

**LOMPOC UNIFIED SCHOOL DISTRICT**  
**and**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION**



**extraordinary  
workers**

**Classified School  
Employees**



**Classified Bargaining Unit Contract  
CSEA Chapter 257**

July 1, 2016 – June 30, 2019<sup>(3)</sup>  
Year 3 of 3-year Contract

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**PREAMBLE**

This Agreement is made and entered into this 23rd day of February, 2016 by and between the Lompoc Unified School District, hereinafter referred to as the "District" and the California School Employees Association and its Lompoc Valley Chapter #257, hereinafter referred to as the "Association" or CSEA.

  
\_\_\_\_\_  
California School Employees Association

  
\_\_\_\_\_  
Lompoc Unified School District

**ARTICLE 1: RECOGNITION**

1.1 The District confirms its recognition of the Association as the exclusive representative for that unit of employees recognized by the District per its Resolution dated May 6, 1976, as described in Appendix B attached hereto and incorporated by reference as a part of this Agreement.

1.2 All new regular positions created by the District which are not certificated management, confidential or supervisory shall be assigned to the bargaining unit.

1.3 The District shall notify the Association whenever a new classification is created in the bargaining unit and agrees to negotiate all matters within the scope of bargaining for new positions and proposed changes to existing positions.

1.4 Any objections by the Association to the District's determination of newly established management, confidential, non-regular and supervisory positions under this section shall be resolved by the Public Employment Relations Board (PERB) in accordance with the procedures specified under its rules and Section 3540, et seq., of the Government Code. Any unit determination disputes are expressly excluded from the provisions of Article 5: Grievances.

**ARTICLE 2: DISTRICT RIGHTS**

2.1 It is understood and agreed that the District retains all of its powers and authority to direct, manage and control to the full extent of the law. Included in, but not limited to, those duties and powers are the exclusive right to the following: determine its organization; direct work of its employees; determine the times and hours of operation; determine the kinds and levels of services to be provided, and the methods and means of providing them; establish its educational policies, goals and objectives; insure the rights and educational opportunities of students; determine staffing patterns; determine the number and kinds of personnel required; maintain the efficiency of District operations; determine the curriculum; build, move or modify facilities; establish budget procedures and determine budgetary allocation; determine the method of raising revenue; contract out work; and take action on any matter in the event of an emergency. In addition, the District retains the right to hire, classify, assign, evaluate, promote, terminate, and discipline employees.

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

2.3 For the purpose of this section, "emergency" shall be defined as: the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or in extreme peril of life, property, and resources is of paramount importance requiring the responsible efforts of unit members. In any event, such changes shall be for only the length of an emergency.

  
Barbara P. Sanchez  
California School Employees Association

  
Lompoc Unified School District

**ARTICLE 3: ASSOCIATION RIGHTS**

3.1 All Association business and activities will be conducted by unit members or Association officials outside established work hours as defined in Article 7 herein. Association business and activities will be conducted in places other than District property except when:

- a. An authorized Association Representative obtains advance permission from the Superintendent or designee regarding the specific time, place and type of business and activity to be conducted;
- b. The Superintendent or designee can verify that such requested business and activities and use of facilities will not interfere with the school programs and/or duties of unit members and will not directly or indirectly interfere with the right of employees to refrain from listening or speaking with an Association representative; and
- c. The District agrees to grant the Association access to employees' work location during the unit members' meal break or after normal working hours. Any Association staff member and/or Association officer shall, prior to contacting an employee, make his/her presence known to the work site management office, and/or;
- d. Permitted by California Government Code 3543.1.

3.2 The Association may use the District mail services and designated bulletin boards subject to the following conditions:

- a. All posting on designated bulletin boards or items for District mail services (including e-mail) must contain the date of posting or distribution and the identification of the organization together with a designated authorization by the Association president;

  
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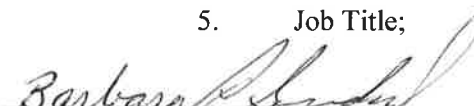


**ARTICLE 3: ASSOCIATION RIGHTS (continued)**

- b. CSEA shall have the right to use District e-mail services to distribute informational correspondence to CSEA association members. This correspondence shall be limited to meeting notices, minutes, agendas, training opportunities and sick leave donations. All other e-mail correspondence shall require preapproval of Superintendent or designee. Said distribution shall be exercised by two (2) CSEA E-Board appointees. CSEA will be responsible for maintaining the group e-mail list. All e-mails sent to CSEA members will be done using the "BCC" field or the classified email group.
- c. A copy of such posting or distribution must be delivered to the Superintendent or designee at the same time as posting or distribution; and
- d. The Association will not post or distribute through District mail services (including e-mail) information which is defamatory of the District or its personnel or which is disruptive of efficient District operation, subject to the immediate removal by the District.

**3.3 New employee orientation and information:**

- a. The District shall provide CSEA with notice of any newly hired employee, within thirty (30) days of date of hire or by the first pay period of the month following hire, via a secure document.
- b. New Hires: 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 document. Specific column titles may be in accordance with district data processing nomenclature:
1. First Name;
  2. Middle initial;
  3. Last name;
  4. Suffix (e.g. Jr., III)
  5. Job Title;

  
Barbara  
California School Employees Association

  
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**ARTICLE 3: ASSOCIATION RIGHTS (continued)**

6. Department;
7. Worksite;
8. Work telephone number;
9. Work Extension;
10. Home Street address (incl. apartment #)
11. City;
12. State;
13. ZIP Code (5 or 9 digits);
14. Home telephone number (10 digits, if available);
15. Personal cellular telephone number (10 digits, if available);
16. Personal email address of the employee (if available);
17. Hire date (Base Date);
18. Employee ID;

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

Periodic Update of Contact Information: The District shall provide CSEA with a list of all bargaining unit member 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 document. This contact information shall also include the employee information previously mentioned above.

  
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**ARTICLE 3: ASSOCIATION RIGHTS (continued)**

c. The District shall provide CSEA mandatory access to its new employee orientations. The Association 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.

1. In the event the District conducts a group orientation, CSEA shall have 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.

d. 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 the copies of the CSEA membership application to the District for distribution.

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

f. Term: This Agreement shall remain in full force and effect from the date this Agreement is signed and incorporated into the Collective Bargaining Agreement at the earliest convenience.

g. Savings Clause: If during the life of the Agreement there exists any applicable law, 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 contained within this Agreement, it shall not invalidate any unaffected remaining portion(s). The remaining portion(s) shall continue in full force and effect. Upon written notification by one of the Parties to the other, any portion of the Agreement that is invalidated in

  
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134 **ARTICLE 3: ASSOCIATION RIGHTS (continued)**

135 accordance with this Article shall be opened for negotiations within thirty (30) days of the  
136 invalidation.

137 3.3.1 The District shall provide the President of the Association with a copy of the Board agenda,  
138 minutes and supporting documents.

139 3.4 As soon as possible after execution of this Successor Agreement, the District shall:

140 a. Provide a printed hard-copy of the Successor Agreement to all new bargaining unit  
141 employees at the time of their hire;

142 b. Provide three (3) printed hard-copies of the Successor Agreement to each school site to be  
143 posted in the library, main office, and staff lounge. Printed hard-copies of the Successor  
144 Agreement shall also be provided to other district worksites for posting in lounges, offices,  
145 workrooms, etc. to allow access by bargaining unit members;

146 c. Provide a printed hard-copy of the Successor Agreement to any bargaining unit member  
147 requesting one from the Classified Human Resources Department;

148 d. Provide twenty-five (25) printed hard-copies of the Successor Agreement to the  
149 Association; and

150 e. Post an electronic copy of the Successor Agreement on the District website; Any additional  
151 Memoranda of Understanding, Side Letters, or any other mutually agreed upon documents  
152 during the term of the Successor Agreement shall also be posted on the website.

153 3.5 The District will provide the Association, upon request, with a copy of County, State or Federal  
154 employment training contracts, and the preliminary publication and final budget document.

155 3.6 Association Release

156 3.6.1 Government Code Release

157 Statutory release time is release time permitted by law for a reasonable number of  
158 Association officials to conduct statutorily specified Association business as the exclusive  
159 representative of the classified bargaining unit. This can include release for negotiations,

  
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**ARTICLE 3: ASSOCIATION RIGHTS (continued)**

representation of unit members in their employment relations with the District, representation of unit members in matters that are disciplinary or could lead to discipline, processing of grievances, etc. (California Government Code 3543.1). Where possible, immediate supervisors shall be given reasonable notice of pre-scheduled meetings requiring the presence of the Association official (i.e. negotiations, District committee meetings, etc.). In all cases, before an Association official leaves their assigned work duties, they shall provide notification to their immediate supervisor (or designee if unavailable) that they are leaving to attend to matters within the scope of this release time.

**3.6.2 Paid Chapter Release Time**

The Chapter may purchase up to the full time equivalent of fifteen (15) days of release time per contract year for the Association President, or Union Steward, or designee. The Association will pay the cost of a substitute or its equivalent plus fixed costs, excluding health and welfare benefits, regardless of whether or not a substitute is used by the District.

**3.6.3 Paid Association Leave and Release**

The State Association may request Paid Association Leave from the District for a reasonable number of Chapter unit members it designates to perform organizational activities of the Association. The State Association shall provide reasonable notification to the District for this Paid Association Leave and shall reimburse the District for all compensation paid the employee on account of the leave. (California Education Code 45210).

**3.6.4 Chapter Business Release**

Commencing on July 1 of each year, the district shall credit the Chapter with one hundred twenty (120) hours of district-paid Chapter Release time to be used for Chapter Business. These hours shall not accrue beyond June 30 of each year. Release hours shall be used at the discretion of the Chapter as authorized by the Chapter President (or designee) for

  
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**ARTICLE 3: ASSOCIATION RIGHTS (continued)**

purposes of Association events, training, or official Chapter business. Requests for use of this release time shall be made to the Assistant Superintendent of Human Resources no less than forty-eight (48) hours prior to the release commencing and shall not be unduly denied. At the same time, a copy of the request shall also be provided to the immediate supervisor of any unit member using this release time.

**3.6.5 Annual Association Conference Release**

The District shall grant up to five (5) days of paid release time for up to four (4) delegates to attend the Association's annual conference. Paid release time will only be paid to delegates if they are assigned to District work during the time of the conference.

Types of Association Release		
Title	Reason	Statute
Government Code Release	Negotiations, representation of unit members in their employment relations with the District, representation of unit members in matters that are disciplinary or could lead to discipline, processing of grievance.	California Government Code 3513.1  Article 3.6.1
Paid Chapter Release Time	The Chapter purchases up to fifteen (15) days of release time per year for the Chapter President, or Union Steward, or designee.	CSEA – LUSD Collective Bargaining Agreement  Article 3.6.2
Paid Association Leave and Release	The State Association requests Paid Association Leave for a reasonable number of Chapter unit members to perform Association activities.	California Education Code 45210  Article 3.6.3
Chapter Business Release	LUSD credits the Chapter with one hundred twenty (120) hours of district-paid Chapter Release time to be used for Chapter/Association Business.	CSEA – LUSD Collective Bargaining Agreement  Article 3.6.4
Annual Association Conference Release	LUSD grants up to five (5) days of paid release time for up to four (4) delegates to attend the Association's annual conference.	CSEA – LUSD Collective Bargaining Agreement  Article 3.6.5

  
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**ARTICLE 3: ASSOCIATION RIGHTS (continued)**

3.7 Where not covered under any of the release provisions found in Article 3.6, the work hours for Association/Chapter officials may be adjusted to allow for Association/Chapter activities. Adjustment of work hours shall be mutually agreed upon by the employee and the supervisor.

3.8 The District has the right to cancel release time for an Association/Chapter official by exercising District rights under Article 2.1 unless the release time/leave is authorized under California Government Code 3543.1 and/or California Education Code 45210. The District shall notify the involved Association/Chapter official of the cancellation as soon as the need to cancel is known. The cancellation of release time under this section shall be cause to reschedule the meeting/event for which said release time has been granted.

3.9 In the event that release time for an Association/Chapter official creates a hardship in a specific department, the supervisor of that department shall notify the Chapter Executive Board.

3.10 The District shall not allow any person authorized to invoke disciplinary action against any bargaining unit member either in his/her individual capacity or as a member of any board, to invoke or attempt to invoke disciplinary action against any such bargaining unit member or to discriminate against such bargaining unit member in the terms, conditions and privileges of employment solely because of the bargaining unit member's appearance before the governing board of the school district, the county board of education, legislative committees, or any other duly constituted governmental board, commission or council, whether such appearance was undertaken voluntarily or otherwise (California Education Code Section 44040).

**3.11 Chapter Meetings**

A bargaining unit member may be granted time to participate in CSEA Chapter meetings during his/her regular working hours. The bargaining unit member shall request time twenty-four (24) hours in advance from their supervisor to attend the meeting. If denied, the supervisor shall provide a reason for denial to the employee. With approval of the supervisor, the bargaining unit member

  
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**ARTICLE 3: ASSOCIATION RIGHTS (continued)**

shall make up any missed time on the same day it is missed. This section of Article 3 applies to monthly CSEA Chapter meetings scheduled after 5:00 p.m.

**3.12 California School Employees Week (CSEW)**

Annually during the third full week of May, the California Legislature recognizes the value of classified school employees to the education of children. In recognition of this event and the service of the bargaining unit members, the District shall annually credit the Association with five thousand dollars (\$5,000) to be used by the Association/Chapter for actual and necessary expenses related to an annual event honoring classified school employees. Any balance shall not accrue beyond June 30 of each year.

  
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**ARTICLE 4: ORGANIZATIONAL SECURITY**

4.1 Effective January 1, 2004, classified bargaining unit employees shall join the California School Employees Association (CSEA) or pay the organization a fair share service fee, as required by Government Code Section 3546.

**4.2 CSEA Members:**

The District will deduct from the pay of bargaining unit members who are members of CSEA and pay to the Association the normal and regular monthly Association membership dues as voluntarily authorized in writing by the employee on the appropriate authorization form, subject to the following conditions:

4.2.1 Such deduction shall be made only upon the submission of an authorization form on a duly executed and revocable authorization by the employee.

4.2.2 The District shall not be obligated to put into effect any new, changed, or discontinued deduction until the pay period commencing fifteen (15) working days or more after such submission.

4.2.3 An employee is required to maintain his or her membership in good standing for the duration of this agreement. The employee may terminate his or her obligation to the employee organization and convert to service fee status within a period of thirty (30) days following the expiration of the Agreement.

**4.3 Service Fee Payers:**

For employees who do not submit the form referenced in Article 4.2.1, the District pursuant to Education Code 45168(b), will make an involuntary deduction of a service fee and pay it to the Association within thirty (30) days.

4.3.1 A payroll deduction authorization form shall not be required for such deductions.

4.3.2 Any employee may pay service fees directly to CSEA in lieu of payroll deductions. The employee shall be responsible to provide the District proof of said payment.

  
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**ARTICLE 4: ORGANIZATIONAL SECURITY (continued)**

**4.4 Religious Objection**

Any employee who is a member of a verified religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations shall not be required to support CSEA; except that such employee shall be required, in lieu of a service fee, to pay sums equal to such service fee either to a non-religious, non-labor organization, charitable fund exempt from taxation under Section 501(c)(3) Title 26 of the Internal Revenue Code, chosen by the employee from the following list:

- Boys and Girls Club of Lompoc
- Santa Barbara County American Red Cross / Lompoc
- LUSD Community Education Foundation
- Shelter Services for Women of Lompoc

4.4.1 Any bargaining unit member claiming this religious exemption must file a written request for exemption with the CSEA Legal Department. The member's request for exemption needs to be mailed by the member to:

CSEA – Legal Department  
2045 Lundy Avenue  
San Jose, CA 95131

If the request is granted, the Association will inform the District of the employee's designated charity and the District shall ensure that all future deductions of agency fees from the employee's paycheck be paid to the designated charity.

4.4.2 The California School Employees Association and its Lompoc Valley Chapter #257 agree to save and hold harmless the District from all claims, demands, suits or any other action arising as a result of the enforcement of this Article of the Agreement and agree to assume the defense upon request of the District in connection with any legal proceedings under this Article.

  
California School Employees Association

  
Lompoc Unified School District

**ARTICLE 4: ORGANIZATIONAL SECURITY (continued)**

4.4.3 The District shall promptly notify CSEA of any and all legal actions against this provision and CSEA shall have the exclusive right to decide what, if any, legal actions should be attempted in defense of this provision.

  
California School Employees Association

  
Lompoc Unified School District

**ARTICLE 5: GRIEVANCES**

**5.1 Definitions**

5.1.1 An “Interest-Based Approach” is defined as a collaborative problem solving methodology based on mutual respect and high regard among the parties. This approach may be used at Level I and Level II and shall be used at Level III.

5.1.2 A “grievance” is an allegation by a unit member or members and/or the Association that they have been personally and adversely affected by a violation or violations of specific provision(s) of this Agreement. Actions to challenge or change the policies of the District as set forth in the rules and regulations or administrative regulations and procedures must be undertaken under separate legal processes. Matters for which a specific method of review is provided by law, by the rules and regulations of the Board of Education, or by the administrative regulations and procedures of this school district are not within the scope of this procedure.

5.1.3 A “group grievance” involves more than one (1) unit member, and involves similar claims, facts, and times. If the District determines that a grievance involves more than one (1) unit member, and involves similar claims, facts, and times, the District may administer such grievances as a group grievance.

5.1.4 A “day” is a day in which the Education Center of the District is open for business to the public.

5.1.5 The “immediate supervisor” is the lowest level management staff person having immediate jurisdiction over the grievant who has been designated by the District to adjust grievances.

5.1.6 The “appropriate administrator” is a District administrator or the Superintendent who has jurisdiction over the area where the grievance originated. Grievant may seek direction from the Assistant Superintendent, Human Resources regarding the appropriate administrator for any particular grievance.

