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COLLECTIVE BARGAINING AGREEMENT

BETWEEN THE

GUADALUPE UNION SCHOOL DISTRICT

AND THE

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, AND ITS

GUADALUPE UNION SCHOOLS CHAPTER #546

2019-2022

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1 **ARTICLE I - DESIGNATION OF PARTIES AND AGREEMENT**

2 1.1 This Collective Bargaining Agreement ("Agreement") is made and entered
3 into between the **GUADALUPE UNION SCHOOL DISTRICT** (the "District" or "Employer")
4 and the **CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION** and its **GUADALUPE UNION**
5 **SCHOOLS CHAPTER #546** (the "Association," "CSEA," or "Exclusive Representative").

6 1.1.1 The articles and provisions contained herein constitute a bilateral and
7 binding Agreement between the District and the Association.

8 1.1.2 This Agreement is entered into pursuant to Chapter 10.7, §§3540-3549 of
9 the Government Code (the "Act").

10 1.2 The District hereby grants exclusive recognition to the Association for all
11 classified positions except those designated as management, supervisory or
12 confidential.

13 1.2.1 The Association has agreed not to seek a clarification or amendment of the
14 representation unit as set forth above, except as provided by regulations of
15 the Public Employment Relations Board ("PERB").

16 1.2.2 Any new classified position shall be included in the bargaining unit unless the
17 District designates the position as management, confidential, or supervisory.
18 The District and Association shall meet and negotiate regarding unit
19 placement at the request of the Association. If the issue is not resolved, the
20 Association may file an appeal with PERB.

21 1.3 The District and the Association agree that it is to their mutual benefit to
22 encourage the resolution of differences through the meet and negotiation process.
23 Therefore, it is agreed that the District and the Association will support this
24 Agreement for its term, and will not appear before any public bodies to seek change
25 or improvement in any matter that expands or reduces the scope of the Agreement.

26 1.4 This Agreement shall become effective as of July 1, 2019, and shall remain in
27 full force and effect until June 30, 2022, when it shall terminate. This Agreement
28 shall not be extended beyond June 30, 2022, except by written consent of both
29 parties.

30 1.4.1 For the 2020-2021 school year and for the 2021-2022 school year, Article
31 VIII, SALARY, shall be reopened for negotiations along with up to two other
32 Articles designated by each party.

1 1.5 The District and Association agree that they shall not discriminate against any
2 unit member on the basis of race, color, creed, age, sex, national origin, political
3 affiliation, domicile, marital status, physical handicap, membership in an employee
4 organization (or the lack thereof), or participation or non-participation in the
5 activities of an employee organization.
6

7 **ARTICLE II: ASSOCIATION RIGHTS**

8 2.1 The Association and its members shall have the right to make reasonable use
9 of school equipment, buildings and facilities that do not interfere with school District
10 operations. For the use of buildings and facilities, the Association shall submit a
11 written request to the Superintendent for prior approval. The use of District
12 equipment, as described here, shall take place only on school property.

13 2.2 The Association shall have the right to post notices of activities and matters
14 of Association concern on designated employee bulletin boards to be provided in
15 each school. No prior approval, except Association approval, shall be necessary.
16 The Association may use employee mailboxes and District e-mail (subject to the
17 District's technology usage policy) for communicating to members. Any information
18 of a general nature that is transmitted through the mailboxes or e-mail to
19 employees shall be simultaneously provided to the Superintendent.

20 2.3 Authorized representatives of the Association shall be permitted to transact
21 official Association business on school property at reasonable times, provided that
22 such contact does not interfere with District assignments and obligations of
23 employees.

24 2.4 The Board shall place on the agenda of each regular Board meeting as one of
25 the first three items for consideration under "new business", any matters brought to
26 its consideration by the Association provided that such matters are made known to
27 the Superintendent according to regular Board agenda procedures and providing
28 that such items are not topics that should be discussed in the meet and negotiate
29 process.

30 2.5 The Association shall be provided with 12 days of release time to conduct
31 Association business. Additional days may be provided upon mutual agreement
32 between the District Superintendent and the President of the Association.

1 2.5.1 In addition, additional release time shall be granted for a reasonable number
2 of elected and unelected Association unit members in compliance with
3 Education Code §45210, paid for by Chapter #546 in order to attend
4 organizational activities upon request of the Chapter, State CSEA, or its
5 national affiliate. The Association shall provide at least 10 days prior notice.

6 2.6 The District shall permit the Association to distribute voluntary employee
7 information cards attached to the annual emergency cards that employees are
8 required to complete annually for District purposes. Such Association information
9 cards shall be promptly transmitted to the Association upon receipt by the District.

10 2.7 Upon written request, the District shall furnish the Association with two
11 copies of non-confidential materials (including budget information), that are
12 furnished to Board members prior to a Board meeting and are reasonably related to
13 the meet and negotiate process, and any similar materials that are furnished during
14 a Board meeting and which are open to inspection by the public. The copies of
15 materials described herein shall be provided to the Association without charge upon
16 approval by the Superintendent or designee.

17 2.8 The District shall grant five days of paid release time for one CSEA Chapter
18 delegate to attend the CSEA annual conference.

19 2.9 On months the CSEA general membership meeting is held at 5:00 p.m.,
20 custodians or other employees whose work schedule extends beyond 5:00 p.m.
21 shall receive one hour paid release time to attend association meetings.

22 AB-119 New Employee On-boarding Process.

23 2.10 Notice of New Employee Orientation: The District shall provide the
24 Association with notice of any newly-hired classified employee, as required by
25 Government Code §3556, by an email to the CSEA Labor Relations Representative.
26 The notification shall be made within 10 days of the conditional offer of
27 employment.

28 2.10.1 Employee Information:

29 2.10.1.1 New Employees: The Association will be provided contact information for
30 each newly-hired classified employee as required by Government Code
31 §3558, consistent with Government Code §6254.3 and §6207, even if
32 they had been employed by the District previously.

- 1 2.10.1.2 Required information: (1) Employee Name - Last, First, M.I., Suffix; (2)
2 home address - City, State, Zip. Home phone number, Cellular Phone
3 number and personal email address on file with the District; (3) Job title,
4 Department, Work location, Work phone number/extension.
- 5 2.10.1.3 The District agrees to provide the following non-AB-119 information for
6 each unit member: Social Security number (last four), ID number, Hire
7 date, CalPERS status.
- 8 2.10.1.4 The unit member information will be emailed to a site designated by CSEA
- 9 2.10.1.5 Periodic Update of Contact Information: The Association shall be given
10 updated contact information for bargaining unit positions on a regular
11 basis as required by Government Code §3558 as of the end of each
12 September, January, and May.
- 13 2.10.2 New Employee Orientation - Structure, Time, and Manner:
- 14 2.10.2.1 "New employee orientation" means the on-boarding process for a newly-
15 hired employee as provided by Government Code §3555(b)(3).
- 16 2.10.2.2 The Association shall receive notification of scheduled orientation
17 meetings by email each year as provided by Government Code §3556. If
18 additional meetings are established, the Association will be informed by
19 email as soon as possible. A mutually agreed-to half hour of the meeting
20 agenda will be reserved for bargaining unit representatives to meet with
21 prospective members. Managers, supervisors, and HR personnel will not
22 be present during this time.
- 23 2.10.2.3 When a new employee orientation takes place during regular work hours,
24 the Association shall receive up to one hour of release time to travel to
25 and attend the meeting. If the orientation process does not include a
26 designated meeting (e.g., an on-line process), the District and Association
27 shall discuss and agree upon the structure, time, and manner of access to
28 the new-hire.
- 29 2.10.2.4 Membership materials provided to the District by the Association shall be
30 given to the new-hire along with the regular District paperwork.
- 31 2.10.3 Dispute Resolution Procedure:
- 32 2.10.3.1 In the event of an alleged violation, misinterpretation, or misapplication of

1 paragraph 2.10, inclusive, the Exclusive Representative may refer the
2 issue to the State Mediation and Conciliation Service for resolution of the
3 dispute. Only the Exclusive Representative has the authority to file.

4 2.10.3.1.1 The arbitrator selection and hearing process shall be as outlined in
5 Government Code §3557(b)(2) for the selection of an arbitrator, the
6 expedited hearing, and a final and binding decision.

7 2.10.3.1.2 The costs of the arbitration proceeding, including the per diem charges
8 of the arbitrator, shall be borne equally by the parties. Each party
9 shall bear all other costs of its own case.

10 2.10.4 Term of paragraph 2.10, inclusive:

11 2.10.4.1 Paragraph 2.10, inclusive, is effective as of the latest date of ratification
12 and signature and shall remain in full force and effect through June 30,
13 2022, If negotiations over a successor to this paragraph continue after
14 June 30, 2022, the provisions shall remain in effect until negotiations are
15 completed.

