shall be compensated at fifty percent (50%) of the employee's regular salary. The paid sick leave provided for under this section shall be exclusive of any other paid leave, holidays, vacation, or compensating time to which the employee may be entitled. Such leave will not be accumulated from year to year.

10.3. ADDITIONAL LEAVE FOR NONINDUSTRIAL ACCIDENT OR ILLNESS:

An employee who has exhausted all entitlement to sick leave, compensatory overtime, vacation, or other available paid leave may be granted additional leave as provided in Education Code Section 45195, or its successor.

10.4. INDUSTRIAL ACCIDENT AND ILLNESS LEAVE:

In addition to any other benefits that an employee may be entitled to under the Worker's Compensation Laws of this state, employees shall be entitled to the following benefits:

10.4.1.An employee suffering any 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) working days in any one 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 employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred. Probationary employees must satisfy their probationary period to qualify for the 60-day industrial leave benefit.

10.4.2.Payment for wages lost on any day shall not, when added to an award granted the employee under the Worker's Compensation laws of this state, exceed the normal wage for that day.

10.4.3.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, an employee is still receiving temporary disability payments under the Worker's 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 Worker's Compensation award provides for a day's pay at the regular rate of pay.

10.4.4. Any time an employee on Industrial Accident or Illness leave is able to return to work, he/she shall be reinstated in his/her position without loss of pay or benefits.

10.5. PERSONAL NECESSITY LEAVE:

Up to seven (7) days of absence earned for sick leave under Section 10.1 of this Article may be used by the employee at his/her election, in cases of personal necessity, on the following basis.

10.5.1. The death of a member of the employee's immediate family, as defined in section 10.6 of this Article, when additional leave is required beyond that provided in Section 10.6.

10.5.2. As a result of an accident or illness involving an employee's person or property or the person or property of his/her immediate family, as defined in section 10.6.

10.5.3. When resulting from an appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena, or any order from a court.

10.5.4. Business transactions which require the presence of the employee. The employee must furnish evidence or certify that the transactions could not be dealt with during off-duty hours.

10.5.5. An employee who is adopting a child shall be entitled to a leave for the purpose of adoption.

10.5.6. Upon approval of the site or department administrator or the Director of Personnel and/or the Superintendent, a personal leave of absence shall be granted for attendance for funerals of close friends or family members; a child's graduation ceremonies; and a child's wedding. Under no circumstances shall such leave be available for purposes of personal convenience, for the extension of a holiday or a vacation period, for recreational activities, for other occupational purposes, or for matters that can be taken care of outside of work hours. Any employee requesting leave under this section that has no available sick leave will be required to use vacation or compensatory time.

10.5.7. When possible, employees will provide three (3) days written notice to their immediate supervisor for the approval of, up to, (2) days of personal necessity leave to attend to matters not specifically listed above. No reason for these days needs to be provided to bargaining unit members' supervisor. However, no such leave shall be granted for the extension of a holiday or vacation. These days shall exclude concerted union activities.

10.6. BEREAVEMENT LEAVE:

Employees shall be granted a leave with full pay in the event of the death of any member of the immediate family. The leave shall be granted for up to five (5) working days. The immediate family is defined as husband, wife, mother, father, sister, brother, son, daughter, mother-in-law, father-in-law, grandfather, grandmother, aunt and uncle, niece and nephew, son-in-law, daughter-in-law, grandchild, foster parent, stepparent, stepson, stepdaughter, foster son, foster daughter, brother-in-law, sister-in-law or any relative of either spouse living in the immediate household of the employee.

10.7. JURY DUTY:

An employee shall be entitled to leave without loss of pay for any time the employee is required to perform jury duty. The employee reimburses the District the amount received for performance of jury duty. Any meals, mileage, and/or parking allowance provided to the employee for jury duty shall not be considered in the amount received for jury duty. The employee shall provide the District with a Court Attendance form for each day required to be at court.

10.8. MILITARY LEAVE:

An employee shall be entitled to any military leave provided by law and shall retain all rights and privileges granted by law arising out of the exercise of military leave.

10.9. FAMILY CARE and MEDICAL LEAVE:

The District shall provide a unit member, upon request, Family Care and Medical Leave in accordance with this article.

10.9.1. Eligibility

10.9.1.1. Unit members are eligible for leave under this Article as provided by law.

10.9.1.2. Leave under this Article shall be granted upon request of a unit member whenever in the judgment of the unit member she/he needs leave because of the unit member's health condition of a member of the unit member's family, the birth of a child of the unit member, or placement of a child with a unit member in connection with adoption of foster care of the child by the unit members.

10.9.1.3. As used in this Article, "family" includes all persons listed in Article 10.9.1.2 of the agreement.

10.9.1.4. A unit member's eligibility for leave under this Article shall not be affected by entitlement, or lack thereof, of another member of the unit member's family to any leave benefit under any statute or any employment.

10.9.1.5. A unit member eligible for leave under this Article may substitute therefore any accrued leave, paid or unpaid, under this Agreement.

10.9.2. Duration

10.9.2.1. Leave under this Article may be used intermittently as allowable by statute.

10.9.3. Benefits

10.9.3.1. Leave under this Article shall entitle the unit member to all economic benefits of employment, except for salary, on the same basis as if the unit member were not on leave.

10.9.3.2. Leave under this Article shall entitle the unit member to continued accrual of all "service relate" rights of employment, including, without limitation, seniority, salary advancement, reemployment, and participation in optional benefit programs such as early retirement.

10.9.3.3. Leave under this Article shall run consecutive to, not concurrent with, other leave available to the unit member.

10.9.4. Return to Work

10.9.4.1. Leave under this Article shall terminate whenever the unit member returns to continuous active service following notice as provided below.

10.9.4.2. A unit member returning from leave under this Article shall be reinstated immediately to the classification and FTE, held by the unit member at the commencement of the leave.

10.9.4.3. A unit member who while on leave under this Article gives notice of resignation or retirement, shall be deemed to have resigned or retired, as appropriate, on the next workday following expiration of the leave.

10.9.5. Procedures

10.9.5.1. Leave under this Article shall commence on the date indicated by the unit member in the leave notice provided by the unit member to the HR department. As a courtesy the member is encouraged to inform their immediate supervisor.

10.9.5.2. The leave notice shall specify; Leave will be taken pursuant to the Article, the date the leave commences, the anticipated pattern of leave use if the unit member will not be absent continuously, whether the unit member will substitute other paid leave for leave under this Article and if so, how much paid leave, and the

anticipated date of return to continuous active service, if known to the unit member.

10.9.5.3. Leave under this Article shall terminate on the next working day following the date indicated by the unit member in the return notice provided by the unit member to the HR department. As a courtesy, the member is encouraged to also inform their immediate supervisor.

10.9.5.4. The return notice shall specify; That the unit member is on leave pursuant to this Article, that the unit member will return to continuous active service.

10.9.5.5. Delivery of a leave or return notice shall be by via email, certified mail, or hand delivered and time stamped to the HR department of the unit member's absence form or return to continuous active service. As a courtesy the member is encouraged to inform their immediate supervisor.

10.9.5.6. If a unit member on leave under this Article determines to resign or retire without returning to continuous active service, the unit member shall provide written notice of such determination to the District, designating the last day of employment. Leave under this Article shall terminate without further notice to the District on the next workday following the day designated by the unit member as the last day of employment.

10.9.5.7. A unit member who, while on leave under this Article, provides written notice of determination to resign or retire, may rescind resignation or retirement within thirty (30) days of submission.

10.9.6. Relationship to other Benefits

10.9.6.1. Leave under this Agreement is in addition to and supplements all other benefits accorded a unit member or any member of his/her family under this Agreement, or under any statute, or under any other employment.

10.9.7. FAMILY CARE LEAVE: Under the California Family Rights Act of 1993 (CFRA) any eligible employee who has more than twelve (12) months of district service and has worked at least 1,250 hours within a 12-month period before the requested date of the leave, may request a leave. Provisions of the leave will be in accordance with current Board Policy 4261.8 and AR 4261.8 (a)-(g). (District Policies are available for review from your CSEA representative, immediate supervisor, and District Website or Personnel.)

10.9.8. PARENTAL LEAVE – CARING, BONDING, ADOPTION, FOSTER: Employees are entitled to 12 weeks of parental leave for the purpose of caring,

bonding, of a newborn or the placement of a child with the employee in connection with adoption or foster care. Employees who wish to use Parental Leave must first exhaust his/her accrued sick leave before using differential pay found in Section 10.2. This leave is available to both full and part time employees who have completed 12 months of employment with the District. This leave runs concurrently with both CFRA and FMLA leaves. Although CFRA and FMLA have a requirement that the employee must work 1,250 hours in the previous 12 months to be eligible for paid Parental Leave, the provisions in Education Code 45196.1 eliminate this requirement. Co-parenting employees in the District are eligible for the 12 weeks of paid parental leave each.

10.10. GENERAL PROVISIONS GOVERNING LEAVES:

- 10.10.1. No absence under any paid leave provisions of this Article shall be considered as a break in service for any employee who is in paid status, and all benefits accruing under the provisions of this Agreement shall continue to accrue under such absence.
- 10.10.2. The time during which an employee is on involuntary unpaid leave for job-related illness or injury shall be counted for seniority purposes.

10.11. SCHOOL CLOSURES LEAVE

For less than twelve-month employees no unit member shall lose compensation or accrued leave due to a natural disaster or administrative decision to close schools. In the event of school closure, unless specified in the closure announcement, unit members are expected, when possible to check in with site supervisors to discuss if reporting is advised and safe. A school closure due to situations beyond the District's control will trigger the use of the "school closure" dates as applicable, designated in the school calendar.

For twelve-month employees school closures due to natural disaster or administrative decision to close schools, unless specified in the closure announcement, are expected, when possible, to check in with site supervisors to discuss if reporting is advised and safe. A school closure that prohibits the administration from operations due to situations beyond the District's control will trigger the use of the "school closure" leave bank or optional use of Vacation, Personal Necessity, or Sick Leave.

Twelve-month unit members may contribute sick leave to a school closure leave bank for use during school closure days, form is in Appendix J. CUSD will match the unit member's contributions as a one-time contribution one day for one day up to a maximum of five days (total in leave bank of ten days). Any remaining School Closure leave balance will roll over year to year but there will be no matching District contribution beyond the five (5) days. District contributed School Closure leave can only be used for compensation for days of school closure. School closure dates beyond the maximum ten days allowed in the unit member's leave bank will be negotiated with the bargaining unit. Unit members who do not participate in the school closure leave bank may use Vacation, Personal Necessity, or Sick Leave, for the days, or may be docked for days/hours in the case they do not report to work, or participate in the school closure leave bank.

In order to contribute to the School Closure, leave bank an employee shall not reduce their sick leave account less than 10 days.

The District shall reimburse each employees' School Closure Leave bank for days used by employees with the guidelines of this section for school closure but reimbursed to the District by the State of California.

Upon notice to the District of impending retirement, or other separation from the District, the Sick Leave contributed to the School Closure Leave Bank shall be returned to each employee's sick leave account.

ARTICLE XI

11. DISTRIBUTION OF JOB INFORMATION

11.1. DISTRIBUTION OF JOB INFORMATION:

Upon initial employment and each change in classification, each affected employee in the bargaining unit shall receive a copy of the applicable job description, a specification of the monthly and hourly rates applicable to his/her position, a statement of the employee's regular work site, regularly assigned work shift, the hours per day, days per week, and months per year. One copy shall be retained by the employee and the other copy shall be signed and dated by the employee and returned to his/her supervisor.

ARTICLE XII

12. TRANSFERS AND VACANCIES

12.1. CONSIDERATION:

Employees in the bargaining unit shall be given first and prime consideration in filling any new position which is created or any existing position which becomes vacant, according to the provisions of this Article, after the announcement of the position being opened.

12.2. DEFINITION OF TRANSFER:

The definition of transfer is a reassignment from one position in a classification within the District to another position in the same classification or different classification with the District.