**ARTICLE 5: GRIEVANCES (continued)**

5.1.7 A "grievant" is either an individual member, group of unit members filing a group grievance, or the Association on behalf of unit members.

**5.2 The following are the steps for grievances:**

**5.2.1 Level I - Informal Level**

Before filing a formal written grievance, the grievant shall attempt to resolve it by an informal conference with the grievant's immediate supervisor or appropriate administrator if the grievance occurred at that level. The grievant shall have the right to have an Association representative at this level. The informal conference shall be held within five (5) days of being requested, unless extended by mutual agreement. The immediate supervisor or appropriate administrator must respond in writing within ten (10) days of the informal conference. If the immediate supervisor or appropriate administrator fails to respond in writing within ten (10) days, or if the proposed resolution is not acceptable, the grievant may appeal to the next level by submitting a formal written grievance with the Assistant Superintendent of Human Resources. A Level I grievance not initiated within thirty (30) days after the grievant knew or should have known of the act or condition on which the grievance is based, shall be considered waived. The thirty (30) days may be extended by mutual consent.

**5.2.2 Level II – Formal Written Grievance**

5.2.2.1 Any formal written grievance not filed within the ten (10) day period after the informal conference decision deadline, is automatically waived. The ten (10) day period can be extended by mutual consent.

5.2.2.2 A Level II grievance shall be adjudicated by the Assistant Superintendent of Human Resources.

5.2.2.3 The Level II meeting shall be held within twenty (20) days of receipt of the

**ARTICLE 5: GRIEVANCES (continued)**

written grievance. The twenty (20) day period can be extended by mutual consent. The Assistant Superintendent of Human Resources must respond in writing within ten (10) days after the Level II meeting. If the Assistant Superintendent of Human Resources fails to respond in writing within the ten (10) day period, or if the proposed resolution is not acceptable, the grievant may appeal to the next level.

**5.2.3 Level III – Interest Based Approach**

At Level III, the Interest Based approach to grievance resolution employs a structured approach based on the principles of Interest Based Bargaining.

5.2.3.1 The Association may move the grievance to Level III by written notice to the District (Assistant Superintendent, Human Resources). Any Level III grievance not filed within the ten (10) day period after the formal written grievance decision deadline is automatically waived. The ten (10) day period can be extended by mutual consent.

5.2.3.2 The Level III meeting shall be held within thirty (30) days of receipt of the written grievance. The thirty (30) day period can be extended by mutual consent. The Assistant Superintendent of Human Resources must respond in writing within ten (10) days of the Level III meeting. If the Assistant Superintendent of Human Resources fails to respond in writing within ten (10) days, or if the proposed resolution is not acceptable, the grievant may appeal to the next level.

5.2.3.3 A neutral facilitator shall be selected by mutual consent. A list of trained facilitators shall be available. By mutual consent, a neutral facilitator can be waived and the parties can self-facilitate this step.

**ARTICLE 5: GRIEVANCES (continued)**

5.2.3.4 Mandatory ground rules which have been mutually agreed upon by the Association and the District shall be followed.

5.2.3.5 Once the first meeting with the neutral facilitator has occurred, the timelines shall be flexible and mutually agreed upon.

5.2.3.6 Mutually acceptable resolutions to the grievance shall be reduced to writing and the Settlement Agreement signed by the District and Association within ten (10) days of reaching resolution.

5.2.3.7 Violation of ground rules or failure to follow through with a mutually acceptable resolution is cause for moving the grievance to the next level.

**5.2.4 Level IV - Advisory Arbitration**

5.2.4.1 The Association may move the grievance to Level IV by written notice to the District (Assistant Superintendent, Human Resources). The Association may move to Level IV at any time they feel a mutually acceptable resolution cannot be reached via the interest based grievance resolution process outlined in Article 5.2.3. Interest based approach records from Level III shall be included with the Level IV grievance in the form of a mutually agreed upon current technological format for charting as provided by the District.

5.2.4.2 The Level IV grievance shall be heard by a neutral hearing officer with the arbitration hearing to be held as soon as is practicable for the hearing officer to hear the matter.

**ARTICLE 5: GRIEVANCES (continued)**

5.2.4.3 The advisory arbitration proceeding shall be conducted by a hearing officer to be selected by the Association and the District. If the two parties fail to reach agreement on a hearing officer within a ten (10) day period, the California State Conciliation Service (or similar agency) will be requested by the District to submit a list of seven (7) names to the parties. Each party will alternatively strike from the list until only one (1) name remains. The first party to strike a name on the list will be determined by lot.

5.2.4.4 The hearing officer shall hold a hearing at the earliest possible time. At least five (5) days notice will be given to all parties of the time and place of the hearing. The jurisdiction of the hearing officer shall be confined to a determination of the facts and the interpretation of the provisions of this Agreement. The hearing officer will have no power to add to, subtract from, or modify the terms of this Agreement or the written policies, rules, regulations, and procedures of the District. Witnesses will be assured that their testimony is confidential. The District shall make available any and all witnesses necessary for the arbitration and the hearing shall be conducted during normal business days.

5.2.4.5 As soon as possible after the conclusion of the hearing, the hearing officer shall render an advisory written decision to the parties. The hearing officer shall be empowered to recommend any award reimbursement for financial loss of wages and/or fringe benefits and/or non-financial remedies as judged to be proper. The final decision rests with the Board of Education.



**ARTICLE 5: GRIEVANCES (continued)**

5.2.4.6 The fees and expenses of the hearing officer shall be shared equally by the District and the Association. All other expenses shall be borne by the party incurring them.

**5.3 Miscellaneous Provisions**

5.3.1 All parties agree to adhere to timelines and deadlines established herein and to attend meetings scheduled by mutual agreement to discuss or hear the grievance. Failure by the grievant or Association to comply with timelines and deadlines established herein shall be deemed a termination of the grievance. Failure by the District to comply with timelines and deadlines established herein shall cause the grievance to move to the next level.

5.3.2 If requested by the District or the Association, an individual grievant or a unit member associated with the grievance must be made available and be present at any specified step of the grievance process.

5.3.3 The Assistant Superintendent, Human Resources, shall monitor and facilitate the processing of grievances. At Level III, record keeping shall use the interest-based process but shall not preclude the maintenance of individual notes, documents, etc. that are necessary for the grievance.

5.3.4 The written grievance form shall be mutually agreed upon by the District and the Association and shall be available at work sites, and included in this Agreement as Appendix C, and the Human Resources Office.

**ARTICLE 5: GRIEVANCES (continued)**

5.3.5 All materials concerning a grievance shall be kept in a file separate from the grievant's personnel file. The grievance file shall only be available for inspection by the grievant, the Association (in accordance with their role as the exclusive representative), and the superintendent and those management, supervisory, or confidential employees directly involved with the grievance or the processing thereof. The grievance file and all related materials shall be made available in connection with legal proceedings.

5.3.6 By September 30 of each year, the Association shall notify the District of its assigned union stewards and officers who are authorized to paid release time to represent unit members and to investigate and process grievances. Association representatives for the purpose of these grievance procedures shall be the designated union steward, chapter officer, and/or Association staff.

5.3.7 Twenty-four (24) hours prior to the release from duties for grievance investigation and processing, the designated District employed Association representative shall inform their immediate supervisor, in order that adequate coverage or a substitute may be arranged.

5.3.8 All stakeholders shall be directly involved in the grievance process beginning at Level III. Stakeholders include the grievant, immediate supervisor, facilitator, Association representative and District administrator.

5.3.9 If a group grievance involves the same grievable issues and the same or similar facts, and the unit members have different immediate supervisors, the grievance may be filed at Level II.

5.3.10 If a grievance involves an alleged District-wide misinterpretation of this Agreement, the grievance may be filed by the Association at Level II.

**ARTICLE 5: GRIEVANCES (continued)**

5.3.11 In the case where the grievant is physically unable to file said grievance, the grievance may be filed with the District by the Association or an individual selected by the unit member to file said grievance.

5.3.12 An individual grievant may present a grievance to the District and proceed thru Level II without the participation of the Association if they so choose. No grievance filed by an individual member shall proceed to Level IV without the approval of the Association and no settlement of an individual grievance shall be implemented without prior approval of the Association.

  
California School Employees Association

  
Lompoc Unified School District

**ARTICLE 6: COMPENSATION AND BENEFITS**

**A. For the 2014-15 Fiscal Year:**

Commencing on July 1, 2014, the bargaining unit salary schedule (Appendix A.1) and Longevity Schedule (Appendix A.2) compensation shall be increased by two point five percent (2.5%) on May 1, 2015. This increase shall also be made to all compensation stipends, differentials, etc. with the sole exception being the uniform allowance. Bargaining unit members employed on or after July 1, 2014, shall receive a retroactive payment for the ongoing salary schedule increase on the May 11, 2015, supplemental payroll. Bargaining unit members hired after July 1, 2014, through April 30, 2015, will receive a prorated payment going back to their date of hire on the May 11, 2015, supplemental payroll.

Professional Growth (Article 13.8.2) is included in the two point five percent (2.5%) on salary increase retroactive to July 1, 2014.

For the 2014-15 fiscal year, the salary amounts reflected in the Longevity Salary Schedule (Appendix A.2) shall reflect a two point five percent (2.5%) increase based on the compensation increase on the bargaining unit salary schedule (Appendix A.1). The longevity steps and year thresholds remain the same.

Longevity in steps 20-28 (inclusive) shall be calculated by hand to reflect a two point five percent (2.5%) compensation increase.

**B. For the 2015-16 Fiscal Year:**

Commencing on July 1, 2015 the bargaining unit salary schedule (Appendix A.1) and Longevity Schedule (Appendix A.2) compensation shall be increased by two percent (2.0%). This increase shall also be made to all compensation stipends, differentials, etc. with the sole exception being the uniform allowance. Negotiations for additional compensation for 2015-16 fiscal year shall occur as noted in Section 23.2 of this Collective Bargaining Agreement.

**ARTICLE 6: COMPENSATION AND BENEFITS (continued)**

Professional Growth (Article 13.8.2) is included in the two percent (2.0%) salary increase effective on July 1, 2015.

For the 2015-16 fiscal year, the salary amounts reflected in the Longevity Salary Schedule (Appendix A.2) shall reflect a two percent (2.0%) increase based on the compensation increase on the bargaining unit salary schedule (Appendix A.1). The longevity steps and year thresholds remain the same. Longevity in steps 20-28 (inclusive) shall be calculated by hand to reflect a two percent (2.0%) compensation increase.

As a result of reopened 2015-16 compensation negotiations, the District and Association agree that an additional two percent (2%) shall be added to the bargaining unit salary schedules (A.1 and A.2) and professional growth as noted above, all retroactive to July 1, 2015. This shall result in a total 4% ongoing increase to the bargaining unit members actively employed on the date of ratification by CSEA and the District Board of Education, retroactive to effective to July 1, 2015. Additionally, all bargaining unit members actively employed on the date of ratification by CSEA and the District Board of Education, shall also receive a two percent (2%) of salary one-time, off salary schedule bonus that shall be computed after the additional 2% salary schedule improvement is calculated. The increase to the bargaining unit salary schedules shall occur on the March 31, 2016 payroll. The 2% one-time off-schedule payment and retroactive salary schedule payment shall occur on April 29, 2016. The increase to the bargaining unit salary schedules and the retroactive salary schedule payment shall occur on April 29, 2016.

- C. It is agreed that for the life of this Successor Agreement, the Association bargaining unit shall not receive less than any pro rata share of any increase in total compensation (benefits and compensation) received by any other employee unit.

**ARTICLE 6: COMPENSATION AND BENEFITS (continued)**

D. Commencing on July 1, 2016 all bargaining unit members actively employed on the date of ratification by CSEA and the District Board of Education, shall receive a one-time three percent (3%) off schedule bonus of the annual base salary. This one-time bonus will be paid in April 2017. Bargaining unit members hired on or after July 1, 2016 will be paid retroactively to the most recent date of hire.

E. Commencing on July 1, 2017 the bargaining unit salary schedule (Appendix A.1) and Longevity Schedule (Appendix A.2.) compensation shall be increased by two percent (2%). (Note: This 2% calculation applies to the monthly rates as shown in Appendix A.2.) This increase shall also apply to all compensation stipends, differentials, etc., with the sole exception being the uniform allowance. Additionally, all bargaining unit members actively employed on or after July 1, 2017 shall also receive a one-time one percent (1%), off schedule bonus of the annual base salary. This off schedule bonus shall be computed after the additional two percent (2%) salary schedule increase is calculated. The district will pay this one-time 1% bonus monthly.

As part of this multi-year salary agreement, CSEA and the District agree to bypass 2017-2018 reopeners, with the exception of negotiations related to ongoing concerns with the Transportation department. The parties may, by mutual agreement, reopen on any topic within the parameters of the Collective Bargaining Agreement. This clause shall not be interpreted to curtail any other rights, not explicitly mentioned, of either party.

6.1 Unit members will be paid according to the Salary Schedule (Appendix A.1) and Longevity Schedule (Appendix A.2).

**ARTICLE 6: COMPENSATION AND BENEFITS (continued)**

6.1.1 If an employee is hired from the first (1st) through the fifteenth (15th) of the month, their anniversary date will be the first (1st) of that month. If an employee is hired from the sixteenth (16th) through the thirty-first (31st) of the month, their anniversary date will be the first (1st) of the following month.

6.1.2 All employees have the option to choose level pay on an annual basis.

6.2 The District will provide for each full-time unit member enrolled in a District provided medical plan, a contribution equivalent to the highest paid plan or \$9,696 per year, whichever is higher, to be applied to the medical and dental premiums. Enrollment in one of the District medical plans is mandatory for full-time employees. A full-time employee who does not enroll in a medical plan will automatically be enrolled in the least expensive base medical plan.

A less than full-time unit member working four (4) hours or more per day may enroll in a District provided medical plan. If the unit member selects a medical plan, the District will apply a prorated contribution as per the Benefits Proration Chart based on the highest plan, or \$9,696 per year, whichever is higher, to the cost of the selected medical plan. If the unit member does not select a medical plan, the unit member will receive a prorated contribution, as per the Benefits Proration Chart, of \$3,936 per year, to be applied to the cost of dental and/or other District offered benefits.

A part-time employee working less than four (4) hours per day is not eligible to participate in the District medical plan, in accordance with the Self-Insured Schools of California (SISC) guidelines. These unit members will receive a prorated contribution, as per the Benefits Proration Chart, of \$3,936 per year, to be applied to the cost of dental and/or other District offered benefits.

The benefits provided in this article shall be prorated in the same manner as all other benefits enumerated in Education Code 45136.

**ARTICLE 6: COMPENSATION AND BENEFITS (continued)**

**BENEFITS PRORATION CHART**

	Regular Hours Per Day	Percentage of Annual Amount
557	8	100
558	7 3/4	96.875
559	7 1/2	93.75
560	7 1/4	90.625
561	7	87.5
562	6 3/4	84.375
563	6 1/2	81.25
564	6 1/4	78.125
565	6	75
566	5 3/4	71.875
567	5 1/2	68.75
568	5 1/4	65.625
569	5	62.5
570	4 3/4	59.375
571	4 1/2	56.25
572	4 1/4	53.125
573	4	50
574	3 3/4	46.875
575	3 1/2	43.75
576	3 1/4	40.625
577	3	37.5
578	2 3/4	34.375
579	2 1/2	31.25
580	2 1/4	28.125
581	2	25
582	1 3/4	21.875
583	1 1/2	18.75
584	1 1/4	15.625
585	1	12.5



**ARTICLE 6: COMPENSATION AND BENEFITS (continued)**

6.2.1 Effective July 1, 2010 (plan coverage starts October 1, 2010), all bargaining unit members shall receive fully paid and ongoing family vision coverage.

6.3 Employees hired prior to July 1, 1994 and, as of June 2006, not enrolled in a District medical plan and taking the cash-in-lieu of benefit, are exempt from mandatory enrollment. These employees are entitled to cash-in-lieu of benefits in the amount of \$3,936 per year, prorated according to the Benefits Proration Chart.

6.4 Longevity Plan

Unit members shall be eligible for longevity pay after completion of the following consecutive years of service in the District: 10, 15, 20, 25, 30, and 33 (see Appendix A.2, Longevity Schedule). This benefit shall be paid in accordance with the number of months and regular hours worked.

6.5 Retirement Incentive Program

a. Classified employees with ten (10) or more consecutive years of employment in the Lompoc Unified School District who have attained the age of fifty-five (55) and not yet fifty-nine (59) are eligible to participate in this early retirement program. However, no more than five percent (5%) of the classified, non-management work force can participate during any one (1) fiscal year. Eligible employees will be selected on a first-come-first-serve basis except employees fifty-eight (58) years of age will be given priority during this window period.

b. Notwithstanding Section a. above, the District shall conduct a feasibility study at least every three (3) years, commencing in 2018-19, and also in every year a retirement incentive is offered to the Certificated Bargaining Unit. The purpose of the study is to determine whether or not a one-time exception shall be made to the age constraints, and if making this exception would result in cost neutrality or cost savings to the District. In the event that the results of the study indicate either cost neutrality or cost savings to the District, the

**ARTICLE 6: COMPENSATION AND BENEFITS (continued)**

exception shall be made. In a year when the exception is made, employees who meet all other requirements of Section a. above, retiring in that fiscal year, will be eligible for the incentive.

c. Applicants not able to participate due to exceeding the quota will be first (1st) on the list for the next year.

d. Notice of intention to retire shall be given no less than forty-five (45) calendar days before the employee's date of retirement.

e. All tax obligations are the responsibility of the participant.

  
California School Employees Association

  
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**ARTICLE 6: COMPENSATION AND BENEFITS (continued)**

f. Eligible employees working less than full time shall receive a pro rata amount based on the number of hours and months regularly worked.

g. At the time of retirement, the participant shall select a beneficiary. In the event of the death of the participant, the District shall pay to the beneficiary the remainder of the participant's benefits according to the plan selected.