16 2.10.4.2 In the event a successor to this paragraph is not achieved within 60 days
17 of the demand to negotiate, either party may invoke the interest
18 arbitration provisions in Government Code §3557(a).
19

20 **ARTICLE III: DISTRICT RIGHTS**

21 3.1 It is understood and agreed that the District retains all of its powers and
22 authority to direct, manage and control to the full extent of the law. Included in but
23 not limited to those duties and powers are the exclusive right to: determine its
24 organization; direct the work of its employees; determine the time and hours of
25 operation; determine the kinds and levels of services to be provided and the
26 methods and means of providing them; establish its educational policies, goals and
27 objectives; insure the rights and educational opportunities of students; determine
28 staffing patterns; determine the number and kinds of personnel required; maintain
29 the efficiency of district operations; determine the curriculum; build, move or
30 modify facilities; establish budget procedures and determine budgetary allocation;
31 determine the methods of raising revenue; contract out work as provided by law;
32 and take action on any matter in the event of an emergency. In addition, the Board

1 retains the right to hire, classify, assign, evaluate, promote, terminate, and
2 discipline employees, subject to the provisions of this Agreement.

3 3.2 The exercise of the foregoing powers, rights, authority, duties, and
4 responsibilities by the district, the adoption of policies, rules, regulations and
5 practices in furtherance thereof, and the use of judgment and discretion in
6 connection therewith, shall be limited only by the specific and express terms of this
7 Agreement, and then only to the extent such specific and express terms are in
8 conformance with law.

9 3.3 The District retains its right to amend, modify or rescind policies and
10 practices referred to in this Agreement in cases of emergency. An emergency exists
11 when determined by the Board or in cases of natural disaster. The District shall
12 make a good faith effort, to consult with the Association prior to the declaration of
13 an emergency.

14 3.4 The District's right to contract out for "all services currently or customarily
15 performed by classified school employees" shall be limited by the express terms of
16 Education Code section 45103.1, the "Act," and precedential PERB Decisions.

17
18 **ARTICLE IV: PROCEDURE FOR EVALUATION**

19 4.1 The probationary period for members of the bargaining unit shall be six
20 months. Probationary employees shall be evaluated not less than once during the
21 probationary period; permanent employees shall be evaluated not less than once
22 per year. The District shall consult with the Association prior to implementing or
23 modifying the District's evaluation procedures for bargaining unit employees.

24 4.1.1 A permanent employee who has been employed for at least five consecutive
25 years may be evaluated at least once every two years by mutual agreement.
26 The employee or the evaluator may withdraw consent at any time. The
27 reason or reasons for withdrawal shall be provided to the other party.

28 4.1.2 The evaluation shall be based upon information collected through observation
29 of the employee's job performance. Employee evaluations shall be prepared
30 by the manager or supervisor who is immediately responsible for directing
31 the employee's work. Information regarding an employee's performance of
32 job duties must be validated by the employee's supervisor or designated

- 1 evaluator before it is included in the written evaluation.
- 2 4.1.3 No evaluation shall be placed in the personnel file without providing the
3 employee an opportunity to meet to discuss the rating or ratings. Each
4 employee is required to sign the evaluation form. The employee's signature
5 does not necessarily signify concurrence with the evaluation. The evaluator
6 shall provide a copy of the fully-signed evaluation to the employee. The
7 original shall be placed in the personnel file.
- 8 4.1.4 An employee who does not agree with the evaluation may provide a written
9 response within ten work days of receipt. The employee's response shall be
10 attached to the evaluation and filed in the official personnel file with the
11 evaluation.
- 12 4.1.5 An employee who receives an unsatisfactory evaluation shall participate in a
13 performance improvement program determined by the District unless the
14 employee is terminated for cause. The program shall be for a period of no
15 more than three months during which time the employee's performance will
16 be monitored. If the employee's performance improves to a level deemed
17 satisfactory by the evaluator, successful completion of the improvement plan
18 will be noted and attached to the related evaluation.

19

20 **ARTICLE V: HOLIDAYS**

- 21 5.1 Employees shall be entitled to the following holidays:
- 22 • New Year's Day
 - 23 • Martin Luther King, Jr. Day
 - 24 • Presidents' Day
 - 25 • Cesar Chavez's Birthday
 - 26 • Memorial Day
 - 27 • Friday before Spring Holiday
 - 28 • Independence Day
 - 29 • Labor Day
 - 30 • California Admission Day - A floating holiday to be taken upon approval of
31 the immediate supervisor.
 - 32 • Veteran's Day
 - Thanksgiving Day
 - Friday following Thanksgiving Day
 - Christmas Day
 - Mexican Independence Day - A floating holiday may be taken whenever
the Board does not declare a Board holiday on that date.
- 30 5.2 Employees working 10 months shall be entitled to the holidays enumerated in
31 Section 5.1 to the extent that such holidays fall within the individual employee's
32 work year. Effective July 1, 2015, an employee whose regular assignment is less

1 12 months shall have two day's pay at the regular daily rate added to his or her
2 monthly, even-pay calculation in lieu of time off for California Admission Day and
3 Mexican Independence Day.

4 5.3 When a holiday fall on a Saturday, the preceding Friday shall be deemed to
5 be the holiday. When holiday falls on a Sunday, the following Monday shall be
6 deemed to be the holiday.

7 5.4 When an employee is required to work on the holidays set forth in paragraph
8 5.1 (excluding California Admission Day and Mexican Independence Day) the
9 employee shall be paid, or given compensating time off, at the rate of time and
10 one-half of the employee's regular rate of pay for the hours worked in addition to
11 the employee's regular rate of pay for the holiday.

12 13 **ARTICLE VI - VACATION**

14 6.1 Eligibility. Each employee, covered by this Agreement, working five days per
15 week for a full-time 12-month contract shall be annually entitled to 12 days of
16 leave of absence for vacation purposes. A 12-month employee working less than
17 full time shall be entitled to vacation leave in the same ratio that his/her
18 employment bears to full time employment. A part-time or full-time employee
19 whose assigned work year is less than 12 months earns vacation pay in lieu of leave
20 in the same ratio that his/her employment bears to full time employment. Earned
21 vacation shall be increased based upon years of service to the District as follows

- 22 • Six years through ten years - 13 days
- 23 • Eleven years through 15 years - 16 days
- 24 • Sixteen years through 20 years - 18 days
- Twenty-one years or longer - 20 days

25 6.2 Procedure. Employees are to schedule vacation leave at the convenience of
26 the District so that the necessary functions of the District may proceed without
27 undue interruption and vacation schedules can be equitably developed. Twelve-
28 month employees shall submit requests for scheduled vacation periods per the
29 following schedule:

30 Vacation from September 1 to the end of Winter Recess - prior to August 1.

31 Vacation from end of Winter to end of Spring Recess - prior to December 1.

32 Vacation from end of Spring Recess to September 1 - prior to March 1.

1 6.2.1 If an employee does not take his or her scheduled vacation, the amount not
2 taken shall be accumulated for use in the following year (maximum 10 days)
3 or be compensated, at the option of the employee. Compensation for unused
4 vacation is paid in the month of July.

5 6.3 Employees who are absent from duty without proper notification to and
6 approval by the Superintendent will be deemed to be on unauthorized leave. After
7 three days of unauthorized leave, an employee shall be deemed to have abandoned
8 his/her position and shall be recommended to the Board of Trustees for dismissal.

9 6.4 An employee who becomes ill or has an accident while on vacation leave shall
10 immediately notify the District Office, and, upon return to duty, present the
11 Superintendent with a physician's verification of the days of illness or accident;
12 verified days of illness or accident shall be charged to accumulated sick leave.
13 Vacation leave entitled shall then be increased by a similar number of days as those
14 charged to sick leave due to illness or accident which occurred during the vacation
15 leave.

16
17 **ARTICLE VII: LEAVES**

18 7.1 Sick leave, personal necessity, vacation and compensation time shall be
19 calculated to the nearest quarter hour (15 minutes).

20 7.2 Bereavement Leave. Bargaining unit employees shall be granted up to five
21 days for bereavement purposes in cases of death within his/her immediate family.

22 Immediate family shall be defined as: A parent, grandparent, or grandchild
23 of the employee or of the spouse of the employee, and the spouse (including
24 domestic partner), child, sibling, aunt or uncle, niece or nephew, or immediate in-
25 law of the employee, any relative living in the immediate household of the
26 employee or any other person for whom the employee is legally responsible.

27 Pursuant to Family Code sections 297 and 297.5(a)-(c), or successor statutes
28 if applicable, the term "spouse" includes a registered domestic partner. An
29 employee who claims any benefit pursuant to the terms of this Article or this
30 Agreement must have valid proof of the registered domestic partnership on file with
31 the District.

1 7.3 Industrial Accident and Illness Leave

2 7.3.1 Purpose. Industrial accident and illness leave shall be granted for illness or
3 injury incurred within the course and scope of a permanent employee's
4 assigned duties.