12.3. VOLUNTARY AND INVOLUNTARY TRANSFER:

A voluntary transfer is a transfer initiated by the employee, by filing with his/her immediate supervisor and the District Superintendent. An involuntary transfer is one initiated by the District for disciplinary reasons or lack of work or lack of funds. A vacancy to which an employee is being involuntarily transferred shall not be advertised as a vacancy open for voluntary transfer.

12.4. POSTING OF NOTICE:

Notice of all job vacancies shall be posted on bulletin boards in prominent locations at each District job site. The job vacancy notice shall remain posted for a period of at least ten (10) calendar days prior to the deadline for filing to fill the vacancy. Any employee on layoff on the date the position is posted shall be mailed a copy of the Notice by First Class Mail within twenty-four (24) hours of that date.

12.5. NOTICE CONTENTS:

The job vacancy notice shall include: the job title, a brief description of the position and duties, the minimum qualifications required for the position, the assigned job site, the number of hours per day, regularly assigned work shift times, days per week, and months per year assigned to the position, the salary range, and the deadline for filing to fill the vacancy.

12.6. FILING:

Any employee may file for the vacancy by submitting written notice to the District within the filing period. Any employee absent for any reason may authorize CSEA in writing to file on the employee's behalf.

12.7. LATERAL TRANSFERS:

A lateral transfer is defined as a movement from one position in a classification to another position in the same classification with the District. When a new position is created or an existing position becomes vacant, the District shall first offer the opportunity to transfer to qualified bargaining unit employee(s) serving in the same class in the District by posting the vacancy as outlined in sections 12.4 and 12.5 of this Article. If more than one employee wishes to be transferred to a particular vacancy, the employee with the greatest seniority shall be transferred. In the event that two (2) or more employees have identical seniority, the employee to fill the position shall be selected by lot. For the purposes of this Section, "Qualified" is intended to mean that the employee received a rating of "satisfactory" on his/her latest overall evaluation and is able to perform regularly all of the terms, conditions, and hours of the new position.

12.8. PROMOTION

The definition of promotion is reassignment from a position in one classification to a position in another classification in a higher range. An employee who files for the vacancy during the posting period and meets the minimum qualifications shall be considered for the position in accordance with District policy. In the event that more than one qualified unit member is being considered for the position, and all qualifications are relatively equal, seniority will become the determining factor. Probationary period must be served in the new position.

12.9. MEDICAL TRANSFERS:

The District may give alternate work when same is available to an employee who is qualified to do the work, and who has become medically unable to satisfactorily perform his/her regular job class duties. The alternate work may constitute promotion, lateral transfer to a related class, and, with the employee's permission, demotion. Justification for medical transfer must be verified by a statement from the employee's doctor. When the employee takes a new position, a probationary period must be served in the new position.

12.10. MILEAGE COMPENSATION DURING TEMPORARY ASSIGNMENTS:

The District shall provide transportation or compensate any employee, at the regular mileage reimbursement rate, who is assigned to a temporary work site which exceeds his/her normal home to regular work site mileage by five (5) miles or more.

ARTICLE XIII

13. CLASSIFICATON AND RECLASSIFICATION

13.1. PLACEMENT IN CLASS:

Every bargaining unit position shall be placed in a class.

13.2. CLASSIFICATION REQUIREMENT:

Position reclassification shall be subject to mutual written agreement between the District and CSEA. Either party may propose a reclassification at any time during the life of this Agreement for any position. When the District proposes any change in a class/classification, CSEA will be notified prior to any adjustment/change.

13.3. NEW POSITIONS OR CLASSES OF POSITIONS:

All newly created positions or classes of positions, unless specifically exempted by law, shall be assigned to the bargaining unit if the job descriptions describe duties by employees in the bargaining unit which, by nature, should reasonably be assigned to the bargaining unit.

13.3.1.1. The District will attempt every reasonable effort to combine vacant part-time positions into full-time positions whenever feasible. However, the District will be under no obligation to do so if it is not in the best interest of students or fiscally prudent.

13.3.1.2. The District values CSEA input in the interview process and desires CSEA representation in interview panels for positions and will notify the CSEA Chapter President of interviews.

13.4. INCUMBENT RIGHTS:

When a position(s) or class of positions is reclassified, the incumbents in the positions shall be entitled to serve in the new positions.

ARTICLE XIV

14. LAYOFF AND RE-EMPLOYMENT

14.1. REASON FOR LAYOFF:

Layoff shall occur for lack of work or lack of funds.

14.2. NOTICE OF LAYOFF:

14.2.1. The District shall layoff unit members in accordance with Education Code 45117.

14.2.2. If, because of lack of work or lack of funds, employees will be subject to layoff, affected employees shall be given notice of layoff prior to March 15 of each year, and they shall be informed of their displacement rights, if any, and re-employment rights. Any notice of layoffs shall specify the reason for layoff and identify by name and classification and work site the employees designated for layoff. The final notice of layoff will be provided unit members no later than May 15 each year. The District shall notify CSEA and shall meet with them, at CSEA's request to negotiate the impacts and effects of the proposed layoffs. Failure to give proper written notice under the provisions of this section shall invalidate the layoff.

14.3. ORDER OF LAYOFF:

Any layoff shall be administered within a class. The order of layoff shall be based on seniority within that class and higher classes, throughout the District, in which the employee has served. An employee with the least seniority shall be laid off first. Seniority shall be based on the date of hire in each classification.

14.4. BUMPING RIGHTS:

An employee laid off from his/her present class may bump into the next equal or lower class in which the employee has greater seniority, as defined in section 14.3 of this Article. The employee may continue to bump into such equal or lower classes to avoid layoff.

14.5. LAYOFF IN LIEU OF BUMPING:

An employee who elects a layoff in lieu of bumping maintains his/her re-employment rights under this Agreement.

14.6. EQUAL SENIORITY:

If two (2) or more employees subject to layoff have equal class seniority, the determination as to who shall be laid off will be made on the basis of the greater hire date seniority, and if that be equal, the determination shall be made by lot.

14.7. RE-EMPLOYMENT RIGHTS:

Laid off persons are eligible for re-employment in the class from which laid off for a thirty- nine (39) month period and shall be offered re-employment in the reverse order of layoff. Their re-employment shall take precedence over any other type of employment in their class, and positions in their class shall not become vacant for purposes of Article 12 (Transfers and Vacancies). In addition, they shall have the right to apply for promotional positions and vacancies within the filing period specified in the Transfers and Vacancies Article of this Agreement, and use their seniority therein for a period of thirty-nine (39) months following layoff. An employee on a re-employment list shall be notified of promotional and vacancy opportunities in accordance with the provisions of Article 11 and 12 of this Agreement.

14.8. REDUCTION IN HOURS:

The District decision, and impacts and effects of the decision, upon the bargaining unit, to reduce in assigned time any bargaining unit member's hours, days, or months per year, must be fully negotiated with CSEA prior to implementation.

14.9. VOLUNTARY DEMOTION OR VOLUNTARY REDUCTION IN HOURS:

An employee has a right to his regularly assigned time, and shall not have it involuntarily reduced. Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be, at the employee's option, returned to a position in their former class to present/former positions with increased assigned time as vacancies become available, for a period of five (5) years and three (3) months, except that they shall be ranked in accordance with their seniority on any valid re-employment list.

14.10. RETIREMENT IN LIEU OF LAYOFF:

Any employee who was subject to being, or was in fact, laid off and who is qualified for and who elected service retirement from the Public Employees' Retirement System shall be placed on an appropriate re-employment list. The District shall notify the Board of Administration of the Public Employees' Retirement System of the fact that retirement was due to layoff. If he/she is subsequently subject to re-employment and accepts, in writing, the appropriate vacant position, the District shall maintain the vacancy, but may fill it on a temporary basis until the Board of Administration of the Public Employees' Retirement System has properly processed his/her request for reinstatement from retirement.

14.11. SENIORITY ROSTER:

The District shall maintain an updated seniority roster, indicating employee's class seniority and hire date seniority. Such rosters shall be provided to CSEA, (no later than November 1, each year.)

14.12. NOTIFICATION OF RE-EMPLOYMENT OPENING:

Any employee who is laid off and is subsequently eligible for re-employment shall be notified in writing by the District. Such notice shall be sent, to the last known email provided by employee to the District by the employee and a copy shall be sent to the email address of the CSEA Chapter President/Designee. The email sent to the affected employee will contain a Reply Request Confirming receipt. In the event the District does not receive a confirmation that the email was read, the District shall make every effort to contact the employee at their last known mailing address and phone number.

14.12.1. An employee shall send notification to the District of his/her intent to accept or refuse re-employment within ten (10) working days from the date of the re-employment notice. An employee given an offer of reemployment need not accept the re-employment to maintain the employee's eligibility of the re-employment list, provided the employee sends notification to the District of refusal of re-employment within ten (10) working days from the employee's actual receipt of the re-employment notice. If the employee accepts re-employment, he/she must be willing to report to work within ten (10) working days following notification to the District of his/her acceptance. If the employee accepts re-employment but fails to report to work within the ten (10) working days following notification except in cases of illness or emergencies, the employee will be removed from the re-employment list.

14.13. RE-EMPLOYMENT IN HIGHEST CLASS:

Employees shall be re-employed in the highest rated job classification available in accordance with their class seniority. Any employee who accepts a position lower than his/her highest former class, or in an equal but different class or classes, shall retain his/her original sixty-three (63) months rights to the higher paid position.

ARTICLE XV

15. HEALTH AND WELFARE BENEFITS

15.1. EMPLOYEES AND DEPENDENT INSURANCE COVERAGE:

The Board shall provide all classified employees and their eligible dependents a medical/hospital plan equal to Blue Cross Prudent Buyer I. Upon ratification of the 2019- 2022 Successor agreement and no later than February 1, 2022, the District share of costs for this plan shall be \$825 per month for each qualified employee. Bargaining unit members who are eligible for the full District-paid medical cap and participate in medical benefits will receive the difference between the member's contribution and the District-paid cap, not to exceed the District-paid cap.

In addition, the Board shall provide all classified employees a vision and dental care program. The District will pay the full cost of Dental and Vision, for eligible employees (Employee Only, Employee +1, Family), beginning at time of ratification. Once ratification by the Parties has been completed the District will contact California's Valued Trust, "CVT" to request an open enrollment period. Unit members may enroll their dependent(s) in the Dental and Vision plans during this open enrollment period.

CSEA unit members who work an 8-hour workday are mandated to participate in health benefits and will receive 100% of the District-paid cap. Participation is optional for unit members who work 5.1 to 7.9 hours per day with 100% of the District-paid cap. Four to five hour employees are benefit-eligible at 50% of the District-paid cap. In effect, all CSEA members participate as follows:

0 - 3.9 hours	None
4 - 5 hours	50% of benefit cap
5.1 - 7.9 hours	Optional participation with 100% of benefit cap
8.0 hours	Mandatory participation with 100% of benefit cap

The Association shall choose the carrier for purchase of said benefits. The District shall send the members' contributions and the District's contributions to this carrier for purchase of the benefits.

15.1.1. Long Term Disability for Illness or Accidental Death and Dismemberment Insurance for employees working four (4) hours or more per day.

15.1.2. Level term life insurance (\$20,000.00) for regular employees working four (4) hours or more per day.

15.2. ELIGIBILITY:

All employees who work in the bargaining unit shall be eligible for the programs provided in Section 15.1 of this Article in accordance with the terms stated in this Article. Employees shall be enrolled in insurance programs on the first day of the month following fulfillment of the eligibility requirement.

15.3. CONTINUATION - DISABILITY:

The District agrees to continue payments for all benefit programs provided for in Sections 15.1 and 15.3 of this Article during the absence of any employee in the bargaining unit who is on unpaid disability leave for a period not to exceed twelve (12) months.

15.4. BENEFIT PLAN CONTINUATION UPON RETIREMENT:

The District agrees to provide **unit employees who retire after ratification of this agreement** the opportunity to participate in the health insurance plan provided for retired employees with District contribution of costs based upon the following formula:

Years of District Service	Percent Paid by District
15	25
16	35
17	45
18	55
19	65
20	75
21	80
22	85
23	90
24	95
25	100

The District contribution will not be available for employees retiring before the age of fifty-five and will cease when the retired employee reaches age sixty-five. In order to receive benefits, the retired employee must be also receiving benefits under the Public Employees Retirement System. Retired employees with less than fifteen years of service in the district will be able to participate in the retired employees' health insurance program at their own expense.