**PLAN A - One Time Payment**

Within thirty (30) days following the effective date of retirement, or in January of the following year, the one (1) time stipend will be granted. The participant shall choose from these two (2) payment options. The formula for the determination of the stipend at the range of the retiring employee is as follows:

(36 Months) x (Step 5 + longevity) x 1.20694 [Fixed Costs] MINUS

(12 Months) x (Step 2 + Step 3 + Step 4) x 1.20694 [Fixed Costs] TIMES

95% [Due to Lost Interest Revenue] TIMES

82% [Due to Restricted Fund Payroll, Excluding Transportation]

Application of the following tables are for full time employees (FTE); twelve (12) months, eight (8) hours.

The benefit shall be paid in accordance with the number of months and regular hours worked at the time of retirement and pro-rated for less than FTE.

**ARTICLE 6: COMPENSATION AND BENEFITS (continued)**

L O N G E V I T Y					
Range	10 year Stipend	15 year Stipend	20 year Stipend	25 year Stipend	30 year Stipend
20	8487	10267	12301	14589	17132
21	8600	10380	12414	14702	17245
22	8746	10526	12561	14849	17391
23	8983	10763	12797	15086	17628
24	9175	10955	12989	15277	17820
25	9367	11147	13181	15469	18012
26	9547	11327	13362	15650	18192
27	9717	11497	13531	15819	18362
28	9942	11722	13756	16045	18587
29	10179	11959	13993	16282	18824
30	10394	12174	14208	16496	19038
31	10597	12377	14411	16699	19242
32	10879	12659	14693	16981	19524
33	11116	12896	14930	17218	19761
34	11262	13042	15077	17365	19907
35	11544	13324	15359	17647	20189
36	11736	13516	15550	17838	20381
37	12097	13877	15911	18200	20742
38	12289	14069	16103	18391	20934
39	12548	14329	16363	18651	21193
40	12831	14611	16645	18933	21476
41	13079	14859	16893	19181	21724
42	13462	15242	17277	19565	22107
43	13744	15524	17559	19847	22389
44	14072	15852	17886	20174	22717
45	14433	16213	18247	20535	23078
46	14771	16551	18585	20873	23416
47	15087	16867	18901	21189	23732
48	15448	17228	19262	21550	24093
49	15764	17544	19578	21866	24409
50	16125	17905	19939	22227	24770
51	16486	18266	20300	22588	25131
52	16858	18638	20673	22961	25503
53	17253	19033	21068	23356	25898
54	17648	19428	21462	23751	26293
55	18066	19846	21880	24168	26711
56	18460	20241	22275	24563	27105
57	18878	20658	22692	24980	27523

  
 California School Employees Association

  
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**ARTICLE 6: COMPENSATION AND BENEFITS (continued)**

**PLAN B - Three Equal Payments, one (1) each year for three (3) years.**

Within thirty (30) days following the effective date of retirement, or in January of the following year, the first of three (3) equal payments, and annually for the next two (2) years will be granted. The participant shall choose from these two (2) payment options. The formula for the determination of the stipend at the range of the retiring employee is as follows:

$$\begin{aligned} & (36 \text{ Months}) \times (\text{Step 5} + \text{Longevity}) \times 1.20694 [\text{Fixed Costs}] \text{ MINUS} \\ & (12 \text{ Months}) \times (\text{Step 2} + \text{Step 3} + \text{Step 4}) \times 1.20694 [\text{Fixed Costs}] \text{ TIMES} \\ & 82\% [\text{Due to Restricted Fund Payroll, Excluding Transportation}] \end{aligned}$$

Application of the following tables are for full time employees (FTE); twelve (12) months, eight (8) hours.

The benefit shall be paid in accordance with the number of months and regular hours worked at the time of retirement and pro-rated for less than FTE.

**ARTICLE 6: COMPENSATION AND BENEFITS (continued)**

L O N G E V I T Y					
Range	10 year Stipend	15 year Stipend	20 year Stipend	25 year Stipend	30 year Stipend
20	8933	10807	12948	15357	18033
21	9052	10926	13067	15476	18152
22	9207	11080	13222	15630	18307
23	9456	11330	13471	15880	18556
24	9658	11532	13673	16081	18758
25	9860	11734	13875	16283	18960
26	10050	11924	14065	16473	19150
27	10228	12102	14243	16652	19328
28	10466	12339	14481	16889	19565
29	10715	12589	14730	17138	19815
30	10941	12814	14956	17364	20041
31	11154	13028	15169	17578	20254
32	11451	13325	15466	17875	20551
33	11701	13574	15716	18124	20801
34	11855	13729	15870	18279	20955
35	12152	14026	16167	18575	21252
36	12354	14228	16369	18777	21454
37	12734	14608	16749	19157	21834
38	12936	14809	16951	19359	22036
39	13209	15083	17224	19632	22309
40	13506	15380	17521	19929	22606
41	13767	15641	17782	20191	22867
42	14171	16045	18186	20594	23271
43	14468	16342	18483	20891	23568
44	14812	16686	18827	21236	23912
45	15192	17066	19207	21616	24292
46	15549	17422	19564	21972	24649
47	15881	17755	19896	22305	24981
48	16261	18135	20276	22685	25361
49	16594	18467	20609	23017	25694
50	16974	18847	20989	23397	26074
51	17354	19227	21369	23777	26454
52	17746	19619	21761	24169	26846
53	18161	20035	22176	24585	27261
54	18577	20451	22592	25001	27677
55	19016	20890	23031	25440	28116
56	19432	21306	23447	25856	28532
57	19872	21745	23887	26295	28971



Barbara A. Anderson

California School Employees Association



Lompoc Unified School District

**ARTICLE 6: COMPENSATION AND BENEFITS (continued)**

6.6 The District will pay the cost of the following professional licenses and certificates when required by the District:

- Bus Driver's License for Vehicle & Equipment Mechanic
- Back Flow Device Certificate
- Pesticide/Herbicide Certificate
- Bus Driver California Special Driver's Certificate
- Safe Serve Certificate (Food Services)
- CPR/First Aid Certificate

6.7 **Definition of Domestic Partnership:**

- a. Neither person is married to someone else or is a member of another domestic partnership with someone else that has not been terminated, dissolved, or adjudged a nullity.
- b. The two persons are not related by blood in a way that would prevent them from being married to each other in this state.
- c. Both persons are at least 18 years of age, OR if one or both persons are under 18 years of age, a certified copy of the court order(s) granting permission to the underage person(s) to establish a domestic partnership is attached.
- d. Both persons are members of the same sex, or one or both of the persons is over 62 years of age and one or both meet the United States Code, title 42, section 402(a) for old-age insurance benefits or Title XVI of the Social Security Act as defined in United States Code, title 42, section 1381 for aged individuals.
- e. Both persons are capable of consenting to the domestic partnership.

**ARTICLE 6: COMPENSATION AND BENEFITS (continued)**

f. Both persons consent to the jurisdiction of the Superior Courts of California for the purpose of a proceeding to obtain a judgment of dissolution or nullity of the domestic partnership or for legal separation of partners in the domestic partnership, or for any other proceeding related to the partners' rights and obligations, even if one or both partners ceases to be a resident of, or to maintain a domicile in, this state.

The employee must submit to Payroll Services a copy of the Declaration of Domestic Partnership filed with the California Secretary of State.

Domestic Partners and their dependents are not eligible for continuation of coverage under the federal COBRA law.

**6.8 Surviving Spouse or Domestic Partner Continuance of Benefits**

The District shall allow surviving spouses or domestic partners of unit members to continue their medical benefits coverage pursuant to the rules of the benefits provider (SISC). The cost for the continuation of medical benefits shall be solely the responsibility of the surviving spouse or domestic partner.

**6.9 Joint Health Benefits Committee**

An advisory Joint Health Benefits Committee shall meet as often as needed to review health benefit plan design and rates and to recommend to the District and employee units the plan design that provides the greatest amount of quality health care benefits while trying to contain costs. This committee shall be composed of equal members of all employee units and District. The committee recommendation shall be provided with sufficient time to allow employee units to negotiate any recommended changes to the health benefits program prior to open enrollment. Resource people are welcome to attend meetings, but shall not participate beyond providing information necessary to the committee's task.



**ARTICLE 7: HOURS**

**7.1 Regular Work Week**

The regular workweek of a full-time unit member shall be established as being forty (40) hours of work served over a seven (7) day period, which normally shall be eight (8) hours per day exclusive of meal breaks, Monday through Friday. At the time of creating a new bargaining unit position, the hours and workdays (consecutive or non-consecutive) shall be assigned at the discretion of District management. If the District wishes to change the existing hours and/or workdays of any vacant position (not newly created) they shall first reach mutual agreement for such change(s) with the Association prior to staffing. Any changes to hours and/or workdays after the time of hire shall be by mutual agreement of the employee and the District. If mutual agreement is not reached, the Association and District shall negotiate any proposed change(s).

7.1.1 All proposals to reduce hours, days or the work year of bargaining unit positions will be negotiated with the Association. All negotiated reductions will be accomplished in accordance with Article 16: Reduction of Hours, Layoff and Re-employment.

7.1.2 Employees wishing to change from alternate work week to traditional work week may present a request for change to their immediate supervisor. If the request is denied, the employee shall have the right to appeal the decision to a committee comprised of the following: District, CSEA, supervisor and the employee. If a decision cannot be reached by this committee, a neutral third party will become involved in the decision process.

7.1.2.1 Newly hired and/or promotional employees assigned to an alternate work week shall not be required to work both Saturday and Sunday, and shall be assigned two (2) consecutive days off.

**ARTICLE 7: HOURS (continued)**

7.1.2.2 Any unit member whose assigned work shift begins at 4:00 p.m. or later and at least half (1/2) of the shift is after 6:00 p.m., or whose regularly assigned work week includes Saturday shall receive an additional one hundred eleven dollars and seventy-three cents (\$111.73) per month, provided this shift is four (4) consecutive days or more.

7.1.2.3 During the summer months, Tuesday through Saturday workers could revert to a Monday through Friday work week with mutual consent between the employee and their immediate supervisor.

7.1.3 On days, excluding minimum days, for which unit members are scheduled to perform their duties pursuant to the work calendar then in effect, during which pupils would have been in attendance but are not and for which certificated personnel receive regular pay, unit members shall also receive regular pay whether or not they are required to report for duty.

**ARTICLE 7: HOURS (continued)**

**7.2 Overtime**

Overtime is any time required to be worked in excess of eight (8) hours in any one (1) workday or at any time in excess of forty (40) hours in any calendar week. The District will provide compensation or compensatory time off at a rate equal to one and one-half (1-1/2) the regular rate of pay for unit members designated by the District and authorized to perform such overtime. This provision does not apply to unit members whose regular workday is less than eight (8) hours or whose workweek is less than forty (40) hours. A maximum of one hundred sixty (160) hours of overtime worked may be accumulated within the fiscal year for the purposes of compensatory time off. Any hours exceeding this amount at any given time shall be paid at the overtime rate of pay.

**7.2.1 Accumulated compensatory time must be utilized in the following way:**

<u>Earned</u>	<u>Used by</u>	<u>Paid</u>
May 1 - Oct 31	Jan 10	Jan 31
Nov 1 - Apr 30	Jun 15	Jun 30

If the compensatory time has not been taken by January 10 or June 15 of each fiscal year, the District shall pay the employee for all such time at the appropriate rate based on the employee's current rate of pay.

**ARTICLE 7: HOURS (continued)**

7.2.2 Distribution of overtime/extended time shall be assigned on a rotating seniority basis. Each department or work site shall keep a record of overtime/extended time hours for the purpose of equity and equalization. The record shall be continuous from year-to-year on a cumulative basis. Each department or work site shall post a seniority list by classification for those eligible members affected by overtime/extended time hours. Lead/Head employees are included on seniority overtime/extended time lists posted in each department or work site. Overtime/extended time shall be offered to the most senior unit member in that particular classification affected at that particular department or work site.

If the unit member elects to take the overtime assignment, he/she continues to be eligible for overtime/extended time offers until his/her cumulative hours exceed the hours of the unit member at the bottom of the list, at which time his/her name is placed at the bottom of the list. If the unit member refuses the overtime/extended time assignment, he/she shall be placed at the bottom of the cumulative overtime list and shall be credited with the same number of hours as the unit member at the bottom of the list. These assigned hours are for placement purposes only, not compensation.

7.2.2.1 Extended time assignments shall not place a unit member in an overtime status.

7.2.2.2 Length of extended time assignments is at the discretion of the District and shall not require sixty (60) day notice on completion of the assignment.

**ARTICLE 7: HOURS (continued)**

**7.2.2.3**

Any unit member who is involved in a Professional Growth sanctioned class may refuse extended time and/or overtime except as delineated in Article 7.8. Such refusal shall not result in the employee losing his/her standing in receiving the next available extended and/or overtime available.

This waiver shall be limited to one (1) class per semester/quarter and one (1) class session per week. The employee shall, as soon as he/she has enrolled in the class notify the immediate management supervisor in writing the scheduled meeting day(s) of the class.

**7.2.2.4**

Notwithstanding Article 7.8, unit members have the right to refuse, in writing, placement on the rotating overtime list. This right shall continue until rescinded, in writing, by the unit member.

**7.2.2.5**

Unit members who enter the site/department rotating seniority list are credited the same number of hours as the unit member at the bottom of the cumulative overtime list. These assigned hours are for placement purposes only, not compensation.

**7.2.2.6**

Probationary unit members shall be placed on the rotating seniority list in keeping with Article 7.2.2. Probationary unit members will be allowed to work overtime only at the discretion of the supervisor.

**7.3** Substitutes or outside relief personnel shall not be used in any department, work site or any job classification when regular unit members in that department, work site or job classification are available and willing for such assignment and said assignment will not require overtime as

**ARTICLE 7: HOURS (continued)**

designated in Article 7.2. The District shall, however, retain the authority to assign a unit member as needed. This section shall not pertain to bus drivers.

This section shall specifically apply to employees who work less than twelve (12) months and/or less than eight (8) hours per day.

7.3.1 Voluntary extra duty assignment of a unit member at additional work site(s) shall not entitle the unit member to mileage reimbursement for travel between the work sites.

7.3.2 Length of extra duty assignments is at the discretion of the District and shall not require sixty (60) day notice on completion of the assignment.

7.4 Employees who are capable will be offered the opportunity to work in a higher classification in the absence of the regular incumbent in the case of a vacancy, or in a limited term assignment lasting no less than fifteen (15) days. The following sequence of eligibility shall be utilized in the order listed:

1. Site;
2. Promotional eligibility list - by rank, if tie interview all within rank;
3. Any employee, district-wide, interested in gaining work experience;
4. 39-month rehire list;
5. Outside relief personnel.

The most senior employee in the next highest classification in the site or department will be selected to work in a higher class when all other qualifications are equal. Employees with more seniority who are not selected may request reason(s) for not being selected. Such selection procedure may begin on the first (1st) day, but shall not be required until the regular incumbent's absence exceed four (4) consecutive days. Such selection procedures will not be made solely for monetary reasons.

The District retains the right to fill, or not fill, the position. Substitute or outside relief personnel, if needed, shall be brought in at the lower classification in the department or work site. This subsection shall apply to all bargaining unit members.

  
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**ARTICLE 7: HOURS (continued)**

7.4.1 Whenever a unit member is required to work out of his/her classification in a higher classification for more than two (2) working days in any fifteen (15) day calendar period he/she shall be compensated at the salary step of the salary range for the higher classification that constitutes an increase of a minimum of 5% over the employee's regular base pay (5% effective with the 2009-2010 school year).

7.4.1.1 An employee who qualifies under Article 7.4.1 of the Classified Bargaining Unit Contract shall receive out-of-class compensation for a paid legal holiday and an approved, paid leave day provided the employee is working in that higher classification the day before or the day after the holiday and/or leave day.

7.4.2 Whenever a full time unit member works temporarily out of his/her regular classification in a lower classification on a full time basis the unit member shall not receive less than his/her regular base pay.

7.5 Notwithstanding Articles 7.1 and 7.2, the workweek for any unit member having an average workday of four (4) hours or more during the workweek shall consist of no more than five (5) working days. Such an employee shall be compensated for any work required to be performed on the sixth (6th) and seventh (7th) day following the commencement of the workweek at a rate equal to one and one-half (1-1/2) times the regular rate of pay of the employee designated by the District and authorized to perform such work.

7.6 For the purpose of computing the number of hours worked, time during which the unit member is excused from work because of holidays, sick leave, vacation, compensated time off, or other paid leaves of absence, shall be considered as time worked by the unit member. The designation, authorization and allocation of any overtime shall rest solely with District management.

**ARTICLE 7: HOURS (continued)**

7.7 No payment shall be allowed for overtime unless said overtime has written approval of the immediate management supervisor. Overtime shall be computed from the first (1st) minute worked in multiples of fifteen (15) minutes. The employee shall inform the supervisor of the intended method of payment (overtime pay or compensatory time) prior to working the overtime. Up to two (2) non-consecutive compensatory time days may be used by unit members without prior approval, provided notice is given in the same manner as for sick leave.

Use of other compensatory time must be pre-approved by the immediate supervisor. Unit members denied a specific date(s) for use of compensatory time may request written reasons for such denial. The denial may be appealed by the employee to the District and Association who shall reach mutual agreement on the use of the compensatory time requested.

7.8 A unit member shall have the right to refuse overtime work, except in a government declared emergency, where the supervisor may direct the unit member to work overtime. The supervisor shall attempt to identify employees desiring to work overtime before directing a unit member to work against his/her will. An emergency as used in this section is defined as the following: the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril of life, property, and resources is of paramount importance requiring the responsible efforts of unit members. In any event, such changes shall be for only the length of the emergency.

7.9 In situations that could not have been planned for, a unit member called back to work after his/her regular work day or work week shall receive not less than two (2) hours of pay subject to Articles 7.2 and 7.4.