5 7.3.2 Eligibility. A permanent employee covered by this Agreement.

6 7.3.3 Procedure. An employee who has sustained a job related injury shall report
7 the injury on a District approved accident report form within 24 hours to the
8 immediate supervisor. An employee shall report an illness on a District
9 approved form to the immediate supervisor within 24 hours of knowledge
10 that the illness is an alleged industrial illness. This form must be completed
11 prior to reporting to a physician.

12 7.3.4 Requirements. In any one fiscal year, allowable leave for the same illness or
13 accident shall be for not more than 60 days during which the schools of the
14 District are required to be in session or when the employee would otherwise
15 have been performing work for the District. Allowable leave shall not
16 accumulate from year to year.

17 Industrial accident or illness leave shall be reduced by one day for each
18 day of authorized absence regardless of temporary disability indemnity
19 award. When an industrial accident or illness leave overlaps into the next
20 fiscal year, the employee shall be entitled to only the amount of unused leave
21 due for the same illness or injury.

22 Any employee receiving benefits as a result of this section, shall during
23 periods of injury or illness, remain with the State of California unless the
24 Board authorizes travel outside the State.

25 During any industrial paid leave of absence, the employee shall endorse to
26 the District the temporary disability indemnity checks received on account of
27 his industrial accident or illness. The District, in turn, shall issue the
28 employee appropriate salary warrants for payment of the employee's salary
29 and shall deduct normal retirement, the authorized contributions, and the
30 temporary disability indemnity, if any, actually paid to and retained by the
31 employee for periods covered by such salary warrants. Upon conclusion of
32 this industrial paid leave an employee may utilize any available sick leave

1 benefits providing that any sick leave utilization when combined with (any)
2 temporary disability indemnity shall not exceed 100% of the employees
3 normal compensation. The five-month differential pay provided for in the
4 Educational Code shall be available to the employee upon the expiration of
5 Industrial Accident Leave, with paid differential period running consecutively
6 with the utilization of regular sick leave.

7 **7.3.5 Return to Service.** An employee shall be permitted to return to service after
8 an industrial accident or illness only upon the presentation of a release from
9 the authorized Worker's Compensation physician certifying the employee's
10 ability to return to his/her position classification without restriction or
11 detriment to the employee's physical and/or emotional well being. The
12 District reserves the right to require a physical examination by a district-
13 appointed physician at district expense.

14 **7.4 Judicial and Official Appearance Leave**

15 **7.4.1 Purpose.** Judicial and official appearance leave shall be granted for purpose
16 of regularly called jury duty, appearance as a witness (in court) other than as
17 a litigant or as a witness against the District, or to respond to an official order
18 from another governmental jurisdiction for reasons not brought through the
19 connivance or misconduct of the employee. Employees served with school
20 year duty notice may request exemption.

21 **7.4.2 Eligibility.** An employee covered by this Agreement.

22 **7.4.3 Procedure.** The employee seeking an official judicial appearance leave shall
23 submit a request accompanied by the official order for an approved absence
24 to the immediate supervisor. Such request shall be submitted not less than
25 10 days advance notice for appearance.

26 **7.4.4 Requirements.** An employee may be granted a leave of absence not to
27 exceed the duration of the requirements of the official order for participation
28 and appearance.

29 **7.4.5 Compensation.** An employee granted a leave of absence under these
30 provisions shall be granted such District compensation which when added to
31 jury or witness fees shall not exceed the employee's regular District
32 compensation.

1 7.4.6 Return to Service. Immediately upon return to active service, the employee
2 shall complete the District absence form and submit to the immediate
3 supervisor. The employee shall provide, upon District request, additional
4 verification of these leave provisions.

5 7.5 Personal Leave.

6 7.5.1 Purpose. An employee may request a personal leave of absence for reasons
7 not enumerated elsewhere in this Agreement.

8 7.5.2 Eligibility. A permanent employee covered by this Agreement.

9 7.5.3 Procedure. The employee seeking an approved personal leave of absence
10 shall submit a request, including the reasons and any supporting information
11 related thereto, and the duration of the length of the requested leave. For
12 personal absences of five working days or less, the employee shall submit the
13 request described herein to the Superintendent not less than five working
14 days prior to the beginning date of the leave. The decision of the
15 Superintendent for approval or denial of these requests shall be final. For
16 personal absence in excess of five days, the employee shall submit the
17 request described herein to the Superintendent for recommendation and
18 presentation to the Board for approval or denial. An employee requesting
19 such an extended personal leave of absence shall submit the request in
20 sufficient time for the Superintendent's considerations and presentation to
21 the Board.

22 7.5.4 Requirements. An employee shall not accept gainful employment while on
23 personal leave of absence without the prior written approval of the
24 Superintendent.

25 7.5.5 Compensation. Any personal leave of absence that may be granted under
26 these provisions shall be without compensation. An employee granted an
27 unpaid personal leave may continue to participate in the District
28 medical/dental insurance program at his/her own expense.

29 7.5.6 Return to Service. The employee shall be reinstated to the position
30 classification held prior to the leave of absence if available or to a position for
31 which the employee is qualified.

32 If the personal leave of absence was granted for personal health reasons,

1 the employee shall be required to submit, prior to return to active duty, a
2 medical statement indicating an ability to assume assigned duties without
3 restrictions or detriment to the employee's physical or emotional well-being.
4 The District shall pay the cost of the examination beyond the health
5 insurance payments.

6 7.6 Personal Necessity Leave

7 7.6.1 Purpose. Personal necessity leave may be utilized for circumstance that are
8 serious in nature, which cannot be expected to be disregarded, which
9 necessitate immediate attention and cannot be dealt with during off-duty
10 hours.

11 7.6.2 Eligibility. Any employee of this unit who has sufficient unused sick leave
12 credit.

13 7.6.3 Procedure. Employee shall submit a request for personal necessity leave
14 approval on a District approved form to the Superintendent normally not less
15 than three work days prior to the beginning date of the leave. Failure to
16 secure advance approval of personal necessity leave except as outlined in #1
17 and #2 below shall constitute grounds for denial of the leave. The prior
18 approval required for personal necessity leave shall not apply to the following
19 reasons:

- 20 • Death or serious illness of a member of the employee's immediate family
21 as defined under 7.2
- 22 • Accident, involving person or property or the person or property of the
employee's immediate family.

23 When prior approval is not required, the employee shall make every
24 reasonable effort to comply with District procedures designed to secure
25 substitutes and shall notify the Superintendent of the expected duration of
26 the absence.

27 7.6.4 Requirements. An employee may use not more than eight days per year of
28 accumulated sick leave for purposes of approved personal necessity leave.

29 Examples of reason for which approval shall not be granted are:

- 30 • Political activities or demonstrations.
- 31 • Vacation, recreation, or social activities.
- 32 • Civic or organization activities.
- Employee association activities.
- Routine personal activities, such as cosmetic and hair dressing

- appointment, etc.
- Occupational investigation.
- Purchase or sale of vehicle by employee.

7.6.5 Compensation. An employee shall receive full compensation for not more than eight days per year of approved personal necessity leave.

7.6.6 Return to Service. Immediately upon return to active service, the employee shall complete the District absence form and submit it to the immediate supervisor. Upon District requests, the employee shall provide additional verification of the use of these leave provisions.

7.7 Sick Leave

7.7.1 Purpose. The purpose of sick leave utilization shall be for physical and mental disability absences which are medically necessary and caused by illness, injury, maternity disability, or quarantine.

7.7.2 Eligibility. An employee, covered by this Agreement, working five days per week for a full 12-month contract year shall be annually entitled to 12 days of leave of absence for the purpose of sick leave utilization. An employee covered by this Agreement, working less than full-time shall be entitled to sick leave in the same ratio that his/her employment bears to full-time employment

7.7.3 Procedure. An employee exercising this leave of absence provision shall notify the Superintendent of his/her need to be absent from service as soon as known, but in no event later than reasonable notice necessary to secure substitute services. The notification described herein shall also include an estimate of the expected duration of the absence.

7.7.4 Requirements. Any employee becoming aware of the need for absence due to surgery, maternity, or other predictable or previously scheduled cause shall submit a statement from his/her attending physician as far in advance of the initial disability date as possible. The physician's statement shall include the beginning date of disability, the cause of the disability, and the anticipated date of the return to active service.

7.7.5 Compensation. Any unused sick leave credit may be used by the employee for sick leave purposes, without loss of compensation. Upon exhaustion of all accumulated sick leave credit, and employee who continues to be absent

1 shall receive extended sick leave as provided in paragraph 7.7.1.1, below.

2 7.7.1.1 At the beginning of each school year, each employee shall be
3 credited with a total of 100 working days of paid sick leave,
4 including days earned and accumulated under paragraph 7.7.1.
5 Any days in excess of the sick leave earned and accumulated under
6 paragraph 7.7.1 shall be compensated at 50% of the employee's
7 regular daily rate of pay.