Retired employees can opt for the minimum available benefit package and will be paid, in cash, 50% of the premium savings between the minimum available plan being opted into and the plan the employee would have otherwise received at the conclusion of the annual retiree health savings option year (fiscal year). The retired employee must provide notification to the District by July 1 for the ensuing year of their intent to participate in this option. The decision to elect for the annual option must be made each year and does not trigger future year buyouts automatically. Retirees will have the opportunity to opt out of the annual retiree health savings option year in the event of a bonafide qualifying event.

15.5. INSURANCE CARRIER CONTRACTS:

Copies of official contracts between the District and insurance carriers providing fringe benefits as outlined in 15.1 will be provided CSEA by the District.

ARTICLE XVI

16. DISCIPLINARY ACTION

16.1. EXCLUSIVE PROCEDURE:

Discipline shall be imposed upon employees pursuant to this Article, in accordance with the concept of “progressive discipline” counseling and an opportunity for improvement shall typically precede disciplinary action.

16.1.1. The unit member will first receive a verbal warning which will include a description of the alleged misconduct and a description of the steps the bargaining unit member must take to avoid disciplinary action. Unit members will be given the (10) working days to improve their conduct before any further steps are taken, except in cases involving gross misconduct or other circumstances deemed appropriate by the District.

16.1.2. The unit member may receive a written warning which includes a description of the alleged misconduct and a description of the steps the bargaining unit member must take to avoid disciplinary action.

16.1.3. The unit member may be subject to disciplinary action.

16.2. DISCIPLINARY PROCEDURE:

16.2.1. Discipline shall be imposed upon employees only for just cause. Disciplinary action is deemed to be any action which deprives any employee of any classification or any incident of classification or employment and includes dismissal, demotion, suspension, reduction in hours or class, or reassignment without the employee's voluntary consent, except for a layoff for lack of work or lack of funds.

16.2.2. No permanent classified employee shall be subject to disciplinary action until he/she has received a Notice of Disciplinary Action, and until he/she has had an opportunity to respond to the charges presented in the Notice at a hearing conducted by a hearing officer from the State Office of Administrative Hearings or by the Board of Trustees, as determined at the sole discretion of the Board of Trustees.

16.2.3. A Notice of Disciplinary Action shall contain a statement in ordinary and concise language of: (1) the specific charges against the employee which shall include times, dates, and locations of chargeable actions and/or omissions, (2) the penalty proposed, and (3) a statement of the employee's rights to a hearing to dispute the charges and/or the proposed penalty. The Notice of Disciplinary Action shall be made in writing and served in person or by registered mail upon the employee. A copy of any Notice of Disciplinary Action shall be delivered to CSEA within twenty- four (24) hours after service on the employee. If it is claimed that an employee has violated a rule or regulation of the District,

such rule or regulation shall be set forth in said notice, but must be supported by specific charges. A proceeding may be brought by, or on the behalf of, the employee to restrain any further proceedings under any Notice of Disciplinary Action in violation of Education Code Section 45116 or its successor.

16.2.4. If there is a clear and present danger to the health, safety, and well-being of fellow employees and students, an employee may be suspended with pay pending a hearing.

16.2.5. The District shall not initiate any disciplinary action for any cause alleged to have arisen prior to the employee's becoming permanent nor for any cause alleged to have arisen more than two (2) years preceding the filing of the Notice of Disciplinary Action by the District unless such cause was concealed or not disclosed by such employee when it could be reasonably assumed that the employee should have disclosed the facts to the District.

16.2.6. Disciplinary cases shall be handled as follows:

16.2.6.1. The employee shall be informed, through a Notice of Disciplinary action, that charges are being filed against him/her.

16.2.6.2. Accompanying the Notice of Disciplinary Action shall be a written statement outlining his/her rights to a hearing on such charges, and the time within which such a hearing may be requested, which shall be within ten (10) days after service of the Notice on the employee.

16.2.6.3. A card or paper must accompany the Notice of Disciplinary Action, the signing and filing of which shall constitute a demand for a hearing and a denial of all charges.

16.2.6.4. The burden of proof shall remain with the District, and any rule or regulation to the contrary shall be void.

16.2.6.5. If the employee does not respond and request a hearing within the ten (10) days after receipt of the Notice of Disciplinary Action, the recommendation of the Superintendent in the Notice shall be acted upon by the Board of Trustees. The decision of the Board shall be final.

16.2.6.6. Upon receipt of an appeal from the employee, the District shall order a hearing before a hearing officer or the Board of Trustees and, within thirty (30) days after receipt of the appeal, shall permit the hearing where the hearing officer of the Board shall render judgment to affirm, modify or revoke the proposed disciplinary action recommended by the superintendent. Following notice of

a request for a hearing, the District must notify the employee within ten (10) days as to the date on which the hearing will be held and whether the Board or a hearing officer will conduct the hearing. In any event, the employee must be given at least ten (10) days after notification of the hearing date to prepare for such hearing. The employee shall have the right to appear in person on his/her behalf, with counsel, or with representation as he/she considers necessary, and be heard in his/her defense.

16.2.6.7. All hearings shall be held in Executive Session, unless the appealing employee requests an open hearing in his/her written appeal.

16.2.6.8. If the appeal of the employee is sustained, the hearing officer or Board shall order immediate dismissal of all charges, and if the employee has been suspended with pay, order the immediate reinstatement of the employee.

ARTICLE XVII

17. GRIEVANCE PROCEDURE

17.1. DEFINITION:

A grievance is defined as any complaint of an employee, employees, or CSEA involving the interpretation, application, or alleged violation of this Agreement.

17.2. PROCEDURE:

Grievances shall be handled in the following manner:

17.2.1. STEP ONE:

A grievant may present directly or through his/her CSEA representative, his/her grievance to his/her immediate supervisor. The grievance shall be submitted orally within twenty (20) working days after a complainant knew, or by reasonable diligence could have known, of the condition upon which the grievance is based. If the grievance is not satisfactorily resolved, informally, within ten (10) working days, the grievance may proceed to Step Two.

17.2.2. STEP TWO:

A grievant may present directly or through his/her CSEA representative, his/her grievance to his/her CSEA representative, his/her grievance to his/her immediate supervisor in writing, on form provided. The immediate supervisor shall respond in writing to the grievance within ten (10) working days, the grievance may proceed to Step Three. (See Appendix "G")

17.2.3. STEP THREE:

If the grievance is not satisfactorily resolved by the immediate supervisor, or if the immediate supervisor fails to respond in accordance with Step Two, the grievant may submit the grievance in writing to the Superintendent within ten (10) working days of the receipt of the response at Step Two or the failure of the immediate supervisor to respond in a timely fashion. Within five (5) working days of the receipt of the grievance at Step Three, the Superintendent will meet with the grievant and/or his/her CSEA representatives in an attempt to resolve the grievance. Within five (5) working days after this meeting the superintendent shall deliver to the grievant and the CSEA representatives the response to the grievance.

17.2.4. STEP FOUR - ADVISORY FACT-FINDING PANEL:

In the event that the grievance is not satisfactorily resolved at Step Three, the grievant may submit a request in writing to the District that the grievance be submitted to an Advisory Fact-Finding Panel. The request shall be made within five (5) working days of the receipt of the response at Step Three, or the failure of the District to timely respond. The Fact-Finding Panel shall operate as follows:

17.2.4.1. The panel shall be composed of three (3) members, one appointed by the grievant, one appointed by the District, and one mutually selected by the parties from the California State Mediation and Conciliation Service. The member from the State Mediation and Conciliation Service shall be the chairperson of the panel. If the parties cannot mutually agree upon a member from the State Mediation and Conciliation Service to serve as chairperson, the parties shall request a list of five mediators from the Conciliation Service. The parties shall alternately strike the name of a mediator from the list until one is left. This person will serve as chairperson of the panel. The party who strikes the first name from the list shall be selected by lot. The panel shall convene a hearing as soon as possible, preferably within ten (10) working days from the date this step was initiated, to take evidence and hear testimony from the parties concerning the grievance. Either party may call witnesses, or present evidence on behalf of its case. The panel shall then issue its advisory decision within five (5) working days after the hearing. The Fact-Finding Panel Report shall be written by the chairperson. Either party may appeal the decision of the Fact-Finding Panel to the Board of Trustees, but must do so within five (5) working days from the receipt of the decision of the panel. Any costs incurred at this step will be shared jointly by the District and CSEA.

17.2.5. STEP FIVE - BINDING ARBITRATION:

If the decision of the Fact-Finding Panel at Step Four is appealed, the PARTIES WILL SELECT, FROM A LIST OF SEVEN (7) Administrative Law Judges, provided by the Office of Administrative Hearings, and Administrative Law Judge who shall conduct a hearing to hear arguments on the case from the parties to the grievance. The decision of the Administrative Law Judge shall be final. This shall be the final step of the grievance procedure. The cost of the hearing will be shared equally by CSEA and the District. CSEA members must receive permission from the Association prior to beginning Arbitration proceedings. Nothing in this section will deny the right of a CSEA member to petition the Board to hear the grievance, in lieu of the binding arbitration process.

17.3. GROUP GRIEVANCES:

If the grievance involves employees with different supervisors, the grievance may be filed at Step Three. If the grievance involves more than one (1) employee with the same or similar problem, the grievance may be filed at Step Three.

17.4. EMPLOYEE PROCESSED GRIEVANCES:

An employee covered by this Agreement may present a grievance directly and have such grievance adjusted without intervention of CSEA as long as the adjustment is not inconsistent with the terms of this agreement. CSEA shall be provided copies of any grievances filed by employees directly and any responses by the District. Prior to any resolution of any grievance, CSEA shall be provided with a copy of the proposed resolution for review. CSEA shall be given an opportunity to file a written response to the proposed resolution. Any disagreement concerning whether the settlement is inconsistent with the terms of this Agreement shall be subject to the grievance procedure.

17.5. GRIEVANCE RELEASE TIME:

Any employee required by either party to participate as a witness, grievant, or a grievant's representative in the handling and processing of a grievance shall be released from regular duties without loss of pay, for up to one (1) contracted day, in addition to time required at the hearing or meetings with district representatives.

ARTICLE XVIII

18. SAFETY

18.1. DISTRICT COMPLIANCE:

The District shall conform to and comply with all health, safety, and sanitation requirements imposed by state and federal law or regulations adopted under state or federal law or regulations.

18.2. NO DISCRIMINATION:

No employee shall in any way be discriminated against as a result of reporting any condition believed to be a violation of 18.1. Employees are obligated to report any condition or practice which they feel unsafe to their immediate supervisor immediately upon notice of discovery.

18.3. WORKPLACE BEHAVIOR:

The District shall provide a healthy and safe environment for classified employees free from physical hazards in the work atmosphere. The District will not tolerate abusive/bullying behavior or retaliation by any employee against another employee in compliance with the CBA, Board Policy, and/or all applicable state and federal regulations or laws.

18.4. PROCESS FOR EMPLOYEE COMPLAINTS:

The District shall make available "Incident Report" forms at all work locations to be used by any employee who has a complaint against any District employee. The form shall be submitted to the Superintendent who shall oversee the investigation and the procedures to be used pursuant to Administrative Rule 1312.1(a), (b).

ARTICLE XVIII

19. CLASSIFIED SALARY SCHEDULE

19.1. CLASSIFIED SALARY SCHEDULE:

See Appendix C (Classified schedule) and Appendix D (Paraprofessional schedule) will be retroactive to July 1, 2021. Appendix E (CSEA Athletic Stipend schedule) will be effective no later than February 1, 2022.

A “Me Too” clause that covers any increases given to any other group, i.e., management, confidential, and/or teachers is effective with the 2003-04 school year and remains ongoing. (Tentative Agreement dated April 2, 2004 and Board approved April 27, 2004.)