**ARTICLE 7: HOURS (continued)**

7.10 Unit members who work more than four (4) consecutive hours per day shall be entitled to a paid fifteen (15) minute rest period per each consecutive four (4) hour work period per day at times scheduled by the immediate supervisor.

7.11 Any unit members who have been on duty more than four (4) consecutive hours shall take an unpaid duty-free meal period of thirty (30) minutes or more per day to a maximum of one (1) hour at times scheduled by the immediate supervisor.

Unit members working six (6) hours or less can waive their meal period with mutual consent of the unit member and their immediate supervisor.

7.12 Whenever the District wishes to allocate all or part of the hours assigned to a particular vacant position to another unit position in the same classification rather than fill the position, such hours shall be offered to the unit member in that classification having the greatest seniority provided, however, that the employee's work schedule and District needs will permit the most senior employee to accept the extra hours and provided the extra hours will not place the unit member in an overtime status.

**7.13 Four Day Work Week**

Any unit member shall have the option of choosing to work a consecutive four-day work week upon mutual agreement between the unit member and his/her immediate management supervisor and the appropriate division head.

7.13.1 In the event a holiday(s) falls during any week, the total regularly scheduled hours for the week containing the holiday shall be divided by five (5) rather than four (4) to determine the number of hours to be worked during each day of the holiday week.

**ARTICLE 7: HOURS (continued)**

**7.14 Workload**

Prior to ongoing changes in the workload being enacted, the immediate supervisor will discuss changes with the affected employee(s). The immediate supervisor shall, with the input from the employee(s), make determination as to the workload priorities.

If the employee(s) feels workload concerns remain, they may appeal to an advisory resolution panel comprised of equal numbers of panelists from the District and the Association. The resolution panel shall be facilitated by the Director of Classified Personnel (Personnel Commission). Upon reviewing the information from the employee and immediate supervisor, an advisory decision shall be rendered. If either the employee(s) or the immediate supervisor feels that the workload issue is unresolved, the matter shall be resolved by the District and Association using Interest-Based Bargaining methods.

**7.15** The annual calendar shall be negotiated by the Association and the District beginning no later than the end of September for the fiscal year calendar two years out. For operational needs, should the negotiations process for the upcoming fiscal year not be concluded by December 1, the District may establish a projected start date for that fiscal year pending the conclusion of the negotiations process. The parties acknowledge that the result of those negotiations may result in a change of the projected start date of the upcoming fiscal year.

**7.15.1** A typical work calendar for 12-month employees is 260 days (including holidays). When it becomes known that the work calendar will increase to 261 or 262 workdays, a six-person delegation, including three (3) representatives from CSEA and three (3) representatives from LUSD will designate the 260 workday calendar.

**ARTICLE 7: HOURS (continued)**

**7.16 Emergency Events:** In the event the district declares an emergency, as defined in Article 2.3 and school closures occur, the following protocol shall be followed:

- a. The district shall make every effort and with all means at their disposal to notify all classified employees that school sites are closed until further notice.
- b. All classified employees shall be notified of their requirement whether or not to report to their assigned worksite.
- c. Essential employees will be defined and can vary depending on the nature of the emergency.
- d. Essential employees will be notified by their immediate supervisor to report to their assigned worksite or an alternate worksite for the duration of the emergency.
- e. All employees required to work shall be paid their regular rate of pay for their assigned work hours. Overtime may apply as per Article 7.
- f. All employees not required to report to work shall remain in paid status for the duration of the emergency and remain available to report to work, during their regular work hours, if the need arises or the emergency is declared over.
- g. Any employee on an approved paid leave during the course of the emergency shall continue on the paid leave as approved.

**ARTICLE 8: VACATIONS**

8.1 Unit members shall accrue annual vacation at the regular rate of pay earned at the time the vacation is commenced according to the schedule established in Article 8.4. Such vacation shall not become a vested right until completion of six (6) months employment. However, vacation days will be accrued and may be used by probationary employees.

**8.2 Scheduling**

8.2.1 Vacations shall be scheduled between the unit member, including probationary employees, and immediate supervisor. Vacations of less than one (1) full day may be granted. Approval of vacation days should be obtained prior to making vacation plans. Vacations shall not be denied solely on the basis of the need for a substitute. The following factors are to be considered in granting vacations:

- a. District needs
- b. Employee preference
- c. Extenuating circumstances
- d. Long range planning
- e. District-wide seniority

If mutual agreement cannot be reached in a timely manner between the unit member, including probationary employees, and the immediate supervisor, the unit member may appeal to the Vacation Committee which consists of the Association President, Assistant Superintendent, Human Resources, and a third party selected by the Association and the District. The third member, usually the immediate supervisor's supervisor, will only serve when the dispute pertains to his/her work site, school or division.

8.2.2 For purposes of this section, up to two (2) non-consecutive vacation days may be used by bargaining unit members without prior approval. A unit member shall not be permitted to

**ARTICLE 8: VACATIONS (continued)**

reduce a day of vacation to less than the hours per day the unit member is normally assigned. The following provisions shall also be followed:

a. Notice of vacation usage shall be provided for the bargaining unit member's immediate supervisor by the end of the bargaining unit member's last work shift prior to the vacation day. The bargaining unit member shall complete the appropriate section of the vacation form (Appendix D) and submit it to their immediate supervisor prior to leaving their last work shift prior to the vacation day being used. No reason for the vacation usage need be provided with prior notice being given.

b. When unforeseen circumstances exist and notice of vacation use cannot be provided prior to the end of the bargaining unit member's last work shift, the bargaining unit member shall provide notice of their vacation day as they normally would whenever absent from work. Upon return to work, the bargaining unit member shall complete the appropriate section of the vacation form (Appendix D) and submit it to their immediate supervisor. Because the vacation day was taken due to an unforeseen circumstance, the bargaining unit member must state the nature of that unforeseen circumstance preventing them from providing the prior notice as noted in Paragraph A above. "Unforeseen circumstances" are defined as things that could not have been planned for.

8.2.3 Employees shall complete an Annual Vacation Plan Form (Appendix D) which shall be completed and signed by both parties no later than September 30. If there is not mutual agreement on the Annual Vacation Plan Form, it may be appealed to the Vacation Committee. Changes to the Annual Vacation Plan Form can be initiated by the employee no less than two (2) workdays prior to the scheduled vacation.

  
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**ARTICLE 8: VACATIONS (continued)**

8.2.4 An employee who works during break periods shall complete a School Break Work Planner (Appendix E) when their assigned management supervisor is absent for three (3) or more consecutive work days. The School Break Work Planner shall be mutually agreed upon by the employee and the immediate supervisor and shall document the work that is planned to be completed during the break period.

8.2.5 In the absence of an immediate supervisor, all employees who work during breaks shall be provided with the name and contact number of the assigned management supervisor. This management supervisor shall be available to answer any call and respond in a timely manner to any concerns and/or emergencies.

8.3 Upon separation from service, a permanent member shall be entitled to a lump sum compensation for all earned and unused vacation.

8.4 Unit members, including probationary employees, shall earn vacation in accordance with the following:

If an employee is hired the first (1st) through the fifteenth (15th) of the month, their vacation anniversary date will be the first (1st) of that month. If an employee is hired the sixteenth (16th) through the thirty-first (31st) of the month, their vacation anniversary date will be the first (1st) of the following month.

  
Barbara B. Smith  
California School Employees Association

  
Lompoc Unified School District

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**ARTICLE 8: VACATIONS (continued)**

Years of Service	Hourly Factor (see examples below)	Hours per month based on full-time	# Day(s) per Full Month	10 month Maximum Annual Days	11 month Maximum Annual Days	12-month Maximum Annual Days
One (1) through Two (2)	0.04615	8.00	1.000	10.00	11.00	12.00
Three (3) through Five (5)	0.04984	8.66	1.083	10.83	11.91	13.00
Six (6) through Ten (10)	0.05769	10.00	1.250	12.50	13.75	15.00
Eleven (11) through Fifteen (15)	0.06923	12.00	1.500	15.00	16.50	18.00
Sixteen (16) through Twenty (20)	0.07693	13.34	1.667	16.67	18.34	20.00
Twenty-one (21) or more	0.08076	14.00	1.750	17.50	19.25	21.00

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**Hourly Factor Examples for Year One (1) through Two (2)**

Hourly Factor x # of annual work days = Annual Vacation Earned

(12 months = 260 annual days x .04615 = 12 days)

(11 months = 238 annual days x .04615 = 11 days)

(10 months = 217 annual days x .04615 = 10 days)

1009

1010 8.5 The equivalent of up to one (1) year's earned vacation may be accumulated and carried over for one  
1011 (1) fiscal year to the next fiscal year. Any balance in excess of that amount, as of June 30, will be  
1012 paid in July.

1013 8.5.1 The carry-over period may be extended six (6) months (December 31) with prior  
1014 permission of the immediate management supervisor certifying the employee will use the  
1015 excess vacation before December 31.



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California School Employees Association



Lompoc Unified School District

1016 **ARTICLE 8: VACATIONS (continued)**

1017 8.6 When a holiday, as defined in this Agreement, occurs within the regularly scheduled vacation of a  
1018 unit employee, the employee shall receive pay at the regular rate of pay for the holiday and shall  
1019 not be charged a vacation day for absence on the holiday.

1020 8.7 **Right of Interruption of Vacation**

1021 A unit member shall be permitted to interrupt or terminate vacation leave in order to begin another  
1022 type of paid leave provided for in this Agreement without a return to active service, provided the  
1023 employee complies with Article 10, Leave Provisions.

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**ARTICLE 9: HOLIDAYS**

9.1 Unit members shall be entitled to the paid holidays as listed in Article 9.3, provided the unit members are in paid status during the work day immediately preceding or the working day succeeding the holiday.

9.2 When a holiday herein listed falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day observed. When a holiday herein listed falls on a Saturday, the preceding Friday shall be deemed to be the holiday in lieu of the day observed. When a unit member is required to work on any said holidays, he/she shall be paid compensation, or given compensatory time off, for such work, in addition to regular pay received for the holiday, at the rate of time and one-half his/her regular rate of pay.

9.2.1 For employees working the alternative work week the following shall apply: during the work week that a holiday occurs, Tuesday thru Saturday workers will work the following days:

- a. When the holiday is on Monday, they will observe the holiday on the prior Saturday.
- b. When the holiday is on Friday or a Thursday and Friday, they will work Monday instead of Saturday of that week.
- c. Annually, a representative from Classified Human Resources will provide all alternative workweek employees with a copy of their work calendar.
- d. In no event shall an employee working an alternative work week be assigned more than five (5) consecutive work days except on an overtime basis.

1047 **ARTICLE 9: HOLIDAYS** (continued)

1048 9.3 New Year's Day

1049 Martin Luther King, Jr. Day

1050 Lincoln Day

1051 President's Day

1052 Spring Recess Day (Monday or Friday as determined by classified work calendar)

1053 Memorial Day

1054 Independence Day

1055 Labor Day

1056 Admission's Day (Alternate - Last working day before New Year's Day)

1057 Veterans' Day

1058 Thanksgiving Day

1059 Friday following Thanksgiving Day

1060 Last working day before Christmas Day

1061 Christmas Day

1062

**ARTICLE 10: LEAVE PROVISIONS**

10.1 The benefits which are expressly provided by Article 10 are the sole benefits which are part of this collective Agreement, and it is agreed that other new statutory or regulatory leave benefits are not incorporated, either directly or implied, into this Agreement, nor are such other benefits subject to Article 5: Grievances.

10.1.1 Immediate family members shall be limited to spouse or domestic partner, mother (in-law), father (in-law), grandmother (in-law), grandfather (in-law), son (in-law), daughter (in-law), grandchild (in-law), the brother or sister of the employee, brother or sister-in-law, aunt or uncle, step relatives, foster children, foster parents or any relative living in the immediate household of the employee.

10.1.2 For purposes of Articles 10.2, 10.3 and 10.4, a unit member must contact the District's substitute employee management system or use his/her assigned departmental substitute procedures as soon as the need to be absent is known to permit the employer time to secure a substitute service or make other appropriate arrangements. Failure to provide adequate notice shall be grounds for denial of leave with pay or other disciplinary action unless the employee establishes that unforeseeable and unavoidable emergency circumstances make it impossible to fully comply with his/her obligations hereunder.

10.1.3 For purposes of Articles 10.2, 10.3, and 10.4, a unit member shall not be allowed to return to work and shall be placed on leave without pay if the employee fails to notify the District of the employee's intent to return to work at least one (1) hour prior to the close of the preceding day if such failure results in a substitute being secured.

10.1.4 A unit member who is absent shall be charged for actual time of absence in increments of fifteen (15) minutes.

**ARTICLE 10: LEAVE PROVISIONS (continued)**

10.1.5 Unit members on a District approved paid leave of absence provided by the provisions of this Article shall not be considered to have a break in service for purposes of earning sick leave and vacation and being permitted to participate in the health and welfare benefits of Article 6.2.

10.1.6 Any unpaid absence shall be considered a break in service except as provided in Article 10.1.7.

10.1.7 When a leave of absence is approved for any reason for a period of six (6) months or less, the Classified Human Resources Office shall fill the position on a temporary basis, allowing the employee to return to their regular assignment.

When a leave of absence is due to a medical leave (i.e. illness, FMLA, workers' compensation, etc.), the Classified Human Resources Office shall fill the position on a temporary basis until all leaves are exhausted, allowing the employee to return to their regular assignment. If the employee is unable to return before their leaves are exhausted, the position will then be filled with a permanent employee.

When a leave of absence is approved for a period greater than six (6) months, not to exceed twelve (12) months, the Classified Human Resources Office may fill the position with a permanent employee. Upon expiration of leave, the incumbent employee is entitled to be reinstated to the position of employment held when the leave commenced or to an equivalent position.

In addition, a unit member on such leave shall notify the Classified Human Resources Office no later than forty-five (45) days prior to expiration of the leave of intent to return to employment in the District.

10.1.8 For purposes of this Article, a unit member shall be required upon return to duty to complete a leave verification form provided by the District.

**ARTICLE 10: LEAVE PROVISIONS (continued)**

**10.2 Personal Illness and Injury Leave**

10.2.1 Full-time unit members shall be entitled to one (1) day leave with full pay for each month worked for purposes of personal illness or injury. Unit members who work less than full time shall be entitled to that portion of the one (1) day per month leave as the number of hours per day equates to eight (8) hours.

10.2.2 Effective July 1, 2010, each unit member shall be credited with a total of one-hundred (100) working days of paid extended sick leave once a year on July 1. This extended sick leave shall be compensated at fifty percent (50%) of the employee's regular salary. Each fiscal year, accumulated and extended sick leave shall run concurrently. Such days of paid extended sick leave authorized herein shall be exclusive of other paid leave, holidays, vacation, compensatory time, or Catastrophic Leave donations to which the employee may be entitled. The employee may be required to present written verification of illness on the first day of their use of extended sick leave. Accrued vacation may be utilized in conjunction with extended sick leave at the request of the employee.

10.2.3 If a unit member does not utilize the full amount of leave as authorized in Article 10.2.1 in any fiscal year, the amount not utilized shall be accumulated from year to year.

10.2.4 If the illness or injury exceeds three (3) consecutive days, the District may require a physician's statement of the illness or injury, and to report such findings to the Superintendent or designee. If the report concludes that the absence is not due to personal illness or injury, or that the illness is not sufficiently severe to warrant continued absence, then the Superintendent or designee, after notice to the unit member, may refuse to grant such leave. If requested by the District, a unit member shall not return to work until the unit member submits a medical doctor's authorization to return to work.

**ARTICLE 10: LEAVE PROVISIONS (continued)**

**10.2.5 Donated Sick Leave**

Employees who are eligible for membership in a recognized employee organization may participate.

- a. Any employee in one of the above groups may donate up to 10 days (80 hours) provided they have accrued at least 20 days of unused sick leave.
- b. Part time employees may also donate and receive sick leave days on an hour-for-hour basis.
- c. For the purposes of calculation, all full time employees are considered eight hour employees.
- d. Donated sick leave days may be used retroactively up to 20 workdays from the receipt of the donation in Payroll Services. This limit may be extended under extenuating circumstances approved by the committee.
- e. A recipient may receive no more than 100 donated days per illness.
- f. This Donated Sick Leave Plan replaces all existing donated sick leave plans.
- g. The Donated Sick Leave Committee will review anonymous requests for donated sick leave for catastrophic illnesses and accidents. If the committee deadlocks on approving eligibility for donated sick leave, the Assistant Superintendent, Human Resources will serve as the tie breaker.
- h. Employees requesting donated sick leave must provide the exact information regarding their illness or accident which will be distributed to the committee by Payroll Services.
- i. The employee's name will be circulated by the respective employee organization to eligible employees for donations, provided the employee grants express written consent to release his/her name.

**ARTICLE 10: LEAVE PROVISIONS (continued)**

j. Employees donating sick leave should use the back of the Absence Reporting Form to make a donation

k. Employees married to a Lompoc Unified School District employee may donate an unlimited amount of sick leave to their spouse or domestic partner after the receiving spouse or domestic partner has used all of their own sick leave. The donating spouse or domestic partner must maintain a minimum balance of ten (10) days.

**10.3 Personal Necessity Leave**

10.3.1 Leave which is credited under Article 10.2.1 may be used, at the unit member's election, for purposes of personal necessity; provided that use of such personal necessity leave does not exceed ten (10) days in any fiscal year.

10.3.2 A maximum of ten (10) days of absence, and additional days authorized by the Leave Committee, may be used for personal necessity leave. Personal necessity leave is subtracted from accrued illness and injury leave. Absences in excess of allowable days shall be deducted at full salary unless authorized by the Leave Committee.

10.3.2.1 Personal Necessity Leave shall not exceed ten (10) days and shall not be accumulated from school year to school year. This leave may be used at the unit member's election.