8 7.7.1.2 Extended sick leave is exclusive of any other paid leave, holidays,
9 vacation, or compensating time to which the employee may be
10 entitled. For any use of more than three consecutive days, an
11 employee must provide a written verification signed by a physician
12 or practitioner.

13 7.7.1.3 An employee shall first utilize all accumulated sick leave credit. In
14 no event shall extended sick leave days, when combined with days
15 of sick leave utilization, exceed 100 days in a school year.

16 7.7.6 Return to Service. Immediately upon return to active service, the employee
17 shall complete the District absence form and submit it to the immediate
18 supervisor.

19 The employee shall provide, upon District request, additional verification
20 of the use of these leave provisions.

21 An employee who has experienced a disability absence requiring surgery,
22 hospitalization, or extended medical treatment, shall be required to submit
23 prior to return to active duty, a medical statement indicating an ability to
24 return to his/her position classification without restrictions or detriment to the
25 employee's physical and emotional well-being. This physician's statement
26 may be required for all absences of three days or longer. An employee shall
27 not be allowed to return to service and shall be charged with one additional
28 day of sick leave absence if the employee fails to notify the District of intend
29 to return to duty 30 minutes prior to the end of the substitute employee's
30 duty day on the preceding work day, and by such notification failure a
31 substitute is secured.

32 7.8 Pregnancy Disability Leave. Each female employee shall be entitled to

1 disability leave of absence by reason of physical incapacity due to pregnancy or
2 childbirth or conditions related to pregnancy or childbirth. The period of disability
3 shall be determined by the employee and her doctor.

4 7.9 Unpaid Child Rearing Leave. In the event an employee desires an unpaid
5 leave of absence for preparation of the birth of a child, adoption of a child, or for
6 continued childcare after birth or adoption, the employee may apply for an unpaid
7 child rearing leave by submitting a written request to the Superintendent.

8 Time allowed for unpaid child rearing leave, including beginning and ending
9 dates, shall be based upon the needs of the district.

10 7.10 Nothing in this section shall be construed to deprive any employee of sick
11 leave rights under the sections of this contract or the Education Code for absences
12 due to illness or injury resulting from pregnancy.

13 7.11 Family Care Leave. The District shall comply with the California Family Right
14 Act of 1991, as amended, and the federal Family and Medical Leave Act of 1993.
15 Under the California law unit members with at least one year of continuous service
16 are eligible for up to four months of unpaid family care leave in a 24-month period.
17 Under the federal law unit members are entitled to three months of unpaid family
18 care leave during any 12-month period. In general, "family care leave" means leave
19 because of (1) the birth of a child of a unit member, (2) the placement of a child
20 with a unit member, (3) the serious illness of the unit member or a child of a unit
21 member; or (4) leave to care for a parent or spouse who has a serious health
22 condition.

23 7.12 Military Leave. A bargaining unit employee shall be entitled to any military
24 leave provided by federal or state law and shall retain all privileges granted by such
25 law arising out of the exercise of such leave.

26
27 **ARTICLE VIII: SALARY**

28 Wage Scale

29 8.1. For the 2019-2020 school year, the Classified Salary Schedule (Appendix A)
30 shall remain the same as the 2018-2019 schedule. If another bargaining unit
31 receives a general salary schedule increase, Appendix A shall be modified to reflect
32 the increased amount.

1 Health Insurance Package

2 8.2 For bargaining unit members who properly complete the required enrollment
3 form, the total annual District contribution for medical, dental, and vision insurance
4 coverage for the period October 1, 2018, to September 30, 2019, shall be not more
5 than \$8,200.00 for each employee. This annual contribution of \$8,200.00 shall
6 remain unchanged unless negotiated by the District and Association.

7 8.2.1 Employees whose regular daily assignment is four or more hours per day,
8 five days per week (20 hours/week) are entitled to receive the District's
9 contribution.

10 8.2.2 Employees enroll in either single, two-party, or family coverage. Any cost of
11 coverage in excess of the District's contribution shall be paid by the employee
12 by regular payroll deduction.

- 13 • SISC III - 100% Plan D (\$300/\$600 ded.; \$20 office visit co-pay;
R10/200/35)
- 14 • SISC III - 80% Plan M (\$3,500/\$7,000 ded.; Co-insurance max.
\$2,500/\$5,000; \$40 office visit co-pay; R10/200/35)
- 15 • SISC III - 80% Plan N (\$5,000/\$10,000 ded.; Co-insurance max.
\$7,500/\$15,000; \$40 office visit co-pay; R10/200/35)

16
17 8.3 Longevity. Longevity service recognition shall be granted as follows:

- 18 • Commencing on the anniversary date of 10 years of service - two percent
of base salary rate.
- 19 • Commencing on the anniversary date of 15 years of service - four percent
of base salary rate.
- 20 • Commencing on the anniversary date of 20 years of service - six percent
of base salary rate.
- 21 • Commencing on the anniversary date of 25 years of service - eight
percent of base salary rate.

22
23 8.4 Bilingual Stipend. An employee who is in a position that requires bilingual
24 skills and who passes a qualifying examination shall receive a bilingual stipend of
25 three percent of base salary rate.

26 8.5 Shift Differential. A bargaining unit employee who works on regular shift that
27 ends between 6:00 p.m. and 6:00 a.m. shall receive a shift differential of five
28 percent to the regular rate of pay for the classification. The bargaining unit
29 employee shall retain the shift differential pay pursuant to the guidelines of
30 Education Code section 45185 when assigned to hours not entitled to the shift
31 differential.

32 8.6 Mileage Compensation. Any employee covered by this Agreement who is

1 required to use his/her own personal vehicle to travel on school district business
2 from one school site to another site on location, after reporting to the original
3 assignment, shall be compensated for the mileage between sites at the rate
4 established by the Internal Revenue Service.

5 8.7 Initial Salary Placement. The Association President shall be notified if the
6 District starts a newly-hired employee at higher pay rate than Step 1 for the
7 classification.

9 **ARTICLE IX: DISCIPLINARY ACTION**

10 9.1 "Discipline" shall mean any action taken by the District against a permanent
11 classified employee, including, but not limited to, dismissal, suspension-with or
12 without pay-or other corrective remedy, other than a verbal warning followed by a
13 written reprimand. Discipline, other than dismissal, is intended to be corrective in
14 nature and should be commensurate with the level of the employee's infraction.

15 9.1.1 No disciplinary action shall be taken for any cause which arose prior to an
16 employee achieving permanent status nor for any cause which arose more
17 than two years preceding the date of the filing of a notice of disciplinary
18 action unless the cause was concealed or not disclosed by the employee
19 when it could be reasonably assumed that the employee should have
20 disclosed the facts to the District.

21 9.1.2 A probationary classified employee is an "at-will" employee and is subject to
22 termination at any time during the initial six months of District employment.

23 9.2 Causes for Disciplinary Action. The following causes shall be grounds for
24 disciplinary action:

- 25 • Absence without leave.
- 26 • Excessive, repeated, or unexcused absences or tardiness.
- 27 • Failure or refusal to perform the normal and reasonable duties of the
28 position.
- 29 • Conviction of any criminal act involving moral turpitude.
- 30 • Use of District time, facilities, equipment, or supplies for private gain or
31 advantage.
- 32 • Disorderly or immoral conduct.
- Insubordination.
- Incompetency or inefficiency.
- Duplication of any key to a District facility without proper authorization.
- Neglect of duty.
- Negligence or willful damage to public property or waste of public supplies
or equipment.
- Dishonesty.

- 1 • Participation in any business activity or enterprise, or acceptance of any
- 2 employment that is clearly inconsistent, incompatible, in conflict with, or
- 3 inimical to the duties of the position during regular work hours.
- 4 • Violation of or refusal to obey the school laws of the state or reasonable
- 5 regulations prescribed by the State Board of Education or by the Board of
- 6 Trustees.
- 7 • Persistent violation of or refusal to obey safety rules or regulations made
- 8 applicable by the Board or by an appropriate state or local government
- 9 agency.
- 10 • Abandonment of position.
- 11 • Possession of, consumption of, or intoxication due to the use of alcoholic
- 12 beverages on District premises or while on duty at any location.
- 13 • Possession of, consumption of, or intoxication due to the use of any
- 14 narcotic, restricted dangerous drug, or other controlled substance which is
- 15 regulated by the California Uniform Controlled Substances Act on District
- premises or while on duty at any location, unless such possession is under
- a valid written prescription.
- Unauthorized use of the District computer system or use of another
- employee's password to gain access to the District computer system.
- Suspension, revocation, or expiration of any license which is required for
- the employee's performance of job duties.
- Act of physical violence against a student, parent, employee of the
- District, or any other person.
- Verbal attack that reasonably could be construed as hostile, intimidating,
- aggressive, demeaning, belittling, or threatening and/or use of
- expletives/epithets directed against a student, parent, employee of the
- District, or any other person.
- Other cause deemed sufficient by the District.