19.2. LONGEVITY: Is codified in the Salary Schedules.

19.3. NEW HIRE STEP ADVANCEMENT

Employees shall be advanced to the next higher step of their salary range in their classification on July 1 and each year thereafter as indicated on the schedule. Employees hired after December 31 to June 30, will receive their increments the following July (12 months plus the remaining year in which they were hired).

19.4. SUBSTITUTE PLACEMENT:

All substitute employees will be paid on the first step of the range for which they are substituting.

19.5. PARAPROFESSIONAL SALARY SCHEDULE:

The Paraprofessional salary schedule is found in Appendix D.

ARTICLE XX

20. SEVERABILITY

20.1. SAVINGS CLAUSE:

If, during the life of this Agreement, there exists any applicable law or any applicable rule, regulation, or order issued by governmental authority other than the District which shall render invalid or restrain compliance with or enforcement of any provision of this Agreement, such provisions shall be immediately suspended and be of no effect there under so long as such law, rule, regulation, or order shall remain in effect. Such invalidation of a part or portion of this agreement shall not invalidate any remaining portions which shall continue in full force and effect.

20.2. REPLACEMENT FOR SEVERED PROVISION:

In the event of suspension or invalidation of any Article or Section of this Agreement, the parties agree to meet and negotiate within thirty (30) days after such determination for the purpose of arriving at a mutually satisfactory replacement for such Article or Section.

ARTICLE XXI

21. NEGOTIATIONS

21.1. COMMENCEMENT OF NEGOTIATIONS:

Not later than 120 days prior to the adoption of the final budgets for the ensuing school year, the District and CSEA shall meet and negotiate in good faith on: a) those items to be reopened pursuant to Section 21.4 of this Article for the ensuing school year; b) a successor agreement for the ensuing school year. Negotiations shall take place at mutually agreeable times and places.

21.2. RELEASE TIME FOR NEGOTIATIONS:

CSEA shall have the right to designate six (6) employees who shall be given release time to participate in negotiations. Those participating will not be paid for any time spent in negotiations after their regular work hours.

21.3. RATIFICATION OF AGREEMENT:

During the terms of this Agreement, the parties waive and relinquish the right to meet and negotiate except as provided below and elsewhere in this Agreement, and agree that they shall not be obligated to meet and negotiate with respect to any subject or matter referred to or covered in this Agreement, nor on those subjects or matters which were proposed by either party and later withdrawn. Negotiations may be reopened at any time on any section of this contract on petition of either party and with the concurrence of the second party.

21.4. COMPLETION OF MEET AND NEGOTIATE:

During the term of this Agreement, the parties waive and relinquish the right to meet and negotiate except as provided below and elsewhere in this Agreement, and agree that they shall not be obligated to meet and negotiate with respect to any subject or matter referred to or covered in this Agreement, nor on those subjects or matters which were proposed by either party and later withdrawn. Negotiations may be reopened at any time on any section of this contract on petition of either party and with the concurrence of the second party.

ARTICLE XXII

22. DURATION

22.1. LENGTH OF AGREEMENT:

This Agreement shall become effective on July 1, **2022** and shall continue in effect to and including June 30, **2025** and from year-to-year thereafter unless alteration of amendment is requested in writing in accordance with Article 21.

22.2. RE-OPENERS FOR NEGOTIATIONS:

The District and CSEA agree to re-open negotiations on the issue of wages, fringe benefits, and two (2) Articles each for the *2023-2024* and *2024-2025* school years.

ARTICLE XXIII

23. BUS ROUTE BIDDING

23.1. BIDDING PROCEDURE:

Drivers to bid routes annually in order of date of hire. Said bidding to occur prior to the end of the school year for the following year. The following shall be considered to be modifications to the language in the CUSD/CSEA Contract, Article 23:

23.1.1. In the event a driver cannot attend the route bidding, due to illness, emergency, or other compelling reason, they may delegate their route selection in writing to a job steward, designee, or Transportation Management. The driver will state in writing who may select a route in their absence and will indicate their choice of route. In the event prior written authorization cannot be obtained, authorization may be given by verbal discussion with the Transportation Management.

23.1.2. On or after June 1 of each school year, but not later than the last day of the school year calendar, drivers will bid on routes established by the District. Driver will be notified of the bid date ten (10) working days preceding the bid.

All route sheets shall normally contain the following information:

- a) A beginning and ending date of work year
- b) Route number
- c) Time driver reports to work (to include 20-minute check)
- d) Time the bus departs the yard
- e) All directions to and from yard, stops, and schools
- f) Identification of every bus stop
- g) Times to be at every stop
- h) Identification of all red light escort stops
- i) Schools which are served by the route
- j) Arrival time at each school
- k) Departure time from each school
- l) Time bus returns to yard
- m) Time driver is off duty (to include 20-minute check)
- n) All information required for transportation needs of special education or severely disabled student if applicable.

23.1.3. All regular drivers shall submit their bids in order of the driver's date of hire. The District shall assign these routes according to the driver's bid provided the driver is qualified to drive the equipment assigned to the route as directed by Transportation Management. The bus route will be posted on a board visible to all drivers waiting their turn to select.

23.1.4. Seniority for bus drivers only shall be considered as in order of date of hire for all contract purposes including, but not limited to, layoff, bumping, re-employment rights and route bidding. If two or more drivers have the same date of hire, then the determination shall be made by lot.

23.1.5. See Appendix I for current "Date of Hire" seniority list.

23.2. EXTRA WORK:

All assigned extra work above and beyond the unit member's regular-scheduled route(s), not to include extra time as a result of traffic, roadwork, or emergencies while performing their regular route(s), will be compensated at 5% above their regular hourly rate of pay up to eight hours. Overtime will be paid at the regular rate of time-and-a-half of regular base pay as provided by law. Extra assignments shall be awarded to unit members first by consideration of overtime avoidance, and then in the most time-effective fashion, and then by seniority.

23.2.1. Transportation Department extra time will be awarded to Transportation Department employees, as qualified in 23.2 above, first, and then to other employees/substitutes, but in any case, in a fashion that minimizes or eliminates overtime as the first consideration.

23.2.2. The Transportation Board shall develop language and a process to ensure fair and equal distribution of transportation extra work, both overtime and straight time, which will be related to the annual cycle of the District and include consideration of seniority.

23.2.3. "The 2009-10 school year has encountered a number of students who require transportation beyond District boundaries in order to provide appropriate educational opportunities. Because these students require transportation to various locations at times all other students are being transported to and from school, the District in cooperation with CSEA, Chapter 405, is implementing/adding a car/van driver job description to the bargaining unit. This memorandum of understanding clarifies that the implementation/addition of the car/van driver position does not take the place of extra work for bus drivers, as outlined in Section 23.2 of the classified bargaining unit agreement. It merely creates another avenue by which the District can transfer students in a safe manner when bus drivers are not available to do so. If a bus driver is utilized to transport students using a van or car, they shall receive their bus driver rate of pay. The car/van driver rate of pay would be paid to those individuals hired into the classification of car/van drivers." Per Memorandum of Understanding between CUSD and CSEA, Chapter 405, dated December 14, 2009.

23.3. ROUTE CHANGE/HOURS ADJUSTED:

Every effort will be made by the supervisor to give the bus driver advance notice of any change in route structure of his/her route.

23.3.1. If route time is increased to special education routes due to the addition of student(s) the requirements of Article 5, Section 5.5 are waived after five (5) consecutive school days. Additional students will be placed first on a route which has lost hours, and then by consideration of overtime avoidance, and then in the most time effective fashion, and then by seniority.

23.3.2. If a bus route package loses time after the annual selection process, it is the District's responsibility to fill the hours until additional students, a vacancy or newly created route with the appropriate number of hours becomes available. At that time, the driver will be offered the assignment and have the right of first refusal. If the under-hour bus driver refuses the bus route package, it will be considered a voluntary reduction in hours.

ARTICLE XXIV

24. PROFESSIONAL GROWTH

24.1. PROFESSIONAL GROWTH PROGRAM:

All permanent classified employees are eligible to enter the Professional Growth Program. The purpose of the Professional Growth Program is to improve the lives of our members, students, and community.

Board Administrative Regulation AR 4245(a) in Appendix H

APPENDIX A

CSEA DUES/SERVICE FEE SCHEDULE

	<u>Pre-10/1/2017</u>	<u>Effective 10/1/2017</u>
Monthly Salary Cap:	\$2,450	\$3,150
Monthly Dues Maximum:	\$36.75	\$47.25
Annual Dues Maximum (12 mos.):	\$367.50	\$472.50

The Calaveras Unified School District CSEA, Chapter 405, has a local fee of \$2.00 per month, which is added to the figures represented above. This dues structure, implemented in 1990, is based upon a "1.5% of annual salary" rate. The monthly cap increased to \$47.25 for those members making \$3,150 of monthly gross salary (exclusive of overtime but including longevity, professional growth, and anniversary increments) and above on October 1, 2017.

APPENDIX B

Vacations

Vacation shall be accumulated on the following basis: 0-174 WORKING DAYS
For all employees regularly employed for fewer than 35 hours a week, regardless of the number of hours or days worked per week, the vacation credit shall be computed at the rate of 0.03846 for each hour the employee is in paid status, not including overtime.

Any current employee receiving vacation above the amount pursuant to this formula shall have their vacation accrual reduced in half for the school year 2010/11. For the 2011/12 school year the 0.03846 formula shall be fully implemented. In no case will an employee's accrual drop below the 0.03846 formula amount.

The formula will be adjusted pursuant to future adjustments made in Education code 45197 (c).

175-195 WORKING DAYS

1 month to 4 years of employment - 9 days of vacation
5 years through 9 years of employment - 14 days of vacation
10 years of employment and above - 14 days + 1 day per year up to 19 days

196-259 WORKING DAYS

1 month to 4 years of employment - 10 days of vacation
5 years through 9 years of employment - 15 days of vacation
10 years of employment and above - 15 days + 1 day per year up to 20 days

260 WORKING DAYS

1 month to 4 years of employment - 11 days of vacation
5 years through 9 years of employment - 16 days of vacation
10 years of employment and above - 16 days + 1 day per year up to 21 days

Calaveras Unified School District
Classified Employee Contract, CSEA Chapter 405
2022 - 2025