**ARTICLE 10: LEAVE PROVISIONS (continued)**

10.3.2.2 Employees may use up to ten (10) days of accumulated sick leave for personal necessity leave. This leave shall not be used for matters of personal gain, recreation or vacation. Any employee taking personal necessity leave shall complete an affidavit stating that such leave was used for any of the reasons outlined in Education Code 45207 or for reasons that could only be handled during the employee's work shift.

Under extraordinary circumstances, additional consecutive days may be granted, with justification.

10.3.3 The employee shall comply with District procedures as outlined in Article 10.1.2.

**10.4 Bereavement Leave**

A unit member shall be entitled to a maximum of five (5) days leave of absence without loss of salary on account of the death of any member of his/her immediate family as outlined in Article 10.1.1.

  
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**ARTICLE 10: LEAVE PROVISIONS (continued)**

**10.5 Leave for Pregnancy Disability**

10.5.1 Unit members are entitled to use sick leave as set forth in Article 10.2.1 for disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom on the same terms and conditions governing leaves of absence from other illness or medical disability. Such leave shall not be used for child care, child rearing, or preparation for child bearing, but shall be limited to those disabilities as set forth above. The length of such disability leave, including the date on which the leave shall commence and the date on which the duties are to be resumed, shall be recommended by the unit member's physician. The unit member will provide the office of the Director of Classified Human Resources with a physician's note authorizing the employee to return to work. The following procedures will be followed:

- a. If the physician determines the employee may return to work without restrictions, the employee will provide the note one (1) working day (24 hours) in advance or earlier.
- b. If the physician determines the employee may return to work with restrictions, the employee will provide the note at least five (5) working days in advance so that the District may schedule an interactive meeting, if appropriate.

The District may require a verification of the extent of disability through a physical examination of the employee by a physician appointed by the District.

**ARTICLE 10: LEAVE PROVISIONS (continued)**

10.5.2 Unit members are entitled to leave without pay or other benefits for disabilities because of pregnancy, miscarriage, childbirth, or recovery therefrom when sick leave as set forth in Article 10.2.1 has been exhausted. The date on which the employee shall resume duties shall be recommended by the unit member's physician and determined finally by the District. The District may require a verification of the extent of disability through a physical examination of the employee by a physician appointed by the District.

10.5.3 The unit member on leave for pregnancy disability shall be entitled to return on a date determined by the District to a position in the same classification as that held at the time the leave commenced.

**10.6 Industrial Accident Leave**

10.6.1 Unit members will be entitled to Industrial Accident Leave for personal injury or illness which has qualified for Workers' Compensation under the provisions of the Compensation Insurance Fund.

10.6.2 Such leave shall include the following provisions:

- a. Allowable leave shall not exceed sixty (60) working days in any one (1) fiscal year for the same accident.
- b. Allowable leave shall not accumulate from year to year.
- c. Leave shall commence on the first (1st) day of absence.
- d. During the period of District paid leave, the injured shall endorse all temporary disability checks over to the District.
- e. In the event the injury or illness overlaps into the next fiscal year, only the remaining amount of the sixty (60) day leave will be allowed for the same disability.

**ARTICLE 10: LEAVE PROVISIONS (continued)**

f. Injured must remain within the State of California unless travel outside of the State is approved by the District during the period of temporary disability.

10.6.3 Payment for wages lost on any day shall not, when added to an award granted the employee under the Workers' Compensation laws of this State, exceed the normal wage for the day.

10.6.4 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 Workers' Compensation laws of this State at the time of the exhaustion of benefits under this Article, he/she shall be entitled to use only so much of his/her accumulated and available normal sick leave and vacation leave, which, when added to the Workers' Compensation award, provides for a day's pay at the regular rate of pay.

10.6.5 A unit member shall not be permitted to return to work until a physician's written release is submitted to the District indicating the unit member can assume the essential functions and duties of the position.

**10.7 Judicial Leave**

10.7.1 Unit members will be provided leave for regularly called jury duty and to appear as a witness in court, other than as a litigant, for reasons not brought about through the convenience or misconduct of the unit member. The unit member shall submit a request for an approved absence upon receipt of a notice to appear from officers of the Court. Unit members are required to return to work during any day for which judicial services are not required. Written verification of appearance shall be submitted with absence verification report.

10.7.2 The unit member, while serving jury duty, will receive pay in the amount of the difference between the unit member's regular earnings and any amount received for judicial service.

  
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**ARTICLE 10: LEAVE PROVISIONS (continued)**

**10.8 Military Leave**

10.8.1 Unit members shall be entitled to military leave as provided by law and shall retain all rights and privileges granted by law arising out of the exercise of military leave.

10.8.2 Unit members shall be required to request military leaves in writing and, upon request, to supply the District with copies of military orders and status reports.

**10.9 Voluntary Furlough**

With mutual consent between the unit member and the immediate supervisor, and approval by the division head, an employee may take up to five (5) days per year as a voluntary, unpaid furlough. An unpaid furlough may affect the unit member's probationary period, seniority, retirement service credit, leave grants and benefits.

**10.10 Family Care and Medical Leave (FMLA)**

An employee with twelve (12) months of paid service and who has at least 1,250 hours of service with the District during the previous twelve (12) months may request unpaid family care and medical leave for up to twelve (12) work weeks during a fiscal year for one of the following reasons:

- a. Leave for reason of the birth of a child of the employee, or the placement with the employee of a child in connection with an adoption or foster care;
- b. Leave to care for an employee's child, parent or spouse or domestic partner who has a serious health condition;
- c. Leave in the case of the employee's own serious health condition that makes the employee unable to perform the functions of the position held by the employee, except for leave taken for disability on account of pregnancy, childbirth or related medical conditions.

  
Barbara A. Anderson  
California School Employees Association

  
Lompoc Unified School District

**ARTICLE 10: LEAVE PROVISIONS (continued)**

d. Employees seeking to use FMLA are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. "Child" means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis as long as the child is under eighteen (18) years of age or an adult dependent child. "Parent" means a biological, foster or adoptive parent, a step-parent or a legal guardian. "Serious health condition" means an illness, injury, impairment or physical or mental condition that involves either inpatient care in a hospital, hospice, or residential health care facility, or continuing treatment or supervision by a health care provider.

10.10.1 An employee who requests leave to care for a child, a spouse or domestic partner, or a parent who has a serious health condition may be required to submit a certificate from the health care provider verifying the date on which the serious health condition commenced, the probable duration of the condition, an estimate of the amount of time the health care provider believes the employee needs to care for the individual requiring the care, and a statement that the affected individual's condition warrants the participation of a family member to provide care. If additional leave is needed after the time estimated by the health care provider expires, the employee shall provide re-certification in the same manner specified above.

**ARTICLE 10: LEAVE PROVISIONS (continued)**

10.10.2 If an employee's need for family care and medical leave is foreseeable, reasonable advance notice shall be given. Where the need for family care and medical leave is known more than thirty (30) days before the leave is to begin, the employee must provide thirty (30) days written notice to the Director of Classified Human Resources. Where the need for a leave becomes known less than thirty (30) days before the leave is to begin, whenever possible the employee is to give five (5) days written notice. When leave is needed for a planned medical treatment or supervision, the employee shall make a reasonable effort to schedule the treatment or supervision to avoid disruption of District operations. This scheduling shall be subject to the health care provider's approval.

10.10.3 When leave is taken pursuant to Article 10.10 the employee shall be required to use accrued vacation leave, personal necessity leave and/or accrued compensatory time off and shall run concurrently.

10.10.4 Leave taken for disability on account of pregnancy, childbirth or related medical condition shall be taken pursuant to Government Code Section 12945 and shall be taken in addition to family care and medical leave. Such leave shall be afforded the same rights as medical leave under the Family and Medical Leave Act (FMLA), allowing the employee to maintain District offered health coverage, unless District offered health coverage was waived by the employee during the thirty (30) day open enrollment period.

**ARTICLE 10: LEAVE PROVISIONS (continued)**

10.10.5 An employee on unpaid family care and medical leave shall continue to be eligible for health insurance for twelve (12) work weeks during a fiscal year at the level and under the conditions coverage would have been provided if the employee had continued in active employment. The District may recover the District's contribution to the employee's health coverage if the employee fails to return from leave for reasons other than the continuation, recurrence, or onset of a serious health condition that otherwise entitles the employee to take family care and medical leave or for other circumstances beyond the employee's control. Non-health benefits provided to employees through the District's cafeteria plan shall not be paid while unit members are on family leave.

10.10.6 When both parents are employed by the District, "child rearing" leave connected with the birth, adoption or foster care of a child shall cumulatively be no greater than twelve (12) work weeks.

10.10.7 At the conclusion of the family care and medical leave, the employee shall be returned to the same position classification held by the employee and at the same geographically approximate work site the employee worked at prior to the commencement of the leave.

**10.11 Other Leaves Without Pay**

10.11.1 Upon recommendation of the Superintendent and approval by the Board of Education, leave without compensation, increment, seniority or credit towards probationary or permanent status, may be granted for a period of one (1) school year for the following purposes: care for a member of the immediate family who is ill, long-term illness of the unit member, service in an elected public office, or retraining, study or research.

**ARTICLE 10: LEAVE PROVISIONS (continued)**

**10.11.2 Leaves for Employment Purposes**

Unpaid leaves of absence for up to six (6) months may be granted for the purpose of accepting employment outside the District.

10.11.2.1 Policy changes which would result in blanket employment leave denials shall be negotiated between the Association and the District.

10.11.3 The application for and granting of such leaves of absence shall be in writing. In addition, a unit member on such leave shall notify the Director of Classified Human Resources no later than thirty (30) days prior to expiration of the leave of intent to return to employment in the District. Failure to so notify will be considered an abandonment of position and nullify any bumping rights.

**10.12 Other Leaves**

An employee may use accrued compensatory time or vacation (in this order) to cover non-duty days within the school year.



**ARTICLE 11: TRANSFER**

11.1 A unit member may be transferred at his/her request or for the good of the District from one position to another at the discretion of the immediate management supervisor, with the approval of the Director of Classified Personnel.

11.1.1 Involuntary transfers shall not be punitive in nature and shall be based on the legitimate needs of the District. The Association will be contacted before any involuntary transfers are made. District seniority will be the primary consideration. However, specific needs for the current and future work site may take precedence. Exceptions can be made under special circumstances when agreed to by the District and the Association.

11.1.2 Notice of involuntary transfers shall be given in writing, along with reasons to the unit member as soon as possible and not later than ten (10) days prior to the transfer.

11.2 The District shall post on each official classified bulletin board and the District website a list of positions that are vacant. Employees will have a maximum of five (5) working days from date of distribution to file a written request for transfer.

11.2.1 If there are transfer requests, those applicants shall be interviewed in advance of other applicants. In the event the District chooses to fill the vacancy from these transfer requests, no further interviews will be necessary. If a transfer candidate is not selected, then interviews from the appropriate eligibility list will be scheduled.

11.2.2 Transfer applicants who have an assignment less than eight (8) hours shall be entitled to transfer to a vacant position of greater hours at their physical work site provided their most recent evaluation reflects an overall evaluation of satisfactory. Such transfers shall be offered to the unit member in that classification having the greatest seniority. Full time employees at the site shall have first right to be considered for transfer followed by employees with less than a full time assignment.

11.2.3 The decision of the District on which candidate is selected shall be final.

**ARTICLE 11: TRANSFER (continued)**

11.2.4 Transfers shall be considered for bargaining unit members in their current classification or classifications they formerly held.

11.3 When a transfer is denied, the unit member may request a meeting to hear the reason(s) for the denial. This meeting will include the affected unit member, an Association representative, the Assistant Superintendent of Human Resources and any other manager, as deemed appropriate by the parties.

11.4 No employee shall be transferred temporarily to a work location other than the employee's normal work site for a period in excess of twenty (20) working days during the regular school year without the written consent of the employee.

**11.5 Personal Injury or Illness Transfers**

A permanent unit member determined incapable of performing the duties of his/her class because of illness or injury (not related to Workers' Compensation) may at his/her request, and with the concurrence of the District, be assigned duties he/she is capable of performing. The position to which he/she is assigned shall be subject to classification by the Personnel Commission, but the employee shall receive no increase in wage or salary, excepting differentials, established for the class to which the employee is assigned, unless he/she is appointed from an eligibility list resulting from a competitive examination. If the position is a lower classification than the one previously attained by the employee, the employee shall be paid the lower salary by placing the employee in the same step of the lower range as attained on the higher range.

**ARTICLE 11: TRANSFER (continued)**

11.6 Any grievance arising from this Article filed under the grievance procedure of this Agreement shall be limited to a claim that the procedures or provisions of Article 11.1 regarding voluntary and involuntary transfers have not been followed. No grievance arising under the grievance procedure of this Agreement shall challenge the reasons, standards or criteria for a transfer. Lompoc Unified School District Administrative Regulation AR 4244.1, Conflict Resolution, shall be the mechanism for addressing concerns which are excluded from the grievance procedure in this Article. An employee may be represented at all stages of the conflict resolution procedure by him/herself or, at his/her option, by a representative selected by the Association.

**ARTICLE 12: SAVINGS PROVISIONS**

12.1 If any provisions of this Agreement are held to be contrary or inconsistent with any law, whether such law be mandatory or permissive, by a court of competent jurisdiction or administrative determination by the legislative or executive branch of state government, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect. In the event any article or section of this Agreement is held to be unlawful, the parties agree to meet within thirty (30) days after such determination for the purpose of endeavoring to arrive at a mutually satisfactory replacement for such article or section. The Association will not actively pursue any changes to this Agreement.

  
California School Employees Association

  
Lompoc Unified School District

**ARTICLE 13: PROFESSIONAL GROWTH**

13.1 The Professional Growth Program for Classified Employees is an organized activity to improve performance of employees in the classified service of the District, and to provide training for employees to gain new skills and abilities in order that they may do a better job for the students, the school district and for the community.

13.2 Purpose

13.2.1 It is the intent of this program to encourage and monetarily reward members of the classified staff with compensation for continued growth and development in their positions. This professional growth will directly benefit the District and the students served by it.

13.3 Eligibility

13.3.1 All permanent bargaining unit members shall be eligible to participate in the Professional Growth Program.

13.4 Professional Growth Committee

13.4.1 A Professional Growth Committee shall be formed for the purpose of evaluating activities for professional growth credit, including the maintenance of an up-to-date list of suggested courses for all areas of the classified service, and for the purpose of presenting all recommendations to the Superintendent or designee for approval.

13.4.2 The Committee will review the operation of the Professional Growth Program as necessary, and make recommendations for revisions to the Superintendent or designee.

13.4.3 The Committee will shall meet as often as is necessary three (3) times during the regular school year (September, February, and May) in order to provide appropriate and adequate services to the classified employees who may enroll in the program.

13.4.4 If an employee elects to participate in a certain activity without prior approval of the Committee and the Superintendent or designee, he or she assumes the risk of not receiving credit for the experience.

  
California School Employees Association

  
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**ARTICLE 13: PROFESSIONAL GROWTH (continued)**

13.4.5 The Committee shall consist of six (6) members, three (3) of whom shall be selected by the Association and the other three (3) members shall be selected by the Director of Classified Personnel. Each member shall serve a term of three (3) years, except that the terms of office of initial members shall be determined by lot, with one (1) classified and one (1) management member to serve full three (3) year terms, one (1) classified and one (1) management member to serve a two (2) year term and one (1) classified and one (1) management member to serve a one (1) year term.

13.4.6 Members of the Committee may succeed themselves for one (1) additional term only.

13.4.7 Association members of the Professional Growth Committee shall be recommended by the Director of Classified Personnel, to the Association from a list of employees volunteering to serve, submitted by the Association. All permanent non-management classified employees will be eligible to serve as Committee members.

13.4.8 The Committee shall select a chairperson annually.

13.4.9 The Director of Classified Personnel shall serve as advisor and ex-officio member of the Committee. A secretary to the Committee shall be provided from the Classified Personnel Office.

**13.5 Professional Growth Credits**

13.5.1 One (1) point per semester unit for committee-approved accredited college, community college, trade school, or adult education classes.

13.5.2 When semester unit credit is not specified, 18 hours of class time = 1 point; 9 hours = ½ point; 6 hours = 1/3 point.

13.5.3 Courses taken from accredited correspondence schools will be accepted and prorated according to semester hours of credit allowed for the course.

**ARTICLE 13: PROFESSIONAL GROWTH (continued)**

13.5.4 Prorated point credit will be granted for approved job related workshop attendance, based on one (1) point for each fifteen (15) hours of attendance.

13.5.5 No employee shall receive credit for classes/workshops attended during the working day if he/she is being paid for his/her regular services with the following exceptions:

a. Courses that are sponsored by an accredited college, require a tuition fee and work outside of class time will be recognized provided that a passing grade is granted by the college.

b. If a workshop commences during the work day and continues beyond the normally scheduled work day, credit will be granted for the prorated time taken beyond working hours. In order to determine the proration, the actual time of the course or workshop will be determined and that portion completed outside working hours will be approved for credit.

Items (a) and (b) above are contingent upon meeting the other criteria set forth in the Professional Growth Program.

13.5.6 A suggested list of courses is attached (Article 13.9.1 to serve as a guideline). The criteria of job-relatedness will be used by the Committee in approving course work for a specific individual.

**13.6 Qualifications for Professional Growth Increment**

13.6.1 In order to qualify for a professional growth increment, the following steps must be followed:

**ARTICLE 13: PROFESSIONAL GROWTH (continued)**

13.6.1.1 An intent to participate in the Professional Growth Program must be filed with the Classified Personnel Office on the designated form. Credit will not be granted for participation in growth activities completed prior to the date of intent letter. Course work in progress but not completed at the time the intent is filed will be granted if approved by the Committee.