16 9.3 The Superintendent, or a designee, shall investigate any matter that could

17 result in disciplinary action.

18 9.3.1 The employee shall be notified that a matter that could result in disciplinary

19 action is being investigated. During the investigation process, the

20 investigator shall request a fact-finding meeting with the employee.

21 9.3.2 The employee shall be informed of the right to be accompanied to the

22 meeting by a representative. If the employee elects not to be represented,

23 he or she shall sign a statement to that effect. A copy of the statement shall

24 be provided to the Exclusive Representative.

25 9.3.3 As part of the investigation, if disciplinary action is being considered, the

26 employee, and his or her representative where applicable, shall be provided

27 written notification of the allegation or allegations, provided copies of any

28 written documents upon which the consideration is based, and shall be given

29 an opportunity to meet with a designated Skelly officer in order to respond

30 and to comment on the appropriate disposition.

31 9.4 Following the Skelly meeting, if a recommendation is made that cause exists,

32 the employee shall be provided a written Notice of the Proposed Disciplinary Action

1 within five days.

2 9.4.1 The Notice shall be served upon the employee personally and shall be signed
3 for and dated upon receipt or shall be sent by United States certified mail,
4 return receipt requested, addressed to the employee at his or her last known
5 address. Where the employee has utilized the services of a representative
6 during the investigation, the representative shall also be sent a copy of the
7 Notice.

8 9.4.2 The Notice shall inform the employee of the charges as well as the effective
9 date of discipline, which shall be not less than six work days after service of
10 the notice. The Notice shall contain a statement of the specific acts or
11 omissions upon which the discipline is based and a statement of the cause for
12 the action taken. If the employee has violated a rule or regulation of the
13 public school employer, the rule or regulation shall be set forth in the Notice.

14 9.4.3 The Notice also shall inform the employee of the right to file a grievance at
15 Level 2 or Level 3, and the time by which the grievance must be filed, which
16 shall be not less than five work days after service of the Notice and shall
17 contain a form, the signing and filing of which shall constitute the grievance
18 appeal and a denial of all charges.

19 9.4.3.1 The grievance appeal must be received by the District Office no
20 later than 4:00 p.m. on the last workday designated in the Notice.

21 9.4.3.2 Failure to file the grievance appeal prior to the deadline set forth
22 above constitutes a waiver of any right to an appeal and the
23 discipline shall become final.

24 9.4.3.3 When a grievance appeal is timely filed, the disciplinary action shall
25 be stayed pending completion of the grievance process.

26 9.5 If the Superintendent determines that the needs of the District so require, an
27 employee may be suspended immediately, with or without pay, prior to the
28 completion of the procedures set forth in paragraphs 9.3 and 9.4, inclusive, above.
29 A suspension without pay shall be in compliance with the Penal Code and related
30 guidelines. In such case, the suspension and any denial of compensation shall be
31 an issue in the appeal hearing, if one is requested by the employee.

32 9.6 Nothing contained herein shall prevent the Superintendent from

1 recommending or the Governing Board from ordering dismissal instead of other
2 discipline for conduct set forth in paragraph 9.2, inclusive, above, including conduct
3 for which disciplinary action previously has been imposed.

4
5 **ARTICLE X: GRIEVANCE PROCEDURE**

6 10.1 A "grievance" shall mean an alleged violation or misinterpretation of a
7 specific provision of the Agreement which affects the grievant. This grievance
8 procedure shall not be used to challenge or change policies, regulations or
9 procedures of the District which are not included in this Agreement, nor shall the
10 grievance procedure be used for other matters for which specific methods of review
11 are provided by law, or District policies, rules or regulations.

12 10.1.1A grievant shall mean an employee, employees, or the Association covered
13 by this Agreement. In a case of multiple grievance claims on the same issue,
14 the District may elect to hear only the first written grievance filed, and the
15 decisions rendered shall be applicable to all claims on the same issue, arising
16 from the same set of circumstances.

17 10.1.2A "conferee" shall mean any association representative selected by the
18 grievance, except as limited in level I on this procedure. An immediate
19 supervisor with whom a grievance is filed may also choose a representative in
20 processing grievances, except as limited in level I.

21 10.1.3A "District grievance form" shall mean a District-provided form completed in
22 writing, by the employee within 15 days of the occurrence, or within 15 days
23 of when the employee could reasonable have known of the occurrence, act,
24 or omission giving rise to the grievance.

25 10.1.4A day is any day in which the District office is open for business.

26 10.2 General Provisions. The purpose of the procedure is to attempt to secure
27 equitable solutions to grievances. All parties agree that these proceedings will be
28 kept informal and confidential, and that the grievant and immediate supervisor
29 should attempt to resolve the grievance at the informal level. The filing of a
30 grievance shall in no way interfere with the right of the Board to proceed in carrying
31 out its management responsibilities subject to the final decision of the grievance.
32 In the event the alleged grievance involves an order, requirement, or other

1 directive, the grievant shall fulfill or carry out such order, requirement, or other
2 directive, pending, the final decisions of the grievance. The employee shall have
3 the right to request that the order or directive described herein be put in writing by
4 the supervisor issuing such order.

5 Nothing contained herein will be construed as limiting the right of any
6 grievant to discuss a grievance informally with his immediate supervisor, or to have
7 the grievance adjusted, prior to Level IV without intervention of the Association,
8 provided that the adjustment is not inconsistent with the terms of this Agreement.
9 Any proposed resolution at Levels II, or III, shall not be agreed upon by the District
10 until the Association has been provided a copy, and allowed an opportunity to
11 respond. The filing of a grievance shall not reflect unfavorably upon the grievant.

12 Management employees shall make a conscientious effort to comply with the
13 time limits for responses to employee grievances, as directed herein.

14 The employee and immediate supervisor shall have the right to include in the
15 grievance hearing such witnesses as they deem necessary to develop facts
16 pertinent to the grievance. These names shall be made available to both parties
17 upon request. Such witnesses shall be in addition to the conferee that either party
18 may select.

19 10.3 Informal Procedure

20 10.3.1 Level I. Within 15 days of the occurrence or within 15 days of when the
21 employee could reasonably have known of the occurrence of the act or
22 omission giving rise to the grievance. The employee shall meet with the
23 immediate supervisor to discuss the potential grievance, in an attempt to
24 resolve it informally. Either the employee or the immediate supervisor may
25 bring a conferee to this informal meeting, however, such conferees may not
26 participate in the discussions at this informal conference unless agreed to by
27 the grievant and the immediate supervisor. The immediate supervisor shall
28 investigate the matter and respond verbally within two days of the meeting.
29 If the potential grievance is not resolved at this level, the employee may
30 proceed to level II.

31 10.4 Formal Procedure

32 10.4.1 Level II. Within seven days of the informal meeting, the grievant must

1 present his/her grievance in writing on District-provided form to the
2 immediate supervisor. This District form shall contain a clear and concise
3 statement of the grievance, the circumstances involved, the decision
4 rendered at the informal conference, and the specific remedy sought.
5 The immediate supervisor shall communicate a decision to the employee in
6 writing within five days after receiving the grievance. If the administrator
7 does not respond within five days after receiving the grievance. If the
8 administrator does not respond within the time limit, the grievant may appeal
9 to the next level. Within the above time limit, the grievant may appeal to the
10 next level. Within the above time limit, either party may request a personal
11 conference to discuss the grievance. Either the grievant or the immediate
12 supervisor may have a conferee present at such a conference.

13 10.4.2 Level III. If the grievant is not satisfied with the decision at level II, the
14 employee may within five days appeal the decisions to the Superintendent.
15 This written appeal statement shall include a copy of the original grievance,
16 the appeals and the decisions rendered at previous levels, and a clear,
17 concise statement of reasons for the appeal.

18 The Superintendent of designee shall communicate a decision within five
19 days. If the Superintendent, or designee, does not respond within the time
20 limits provided, the grievant may appeal to the next level.

21 10.4.3 Level IV. If the grievant is not satisfied with the decision at Level II, he/she
22 may request the Association to submit the grievance to advisory arbitration.
23 If the Association concurs with the employee request, the Association shall
24 within five days of the Superintendent's decisions submit a request in writing
25 to the Superintendent for advisory arbitration of the dispute. The Association
26 and the District attempt to agree upon an arbitrator and if no agreement can
27 be reached, the parties shall request the California State Conciliation Service
28 to supply a panel of five names of persons experienced in hearing grievances
29 in public schools. Each party shall alternately pick a name until only one
30 name remains. The remaining panel member shall be the arbitrator. The
31 order of striking shall be determined by lot. The fees and expenses of the
32 arbitrator and the hearing shall be borne equally by the District and the

1 Association. All other expenses, including fees for witnesses and conferees,
2 shall be borne by the party incurring them.