2022 / 2023
CSEA Classified Salary Schedule

CLASSIFIED SALARY SCHEDULE
CSEA
2022-2023

APPENDIX C

10% INCREASE FROM 21/22 SALARY SCHEDULE

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15
A	\$3,126.87 \$18.04	\$3,173.78 \$18.31	\$3,221.38 \$18.59	\$3,269.70 \$18.86	\$3,318.75 \$19.15	\$3,368.53 \$19.43	\$3,419.08 \$19.73	\$3,470.34 \$20.02	\$3,522.40 \$20.32	\$3,575.24 \$20.63	\$3,628.86 \$20.94	\$3,683.30 \$21.25	\$3,738.55 \$21.57	\$3,794.62 \$21.89	\$3,851.54 \$22.22
B	\$3,283.22 \$18.94	\$3,332.47 \$19.23	\$3,382.45 \$19.51	\$3,433.19 \$19.81	\$3,484.69 \$20.10	\$3,536.96 \$20.41	\$3,590.01 \$20.71	\$3,643.86 \$21.02	\$3,698.52 \$21.34	\$3,754.00 \$21.66	\$3,810.31 \$21.98	\$3,867.48 \$22.31	\$3,925.47 \$22.65	\$3,984.38 \$22.99	\$4,044.12 \$23.33
C	\$3,447.38 \$19.89	\$3,499.09 \$20.19	\$3,551.57 \$20.49	\$3,604.85 \$20.80	\$3,658.92 \$21.11	\$3,713.80 \$21.43	\$3,769.51 \$21.75	\$3,826.05 \$22.07	\$3,883.45 \$22.40	\$3,941.70 \$22.74	\$4,000.82 \$23.08	\$4,060.83 \$23.43	\$4,121.75 \$23.78	\$4,183.57 \$24.14	\$4,246.33 \$24.50
D	\$3,619.75 \$20.88	\$3,674.04 \$21.20	\$3,729.15 \$21.51	\$3,785.09 \$21.84	\$3,841.87 \$22.17	\$3,899.50 \$22.50	\$3,957.99 \$22.83	\$4,017.36 \$23.18	\$4,077.62 \$23.53	\$4,138.78 \$23.88	\$4,200.86 \$24.24	\$4,263.88 \$24.60	\$4,327.83 \$24.97	\$4,392.75 \$25.34	\$4,458.64 \$25.72
E	\$3,800.73 \$21.93	\$3,857.74 \$22.26	\$3,915.61 \$22.59	\$3,974.35 \$22.93	\$4,033.96 \$23.27	\$4,094.47 \$23.62	\$4,155.89 \$23.98	\$4,218.23 \$24.34	\$4,281.50 \$24.70	\$4,345.72 \$25.07	\$4,410.91 \$25.45	\$4,477.07 \$25.83	\$4,544.23 \$26.22	\$4,612.39 \$26.61	\$4,681.58 \$27.01
F	\$3,980.77 \$23.02	\$4,050.63 \$23.37	\$4,111.39 \$23.72	\$4,173.06 \$24.08	\$4,235.66 \$24.44	\$4,299.19 \$24.80	\$4,363.68 \$25.18	\$4,429.14 \$25.55	\$4,495.57 \$25.94	\$4,563.01 \$26.33	\$4,631.45 \$26.72	\$4,700.92 \$27.12	\$4,771.44 \$27.53	\$4,843.01 \$27.94	\$4,915.65 \$28.36
G	\$4,160.31 \$24.18	\$4,253.16 \$24.54	\$4,316.96 \$24.91	\$4,381.72 \$25.29	\$4,447.44 \$25.66	\$4,514.15 \$26.04	\$4,581.87 \$26.43	\$4,650.59 \$26.83	\$4,720.35 \$27.23	\$4,791.16 \$27.64	\$4,863.02 \$28.06	\$4,935.97 \$28.48	\$5,010.01 \$28.90	\$5,085.18 \$29.34	\$5,161.44 \$29.78
H	\$4,349.82 \$25.38	\$4,465.82 \$25.76	\$4,532.81 \$26.15	\$4,600.80 \$26.54	\$4,669.81 \$26.94	\$4,739.86 \$27.35	\$4,810.96 \$27.76	\$4,883.12 \$28.17	\$4,956.37 \$28.59	\$5,030.72 \$29.02	\$5,106.18 \$29.48	\$5,182.77 \$29.90	\$5,260.51 \$30.35	\$5,339.42 \$30.80	\$5,419.51 \$31.27
I	\$4,619.82 \$26.65	\$4,689.11 \$27.05	\$4,759.45 \$27.46	\$4,830.84 \$27.87	\$4,903.30 \$28.29	\$4,976.85 \$28.71	\$5,051.51 \$29.14	\$5,127.28 \$29.58	\$5,204.19 \$30.02	\$5,282.25 \$30.48	\$5,361.48 \$30.93	\$5,441.91 \$31.40	\$5,523.54 \$31.87	\$5,606.39 \$32.35	\$5,690.48 \$32.83
J	\$4,850.81 \$27.99	\$4,923.57 \$28.41	\$4,997.42 \$28.83	\$5,072.38 \$29.26	\$5,148.47 \$29.70	\$5,225.70 \$30.15	\$5,304.08 \$30.60	\$5,383.64 \$31.06	\$5,464.40 \$31.53	\$5,546.36 \$32.00	\$5,629.56 \$32.48	\$5,714.00 \$32.97	\$5,799.71 \$33.46	\$5,886.71 \$33.96	\$5,975.01 \$34.47

Range A Yard Duty

Range B Campus Monitor

Range C Assistant Pre-K Teacher
ASP - Child Development Aide
Food Service III

Range D Associate Pre-K Teacher
Car/Van Driver
ASP - Child Development Instructor
Food Svs. Assistant Manager
Food Transport Driver

Effective: 01/01/2023
Retroactive: 07/01/2022
Board Approved: 11/22/2022

Range E Custodian/Gardener
Food Service Office Assistant
Mail Carrier
Maintenance/Utility
Office Assistant
Special Education Health Aide
Food Service Manager

Range F Gardener
Media Specialist

Range G Account Clerk II
Bus Driver
Master Gardener
Registrar
Secretary
Supervising Custodian

Range H: Account Clerk I
Dispatcher
Driver Trainer/Bus Driver
Secretary II
HS Guidance Career Technician

Range I ASP - Child Development Manager
Food Service Office Manager
Maintenance Sanitarian
Office Manager
Site Pre-K Supervisor/Teacher
Skilled Maintenance
Skilled Mechanic
Technology Support Specialist I

Range J Payroll Clerk
Technology Support Specialist II

Calaveras Unified School District
Classified Employee Contract, CSEA Chapter 405
2022 - 2025

2022 / 2023
CSEA Classified Salary Schedule

CLASSIFIED SALARY SCHEDULE
CSEA
2022-2023

APPENDIX C

RANGE	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20	STEP 21	STEP 22	STEP 23	STEP 24	STEP 25	STEP 26	STEP 27	STEP 28	STEP 29	STEP 30
A	\$3,909.32 \$22.55	\$3,967.96 \$22.89	\$4,027.48 \$23.24	\$4,087.89 \$23.58	\$4,149.21 \$23.94	\$4,211.44 \$24.30	\$4,274.62 \$24.66	\$4,338.74 \$25.03	\$4,403.82 \$25.41	\$4,469.87 \$25.79	\$4,536.92 \$26.18	\$4,604.98 \$26.57	\$4,674.05 \$26.97	\$4,744.16 \$27.37	\$4,815.32 \$27.78
B	\$4,104.78 \$23.68	\$4,166.35 \$24.04	\$4,228.85 \$24.40	\$4,292.28 \$24.76	\$4,356.67 \$25.14	\$4,422.02 \$25.51	\$4,488.35 \$25.89	\$4,555.67 \$26.28	\$4,624.01 \$26.68	\$4,693.37 \$27.08	\$4,763.77 \$27.48	\$4,835.22 \$27.90	\$4,907.75 \$28.31	\$4,981.37 \$28.74	\$5,056.09 \$29.17
C	\$4,310.02 \$24.87	\$4,374.67 \$25.24	\$4,440.29 \$25.62	\$4,506.90 \$26.00	\$4,574.50 \$26.39	\$4,643.12 \$26.79	\$4,712.76 \$27.19	\$4,783.48 \$27.60	\$4,855.21 \$28.01	\$4,928.04 \$28.43	\$5,001.96 \$28.86	\$5,076.99 \$29.29	\$5,153.14 \$29.73	\$5,230.44 \$30.18	\$5,308.89 \$30.63
D	\$4,525.52 \$26.11	\$4,593.41 \$26.50	\$4,662.31 \$26.90	\$4,732.24 \$27.30	\$4,803.23 \$27.71	\$4,875.27 \$28.13	\$4,948.40 \$28.55	\$5,022.63 \$28.98	\$5,097.97 \$29.41	\$5,174.44 \$29.85	\$5,252.05 \$30.30	\$5,330.84 \$30.76	\$5,410.80 \$31.22	\$5,491.96 \$31.68	\$5,574.34 \$32.16
E	\$4,751.80 \$27.41	\$4,823.08 \$27.83	\$4,895.42 \$28.24	\$4,968.85 \$28.67	\$5,043.39 \$29.10	\$5,119.04 \$29.53	\$5,195.82 \$29.98	\$5,273.76 \$30.43	\$5,352.87 \$30.88	\$5,433.16 \$31.35	\$5,514.66 \$31.82	\$5,597.38 \$32.29	\$5,681.34 \$32.78	\$5,766.56 \$33.27	\$5,853.06 \$33.77
F	\$4,989.39 \$28.79	\$5,064.23 \$29.22	\$5,140.19 \$29.66	\$5,217.30 \$30.10	\$5,295.56 \$30.55	\$5,374.99 \$31.01	\$5,455.61 \$31.48	\$5,537.45 \$31.95	\$5,620.51 \$32.43	\$5,704.82 \$32.91	\$5,790.39 \$33.41	\$5,877.25 \$33.91	\$5,965.40 \$34.42	\$6,054.89 \$34.93	\$6,145.71 \$35.46
G	\$5,238.88 \$30.22	\$5,317.44 \$30.68	\$5,397.20 \$31.14	\$5,478.16 \$31.61	\$5,560.33 \$32.08	\$5,643.74 \$32.56	\$5,728.39 \$33.05	\$5,814.32 \$33.54	\$5,901.54 \$34.05	\$5,990.06 \$34.56	\$6,079.91 \$35.08	\$6,171.11 \$35.60	\$6,263.67 \$36.14	\$6,357.63 \$36.68	\$6,452.99 \$37.23
H	\$5,500.80 \$31.74	\$5,583.31 \$32.21	\$5,667.06 \$32.70	\$5,752.07 \$33.19	\$5,838.35 \$33.68	\$5,925.93 \$34.19	\$6,014.81 \$34.70	\$6,105.04 \$35.22	\$6,196.61 \$35.75	\$6,289.56 \$36.29	\$6,383.91 \$36.83	\$6,479.66 \$37.38	\$6,576.86 \$37.94	\$6,675.51 \$38.51	\$6,775.64 \$39.09
I	\$5,775.84 \$33.32	\$5,862.48 \$33.82	\$5,950.42 \$34.33	\$6,039.67 \$34.84	\$6,130.27 \$35.37	\$6,222.22 \$35.90	\$6,315.56 \$36.44	\$6,410.29 \$36.98	\$6,506.44 \$37.54	\$6,604.04 \$38.10	\$6,703.10 \$38.67	\$6,803.65 \$39.25	\$6,905.70 \$39.84	\$7,009.29 \$40.44	\$7,114.43 \$41.05
J	\$6,064.63 \$34.99	\$6,155.60 \$35.51	\$6,247.94 \$36.05	\$6,341.66 \$36.59	\$6,436.78 \$37.14	\$6,533.33 \$37.69	\$6,631.33 \$38.26	\$6,730.80 \$38.83	\$6,831.77 \$39.41	\$6,934.24 \$40.01	\$7,038.26 \$40.61	\$7,143.83 \$41.22	\$7,250.99 \$41.83	\$7,359.75 \$42.46	\$7,470.15 \$43.10

Range A Yard Duty

Range B Campus Monitor

Range C Assistant Pre-K Teacher
ASP - Child Development Aide
Food Service III

Range D Associate Pre-K Teacher
Car/Van Driver
ASP - Child Development Instructor
Food Svs. Assistant Manager
Food Transport Driver

Range E Custodian/Gardener
Food Service Office Assistant
Mail Carrier
Maintenance/Utility
Office Assistant
Special Education Health Aide
Food Service Manager

Range F Gardener
Media Specialist

Range G Account Clerk II
Bus Driver
Master Gardener
Registrar
Secretary
Supervising Custodian

Range H Account Clerk I
Dispatcher
Driver Trainer/Bus Driver
Secretary II
HS Guidance Career Technician

Range I ASP - Child Development Manager
Food Service Office Manager
Maintenance Sanitarian
Office Manager
Site Pre-K Supervisor/Teacher
Skilled Maintenance
Skilled Mechanic
Technology Support Specialist I

Range J Payroll Clerk
Technology Support Specialist II

Effective: 01/01/2023
Retroactive: 07/01/2022
Board Approved: 11/22/2022

1. There will be a minimum 1.5% wage increase between each step.
2. There will be a minimum 5% increase between each range, starting at A1.