13.6.1.2 Request for approval of specific course work should be submitted to the Committee prior to the beginning of the course in order to insure credit. Credit may be granted after a course is completed without this prior approval at the discretion of the Committee. In considering approval of specific coursework for professional growth credit, the Professional Growth Committee shall consider the needs and interests of the District, the employee, and criteria established in Article 13.9, in addition to, but not limited to, other guiding documents such as the Local Control Accountability Plan (LCAP).

13.6.1.3 Verification of growth activities must be presented to the Committee for evaluation. Official transcripts must be submitted for college course credit. For adult education classes, the instructor's signature verifying attendance and satisfactory completion of the course will be accepted in lieu of a transcript. Satisfactory evidence of workshop attendance will be required.



**ARTICLE 13: PROFESSIONAL GROWTH (continued)**

13.6.1.4 The first (1st) and second (2nd) professional growth increment will be granted after the employee has accrued eighteen (18) verified points per increment, and has completed at least one (1) year of service per increment after the filing date of the intent form. The third (3rd) and fourth (4th) professional growth increments will be granted after the employee has accrued twelve (12) verified points per increment and has completed at least one (1) year of service after the filing date of the intent form. There is no maximum time limit on completion.

13.6.1.5 Except for the initial professional growth period, new professional growth periods may not commence until successful completion of the prior period. The total number of increment awards shall not exceed a total of four (4).

13.6.1.6 The professional growth increment will be effective on the first (1st) day of the month following submission of paperwork which verifies completion of course work to the Classified Personnel Office.

13.6.1.7 Any points earned beyond the points necessary to earn an increment in any growth period may be carried over into the next period.

13.6.1.8 It is the responsibility of the employee to file the intent, apply for professional growth credit, and verify completion of course work or other growth activity.

**13.7 Records**

13.7.1 Each employee's permanent professional growth record showing his/her points accrued, together with appropriate verification, will be kept in the Classified Personnel Office.

**ARTICLE 13: PROFESSIONAL GROWTH (continued)**

**13.8 Award**

13.8.1 The professional growth award will be made when the employee has met the requirements as outlined in Article 13.6.1.6. Each award will be superimposed on preceding awards.

13.8.2 Each full-time employee who qualifies will receive three hundred seventy six dollars and ten cents (\$376.10) beginning in 2016 per year, paid in ten (10) monthly installments.

13.8.3 Permanent employees working on a part-time basis will receive the above award prorated in relation to a full working day of eight (8) hours, with a minimum award of fifty percent (50%) for employees who work four (4) hours daily or less.

**13.9 Suggested Courses**

Course work or workshops taken must be job related or related to a job classification within the District.

13.9.1 The attached list of suggested courses is to be used as a guideline only. The criteria of job-relatedness will be used by the committee in approving course work for a specific individual.

1554 **ARTICLE 13: PROFESSIONAL GROWTH (continued)**

1555 **Course List**

1556 **GENERAL**

1557 Accounting  
1558 Algebra  
1559 American Government  
1560 American Institutions and Ideas  
1561 Arithmetic  
1562 Art  
1563 American Art  
1564 Survey of Art  
1565 Art Appreciation  
1566 Biology  
1567 Blueprint Reading  
1568 Child Development  
1569 Child, Family and Community  
1570 Drugs in Contemporary America  
1571 English  
1572 Environmental Studies  
1573 First Aid  
1574 Foreign Language  
1575 General Psychology  
1576 General Science  
1577 Geography  
1578 Group Dynamics  
1579 Health Education  
1580 Helping Children to Increase  
1581 their Interest in School  
1582 Human Relations  
1583 Improvement of Spelling and  
1584 Vocabulary  
1585 Introduction to Child Psychology  
1586 Introduction to Computers  
1587 Law for the Layman  
1588 Lettering and Commercial Art  
1589 Music Appreciation  
1590 Oral Communication Techniques  
1591 Public Speaking  
1592 Effective Speaking  
1593 Personal and Social Adjustment  
1594 Personal Management  
1595 Racial and Cultural Minorities  
1596 Reading Improvement  
1597 Records Maintenance

**GENERAL (continued)**

Safety  
Sanitation and Safety  
Semantics  
Speed Reading  
Supervisory Techniques  
Techniques of Memory and Learning  
Understanding Modern Math  
World History  
Work Simplification

**MAINTENANCE, OPERATIONS &  
TRANSPORTATION**

Agricultural  
Auto Shop  
Chemistry  
Landscaping and Gardening  
Math for the Trades  
Stationary Engineering  
Structural Pest Control  
Swimming Pool Technology

**FOOD SERVICES**

Chemistry  
Food Purchasing  
Menu Planning  
Nutrition  
Quantity Food Preparation

**SECRETARIAL AND BUSINESS  
SERVICES**

Business Data Processing  
Business Law  
Business Math  
Business Office Machines  
Computers and/or Word Processing  
Industrial Arts Drawing & Design  
Lettering and Commercial Art  
Offset Printing  
Professional Secretarial Training  
Shorthand

  
Barbara P. Smith  
California School Employees Association

  
Lompoc Unified School District

**ARTICLE 13: PROFESSIONAL GROWTH (continued)**

**13.10 Professional Learning Activities**

Two (2) work days shall be designated as Professional Learning Activity Days and are part of the contract year of all employees who work less than twelve (12) months. Professional learning activity days can be taken in less than full day increments. Professional learning activities are mandatory for all bargaining unit members. Twelve (12) month employees shall attend the equivalent of one (1) work day of professional learning activities per year. Professional Learning activities for school-based unit members shall be coordinated with non-student duty days. Use of such time shall be coordinated with the immediate supervisor.

**13.11 Professional Development Activities**

13.11.1 The District shall provide release time and pay for costs for selected paraeducators to attend relevant Professional Development training annually. This may include, but not be limited to, the CSEA Paraeducator Conference. A minimum of two (2) unit members shall be selected to attend annually by mutual agreement of the District and Association.

13.11.2 The District shall provide release time and pay for costs for selected operation staff to attend relevant Professional Development training annually. This may include, but not be limited to, the CSEA MOT (Maintenance, Operations and Transportation) Conference. A minimum of two (2) unit members shall be selected to attend annually by mutual agreement of the District and Association.

**ARTICLE 14: SAFETY**

14.1 Bargaining unit members shall be provided a place of employment which is safe and healthful pursuant to Labor Code 6400(a). Bargaining unit members shall report suspected unsafe conditions to their immediate supervisor. Bargaining unit members shall not be discriminated against as a result of reporting suspected unsafe conditions to their immediate supervisor.

14.2 The parties acknowledge the Safety Committee and its composition as of January 15, 1991. Upon ratification of this agreement by the parties the Association may appoint two (2) additional representatives to the existing Safety Committee. Bargaining unit members on the acknowledged Safety Committee who cease serving on the committee shall be replaced with bargaining unit members only if mutually agreed upon by the parties.

14.3 Verified claims for destruction or damage to personal items of employees (such as glasses, dentures and watches) while in the line of duty may be reimbursed to the employee in accordance with the law.

**14.4 Tools**

For the purposes of this section, "tool" refers to a mechanical, electrical or electronic hand instrument that is used to maintain and repair District vehicles. The District agrees to provide a monthly stipend of sixty dollars and eighty-two cents (\$60.82) to offset the service of mechanics supplying and maintaining personally owned tools. This article applies to Bus Driver/Service Mechanic, Lead Vehicle and Equipment Mechanic, and Vehicle and Equipment Mechanic.

## **ARTICLE 15: EVALUATION**

### **15.1 Definition**

The primary purpose of the evaluation is to assess the bargaining unit member's skills in relation to the job duties of their specific classification. The evaluation shall be conducted in good faith with the goal of accurately assessing the unit members' work performance and be based on observation or knowledge. The process should acknowledge employees whose work performance meets or exceeds expectations, encourages professional growth, and when improvement is needed, offers a specific plan to facilitate said improvement.

The absence of timely evaluations indicates the employee meets job performance standards. All evaluations will be completed using Personnel Form 112 (Appendix G)

15.2 The evaluator shall be the lowest level management supervisor having direct jurisdiction over the unit member. The management employee shall be allowed to seek recommendations from the unit member having lead responsibilities over the unit member being evaluated. Unit members (e.g. instructional assistants) may request that their formal evaluator conduct a direct observation prior to the written evaluation. Further, the District will consider any request by an instructional assistant to not seek direct input from their assigned teacher.

15.3 The evaluator will prepare the evaluation and meet with the employee in person to review the evaluation. No evaluation will be placed in the employee's personnel file without the opportunity for discussion between the employee and the evaluator.

15.4 The employee may request a follow-up meeting within three (3) working days of the initial meeting to address concerns regarding their evaluation. The follow-up meeting will occur within five (5) working days of the request.

15.5 The employee's signature on the evaluation signifies review and receipt of the evaluation.

**ARTICLE 15: EVALUATION (continued)**

Prior to the evaluation being placed in the personnel file, the unit member shall have 10 working days from the initial meeting to respond in writing. The response shall be attached to the evaluation in the personnel file.

**15.6 Probationary Employees**

Probationary employees shall be evaluated at the end of the third (3<sup>rd</sup>) and fifth (5<sup>th</sup>) months of employment and as needed, based on the determination of the employee's immediate supervisor.

When an employee receives an evaluation during the probationary period and receives a "Needs to Improve" or "Unsatisfactory", the evaluating supervisor will provide feedback including strategies to improve job performance.

**15.7 Permanent Employees**

Permanent employees shall be evaluated once every two (2) years, or as needed based upon the determination of the employee's supervisor.

15.7.1 The date for completion of the evaluation process for permanent employees is as follows:

a. A-F - No later than February 15

b. G-M - No later than March 15

c. N-S - No later than April 15

d. T-Z - No later than May 15

The bargaining unit member's last name shall be used.

15.7.2 Prior to an evaluation of a permanent employee that includes a "Needs Improvement" or "Unsatisfactory" rating, a Corrective Action Plan must have been implemented that includes the following:

a. Statement of the problem or concern

b. The desired improvement

c. Suggestions as to how to improve

d. Provisions to assist the employee

**ARTICLE 15: EVALUATION (continued)**

**e. A schedule for monitoring progress**

15.7.3 If any category on the performance evaluation of a permanent employee is rated “Needs Improvement” or “Unsatisfactory” the evaluation will include the following:

- a. Statement of the problem or concern
- b. The desired improvement
- c. Suggestions as to how to improve
- d. Provisions to assist the employee
- e. A follow-up meeting scheduled no later than six (6) months from date of evaluation

15.8 Signed and dated copies of the evaluation documentation shall be submitted to the unit member.

15.9 No grievance shall challenge the content, substance, standards or criteria of the evaluation and review. Any grievance regarding evaluations shall be limited to a claim that the foregoing procedures have been violated.

**15.10 Sealing of Materials in Personnel File**

At the request of a unit member, the District shall seal any derogatory materials after they have been on file for a period of three (3) or more years. Access to sealed materials is granted only to the Superintendent and Assistant Superintendent, Human Resources.

**15.11 Memorandum Concerning (PERS 63)**

A Memorandum Concerning (PERS 63) shall be written, signed and issued by the employee’s immediate management supervisor and shall be presented to the office of the Assistant Superintendent, Human Resources, within ten (10) days of being written.

15.12 A Memorandum Concerning (PERS 63) shall be written, signed and issued by the employee’s immediate management supervisor. The supervisor shall schedule a meeting and inform employee not less than twenty-four (24) hours in advance of said meeting.



1710 **ARTICLE 15: EVALUATION (continued)**

1711 15.13 The supervisor shall inform the employee of his/her right to have a union representative present  
1712 during any meeting which is investigative, disciplinary or may lead to disciplinary action.

1713 15.14 The employee shall have the right to respond in writing to the Memorandum Concerning (PERS  
1714 63). The written response of the employee shall be delivered to the office of the Assistant  
1715 Superintendent, Human Resources, within ten (10) days of the day in which the Memorandum  
1716 Concerning (PERS 63) was presented to the employee. The written response shall be immediately  
1717 attached to the Memorandum Concerning (PERS 63) and all subsequent copies.

**ARTICLE 16: REDUCTION OF HOURS, LAYOFF AND RE-EMPLOYMENT PROCEDURES**

**16.1 Definition of Layoff**

Action taken by the Board of Education to eliminate a regular position because of a lack of work or lack of funds.

**Reduction**

Action taken by the Board of Education to shorten a position's hours, days, or work year.

**16.2 Reasons for Layoff**

The District may lay off unit employees because of lack of work or lack of funds.

**16.3 Notice of Layoff**

The District shall send written notice of layoff to the affected unit employee(s) and to the Association not later than sixty (60) days prior to the effective date of layoff, informing the employee(s) of his/her displacement rights, if any, and re-employment rights. Any notice of layoff shall indicate the reason(s) for the layoff.

**16.4 Order of Layoff**

16.4.1 The order of layoff of unit employees within a class shall be determined by length of service. The employee who has been employed the shortest time in the affected class, plus higher classes, shall be laid off first (1st). An employee who is laid off and/or reduced in hours from a class and who has previous regular service in a lower class shall have the right to bump an employee with less seniority in that class.

16.4.2 In the case of two (2) or more unit employees having the same length of service in the class, the order of layoff of such employees shall be determined by seniority with the District (date of hire) and finally by lot.

16.4.3 For purposes of this section, "length of service" means seniority in a classification by date of hire.

**ARTICLE 16: REDUCTION OF HOURS, LAYOFF AND RE-EMPLOYMENT PROCEDURES**  
**(continued)**

16.4.4 Nothing contained in this section shall preclude the granting of "length of service" credit for military leave of absence, unpaid illness leave, or unpaid industrial accident leave.

16.4.5 Seniority by date of hire in a classification shall not be interpreted to mean any service performed prior to entering into probationary or permanent status in the classified service of the District.

**16.5 Demotion in Lieu of Layoff**

16.5.1 A unit employee subject to layoff may, in lieu of such layoff, if qualified and subject to the provisions of this section, elect to be demoted to a lower job class in which that employee formerly served.

16.5.2 To be considered for demotion in lieu of layoff, which demotion would result in the displacement of a unit employee with less length of service subject to the provisions of this Article, the unit employee shall be required to notify the Classified Personnel Office in writing of such election not later than five (5) work days after receiving the notice of layoff.

16.5.3 A unit employee who elects demotion in lieu of layoff shall, nonetheless, be placed on a thirty-nine (39) month re-employment list and shall be eligible, when a classified vacancy occurs, to return to his/her former job class according to seniority.

16.5.4 Eligibility for re-employment for employee(s) who elect demotion shall be extended for an additional twenty-four (24) months provided that the same tests of fitness under which they qualified for appointment to the class shall still apply.

**16.6 Re-employment Procedures**

16.6.1 A unit employee who is laid off shall be placed on a thirty-nine (39) month re-employment list. The employee shall be required to maintain his/her current address and telephone number on file with the Classified Personnel Office.

**ARTICLE 16: REDUCTION OF HOURS, LAYOFF AND RE-EMPLOYMENT PROCEDURES**  
**(continued)**

16.6.2 If, during a unit employee's eligibility period for re-employment, a classification to which he/she has re-employment rights becomes vacant, the Director of Classified Personnel shall send written notice by certified mail return receipt to the last known address of such unit employee(s) advising him/her of the vacancy, providing such employee meets the minimum qualification required of the classification. Such person shall be re-employed in preference to new applicants.

16.6.3 A unit employee who receives such notice of re-employment and does not accept in writing the offer of re-employment within five (5) calendar days, shall be deemed to have rejected the offer of re-employment.

**16.7 Seniority List**

At least fifty (50) calendar days prior to the effective date of a layoff, the District will provide the Association with a seniority roster.

**ARTICLE 17: CONCERTED ACTIVITIES**

17.1 It is agreed and understood that there will be no lock-out by the District and there will be no strike, work stoppage, walk-out, slow-down, picketing or refusal or failure to fully and faithfully perform job functions and responsibilities, or other interference with the operations of the District by the Association or by its officers, agents, or members during the term of this Agreement.

17.2 The District and the Association recognize the duty and obligation of its representatives to comply with the provisions of this Agreement and to make every effort toward inducing all employees to do so. In the event of a strike, work stoppage, walk-out, slow-down, or other interference with the operations of the District by employees who are represented by the Association, the Association agrees in good faith to take all necessary steps to cause those employees to cease such action.

17.3 It is agreed and understood that any employee violating this Article may be subject to discipline up to and including termination by the District.

17.4 It is understood that in the event this Article is violated, the District shall be entitled to withdraw any rights, privileges or services provided for in this Agreement, in district policy, or by the Education Code from any employee.

17.5 It is understood that in the event this Article is violated by the Association, the District shall be entitled to withdraw any rights, privileges or services provided for in this Agreement, district policy, or by the Education Code from the Association.

17.6 It is understood that if there is a lockout by the District, the District shall be liable for all wages and benefits lost by unit members who have been locked out.

  
California School Employees Association

  
Lompoc Unified School District

1801 **ARTICLE 18: SUPPORT OF AGREEMENT**

1802 18.1 The Association agrees that it is to its benefit to encourage the resolution of differences through the  
1803 meet and negotiation process. Therefore, it is agreed that the Association will support this  
1804 Agreement for its term and will not appear before the Board of Education to seek change or  
1805 improvement in any matter subject to the meet and negotiation process except by mutual  
1806 Agreement of the District and the Association.

  
California School Employees Association

  
Lompoc Unified School District

1807 **ARTICLE 19: EFFECT OF AGREEMENT**

1808 19.1 It is understood and agreed that the specific provisions contained in this Agreement shall prevail  
1809 over District policies, practices and procedures and over State laws to the extent permitted by State  
1810 law, and that in the absence of specific provisions in this Agreement such policies, practices and  
1811 procedures are discretionary with the District.