3 The arbitrator shall, as soon as possible, hear evidence and render a
4 decision on the issue or issues that were submitted at arbitration. If the
5 parties cannot agree upon a submission agreement, the arbitrator shall
6 determine the issues by referring to the written grievance and the answers
7 thereto at each level. In disputed cases regarding whether or not a
8 grievance claim is within the scope of these proceeding, the arbitrator shall
9 rule on the arbitrability of the issue. The arbitrator shall have no power to
10 add to, subtract from or modify the terms of this Agreement. Issues arising
11 out of the exercise by the Board and administration of its responsibility
12 referred to in Article V ("District Rights"), including the facts underlying its
13 exercise of such discretion, shall not be subject to this procedure.

14 After a hearing and after both parties have had an opportunity to make
15 written arguments, the arbitrator shall submit, within 30 calendar days to all
16 parties the written finding and recommendations that he or she has prepared.

17 10.4.4 Level V. If the arbitrator's recommendation is acceptable to the District, the
18 Superintendent shall take appropriate action to implement the
19 recommendation. The Superintendent or designee shall within five days of
20 receipt of the recommendation inform the grievant of the District's decision
21 to accept or not accept the arbitrator's recommendation. If no action is
22 taken by the District, or the grievant does not concur with the arbitrator's
23 recommendation, the grievant may appeal, in writing, to the Board of
24 Trustees within 10 days of the receipt of the arbitrator's recommendation.

25 10.5 Final Decision. The Board of Trustees has the power to render a final
26 decision of a grievance which shall be binding on all parties. If, upon review, the
27 Board of Trustees determines that it is unable to render a final determination on the
28 record, it may reopen the record for the taking of additional evidence, prior to
29 rendering the binding decision.

1 **ARTICLE XI: VACANCIES, TRANSFERS, AND PROMOTIONS**

2 11.1 "Transfer" shall mean the reassignment of an employee from one position to
3 another position in the same classification or to another position in a similar or
4 related classification with the same salary range.

5 11.2 "Promotion" shall mean a change in assignment of an employee from a
6 position in one classification to a vacant position in another classification with a
7 higher salary range.

8 Posting Positions

9 11.3 The District shall determine when a vacant position exists and when vacant
10 positions shall be filled. Upon the determination that a vacant position shall be
11 filled, the District shall post appropriate notices at all work sites.

12 11.3.1The notice shall include: the job title; a brief description of the position and
13 duties; required minimum qualifications; job location; the number of hours
14 per day; the regular hours of work, days per week and months per year; the
15 salary range; deadline for filing an application. The notice shall be posted for
16 not less than five workdays.

17 11.3.2Employees who are on leave or vacation and who have requested the District
18 Office to inform them of vacant positions shall be mailed copies of the notice.

19 Transfer/Promotion Process

20 11.4 Any employee may file for a posted vacancy by submitting written notice to
21 the District Office within the filing period.

22 11.4.1Employees who meet the requisite qualifications shall receive first
23 consideration for posted vacancies.

24 11.4.2When the decision to fill a vacant position is limited to two or more current
25 employees who have equal qualifications, the most senior employee shall be
26 selected. In such a case, if the affected employees have identical seniority,
27 the selection shall be made by lot.

28 Involuntary Transfers

29 11.5 An employee shall not be involuntarily transferred for arbitrary or capricious
30 reasons. In a situation where the District determines the existence of an excess of
31 employees with a job classification at a given worksite and where the District
32 determines that no reduction in hours or layoff shall occur, the least senior

1 employee in the specific classification shall be involuntarily transferred unless
2 another employee in the affected classification volunteers to be transferred.

3 11.6 In a situation where no qualified employee has applied for a posted vacant
4 position and the District determines that the posted position be filled by a current
5 employee, the District may involuntarily transfer the least senior qualified employee
6 to fill the vacant position.

7 11.7 An employee may be involuntarily transferred for performance improvement
8 reasons, based on an evaluation of less than satisfactory. In that case, the
9 evaluation procedure satisfies the meeting process of paragraph 11.8.

10 11.8 Involuntary transfers shall be preceded by a meeting between the employee
11 and the immediate supervisor, if requested by the employee. The employee may
12 be accompanied by a bargaining unit representative. Except in unusual
13 circumstances, involuntary transfers also shall be preceded by written notice 10
14 calendar days in advance of the contemplated action. The notice shall state the
15 reasons for the action.

16 17 **ARTICLE XII: DUTY HOURS**

18 12.1 Workweek. The workweek for employees shall be 40 hours rendered in units
19 of eight hours.

20 12.1.1The regular workweek shall consist of five consecutive workdays for all
21 employees rendering service averaging four hours or more per day during the
22 workweek. Any position that is not assigned to a Monday - Friday workweek
23 shall specify the designated workweek in the job posting.

24 12.1.2The District retains the right to extend the regular workday or workweek
25 when it is deemed necessary to carry our the District's business in
26 accordance with the overtime provisions of this Agreement.

27 12.1.3A change to an established workweek shall be by mutual agreement between
28 the District and the affected employee. The Exclusive Representative shall be
29 informed of the change.

30 12.2 Work Day. The workday for all employees shall be established and regularly
31 fixed by the District in order to meet the District's educational goals and objectives,
32 and to function in an organized, efficient manner.

1 12.2.1At the time of hire, transfer, or promotion an employee shall be provided a
2 copy of the work schedule for the position.

3 12.2.2It is understood that there may be an operational need of the District to
4 change work day schedules during the Summer recess period.

5 12.2.3A change to an established workday that occurs while school is in session
6 shall be by mutual agreement between the District and the affected
7 employee. The Exclusive Representative shall be informed of the change.

8 12.3 Work Year. The work year of each employee who works fewer than 12
9 months per school year shall be established and regularly fixed by the District in
10 order to meet the District's educational goals and objectives, and to function in a
11 organized, efficient manner. The Association shall be notified of proposed changes
12 to the bargaining unit work calendar for the succeeding school year in sufficient
13 time to allow the Association to negotiate those changes, should it wish to do so,
14 prior to implementation of any changes.

15 12.4 Lunch Period. A 30-minute non-compensated, duty-free lunch period shall be
16 provided to all employees who render service at least six consecutive hours.

17 12.4.1The lunch period shall be assigned by the immediate supervisor to be taken
18 to be taken as soon after the conclusion of four hours of service as possible.

19 12.4.2If an employee is required to work during their regular lunch period, the
20 supervisor shall either (a) allow the employee to resume the lunch period for
21 the amount of interrupted time; or (b) compensate the employee for the time
22 lost. Work performed during the employee's lunch period must be authorized
23 in writing by the immediate supervisor prior to the work beginning. Absent a
24 prior written authorization, there is no expectation or obligation to perform
25 work during the employee's lunch period.

26 12.5 Rest Period. A 15-minute compensated, duty-free rest period shall be
27 provided to all employees for each four hour period of service. The rest period
28 herein described shall be taken at or near the midpoint of each four hour period of
29 service as reflected in the employee's work schedule.

30 12.6 Overtime. Overtime compensation shall be provided employees who are
31 directed by their immediate supervisor to work in excess of eight hours in any one
32 day, or in excess of 40 hours in any calendar week. The employee shall be

1 compensated equal to time and one-half of the regular rate of pay. An employee
2 may request compensatory time off in-lieu of overtime pay.

3 12.6.1 An employee having an assigned workday of four hours or more per day for
4 five days per week shall be compensated at the overtime rate for any work
5 required to be performed on the sixth or seventh workday. An employee
6 having an assigned workday of less than four hours per day shall be
7 compensated at the overtime rate for any work required to be performed on
8 the seventh consecutive workday.

9 12.6.2 Compensatory time shall be taken at a time acceptable to the District within
10 the fiscal year (July 1 - June 30) in which it was earned. If the compensatory
11 time has not been taken within the fiscal year in which it was earned, the
12 District shall pay the employee the appropriate overtime rate.

13 12.6.3 Opportunities for work in addition to employees' regular assigned hours shall
14 be rotated based on seniority among unit members in each classification at
15 each work site. The District will determine if the work is to be accomplished
16 as overtime for full-time employees or as "extended time" for part-time
17 employees. Employees shall have the "right of refusal" for any
18 overtime/extended time assignment offered, except in cases of emergency.
19 An "emergency" for the purposes of this Article is defined as a circumstance
20 which could not have been foreseen.

21 12.7 Reduction of Hours. The District shall promptly notify the Association of its
22 intent to reduce hours of bargaining unit positions. Upon request by the
23 Association, the District shall meet and negotiate the decision to reduce hours and
24 the effects of the reduction of hours. No reduction of hours shall be implemented
25 until completion of negotiations.