Calaveras Unified School District
Classified Employee Contract, CSEA Chapter 405
2022 - 2025

2023/2024
CSEA Salary Schedule

CLASSIFIED SALARY SCHEDULE
CSEA
2023-2024

APPENDIX C

5.1% INCREASE FROM 22/23 SALARY SCHEDULE

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15
A	\$3,286.34 \$18.96	\$3,335.64 \$19.24	\$3,385.67 \$19.53	\$3,436.46 \$19.83	\$3,488.01 \$20.12	\$3,540.33 \$20.43	\$3,593.43 \$20.73	\$3,647.33 \$21.04	\$3,702.04 \$21.36	\$3,757.57 \$21.68	\$3,813.94 \$22.00	\$3,871.15 \$22.33	\$3,929.21 \$22.67	\$3,988.15 \$23.01	\$4,047.97 \$23.35
B	\$3,450.66 \$19.91	\$3,502.42 \$20.21	\$3,554.96 \$20.51	\$3,608.28 \$20.82	\$3,662.41 \$21.13	\$3,717.34 \$21.45	\$3,773.10 \$21.77	\$3,829.70 \$22.09	\$3,887.14 \$22.43	\$3,945.45 \$22.76	\$4,004.63 \$23.10	\$4,064.70 \$23.45	\$4,125.67 \$23.80	\$4,187.56 \$24.16	\$4,250.37 \$24.52
C	\$3,623.19 \$20.90	\$3,677.54 \$21.22	\$3,732.71 \$21.54	\$3,788.70 \$21.86	\$3,845.53 \$22.19	\$3,903.21 \$22.52	\$3,961.76 \$22.86	\$4,021.18 \$23.20	\$4,081.50 \$23.55	\$4,142.72 \$23.90	\$4,204.86 \$24.26	\$4,267.94 \$24.62	\$4,331.96 \$24.99	\$4,396.94 \$25.37	\$4,462.89 \$25.75
D	\$3,804.35 \$21.95	\$3,861.42 \$22.28	\$3,919.34 \$22.61	\$3,978.13 \$22.95	\$4,037.80 \$23.30	\$4,098.37 \$23.64	\$4,159.84 \$24.00	\$4,222.24 \$24.36	\$4,285.58 \$24.72	\$4,349.86 \$25.10	\$4,415.11 \$25.47	\$4,481.33 \$25.85	\$4,548.55 \$26.24	\$4,616.78 \$26.64	\$4,686.03 \$27.04
E	\$3,994.57 \$23.05	\$4,054.49 \$23.39	\$4,115.31 \$23.74	\$4,177.04 \$24.10	\$4,239.69 \$24.46	\$4,303.29 \$24.83	\$4,367.84 \$25.20	\$4,433.35 \$25.58	\$4,499.86 \$25.96	\$4,567.35 \$26.35	\$4,635.86 \$26.75	\$4,705.40 \$27.15	\$4,775.98 \$27.55	\$4,847.62 \$27.97	\$4,920.34 \$28.39
F	\$4,194.30 \$24.20	\$4,257.21 \$24.56	\$4,321.07 \$24.93	\$4,385.89 \$25.30	\$4,451.68 \$25.68	\$4,518.45 \$26.07	\$4,586.23 \$26.46	\$4,655.02 \$26.86	\$4,724.85 \$27.26	\$4,795.72 \$27.67	\$4,867.66 \$28.08	\$4,940.67 \$28.50	\$5,014.78 \$28.93	\$5,090.00 \$29.37	\$5,166.35 \$29.81
G	\$4,404.01 \$25.41	\$4,470.08 \$25.79	\$4,537.13 \$26.18	\$4,605.18 \$26.57	\$4,674.26 \$26.97	\$4,744.37 \$27.37	\$4,815.54 \$27.78	\$4,887.77 \$28.20	\$4,961.09 \$28.62	\$5,036.51 \$29.05	\$5,111.04 \$29.49	\$5,187.70 \$29.93	\$5,265.52 \$30.38	\$5,344.50 \$30.83	\$5,424.67 \$31.30
H	\$4,624.22 \$26.68	\$4,693.56 \$27.08	\$4,763.98 \$27.49	\$4,835.44 \$27.90	\$4,907.97 \$28.32	\$4,981.59 \$28.74	\$5,056.32 \$29.17	\$5,132.16 \$29.61	\$5,209.14 \$30.05	\$5,287.28 \$30.50	\$5,366.59 \$30.96	\$5,447.09 \$31.43	\$5,528.80 \$31.90	\$5,611.73 \$32.38	\$5,696.90 \$32.86
I	\$4,855.43 \$28.01	\$4,928.26 \$28.43	\$5,002.18 \$28.86	\$5,077.21 \$29.29	\$5,153.37 \$29.73	\$5,230.67 \$30.18	\$5,309.13 \$30.63	\$5,388.77 \$31.09	\$5,469.60 \$31.56	\$5,551.65 \$32.03	\$5,634.92 \$32.51	\$5,719.44 \$33.00	\$5,805.24 \$33.49	\$5,892.31 \$33.99	\$5,980.70 \$34.50
J	\$5,098.20 \$29.41	\$5,174.67 \$29.85	\$5,252.29 \$30.30	\$5,331.08 \$30.76	\$5,411.04 \$31.22	\$5,492.21 \$31.69	\$5,574.59 \$32.16	\$5,658.21 \$32.64	\$5,743.08 \$33.13	\$5,829.23 \$33.63	\$5,916.67 \$34.14	\$6,005.42 \$34.65	\$6,095.50 \$35.17	\$6,186.93 \$35.69	\$6,279.73 \$36.23

Range A	Yard Duty	Range E	Custodian/Gardener Food Service Office Assistant	Range H	Account Clerk I Dispatcher
Range B	Campus Monitor		Mail Carrier Maintenance/Utility		Driver Trainer/Bus Driver Secretary II
Range C	Assistant Pre-K Teacher ASP - Child Development Aide Food Service III		Office Assistant Special Education Health Aide Food Service Manager	Range I	ASP - Child Development Manager Food Service Office Manager Maintenance Sanitarian Office Manager
Range D	Associate Pre-K Teacher Car/Van Driver ASP - Child Development Instructor Food Svs. Assistant Manager Food Transport Driver	Range F	Gardener Guidance Career Technician Media Specialist		Site Pre-K Supervisor/Teacher Skilled Maintenance Skilled Mechanic Technology Support Specialist I
		Range G	Account Clerk II Bus Driver Master Gardener Registrar Secretary Supervising Custodian	Range J	Payroll Clerk Technology Support Specialist II

Calaveras Unified School District
 Classified Employee Contract, CSEA Chapter 405
 2022 - 2025

2023/2024
 CSEA Salary Schedule

CLASSIFIED SALARY SCHEDULE
 CSEA
 2023-2024

APPENDIX C

RANGE	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20	STEP 21	STEP 22	STEP 23	STEP 24	STEP 25	STEP 26	STEP 27	STEP 28	STEP 29	STEP 30
A	\$4,108.66 \$23.70	\$4,170.32 \$24.06	\$4,232.88 \$24.42	\$4,296.37 \$24.79	\$4,360.82 \$25.16	\$4,426.23 \$25.54	\$4,492.62 \$25.92	\$4,560.01 \$26.31	\$4,628.41 \$26.70	\$4,697.84 \$27.10	\$4,768.31 \$27.51	\$4,839.83 \$27.92	\$4,912.43 \$28.34	\$4,986.11 \$28.77	\$5,060.91 \$29.20
B	\$4,314.13 \$24.89	\$4,378.84 \$25.26	\$4,444.52 \$25.64	\$4,511.19 \$26.03	\$4,578.88 \$26.42	\$4,647.54 \$26.81	\$4,717.25 \$27.22	\$4,788.01 \$27.62	\$4,859.83 \$28.04	\$4,932.73 \$28.46	\$5,006.72 \$28.89	\$5,081.82 \$29.32	\$5,158.05 \$29.76	\$5,235.42 \$30.20	\$5,313.95 \$30.66
C	\$4,529.83 \$26.13	\$4,597.78 \$26.53	\$4,666.75 \$26.92	\$4,736.75 \$27.33	\$4,807.80 \$27.74	\$4,879.92 \$28.15	\$4,953.12 \$28.58	\$5,027.41 \$29.00	\$5,102.82 \$29.44	\$5,179.37 \$29.88	\$5,257.06 \$30.33	\$5,335.91 \$30.78	\$5,415.95 \$31.25	\$5,497.19 \$31.72	\$5,579.85 \$32.19
D	\$4,756.32 \$27.44	\$4,827.87 \$27.85	\$4,900.08 \$28.27	\$4,973.59 \$28.69	\$5,048.19 \$29.12	\$5,123.91 \$29.56	\$5,200.77 \$30.01	\$5,278.78 \$30.48	\$5,357.98 \$30.91	\$5,438.33 \$31.38	\$5,519.91 \$31.85	\$5,602.71 \$32.32	\$5,686.75 \$32.81	\$5,772.05 \$33.30	\$5,858.63 \$33.80
E	\$4,994.14 \$28.81	\$5,069.05 \$29.25	\$5,145.09 \$29.68	\$5,222.27 \$30.13	\$5,300.60 \$30.58	\$5,380.11 \$31.04	\$5,460.81 \$31.51	\$5,542.72 \$31.98	\$5,625.88 \$32.46	\$5,710.25 \$32.94	\$5,795.90 \$33.44	\$5,882.84 \$33.94	\$5,971.09 \$34.45	\$6,060.65 \$34.97	\$6,151.56 \$35.49
F	\$5,243.85 \$30.25	\$5,322.51 \$30.71	\$5,402.34 \$31.17	\$5,483.38 \$31.64	\$5,565.63 \$32.11	\$5,649.11 \$32.59	\$5,733.85 \$33.08	\$5,819.88 \$33.58	\$5,907.16 \$34.08	\$5,995.78 \$34.59	\$6,085.70 \$35.11	\$6,176.99 \$35.64	\$6,269.64 \$36.17	\$6,363.68 \$36.71	\$6,459.14 \$37.26
G	\$5,506.04 \$31.77	\$5,588.63 \$32.24	\$5,672.48 \$32.73	\$5,757.55 \$33.22	\$5,843.91 \$33.72	\$5,931.57 \$34.22	\$6,020.54 \$34.73	\$6,110.85 \$35.26	\$6,202.51 \$35.78	\$6,295.55 \$36.32	\$6,389.98 \$36.87	\$6,485.83 \$37.42	\$6,583.12 \$37.98	\$6,681.87 \$38.55	\$6,782.10 \$39.13
H	\$5,781.34 \$33.35	\$5,868.06 \$33.85	\$5,956.08 \$34.36	\$6,045.43 \$34.88	\$6,136.11 \$35.40	\$6,228.15 \$35.93	\$6,321.57 \$36.47	\$6,416.39 \$37.02	\$6,512.64 \$37.57	\$6,610.33 \$38.14	\$6,709.48 \$38.71	\$6,810.13 \$39.29	\$6,912.28 \$39.88	\$7,015.96 \$40.48	\$7,121.20 \$41.08
I	\$6,070.41 \$35.02	\$6,161.47 \$35.55	\$6,253.89 \$36.08	\$6,347.70 \$36.62	\$6,442.91 \$37.17	\$6,539.56 \$37.73	\$6,637.66 \$38.29	\$6,737.21 \$38.87	\$6,838.27 \$39.45	\$6,940.85 \$40.04	\$7,044.96 \$40.64	\$7,150.63 \$41.25	\$7,257.89 \$41.87	\$7,366.78 \$42.50	\$7,477.28 \$43.14
J	\$6,373.93 \$36.77	\$6,469.54 \$37.32	\$6,566.58 \$37.88	\$6,665.08 \$38.45	\$6,765.08 \$39.03	\$6,866.53 \$39.62	\$6,969.53 \$40.21	\$7,074.07 \$40.81	\$7,180.19 \$41.42	\$7,287.89 \$42.05	\$7,397.21 \$42.68	\$7,508.16 \$43.32	\$7,620.79 \$43.97	\$7,735.10 \$44.63	\$7,851.13 \$45.30

Range A	Yard Duty	Range E	Custodian/Gardener Food Service Office Assistant	Range H	Account Clerk I Dispatcher Driver Trainer/Bus Driver Secretary II
Range B	Campus Monitor		Mail Carrier Maintenance/Utility		
Range C	Assistant Pre-K Teacher ASP - Child Development Aide Food Service III		Office Assistant Special Education Health Aide Food Service Manager	Range I	ASP - Child Development Manager Food Service Office Manager Maintenance Sanitarian Office Manager Site Pre-K Supervisor/Teacher Skilled Maintenance Skilled Mechanic Technology Support Specialist I
Range D	Associate Pre-K Teacher Car/Van Driver ASP - Child Development Instructor Food Svs. Assistant Manager Food Transport Driver	Range F	Gardener Guidance Career Technician Media Specialist		
		Range G	Account Clerk II Bus Driver Master Gardener Registrar Secretary Supervising Custodian	Range J	Payroll Clerk Technology Support Specialist II

Effective: 7/1/2023
 Board Approved: 11/22/2022

1. There will be a minimum 1.5% wage increase between each step.
2. There will be a minimum 5% increase between each range, starting at A1.