  
California School Employees Association

  
Lompoc Unified School District

**ARTICLE 20: COMPLETION OF MEET AND NEGOTIATE**

20.1 During the term of this Agreement, the Association and the District expressly waives and relinquishes the right to meet and negotiate and agrees that the District and the Association shall not be obligated to meet and negotiate with respect to any subject or matter except items within the scope of bargaining which are new as a result of newly enacted legislation, whether or not referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both the District or the Association at the time they met and negotiated on and executed this Agreement, and even though such subjects or matters were proposed and later withdrawn.

  
California School Employees Association

  
Lompoc Unified School District



**ARTICLE 21: TRANSPORTATION**

**21.1 Assignment of Daily Routes for Bus Drivers and Transportation Attendants**

21.1.1 The District shall hold an orientation meeting for all bus drivers and transportation attendants on a day set by management at the last safety meeting in each school year for the following school year. One of the purposes of this meeting is to update the bus drivers and transportation attendants on any new regulations and policies governing bus drivers and transportation attendants.

21.1.2 a. At the beginning of the traditional school year, the District shall determine the bus routes.

b. When the routes are established, and again at the end of twenty (20) school days, the driver with the greatest seniority may exercise his/her right to select any bus route of his/her choice, to be followed by other drivers in descending order of seniority, provided the driver has the necessary driving and student handling ability as determined by the transportation department manager in consultation with the bus driver/instructor and employee. Assignment of bus routes to attendants will follow the same procedure.

c. The driver and transportation attendant shall receive a bus route at least equal in hours to his/her previously held route unless the employee has received a sixty (60) day notice of a reduction of hours.

21.1.3 A driver or transportation attendant who selects a route assignment which provides less working hours than he/she had prior to his/her selection shall be deemed to have taken a voluntary reduction in hours for that school year.

**ARTICLE 21: TRANSPORTATION (continued)**

21.1.4 After the routes are established as delineated in Article 21.1.2b, newly established routes or changes in total weekly route time shall be made as follows:

a. Increase in Established Route Times

1. Increase in weekly route time of one hundred and fifty (150) minutes or more shall be made according to seniority.

2. Any driver/transportation attendant who would realize an increase in route time shall be eligible to request such increases.

b. Decreases in Established Route Times

Decreases in weekly route time require Board of Education action and shall not take effect until sixty (60) days after the employee receives formal written notification from the Director of Classified Personnel (Article 16). Employees on the re-employment list have priority for additional hours.

c. Newly Established and Vacated Routes

Newly established/vacated routes will be assigned on a seniority basis provided there is an increase in weekly route time for the unit member requesting the increase.

  
California School Employees Association

  
Lompoc Unified School District

**ARTICLE 21: TRANSPORTATION (continued)**

d. Procedure for Application

The regular hours of each driver or transportation attendant shall be posted on the transportation bulletin board. These hours constitute the official hours assigned to all drivers and transportation attendants at the commencement of the school year. Any permanent changes in these hours and the date of said changes will also be indicated on this bulletin board. Any change which constitutes an increase of one hundred and fifty (150) minutes per week or more may be requested by a driver or transportation attendant who holds greater seniority and has less hours than the revised or new route.

The written request for the increased hours must be made within five (5) working days of the change and submitted to the transportation manager.

21.2 Assignment of Special Trips

Assignment of special trips to bus drivers shall be as follows:

21.2.1 Special trip assignments shall be assigned so as to equalize as nearly as possible total special trip time paid among all bus drivers (Bus Driver I, Bus Driver II and Bus Driver/Service Mechanic, Bus Driver/Instructor) subject to Articles 21.1.3 and 21.1.4.

21.2.2 For the purpose of equal assignment of special trips, an ongoing trip chart shall be maintained by the District for the regular school year. This trip chart shall be continuous from year to year on a cumulative basis. Newly employed unit members shall be placed on the trip chart in the following manner. The District shall compute the median average of the trip board chart and insert the new employee at the median average.

21.2.3 Trips are assigned on the basis of necessary driving and student handling ability as indicated in writing on the training record (Form T-02).

  
Barbara A. Lundberg  
California School Employees Association

  
Lompoc Unified School District

**ARTICLE 21: TRANSPORTATION (continued)**

21.2.4 The driver ending a regular run at the school requesting the trip will be assigned, in most instances, the special trip.

21.2.5 Any driver who refuses a special trip, provided he/she has been given at least forty-eight (48) hours notice shall have only the time which was originally requested on the refused trip charged against him/her on the appropriate chart. However, any driver may be excused for up to six (6) special assignments for any reason during a school year without having such excused time charged against the driver on the ongoing trip board chart, subject to the following conditions:

a. Before the assignment is made, the driver shall submit on the appropriate form a written request to be excused. Such request shall be dated and time stamped to accurately reflect receipt in the Central Services Office. If a driver submits his/her request to be excused and use of that excuse is not necessary, then the day shall be credited back to the driver provided other qualified drivers are available to cover all assignments scheduled for that day.

b. If excusing all drivers who submit requests for a given day would leave an insufficient number of qualified drivers to meet special assignments for that day, preference for being excused shall be given to the written request with the earliest date and time stamp.

c. This allowance of six (6) assignments shall not be accumulated from one (1) school year to another.

21.2.6 Any driver who is unable to fulfill a special trip assignment including a Saturday, Sunday or evening trip, while using provisions under Article 10 shall not have such trip time charged against him/her.

  
Barbara R. Smith  
California School Employees Association

  
Lompoc Unified School District

**ARTICLE 21: TRANSPORTATION (continued)**

**21.3 Standby Time**

21.3.1 Bus Drivers on special trips, including but not limited to, athletic events, field trips, and curricular trips, who are required to remain on standby for the duration of the event for which the special trip is made, shall be paid for all standby hours at their regular rate of pay. Whenever any combination of driving/working and standby hours in a day exceeds the established workday, as defined in Article 7.1, all excess hours shall be compensated at the appropriate overtime rate based on the employee's regular pay rate exclusive of meal breaks.

21.3.2 No driver shall be required to drive more than ten (10) hours or work more than sixteen (16) hours in any twenty-four (24) hour period without an eight (8) hour continuous break. Drivers when out of the District, receiving an eight (8) hour break to meet above requirements will be paid no less than sixteen (16) hours in any twenty-four (24) hour period. In the event of a trip over twenty-four (24) hours in length, the driver shall be paid for sixteen (16) hours of each full twenty-four (24) hour period.

21.3.3 A substitute relief driver shall not be assigned when a regular driver is available for those runs which are not tied to another run. An availability chart shall be posted in the Transportation Department and drivers shall be required to sign in each day indicating their availability for the following day. Assignment shall be on a seniority basis provided it does not place the unit member in an overtime status. A new chart shall be posted by management each day.

21.3.4 Bus Drivers and Transportation Attendants on standby status shall be responsible for their bus and shall be available in the event of an emergency.

**ARTICLE 21: TRANSPORTATION (continued)**

21.4 Bus Drivers and Transportation Attendants shall be compensated at a minimum of two (2) hours pay for each regular run which is not an emergency or tied into another run, provided that this does not place the driver or Transportation Attendant in overtime status. These hours are to be considered hours worked for all purposes of this agreement. It is understood that unit members will be available to perform duties, as assigned, during this time period. Employees may elect to leave prior to the expiration of two (2) hours with commensurate loss of pay, or leave with approval of the immediate supervisor.

21.5 The District shall provide transportation employee shirts, and pay sixteen dollars (\$16.00) for the unit member to maintain and launder, District approved transportation shirts. This payment of one hundred sixty dollars (\$160.00) shall be made over a period of ten (10) months per year effective after an employee has completed the probationary period. Transportation employees will be assigned seven shirts and will be given additional shirts when needed as determined by the Manager, Transportation.

  
California School Employees Association

  
Lompoc Unified School District

**ARTICLE 22: FACILITY USE**

22.1 Prior written permission from the site administrator is required to use District equipment, supplies, utilities, facilities, or vehicles for any purpose unrelated to the performance of their duties, except as authorized by another specific and express provision of this Contract and/or specifically authorized by California law.

Employees shall not use District equipment, supplies, utilities, facilities or vehicles for any personal profit-making or personal entrepreneurial purpose.

This Article is applicable to employees only, and is not intended to restrict the Association's rights.

  
California School Employees Association

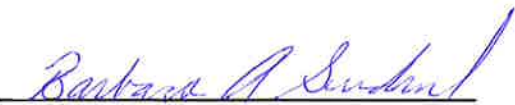
  
Lompoc Unified School District

**ARTICLE 23: TERM**

23.1 This Agreement shall remain in full force and effect up to and including June 30, 2019. Either party may notify the other in writing no later than March 31, 2019 of its request to modify, amend or terminate a successor agreement.

23.2 It is agreed that the Association and the District shall each have the option to reopen two (2) articles in addition to Article 6: Compensation and Benefits for the 2017-18 and 2018-19 school years. Either one or both of the two (2) articles may be new articles. Notice by both parties of intent to reopen articles shall take place via written initial proposals to each other no later than June 30, 2017 and June 30, 2018, respectively.

23.3 Provided the provisions of Article 23.1 of this Agreement have been met, negotiations between the Association and the District for a successor agreement shall begin no sooner than ninety (90) days prior to the expiration date of the Agreement between the District and the Association, provided that there is not a decertification petition filed under Government Code section 3544.7. Reopener negotiations shall begin no later than one (1) month after presentation of a written initial proposal by either party. The District shall bring all initial proposals to the Board of Education for consideration at their first meeting after receipt of the initial proposal.

  
California School Employees Association

  
Lompoc Unified School District

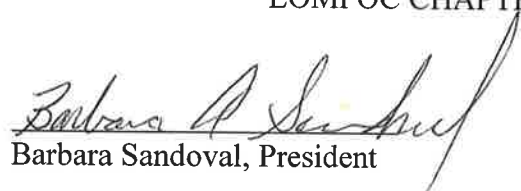


**TENTATIVE AGREEMENT**

May 17, 2018


**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
LOMPOC CHAPTER #257**

BY:

  
Barbara Sandoval, President

**LOMPOC UNIFIED SCHOOL DISTRICT**

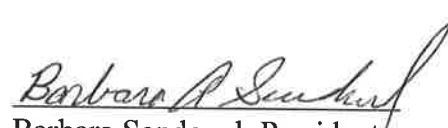
BY:

  
Trevor McDonald, Superintendent  
Lompoc Unified School District

**RATIFIED BY**

**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
LOMPOC CHAPTER #257**

BY:

  
Barbara Sandoval, President

DATE: September 19, 2018

**APPROVED BY**

**LOMPOC UNIFIED SCHOOL DISTRICT**

BY:

  
Stephen C. Straight, President  
Board of Education

DATE: September 25, 2018

**LOMPOC UNIFIED SCHOOL DISTRICT**  
**Classified Bargaining Unit Salary Schedule - Board Approved October 9, 2018**  
**Effective July 1, 2018**

Base		5.00%		5.00%		5.00%		5.00%		5.00%	
Range	Job Title	Step 1		Step 2		Step 3		Step 4		Step 5	
		Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour
20		2,335	13.47	2,452	14.15	2,574	14.85	2,705	15.61	2,840	16.38
21	Child Nutrition Services Worker I	2,393	13.81	2,512	14.49	2,638	15.22	2,772	15.99	2,909	16.78
22		2,452	14.15	2,574	14.85	2,705	15.61	2,840	16.38	2,982	17.20
23		2,513	14.50	2,640	15.23	2,773	16.00	2,911	16.79	3,058	17.64
24	Child Nutrition Services Worker II Cook Paradeucator	2,576	14.86	2,707	15.62	2,842	16.40	2,985	17.22	3,134	18.08
25	Paradeucator - Bilingual	2,641	15.24	2,774	16.00	2,912	16.80	3,059	17.65	3,211	18.53
26	Paradeucator - Migrant Preschool Transportation Attendant	2,708	15.62	2,843	16.40	2,986	17.23	3,135	18.09	3,292	18.99
27	Family Assistant Paradeucator - Special Education	2,775	16.01	2,913	16.81	3,060	17.65	3,214	18.54	3,375	19.47
28	Child Nutrition Services Worker - Site Lead Student Safety Assistant Campus Liaison	2,844	16.41	2,987	17.23	3,136	18.09	3,293	19.00	3,458	19.95
29	Custodian Home School Community Liaison - Bilingual Language Assessment Technician Office Assistant School/Community Liaison	2,914	16.81	3,061	17.66	3,215	18.55	3,376	19.48	3,546	20.46
30		2,988	17.24	3,137	18.10	3,294	19.00	3,459	19.96	3,632	20.95
31	School Accounting Assistant I Child Nutrition Services Delivery Driver District Community Liaison - Bilingual District Receptionist - Bilingual Sub caller Health Services Assistant Lead Custodian I Senior Custodian Senior Office Assistant Site Technology Support Assistant Delivery Driver	3,062	17.67	3,216	18.55	3,377	19.48	3,547	20.46	3,723	21.48
32	Grounds Maintenance Worker I Lead Cook Lead Custodian - Ed Center Complex	3,140	18.12	3,296	19.02	3,462	19.97	3,635	20.97	3,817	22.02
33	School Bus Driver I Library Technician Secretary I Staff Secretary	3,217	18.56	3,378	19.49	3,548	20.47	3,724	21.48	3,913	22.58
34	School Accounting Assistant II Career Center Technician Grounds Maintenance Worker II Lead Custodian II	3,297	19.02	3,463	19.98	3,636	20.98	3,818	22.03	4,008	23.12
35	School Bus Driver II Dist. Community Liaison Bilingual/Biliterate District Textbook Specialist Grounds Equipment Operator Guidance Technician Maintenance Worker I Printing Services Assistant Outreach Consultant Swimming Pool Operator	3,379	19.49	3,549	20.48	3,725	21.49	3,914	22.58	4,108	23.70
36	School Accounting Assistant III Administrative Assistant II- Bilingual District Library Specialist Lead Custodian-III Purchasing Technician Registrar Tree Trimmer	3,464	19.98	3,638	20.99	3,820	22.04	4,012	23.15	4,212	24.30

37	Administrative Assistant I Lead Warehouse Worker Student Services Technician Teacher Resource Center/Curriculum Specialist <del>Warehouse Worker/Delivery Driver</del>	3,551	20.49	3,727	21.50	3,916	22.59	4,111	23.72	4,318	24.91
38	Administrative Assistant II School Bus Driver/Mechanic Lead Language Assessment Technician	3,639	20.99	3,821	22.04	4,013	23.15	4,213	24.31	4,424	25.52
39	Accounting Technician Electrician's Helper Help Desk Technician Human Resources Technician - Certificated Human Resources Technician - Classified Lead Grounds Maintenance Worker Payroll/Benefits Technician Transportation Instructor/Dispatcher	3,730	21.52	3,918	22.60	4,113	23.73	4,320	24.92	4,537	26.18
40	Administrative Assistant III District Translator Maintenance Worker II Irrigation Technician	3,823	22.06	4,016	23.17	4,215	24.32	4,427	25.54	4,650	26.83
41	Buyer District Attendance Technician	3,919	22.61	4,114	23.73	4,321	24.93	4,539	26.19	4,767	27.50
42	Lead Bus Driver/Instructor Licensed Vocational Nurse Vehicle & Equipment Mechanic	4,018	23.18	4,217	24.33	4,429	25.55	4,653	26.84	4,886	28.19
43	Glazier Senior Lead Grounds Maintenance Worker Welder	4,115	23.74	4,322	24.93	4,540	26.19	4,768	27.51	5,006	28.88
44	Administrative Assistant IV Budget Analyst Computer Network Technician Data/Telecom Specialist HR Analyst - Certificated	4,219	24.34	4,432	25.57	4,655	26.86	4,888	28.20	5,132	29.61
45	Lead Vehicle & Equipment Mechanic Student Information Specialist - District	4,324	24.95	4,542	26.20	4,770	27.52	5,009	28.90	5,259	30.34
46	Carpenter Lead Computer Network Technician Locksmith Painter	4,434	25.58	4,657	26.87	4,890	28.21	5,134	29.62	5,393	31.11
47	Electrician Plumber Student Information Database Administrator	4,544	26.22	4,772	27.53	5,012	28.92	5,262	30.36	5,526	31.88
48		4,659	26.88	4,892	28.22	5,136	29.63	5,395	31.13	5,665	32.68
49	HVAC Technician Computer Electronic Technician Network Systems Specialist	4,774	27.54	5,014	28.93	5,264	30.37	5,528	31.89	5,806	33.50
50		4,893	28.23	5,137	29.64	5,396	31.13	5,666	32.69	5,948	34.32
51		5,016	28.94	5,267	30.39	5,530	31.90	5,808	33.51	6,099	35.19
52	Printing Services Specialist	5,141	29.66	5,400	31.15	5,670	32.71	5,954	34.35	6,253	36.08
53		5,268	30.39	5,531	31.91	5,809	33.51	6,100	35.19	6,405	36.95
54		5,402	31.17	5,672	32.72	5,956	34.36	6,255	36.09	6,568	37.89
55		5,535	31.93	5,813	33.54	6,103	35.21	6,408	36.97	6,729	38.82
56		5,675	32.74	5,959	34.38	6,258	36.10	6,571	37.91	6,901	39.81
57	Network Engineer Programmer Analyst Web Developer	5,816	33.55	6,106	35.23	6,412	36.99	6,732	38.84	7,070	40.79
58		5,961	34.39	6,260	36.12	6,574	37.93	6,903	39.83	7,249	41.82
59	Lead Network Engineer	6,110	35.25	6,416	37.02	6,738	38.87	7,076	40.82	7,430	42.87

\*\*\*Monthly salary based on 260 day calendar, hourly rates based on less than 260 days calendar

**LOMPOC UNIFIED SCHOOL DISTRICT**  
**Classified Bargaining Unit Longevity Salary Schedule - Board Approved October 9, 2018**  
**Effective July 1, 2018**