26 12.8 Call Back Time. An employee called back to work after completion of the
27 regular work schedule or on scheduled days off shall be compensated for at least
28 two hours of work at the appropriate rate of pay.

29 12.9 Part-Time Work in Excess of Assignment. Pursuant to Education Code section
30 45137, a bargaining unit employee who works a minimum of 30 minutes per day in
31 excess of his or her regular part-time assignment for a period of 20 consecutive
32 days or more shall have his or her basic assignment changed to reflect the longer

1 hours in order to acquire fringe benefits on a properly prorated basis as specified in
2 Education Code section 45136, effective the next pay period.

3 12.10 Summer Work. The District will post opportunities for Summer work prior to
4 the end of the students' school year. Employees may apply for work in their
5 classification.

6 12.10.1 Work in a job classification shall be offered to employees in the
7 classification. Beginning in June 2020, Summer work in classification will
8 be offered first to the most senior applicant or applicants. Each Summer
9 thereafter, a senior applicant who worked the prior Summer will not be
10 eligible for assignment until all less senior applicants have had an
11 opportunity.

12 12.10.2 Employees who work in their classification shall receive the same hourly
13 wage and related prorated benefits (e.g., earned sick leave, holidays, and
14 vacation time) as during the regular school year.

15 12.10.3 Employees who work in another classification during the Summer receive
16 pay based on Step 1 of the classification as well as related, prorated
17 benefits.

18 19 **ARTICLE XIII: PROCEDURES FOR LAYOFF**

20 13.1 Any layoff of bargaining unit members shall be conducted in accordance with
21 the applicable provisions of the Education Code. The District agrees to notify the
22 Exclusive Representative of any proposed layoff, reduction of positions, or reduction
23 of hours prior to the Board of Trustees meeting that will consider the proposal.
24 Upon demand, the District will meet and negotiate the effects of any layoff and/or
25 the decision to reduce positions or hours.

26 13.1.1 Any employee who is to be laid off shall receive at least 60 days notice as
27 provided by Education Code section 45117. Re-employment rights of
28 employees shall be as set forth in Education Code sections 45298 and 45308.

29 13.1.2 In the event that the Education Code sections set forth in this paragraph are
30 modified or superseded, layoff and re-employment rights will be governed by
31 the Education Code provisions that are in effect at the time of the layoff.

32 13.2 In addition to the matters set forth above, the District agrees that the

1 following provisions shall apply to those employees who are served with a layoff
2 notice:

3 13.2.1 Contributions for health and welfare benefits made pursuant to Article VIII of
4 the current Collective Bargaining Agreement shall be made for the months of
5 July and August.

6 13.2.2 Each employee will be allowed to utilize Personal Necessity Leave pursuant to
7 Article VII, section 7.6, of the current Collective Bargaining Agreement for
8 the purpose of seeking other employment.

9 13.2.3 Each employee who is laid off shall be offered employment as a substitute on
10 a seniority basis in any job classification in the District for which the
11 employee meets the minimum qualifications. Employees must notify the
12 District of any job classification (other than the classification from which the
13 employee was laid off) in which the employee seeks to be considered for
14 employment as a substitute.

15 13.2.4 The District agrees that it will not contract out or use volunteers for services
16 which result in the layoff of classified employees.

17
18 **ARTICLE XIV: PERSONNEL FILES**

19 14.1 The personnel file of each employee shall be maintained at the District's
20 Central Administration Office.

21 14.2 Employees shall be provided with copies of any derogatory written material at
22 a reasonable period of time before it is placed in the employee's personnel file. The
23 employee shall be given an opportunity during normal working hours and without
24 loss of pay to initial and date the material and to prepare a written response to such
25 material. The written response shall be attached to the material.

26 14.3 An employee shall have the right at any reasonable time without loss of pay
27 to examine and/or obtain copies at the District Office of any material from the
28 employee's personnel file with the exception of material that includes rating,
29 reports, or records which were obtained prior to the employment of the employee
30 involved.

31 14.4 All personnel files shall be kept in confidence and shall be available for
32 inspection only to other employees of the District when actually necessary in the

1 proper administration of the District's affairs or the supervision of the employee.
2 The District shall keep a log indicating the persons who have examined a personnel
3 file as well as the date such examinations were made. Such log and the employee's
4 personnel file shall be available for examination by the employee of his/her CSEA
5 Representative if authorized in writing by the employee.

6 14.5 Any person who places written material or drafts written material for
7 placement in an employee's file shall sign the material and signify the date on which
8 such material was dated. Any written material placed in a personnel file shall
9 indicate the date of such placement.

10
11 **ARTICLE XV: EMPLOYEE MATERIAL AND EXPENSES**

12 15.1 Uniforms. The District will continue to provide rain wear, aprons, and gloves
13 and provide the maintenance of the above-mentioned aprons.

14 15.2 Tools. The District will not require an employee to use his/her own tools,
15 equipment and/or supplies.

16 If an employee does use his/her own tools, equipment and/or supplies the
17 employee must bear any loss or damage to same.

18 15.3 Medical Examinations. The district agrees to provide the full cost of any
19 medical or "fit-for-duty" examination required as a condition of continued
20 employment, including but not limited to the provisions of Education Code section
21 45122 or its successor.

22
23 **ARTICLE XVI: ORGANIZATIONAL SECURITY**

24 16.1 CSEA shall have the sole and exclusive right to receive payroll deduction for
25 employee organization membership dues. The District shall honor the terms of the
26 written agreement between CSEA and the employee with regard to the employee's
27 membership in CSEA and shall deduct dues in accordance with the CSEA dues
28 schedule from the wages of all employees who become CSEA members.

29 16.1.1 The District is not obligated to put into effect any new or changed payroll
30 deductions until the pay period commencing 30 days or more after
31 submission. There is no charge to CSEA for regular membership dues deductions.

32 16.1.2 The District's officers, agents, and/or representatives shall be neutral

1 regarding employees' decisions to belong to an employee organization or
2 participate in its activities. No District officer, agent, or representative shall
3 advise or instruct employees on the process to leave CSEA, but instead
4 simply refer any questions to CSEA.

5 16.2 Hold Harmless and Indemnification. The Association shall indemnify and hold
6 harmless and shall defend the District, its officers, agents, employees, from and
7 against claims, demands, losses, judgments, liabilities, causes of action and
8 expenses, including attorney fees and costs, of any kind or nature they may sustain
9 or incur or which may be imposed upon them arising out of any legal challenge,
10 court action, and/or action before PERB or other administrative agency challenging
11 the legality, implementation, or constitutionality of the Association dues, automatic
12 renewal provisions, or the underlying statutes.

13 16.2.1 The District shall notify the Association in a timely manner of any court,
14 PERB, or other administrative action or proceeding that is filed against the
15 District arising out of this Article.

16 16.2.2 The Association shall have the sole right to decide and determine whether
17 any action or proceeding covered by this provision shall be compromised,
18 resisted, defended, tried, or appealed.

19
20 **ARTICLE XVII: CONCERTED ACTIVITIES**

21 17.1 It is agreed and understood that there will be no strike, work stoppage, slow-
22 down, picketing or refusal or failure to fully and faithfully perform job functions and
23 responsibilities, or other interference with the operations of District, Chapter #546
24 or by any of this Association's officers, agents, or members during the term of this
25 Agreement, including compliance with the request of other labor organizations to
26 engage in such activity. In return, the District agrees that it will not lock-out
27 employees.

28 The CSEA and its Chapter #546 recognize the duty and obligation of its
29 representatives to comply with the provisions of this Agreement and to make every
30 effort toward inducing all employees to do so. In the event of a strike, work
31 stoppage, slow-down, or other interference with the operations of the District by
32 employees who are represented by the Association, the Association agrees in good

1 faith to take all necessary steps to cause those employees to cease such action.

2 17.2 It is understood that in the event this Article is violated the District shall be
3 entitled to withdraw any rights, privileges or services provided for in this Agreement
4 from any employee and/or the Association.

5
6 **ARTICLE XVIII: COMPLETION OF MEET AND NEGOTIATION**

7 18.1 The CSEA and District agree that they have had a full and unrestricted right
8 to make, advance and discuss all matters which may be properly within the scope of
9 meeting and negotiating according to State Law. The above and foregoing
10 Agreement constitutes the full and complete Agreement of the parties and there are
11 no other, oral or written, except as herein contained. The terms of this Agreement
12 supercede and replace the 2016-2019 Collective Bargaining Agreement between the
13 District and the Association as well as any and all addenda, memoranda of
14 understanding, side-letters, or supplemental agreements that have been entered
15 into by the parties prior to the ratification of this Agreement. The parties for the
16 term of this Agreement specifically waive the right to raise new subjects whether or
17 not the subjects were known to either party at the time of execution hereof as
18 proper subjects for meeting and negotiating, except as provided by regulations of
19 the Public Employment Relations Board (PERB).