2024/2025 CSEA SALARY SCHEDULE:

This page left intentionally blank for future schedule

CALAVERAS UNIFIED SCHOOL DISTRICT San Andreas, CA 95249 2022-2023 APPENDIX D Paraprofessional Salary Schedule						
Step	Level I NCLB Compliant	Level II 30 units/400 hrs	Level III 60 units/800 hrs	Level IV 90 units/1250 hrs	Level V 120 units/1600 hrs	Level VI BA CBEST
1	\$ 18.04	\$ 18.94	\$ 19.89	\$ 20.88	\$ 21.93	\$ 23.02
2	\$ 18.31	\$ 19.23	\$ 20.19	\$ 21.20	\$ 22.26	\$ 23.37
3	\$ 18.59	\$ 19.51	\$ 20.49	\$ 21.51	\$ 22.59	\$ 23.72
4	\$ 18.86	\$ 19.81	\$ 20.80	\$ 21.84	\$ 22.93	\$ 24.08
5	\$ 19.15	\$ 20.10	\$ 21.11	\$ 22.17	\$ 23.27	\$ 24.44
6	\$ 19.43	\$ 20.41	\$ 21.43	\$ 22.50	\$ 23.62	\$ 24.80
7	\$ 19.73	\$ 20.71	\$ 21.75	\$ 22.83	\$ 23.98	\$ 25.18
8	\$ 20.02	\$ 21.02	\$ 22.07	\$ 23.18	\$ 24.34	\$ 25.55
9	\$ 20.32	\$ 21.34	\$ 22.40	\$ 23.53	\$ 24.70	\$ 25.94
10	\$ 20.63	\$ 21.66	\$ 22.74	\$ 23.88	\$ 25.07	\$ 26.33
11	\$ 20.94	\$ 21.98	\$ 23.08	\$ 24.24	\$ 25.45	\$ 26.72
12	\$ 21.25	\$ 22.31	\$ 23.43	\$ 24.60	\$ 25.83	\$ 27.12
13	\$ 21.57	\$ 22.65	\$ 23.78	\$ 24.97	\$ 26.22	\$ 27.53
14	\$ 21.89	\$ 22.99	\$ 24.14	\$ 25.34	\$ 26.61	\$ 27.94
15	\$ 22.22	\$ 23.33	\$ 24.50	\$ 25.72	\$ 27.01	\$ 28.36
16	\$ 22.55	\$ 23.68	\$ 24.87	\$ 26.11	\$ 27.41	\$ 28.79
17	\$ 22.89	\$ 24.04	\$ 25.24	\$ 26.50	\$ 27.83	\$ 29.22
18	\$ 23.24	\$ 24.40	\$ 25.62	\$ 26.90	\$ 28.24	\$ 29.66
19	\$ 23.58	\$ 24.76	\$ 26.00	\$ 27.30	\$ 28.67	\$ 30.10
20	\$ 23.94	\$ 25.14	\$ 26.39	\$ 27.71	\$ 29.10	\$ 30.55
21	\$ 24.30	\$ 25.51	\$ 26.79	\$ 28.13	\$ 29.53	\$ 31.01
22	\$ 24.66	\$ 25.89	\$ 27.19	\$ 28.55	\$ 29.98	\$ 31.48
23	\$ 25.03	\$ 26.28	\$ 27.60	\$ 28.98	\$ 30.43	\$ 31.95
24	\$ 25.41	\$ 26.68	\$ 28.01	\$ 29.41	\$ 30.88	\$ 32.43
25	\$ 25.79	\$ 27.08	\$ 28.43	\$ 29.85	\$ 31.35	\$ 32.91
26	\$ 26.18	\$ 27.48	\$ 28.86	\$ 30.30	\$ 31.82	\$ 33.41
27	\$ 26.57	\$ 27.90	\$ 29.29	\$ 30.76	\$ 32.29	\$ 33.91
28	\$ 26.97	\$ 28.31	\$ 29.73	\$ 31.22	\$ 32.78	\$ 34.42
29	\$ 27.37	\$ 28.74	\$ 30.18	\$ 31.68	\$ 33.27	\$ 34.93
30	\$ 27.78	\$ 29.17	\$ 30.63	\$ 32.16	\$ 33.77	\$ 35.46

Effective: 1/01/2023
 Retroactive: 7/01/2022
 Board Approved: 11/22/2022
 10% INCREASE FROM 21/22 SALARY SCHEDULE

There will be a minimum 1.5% wage increase between each step.

CALAVERAS UNIFIED SCHOOL DISTRICT San Andreas, CA 95249 2023-2024 APPENDIX D Paraprofessional Salary Schedule						
Step	Level I NCLB Compliant	Level II 30 units/400 hrs	Level III 60 units/800 hrs	Level IV 90 units/1250 hrs	Level V 120 units/1600 hrs	Level VI BA CBEST
1	\$ 18.96	\$ 19.91	\$ 20.90	\$ 21.95	\$ 23.05	\$ 24.20
2	\$ 19.24	\$ 20.21	\$ 21.22	\$ 22.28	\$ 23.39	\$ 24.56
3	\$ 19.53	\$ 20.51	\$ 21.54	\$ 22.61	\$ 23.74	\$ 24.93
4	\$ 19.83	\$ 20.82	\$ 21.86	\$ 22.95	\$ 24.10	\$ 25.30
5	\$ 20.12	\$ 21.13	\$ 22.19	\$ 23.30	\$ 24.46	\$ 25.68
6	\$ 20.43	\$ 21.45	\$ 22.52	\$ 23.64	\$ 24.83	\$ 26.07
7	\$ 20.73	\$ 21.77	\$ 22.86	\$ 24.00	\$ 25.20	\$ 26.46
8	\$ 21.04	\$ 22.09	\$ 23.20	\$ 24.36	\$ 25.58	\$ 26.86
9	\$ 21.36	\$ 22.43	\$ 23.55	\$ 24.72	\$ 25.96	\$ 27.26
10	\$ 21.68	\$ 22.76	\$ 23.90	\$ 25.10	\$ 26.35	\$ 27.67
11	\$ 22.00	\$ 23.10	\$ 24.26	\$ 25.47	\$ 26.75	\$ 28.08
12	\$ 22.33	\$ 23.45	\$ 24.62	\$ 25.85	\$ 27.15	\$ 28.50
13	\$ 22.67	\$ 23.80	\$ 24.99	\$ 26.24	\$ 27.55	\$ 28.93
14	\$ 23.01	\$ 24.16	\$ 25.37	\$ 26.64	\$ 27.97	\$ 29.37
15	\$ 23.35	\$ 24.52	\$ 25.75	\$ 27.04	\$ 28.39	\$ 29.81
16	\$ 23.70	\$ 24.89	\$ 26.13	\$ 27.44	\$ 28.81	\$ 30.25
17	\$ 24.06	\$ 25.26	\$ 26.53	\$ 27.85	\$ 29.25	\$ 30.71
18	\$ 24.42	\$ 25.64	\$ 26.92	\$ 28.27	\$ 29.68	\$ 31.17
19	\$ 24.79	\$ 26.03	\$ 27.33	\$ 28.69	\$ 30.13	\$ 31.64
20	\$ 25.16	\$ 26.42	\$ 27.74	\$ 29.12	\$ 30.58	\$ 32.11
21	\$ 25.54	\$ 26.81	\$ 28.15	\$ 29.56	\$ 31.04	\$ 32.59
22	\$ 25.92	\$ 27.22	\$ 28.58	\$ 30.00	\$ 31.51	\$ 33.08
23	\$ 26.31	\$ 27.62	\$ 29.00	\$ 30.46	\$ 31.98	\$ 33.58
24	\$ 26.70	\$ 28.04	\$ 29.44	\$ 30.91	\$ 32.46	\$ 34.08
25	\$ 27.10	\$ 28.46	\$ 29.88	\$ 31.38	\$ 32.94	\$ 34.59
26	\$ 27.51	\$ 28.89	\$ 30.33	\$ 31.85	\$ 33.44	\$ 35.11
27	\$ 27.92	\$ 29.32	\$ 30.78	\$ 32.32	\$ 33.94	\$ 35.64
28	\$ 28.34	\$ 29.76	\$ 31.25	\$ 32.81	\$ 34.45	\$ 36.17
29	\$ 28.77	\$ 30.20	\$ 31.72	\$ 33.30	\$ 34.97	\$ 36.71
30	\$ 29.20	\$ 30.66	\$ 32.19	\$ 33.80	\$ 35.49	\$ 37.26

Effective: 7/01/2023

Board Approved: 11/22/2022

5.1% INCREASE FROM 22/23 SALARY SCHEDULE

There will be a minimum 1.5% wage increase between each step.

2024/2025 CSEA PARAPROFESSIONAL SALARY SCHEDULE:

This page left intentionally blank for future schedule

CALAVERAS UNIFIED SCHOOL DISTRICT
 CSEA Stipend Schedule
 2022-2023

GROUP	AMOUNT	Paid per:
1	\$3,826.35	Season/Annual
2	\$3,316.17	Season/Annual
3	\$2,805.99	Season/Annual
4	\$2,550.90	Season/Annual
5	\$2,168.27	Season/Annual
6	\$1,147.91	Season/Annual
7	\$1,020.36	Season/Annual
8	\$510.18	Season/Annual
9	\$255.09	Season/Annual
10	\$147.95	Per Day
11	\$20.00	Per hour additional to regular wages
12	Minimum Wage	Per Hour

Group 1:

Varsity Football Coach

Group 2:

JV Head Football Coach

Head Wrestling Coach

Head Basketball Coach

Head Softball Coach

Head Baseball Coach

Head Track Coach

Head Soccer Coach

Head Volleyball Coach

Group 3:

Assistant Football Coach (5)

JV Basketball

JV Wrestling

Head Swimming Coach

Group 4:

High School Spirit Leader

Head Cross Country Coach

High School Trainer

Head Golf Coach (2)

Frosh/Soph Basketball Coach (2)

JV Baseball Coach

JV Softball Coach

JV Volleyball Coach

JV Soccer (2)

Head Tennis Coach

High School Ski Coach

High School Water Polo Coach

Group 5:

Middle School Basketball (4)

Middle School Athletic Director

Assistant Track Coach (3)

Assistant Swim Coach

Frosh/Soph Volleyball

Group 6:

Middle School Volleyball (2)

Assistant Softball

Assistant Baseball

Assistant Wrestling

Middle School Wrestling

High School Color Guard

Group 7:

Elem. Basketball (max 4 per school)

Middle School Track

Group 8:

Middle School Cross Country

Middle School Spirit

Middle School Asst. Track

Elem. Volleyball (max 3 per school)

Elem. Track

Elem. Cross Country

Elem. Yearbook

Group 9:

Playoff Bonus

Group 10:

Science Camp

Group 11:

Translator Services

Group 12:

Athletic Contests: Gate, Scoring, Times

Officiating Dances, Chaperones, Decorating

Effective: 1/01/2023

Retroactive: 7/01/2022

Board Approved: 11/22/2022

CALAVERAS UNIFIED SCHOOL DISTRICT
 CSEA Stipend Schedule
 2023-2024

GROUP	AMOUNT	Paid per:
1	\$4,022	Season/Annual
2	\$3,485	Season/Annual
3	\$2,949	Season/Annual
4	\$2,681	Season/Annual
5	\$2,279	Season/Annual
6	\$1,206	Season/Annual
7	\$1,072	Season/Annual
8	\$536	Season/Annual
9	\$268	Season/Annual
10	\$155	Per Day
11	\$20	Per hour additional to regular wages
12	Minimum Wage	Per Hour

Group 1:

Varsity Football Coach

Group 2:

JV Head Football Coach

Head Wrestling Coach

Head Basketball Coach

Head Softball Coach

Head Baseball Coach

Head Track Coach

Head Soccer Coach

Head Volleyball Coach

Group 3:

Assistant Football Coach (5)

JV Basketball

JV Wrestling

Head Swimming Coach

Group 4:

High School Spirit Leader

Head Cross Country Coach

High School Trainer

Head Golf Coach (2)

Frosh/Soph Basketball Coach (2)

JV Baseball Coach

JV Softball Coach

JV Volleyball Coach

JV Soccer (2)

Head Tennis Coach

High School Ski Coach

High School Water Polo Coach

Longevity:

A coach's stipend will increase by 30% of the base stipend at the beginning of the 3rd and 7th consecutive seasons of coaching the same sport.