20
21 **ARTICLE XIX: EFFECT OF AGREEMENT**

22 19.1 It is understood and agreed that the specific provisions contained in this
23 Agreement shall prevail over present and past District practices, procedures and
24 regulations, and over State Laws to the extent permitted by State Law and that in
25 the absence of specific provisions in this Agreement, such practices, procedures and
26 regulations are discretionary with the District to the extent not prohibited by law.

27
28 **ARTICLE XX: SAVINGS PROVISION**

29 20.1 If any specific provisions of this Agreement are held to be contrary to law by
30 a court of competent jurisdiction, such provisions shall not be deemed valid and
31 subsisting except to the extent permitted by law, but all other provisions will
32 continue in full force and effect. Should any specific provisions of this Agreement be

1 declared invalid by a court of competent jurisdiction the parties agree to meet and
2 negotiate with regard to the manner in which said portions of the Agreement be
3 brought into compliance. Meeting and negotiating shall commence within 30 days
4 after such determination.

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RECOMMENDED FOR RATIFICATION

By their signatures below the signatories certify that, as the authorized representatives of the District and the Association respectively, they will recommend its ratification and acceptance by the constituent parties.

For the District
By: 
Dr. EMILIO HANDALL
District Superintendent

For the Exclusive Representative
By: 
EUGENE COSTA
Bargaining Chair

By: _____
PHYLLIS COMSTOCK
CSEA Labor Relations Representative

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RATIFICATION AND ACCEPTANCE

By affixing their signatures to this Agreement, the District and the Association acknowledge that this Agreement is binding upon the successors, devisees, administrators, employees, executors, and assigns of the parties hereto. The signatories represent that they are authorized representatives of the parties to this Agreement all actions necessary for the respective party to ratify and accept this Agreement as a binding and bilateral agreement have been completed in the manner required by that party or by the law, and that this Agreement is hereby entered into without the need for further ratification or acceptance.

GUADALUPE UNION SCHOOL DISTRICT

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER #546

By: 
SHEILA MARIE C. CEPEDA,
President, Board of Trustees

By: 
EUGENE COSTA
President

Date: June 17, 2020

Date: 6/23, 2020

Date: 6/26/2020


CSEA Labor Representative

**GUADALUPE UNION SCHOOL DISTRICT
CSEA UNIT JOB CLASSIFICATIONS - Rev. 9/2020**

Classifications - Hourly	Range
Accounting Technician I	115
Accounting Technician II	119
Administrative Assistant - Ed Services	117
Bus Driver	115
Bus Driver/Maintenance Spec	115
Campus Safety Assistant I	105
Campus Safety Assistant II	111
Community Liaison	112
Community Liaison II	114
Computing Tech	113
Cook	109
Crossing Guard	104
Custodian	111
District Attendance Technician	114
Food Services Assistant	107
Head Cook	112
Health Office Assistant	110
Instructional Support Assistant I	109
Instructional Support Assistant II	110
Instructional Support Assistant III	112
Instructional Support Assistant IV	113
Library Media Specialist I	112
Library Media Specialist II	114
Maintenance Specialist I	113
Maintenance Specialist II	115
Office Assistant I	109
Office Assistant II	111
Outreach Consultant	117
School Office Manager I	116
School Office Manager II	117
Skilled Maintenance Specialist	118
Special Education Program Assistant	113
Utility Laborer	112

Monthly Employees	Range
Administrative Assistant - Ed Services	117
Bus Driver/Maintenance Spec	115
District Attendance Technician	114
District Interpreter/Translator	119
Head Cook	112
IT Digital Content Aide/Media Assistant	117
Library Media Specialist II	114
Maintenance Specialist I	113
Maintenance Specialist II	115
Micro Computer Network Technician	122
Office Assistant II	111
Operations Lead	122
School Office Manager I	116
School Office Manager II	117
Skilled Maintenance Specialist	118
Special Education Program Assistant	113
Utility Laborer	112

Guadalupe Union School District

Classified Salary Schedule

Monthly (Hourly) Rates

	1	2	3	4	5	6	7	8	9
103	1,950.00 (11.25)	2,047.00 (11.81)	2,150.00 (12.40)	2,257.00 (13.02)	2,369.00 (13.67)	2,417.00 (13.94)	2,466.00 (14.23)	2,515.00 (14.51)	2,566.00 (14.80)
104	2,081.00 (12.01)	2,121.00 (12.24)	2,228.00 (12.85)	2,339.00 (13.49)	2,456.00 (14.17)	2,503.00 (14.44)	2,555.00 (14.74)	2,606.00 (15.03)	2,658.00 (15.33)
105	2,121.19 (12.24)	2,201.00 (12.70)	2,311.00 (13.33)	2,428.00 (14.01)	2,548.00 (14.70)	2,600.00 (15.00)	2,651.00 (15.29)	2,703.00 (15.59)	2,758.00 (15.91)
106	2,176.00 (12.55)	2,285.00 (13.18)	2,399.00 (13.84)	2,518.00 (14.53)	2,645.00 (15.26)	2,697.00 (15.56)	2,752.00 (15.88)	2,807.00 (16.19)	2,863.00 (16.52)
107	2,258.00 (13.03)	2,370.00 (13.67)	2,490.00 (14.37)	2,614.00 (15.08)	2,746.00 (15.84)	2,801.00 (16.16)	2,856.00 (16.48)	2,914.00 (16.81)	2,971.00 (17.14)
108	2,346.00 (13.53)	2,464.00 (14.22)	2,587.00 (14.93)	2,716.00 (15.67)	2,852.00 (16.45)	2,909.00 (16.78)	2,967.00 (17.12)	3,027.00 (17.46)	3,088.00 (17.82)
109	2,440.00 (14.08)	2,562.00 (14.78)	2,690.00 (15.52)	2,825.00 (16.30)	2,965.00 (17.11)	3,024.00 (17.45)	3,087.00 (17.81)	3,148.00 (18.16)	3,210.00 (18.52)
110	2,540.00 (14.65)	2,666.00 (15.38)	2,800.00 (16.15)	2,939.00 (16.96)	3,087.00 (17.81)	3,148.00 (18.16)	3,210.00 (18.52)	3,274.00 (18.89)	3,339.00 (19.26)
111	2,643.00 (15.25)	2,775.00 (16.01)	2,914.00 (16.81)	3,059.00 (17.65)	3,212.00 (18.53)	3,276.00 (18.90)	3,342.00 (19.28)	3,410.00 (19.67)	3,477.00 (20.06)
112	2,753.00 (15.88)	2,890.00 (16.67)	3,033.00 (17.50)	3,185.00 (18.38)	3,346.00 (19.30)	3,412.00 (19.68)	3,479.00 (20.07)	3,550.00 (20.48)	3,622.00 (20.90)
113	2,867.00 (16.54)	3,009.00 (17.36)	3,160.00 (18.23)	3,319.00 (19.15)	3,483.00 (20.09)	3,555.00 (20.51)	3,625.00 (20.91)	3,698.00 (21.34)	3,771.00 (21.76)
114	2,989.00 (17.24)	3,138.00 (18.10)	3,295.00 (19.01)	3,458.00 (19.95)	3,632.00 (20.95)	3,705.00 (21.38)	3,778.00 (21.80)	3,854.00 (22.24)	3,932.00 (22.69)
115	3,118.00 (17.99)	3,272.00 (18.88)	3,436.00 (19.82)	3,609.00 (20.82)	3,789.00 (21.86)	3,864.00 (22.29)	3,942.00 (22.74)	4,022.00 (23.20)	4,101.00 (23.66)
116	3,253.00 (18.77)	3,415.00 (19.70)	3,586.00 (20.69)	3,765.00 (21.72)	3,955.00 (22.82)	4,032.00 (23.26)	4,114.00 (23.74)	4,195.00 (24.20)	4,279.00 (24.69)
117	3,395.00 (19.59)	3,565.00 (20.57)	3,743.00 (21.59)	3,930.00 (22.67)	4,128.00 (23.82)	4,210.00 (24.29)	4,294.00 (24.77)	4,380.00 (25.27)	4,468.00 (25.78)
118	3,547.00 (20.46)	3,724.00 (21.49)	3,911.00 (22.56)	4,107.00 (23.69)	4,313.00 (24.88)	4,397.00 (25.37)	4,549.00 (26.24)	4,576.00 (26.40)	4,668.00 (26.93)
119	3,756.00 (21.67)	3,942.00 (22.74)	4,139.00 (23.88)	4,346.00 (25.07)	4,563.00 (26.33)	4,655.00 (26.86)	4,748.00 (27.39)	4,842.00 (27.94)	4,940.00 (28.50)
122	4,167.00 (24.04)	4,375.00 (25.24)	4,594.00 (26.50)	4,825.00 (27.84)	5,064.00 (29.22)	5,166.00 (29.80)	5,270.00 (30.40)	5,375.00 (31.01)	5,483.00 (31.63)