Effective: 7/01/2023

Board Approved: 11/22/2022

Group 5:

Middle School Basketball (4)

Middle School Athletic Director

Assistant Track Coach (3)

Assistant Swim Coach

Frosh/Soph Volleyball

Group 6:

Middle School Volleyball (2)

Assistant Softball

Assistant Baseball

Assistant Wrestling

Middle School Wrestling

High School Color Guard

Group 7:

Elem. Basketball (max 4 per school)

Middle School Track

Group 8:

Middle School Cross Country

Middle School Spirit

Middle School Asst. Track

Elem. Volleyball (max 3 per school)

Elem. Track

Elem. Cross Country

Elem. Yearbook

Group 9:

Playoff Bonus

Group 10:

Science Camp

Group 11:

Translator Services

Group 12:

Athletic Contests: Gate, Scoring, Times

Officiating Dances, Chaperones, Decorating

2024/2025 CSEA ATHLETIC STIPEND SCHEDULE:

This page left intentionally blank for future schedule

APPENDIX F

CALAVERAS UNIFIED SCHOOL DISTRICT State-Required Certifications Stipend Schedule 2017-2018

GROUP AMOUNT

1	\$3,000.00
2	\$2,000.00
3	\$1,000.00

Group 1:

Wastewater Treatment Plant Operator Grade II

(WWTP operator is a person who has been issued a certificate by the State Water Resources Control Board and who is responsible for the overall operations of a WWTP including compliance with the applicable waste discharge requirements.)

Incumbents who hold this certification are journeymen level and will operate and maintain the Wastewater treatment plants under the direct supervision of the Grade III or higher plant Operator and the Maintenance and Operations Supervisor. This position may, as directed by the plant operator and or Maintenance supervisor, provide guidance and training to the Wastewater Treatment Plant Operator Grade I and the Wastewater Operator in Training. Weekend maintenance and reporting will be rotated as documented by work calendars with other positions with Wastewater Certifications.

Group 2:

Wastewater Treatment Plant Operator Grade I

WWTP operator is a person who has been issued a certificate by the State Water Resources Control Board and who is responsible for the overall operations of a WWTP including compliance with the applicable waste discharge requirements.

Incumbents who hold this certification will operate and maintain the Wastewater treatment plants under the direct supervision of the Grade III or higher plant Operator and the Maintenance and Operations Supervisor. The incumbent in this position will be provided guidance and training as needed from the Wastewater Treatment Plant Operator Grade III or higher and the Wastewater Operator Grade II, only when directed as outlined above.

Group 3:

Wastewater Operator-in-Training (1yr max per employee)

An Operator-In-Training (OIT) is a person who has been issued a certificate by the State Water Resources Control Board, Operator Certification program and who is acquiring qualifying experience at a wastewater treatment plant under the direct supervision of an operator at a higher-grade level as the OIT.

Incumbents who hold this certification will operate and maintain the Wastewater treatment plants under the direct supervision of the Grade III or higher plant Operator and the Maintenance and

Operations Supervisor. The incumbent in this position will may be provided guidance and training as needed and directed as outlined above from the Wastewater Treatment Plant Operator Grade II.

Heating, Ventilation, and Air Conditioning (HVAC)

HVAC certification allows for the handling or opening a container with controlled refrigerant as required by the Environmental Protection Agency Section 608 certification.

Skills and Abilities

Skilled Maintenance Workers who hold the above Wastewater certifications must have a working knowledge of the operation and cleaning of primary and secondary wastewater treatment equipment and facilities; wastewater treatment principals, methods, and practices; arithmetic; safety rules, codes, and regulations pertaining to the work; basic first aid; the methods and handling and precautions in handling chlorine and other hazardous gases and chemicals; wastewater sampling and routine process control tests.

Skilled Maintenance Workers who hold the above Wastewater certifications must have a general knowledge of; routine facility and equipment maintenance and cleaning methods.

Skill in: Operating Wastewater Treatment plant equipment, including automatic control devices, performing routine maintenance and making operating adjustments to wastewater treatment equipment; cleaning and painting facilities and equipment; operating assigned plant equipment without immediate or detailed supervision.

Ability to: Recognize unusual, inefficient, or dangerous operating conditions and take appropriate action; accurately read and record data from gauges and meters; instruct and act as the lead for lower level operators; interpret plant piping, and distribution diagrams; perform routine control tests; and adjust plant equipment accordingly; keep records and make oral and written reports of work performed.

Other Requirements

Must possess the physical characteristics to perform the critical and important duties of each certification. Must have sufficient strength to lift sacks of chemicals up to 50 pounds, willing to work with and around chemicals in the wastewater treatment process. Must be willing to work shifts, weekends, holidays, and overtime as needed on a rotating basis.

The certifications held by the Skilled Maintenance Workers are voluntary and failure to hold the proper certification will not be considered a term and condition of employment.

**To receive the stipend employee must be available to work in the assignment of duties requiring certification

***Stipends received by unit members during the school year will be prorated monthly according to effective date

****These stipends are in lieu of out of class pay for duties specified above and as such, alleviates the District of any liability for out of class pay associated duties performed by Group's 1, 2, or 3 of this stipends schedules.

APPENDIX G

CALAVERAS UNIFIED SCHOOL DISTRICT

Grievance Form

Directions: This form is to be completed by the member of the representation unit filing a grievance. Completion of this form complies with Article XVII, Section 17.2.2 of the Classified Contract.

1. Name: Last First Middle
2. Address:
3. Home Telephone Number:
4. Representative (if one is desired):
5. Department/School Site:
6. Date Grievance Occurred:
7. Grievance: (Clear, concise statement of circumstances and grievance)
8. (Attach additional sheet if necessary)
9. Contract provision(s) violated, misapplied or misinterpreted:
10. Specific Remedy Sought:
11. Conference Requested? Yes No
12. Comments

APPENDIX H

Classified* Personnel

Professional Growth Credit

All permanent classified* employees are eligible to enter the Professional Growth Program. The Professional Growth Program is to improve the lives of our members, students, and community.

Professional Growth Review Committee

1. Composition

A Professional Growth Review Committee shall be established, composed of three employees, one classified or appointed by CSEA, Director of Personnel or Superintendent's designee and one "at large" agreed by both members. The classified members of the committee shall be appointed by CSEA.

2. Duties of the Committee

- A. Advanced approval may be granted by the committee at the request of the employee if there is a question of course or activity acceptance.
- B. The Committee may evaluate activities for professional growth credit, place unit values on all approved activities. Meetings of the Committee will be scheduled as needed to consider Appeals.

Criteria for Awards

Professional Growth credits may be achieved through participation in any of the following categories of activity:

A. Coursework

College and Junior College Courses Adult Education Courses

Correspondence Courses (accredited) Trade Schools (including Business Colleges).

Credit may be earned by taking courses at universities, colleges, junior colleges, trade schools, or adult school, or through an accredited correspondence school. Such coursework may include, but are not limited to the following skill areas:

- 1) Medical (CPR, First Aid, N95 mask fitting, medical support.
- 2) Communication skills (speech, writing, English, Bilingual ability, and other related skills).
- 3) Inter-personal relations skills (management, psychology, sociology, operation of an organization, and other related skills).
- 4) Technical skills (carpentry, electrical trainings, plumbing, etc.).
- 5) Science technology, engineering, art, math (STEAM workshops).

It is anticipated that course work will either be related to improvement of job performance in the position occupied by the employee, or to meeting the requirements of a position to which the employee aspires.

Courses must be completed to receive credit, with a passing grade of "c" or "Pass" or better assigned. A certification of satisfactory completion, signed by the instructor, will be accepted in lieu of a grade transcript where applicable.

Credit points will be assigned as follows: College, junior college, or trade school courses: Semester = 2 points per semester unit,

Quarter = 1 1/3 points per quarter unit or continuing education unit. Adult education courses: 1 1/2 points per semester unit.

Workshop/Correspondence Course: 1 point per 10 hours

Coursework in progress at the end of one professional growth increment period may be carried over to another period.

B. Workshops

A Workshop is designed for an exchange of ideas, the presentation and discussion of information, and practical methods and skills for improving employee on-the-job performance.

Qualifying for the Awards

When an employee has completed twenty (20) approved growth point, he/she shall receive an annual "growth award" in the amount of three percent (3%) of his/her annual salary. Activities are to be completed by July 1 in order to be eligible for the growth award for that year. Notice of intention to complete award requirements shall be submitted in writing to the committee in the month of May prior to July 1 completion.

The maximum number of growths awards any employee may receive is one per year up to a total of five during the term of employment. Teacher aides working toward the instructional Aide rating will not receive professional growth credit for those activities.

All requests for credit must be accompanied by a transcript or by proof of satisfactory completion signed by the instructor indicating the number of hours completed.

Coursework in progress at the end of one professional growth increment period may be carried over to another period.

C. Workshops

A Workshop is designed for an exchange of ideas, the presentation and discussion of information, and practical methods and skills for improving employee on-the-job performance.

Voluntary Participation

It is hereby acknowledged that participation in the Professional Growth Awards Program is entirely voluntary on the part of the employee, and participation shall not be a requirement towards attaining any of the rights, benefits, or responsibilities accorded bargaining unit employees under the contract.

District paid tuition coursework for professional growth awards shall be considered with advance supervisor written approval.

It is the responsibility of the employee to obtain and present satisfactory evidence of completion of an activity to the Professional Growth Committee. Points may be accumulated over more than a one- year period until the necessary twenty (20) are generated. Questions relating to the suitability of any activity should be referred to personnel.

APPENDIX I

Calaveras Unified School District CSEA Seniority Roster

Will be sent under separate cover

Bargaining Unit Members within the borders are unit members who were hired prior to implementing date of hire for seniority.

APPENDIX J



Calaveras Unified School District

3304-B Highway 12
P.O. Box 788
San Andreas, CA 95249
(209) 754-2300
www.calaveras.k12.ca.us

Personnel Office

SCHOOL CLOSURE LEAVE PROGRAM
Twelve-month Employees Only

Name of Employee:

I, _____ wish to contribute _____ hours of *sick leave to my School Closure leave balance.

In accordance with CSEA Memorandum of Understanding Agreement dated January 7, 2021, Article X 10.11, School Closure Program, I understand that:

- 1 CUSD will match twelve-month unit member's contributions as a one-time contribution one day for one day up to a maximum of five days.
- 2 Any remaining School Closure leave balance will roll over year to year but there will be no matching District contribution beyond the five (5) days.
- 3 District Contributed School Closure leave can only be used for compensation for days of school closure.
- 4 Members may contribute more day than five (5) days towards their School Closure leave but cannot reduce their sick leave account less than 10 days.
- 5 School Closure leave may only be used due to natural disaster or administrative decision to close schools.
- 6 Upon notice to the District of impending retirement, or other separation from the District, the Sick Leave contributed to the School Closure Leave Bank shall be returned to each employee's sick leave account. District contributed school closure leave will be lost if not used by separation date.

Signature of Employee

Employee ID Number

Date

*It is suggested that contributions be limited to the hours equal to one day of work. To ensure that employees retain sufficient accrued sick leave to meet needs that normally arise, members shall not reduce their own accumulated sick leave to fewer than ten (10) days.