<i>Longevity</i>		2.50%		4.50%		6.50%		9.50%		12.00%		15.00%	
Range	Job Title	10 Year		15 Year		20 Year		25 Year		30 Year		33 Year	
		Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour
20		71.00	0.41	127.80	0.74	184.60	1.07	269.80	1.56	340.80	1.97	426.00	2.46
21	Child Nutrition Services Worker I	72.73	0.42	130.91	0.76	189.09	1.09	276.36	1.59	349.08	2.01	436.35	2.52
22		74.55	0.43	134.19	0.77	193.83	1.12	283.29	1.63	357.84	2.06	447.30	2.58
23		76.45	0.44	137.61	0.79	198.77	1.15	290.51	1.68	366.96	2.12	458.70	2.65
24	Child Nutrition Services Worker II Cook Paradeucator	78.35	0.45	141.03	0.81	203.71	1.18	297.73	1.72	376.08	2.17	470.10	2.71
25	Paradeucator - Bilingual	80.28	0.46	144.50	0.83	208.72	1.20	305.05	1.76	385.32	2.22	481.65	2.78
26	Paradeucator - Migrant Preschool Transportation Attendant	82.30	0.47	148.14	0.85	213.98	1.23	312.74	1.80	395.04	2.28	493.80	2.85
27	Family Assistant Paradeucator - Special Education	84.38	0.49	151.88	0.88	219.38	1.27	320.63	1.85	405.00	2.34	506.25	2.92
28	Child Nutrition Services Worker - Site Lead Student Safety Assistant Campus Liaison	86.45	0.50	155.61	0.90	224.77	1.30	328.51	1.90	414.96	2.39	518.70	2.99
29	Custodian Home School Community Liaison - Bilingual Language Assessment Technician Office Assistant School/Community Liaison	88.65	0.51	159.57	0.92	230.49	1.33	336.87	1.94	425.52	2.45	531.90	3.07
30		90.80	0.52	163.44	0.94	236.08	1.36	345.04	1.99	435.84	2.51	544.80	3.14
31	School Accounting Assistant I Child Nutrition Services Delivery Driver District Community Liaison - Bilingual District Receptionist - Bilingual Sub caller Health Services Assistant Lead Custodian I Senior Custodian Senior Office Assistant Site Technology Support Assistant Delivery Driver	93.08	0.54	167.54	0.97	242.00	1.40	353.69	2.04	446.76	2.58	558.45	3.22
32	Grounds Maintenance Worker I Lead Cook Lead Custodian - Ed Center Complex	95.43	0.55	171.77	0.99	248.11	1.43	362.62	2.09	458.04	2.64	572.55	3.30
33	School Bus Driver I Library Technician Secretary I Staff Secretary	97.83	0.56	176.09	1.02	254.35	1.47	371.74	2.14	469.58	2.71	586.95	3.39
34	School Accounting Assistant II Career Center Technician Grounds Maintenance Worker II Lead Custodian II	100.20	0.58	180.36	1.04	260.52	1.50	380.76	2.20	480.96	2.77	601.20	3.47
35	School Bus Driver II Dist. Community Liaison Bilingual/Biliterate District Textbook Specialist Grounds Equipment Operator Guidance Technician Maintenance Worker I Printing Services Assistant Outreach Consultant Swimming Pool Operator	102.70	0.59	184.86	1.07	267.02	1.54	390.26	2.25	492.96	2.84	616.20	3.56
36	School Accounting Assistant III Administrative Assistant II- Bilingual District Library Specialist Lead Custodian III Purchasing Technician Registrar Tree Trimmer	105.30	0.61	189.54	1.09	273.78	1.58	400.14	2.31	505.44	2.92	631.80	3.65
37	Administrative Assistant I Lead Warehouse Worker Student Services Technician Teacher Resource Center/Curriculum Specialist Warehouse Worker/Delivery Driver	107.95	0.62	194.31	1.12	280.67	1.62	410.21	2.37	518.16	2.99	647.70	3.74
38	Administrative Assistant II School Bus Driver/Mechanic Lead Language Assessment Technician	110.60	0.64	199.08	1.15	287.56	1.66	420.28	2.42	530.88	3.06	663.60	3.83

39	Accounting Technician Electrician's Helper Help Desk Technician Human Resources Technician - Certificated Human Resources Technician - Classified Lead Grounds Maintenance Worker Payroll/Benefits Technician Transportation Instructor/Dispatcher	113.43	0.65	204.17	1.18	294.91	1.70	431.02	2.49	544.44	3.14	680.55	3.93
40	Administrative Assistant III District Translator Maintenance Worker II Irrigation Technician	116.25	0.67	209.25	1.21	302.25	1.74	441.75	2.55	558.00	3.22	697.50	4.02
41	Buyer District Attendance Technician	119.18	0.69	214.52	1.24	309.86	1.79	452.87	2.61	572.04	3.30	715.05	4.13
42	Lead Bus Driver/Instructor Licensed Vocational Nurse Vehicle & Equipment Mechanic	122.15	0.70	219.87	1.27	317.59	1.83	464.17	2.68	586.32	3.38	732.90	4.23
43	Glazier Senior Lead Grounds Maintenance Worker Welder	125.15	0.72	225.27	1.30	325.39	1.88	475.57	2.74	600.72	3.47	750.90	4.33
44	Administrative Assistant IV Budget Analyst Computer Network Technician Data/Telecom Specialist HR Analyst - Certificated	128.30	0.74	230.94	1.33	333.58	1.92	487.54	2.81	615.84	3.55	769.80	4.44
45	Lead Vehicle & Equipment Mechanic Student Information Specialist - District	131.48	0.76	236.66	1.37	341.84	1.97	499.61	2.88	631.08	3.64	788.85	4.55
46	Carpenter Lead Computer Network Technician Locksmith Painter	135	0.78	243	1.40	351	2.02	512	2.96	647	3.73	809	4.67
47	Electrician Plumber Student Information Database Administrator	138.15	0.80	248.67	1.43	359.19	2.07	524.97	3.03	663.12	3.83	828.90	4.78
48		141.63	0.82	254.93	1.47	368.23	2.12	538.18	3.10	679.80	3.92	849.75	4.90
49	HVAC Technician Computer Electronic Technician Network Systems Specialist	145.15	0.84	261.27	1.51	377.39	2.18	551.57	3.18	696.72	4.02	870.90	5.02
50		148.70	0.86	267.66	1.54	386.62	2.23	565.06	3.26	713.76	4.12	892.20	5.15
51		152.48	0.88	274.46	1.58	396.44	2.29	579.41	3.34	731.88	4.22	914.85	5.28
52	Printing Services Specialist	156.33	0.90	281.39	1.62	406.45	2.34	594.04	3.43	750.36	4.33	937.95	5.41
53		160.13	0.92	288.23	1.66	416.33	2.40	608.48	3.51	768.60	4.43	960.75	5.54
54		164.20	0.95	295.56	1.71	426.92	2.46	623.96	3.60	788.16	4.55	985.20	5.68
55		168.23	0.97	302.81	1.75	437.39	2.52	639.26	3.69	807.48	4.66	1,009.35	5.82
56		172.53	1.00	310.55	1.79	448.57	2.59	655.60	3.78	828.12	4.78	1,035.15	5.97
57	Network Engineer Programmer Analyst Web Developer	176.75	1.02	318.15	1.84	459.55	2.65	671.65	3.87	848.40	4.89	1,060.50	6.12
58		181.23	1.05	326.21	1.88	471.19	2.72	688.66	3.97	869.88	5.02	1,087.35	6.27
59	Lead Network Engineer	185.75	1.07	334.35	1.93	482.95	2.79	705.85	4.07	891.60	5.14	1,114.50	6.43

\*\*\*Longevity is calculated at the rates published per appropriate year multiplied by your base salary. Posted longevity salary schedule is an example based on step 5 of the current salary schedule.

## APPENDIX A.1

Range	Job Title	5%		5%		5%		5%			
		Step 1		Step 2		Step 3		Step 4		Step 5	
		Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour
20		2,225	12,835	2,337	13,481	2,454	14,156	2,577	14,865	2,706	15,609
21	Child Nutrition Worker I	2,281	13,158	2,396	13,821	2,516	14,513	2,642	15,240	2,775	16,007
22		2,337	13,481	2,454	14,156	2,577	14,865	2,706	15,609	2,842	16,394
23		2,396	13,821	2,516	14,513	2,642	15,240	2,775	16,007	2,914	16,809
24	Child Nutrition Worker II	2,456	14,167	2,579	14,877	2,708	15,621	2,844	16,405	2,987	17,230
	Cook										
	Instructional Assistant										
25	Instructional Asst – Bilingual	2,517	14,519	2,643	15,246	2,776	16,013	2,915	16,815	3,061	17,657
26	Instructional Asst – Migrant Preschool	2,581	14,888	2,711	15,638	2,847	16,422	2,990	17,247	3,140	18,113
	Instructional Asst – Special Education										
	Transportation Attendant										
27	Child Nutrition Worker – Site Lead	2,645	15,257	2,778	16,024	2,917	16,826	3,063	17,668	3,217	18,557
	Family Assistant										
	Instructional Asst – Comp. Lab										
28	Student/Safety Community Liaison	2,711	15,638	2,847	16,422	2,990	17,247	3,140	18,113	3,297	19,018
29	Custodian	2,778	16,024	2,917	16,826	3,063	17,668	3,217	18,557	3,378	19,485
	Home School Community Liaison - Bilingual										
	Language Assessment Tech										
	Office Assistant										
	Print Shop Assistant										
	School/Community Liaison										
30		2,848	16,428	2,991	17,253	3,141	18,118	3,299	19,030	3,462	19,970
	Account Clerk I	2,919	16,838	3,065	17,680	3,219	18,568	3,380	19,497	3,549	20,472
	Account Clerk I – Bilingual										
	Child Nutrition Services Delivery Driver										
	District Community Liaison - Bilingual										
31	District Receptionist –Bilingual Subcaller										
	Grounds Maintenance Worker I										
	Health Clerk										
	Lead Custodian I										
	Senior Custodian										
	Senior Office Assistant										
	Swimming Pool Custodian										
	Warehouse/Delivery Driver										
32	Lead Custodian – Ed Center Complex	2,993	17,265	3,143	18,130	3,301	19,041	3,467	19,999	3,641	21,003
	Lead Cook										
33	Bus Driver I	3,067	17,692	3,221	18,580	3,383	19,514	3,553	20,495	3,731	21,522
	Career Center Technician										
	Clerk IV										
	Grounds Maint. Worker II										
	Library Technician										
	Registrar										
	Secretary I										
	Staff Secretary										
34	Account Clerk II	3,143	18,130	3,301	19,041	3,467	19,999	3,641	21,003	3,824	22,058
	Lead Custodian II										
35	Administrative Assistant I	3,222	18,586	3,384	19,520	3,554	20,501	3,732	21,527	3,919	22,606
	Bus Driver II										
	District Community Liaison Bilingual/Biliterate										
	District Textbook Specialist										
	Grounds Equipment Operator										
	Guidance Technician										
	Maintenance Worker I										
	Offset Press Operator										
	Outreach Consultant										
	Tree Trimmer										



## APPENDIX A.1

Effective July 1, 2017

		5%		5%		5%		5%		5%	
Range	Job Title	Step 1		Step 2		Step 3		Step 4		Step 5	
		Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour
36	Account Clerk III	3,302	19,047	3,468	20,005	3,642	21,008	3,825	22,064	4,017	23,171
	Administrative Assistant II										
	Administrative Assistant II – Bilingual										
	District Library Specialist										
	Help Desk Technician										
	Lead Custodian III										
	Purchasing Technician										
37	Lead Warehouse Worker	3,385	19,526	3,555	20,506	3,733	21,533	3,920	22,612	4,116	23,743
	Student Services Technician										
	Teacher Resource Center/ Curriculum Specialist										
	Warehouse Worker/Delivery Driver										
38	Accounting Technician	3,469	20,010	3,643	21,014	3,826	22,070	4,018	23,177	4,219	24,337
	Bus Driver/Service Mechanic										
	Lead Grounds Maintenance Worker										
	Lead Language Assessment Technician										
39	Administrative Assistant III	3,556	20,512	3,734	21,539	3,921	22,618	4,118	23,754	4,324	24,942
	Electrician's Helper										
	Human Resources Technician										
	Maintenance Worker II										
	Sprinkler/Irrigation Mechanic										
	Transportation Instructor/ Dispatcher										
40	District Attendance Technician	3,645	21,026	3,828	22,081	4,020	23,189	4,221	24,348	4,433	25,571
	District Translator										
41	Buyer	3,736	21,551	3,923	22,629	4,120	23,766	4,326	24,954	4,543	26,206
42	Budget Analyst	3,830	22,093	4,022	23,200	4,224	24,365	4,436	25,588	4,658	26,869
	District Information Specialist										
	Lead Bus Driver/Instructor										
	Licensed Vocational Nurse										
	Senior Lead Grounds Maintenance Worker										
	Vehicle & Equipment Mechanic										
43	Administrative Assistant IV	3,924	22,635	4,121	23,771	4,328	24,965	4,545	26,217	4,773	27,532
	Carpenter										
	Glazier										
	Locksmith										
	Painter										
	Welder										
44	Computer Network Technician	4,023	23,206	4,225	24,371	4,437	25,594	4,659	26,875	4,892	28,219
	Data/Telecom Specialist										
	Electrician										
	Plumber										
	Student Information Database/ Administrator										
45	Lead Vehicle & Equipment Mechanic	4,123	23,783	4,330	24,977	4,547	26,229	4,775	27,544	5,014	28,922
46	Lead Offset Press Operator	4,227	24,383	4,439	25,606	4,661	26,886	4,895	28,236	5,140	29,649
47		4,332	24,988	4,549	26,240	4,777	27,555	5,016	28,934	5,267	30,382
48		4,441	25,617	4,664	26,904	4,898	28,253	5,143	29,667	5,401	31,155
49	HVAC Technician	4,552	26,257	4,780	27,573	5,019	28,951	5,270	30,399	5,534	31,922
	Computer Electronic Technician										
	Network Systems Specialist										
50		4,665	26,909	4,899	28,259	5,144	29,672	5,402	31,161	5,673	32,724
51		4,782	27,584	5,022	28,969	5,274	30,422	5,538	31,945	5,815	33,543
52		4,902	28,276	5,148	29,695	5,406	31,184	5,677	32,747	5,961	34,385
53		5,023	28,974	5,275	30,428	5,539	31,951	5,816	33,549	6,107	35,227
54		5,150	29,707	5,408	31,195	5,679	32,758	5,963	34,397	6,262	36,121
55		5,277	30,440	5,541	31,962	5,819	33,566	6,110	35,245	6,416	37,010
56		5,411	31,213	5,682	32,776	5,967	34,420	6,266	36,144	6,580	37,956
57	IT Engineer	5,545	31,985	5,823	33,589	6,115	35,273	6,421	37,039	6,743	38,896
	Programmer Analyst										
	Web Developer										

Effective July 1, 2017

Longevity Steps		2.50%		4.50%		6.50%		9.50%		12.00%		15.0%		
Range														
		Month	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month	Year	
20		67.65	0.39	121.77	0.70	175.89	1.01	257.07	1.48	324.72	1.87	405.90	2.34	
21	Child Nutrition Worker I	69.38	0.40	124.88	0.72	180.38	1.04	263.63	1.52	333.00	1.92	416.25	2.40	
22		71.05	0.41	127.89	0.74	184.73	1.07	269.99	1.56	341.04	1.97	426.30	2.46	
23		72.85	0.42	131.13	0.76	189.41	1.09	276.83	1.60	349.68	2.02	437.10	2.52	
24	Child Nutrition Worker II	74.68	0.43	134.42	0.78	194.16	1.12	283.77	1.64	358.44	2.07	448.05	2.58	
	Cook													
	Instructional Assistant													
25	Instructional Asst – Bilingual	76.53	0.44	137.75	0.79	198.97	1.15	290.80	1.68	367.32	2.12	459.15	2.65	
26	Instructional Asst – Migrant Preschool	78.50	0.45	141.30	0.82	204.10	1.18	298.30	1.72	376.80	2.17	471.00	2.72	
	Instructional Asst – Special Education													
	Transportation Attendant													
27	Child Nutrition Worker – Site Lead	80.43	0.46	144.77	0.84	209.11	1.21	305.62	1.76	386.04	2.23	482.55	2.78	
	Family Assistant													
	Instructional Asst – Comp. Lab													
28	Student/Safety Community Liaison	82.43	0.48	148.37	0.86	214.31	1.24	313.22	1.81	395.64	2.28	494.55	2.85	
29	Custodian	84.45	0.49	152.01	0.88	219.57	1.27	320.91	1.85	405.36	2.34	506.70	2.92	
	Home School Community Liaison - Bilingual													
	Language Assessment Tech													
	Office Assistant													
	Print Shop Assistant													
	School/Community Liaison													
30		86.55	0.50	155.79	0.90	225.03	1.30	328.89	1.90	415.44	2.40	519.30	3.00	
31	Account Clerk I	88.73	0.51	159.71	0.92	230.69	1.33	337.16	1.94	425.88	2.46	532.35	3.07	
	Account Clerk I – Bilingual													
	Child Nutrition Services Delivery Driver													
	District Community Liaison - Bilingual													
	District Receptionist – Bilingual Subcaller													
	Grounds Maintenance Worker I													
	Health Clerk													
	Lead Custodian I													
	Senior Custodian													
	Senior Office Assistant													
	Swimming Pool Custodian													
	Warehouse/Delivery Driver													
	32	Lead Custodian – Ed Center Complex	91.03	0.53	163.85	0.95	236.67	1.37	345.90	2.00	436.92	2.52	546.15	3.15
		Lead Cook												
33	Bus Driver I	93.28	0.54	167.90	0.97	242.52	1.40	354.45	2.04	447.72	2.58	559.65	3.23	
	Career Center Technician													
	Clerk IV													
	Grounds Maint. Worker II													
	Library Technician													
	Registrar													
	Secretary I													
	Staff Secretary													
34	Account Clerk II	95.60	0.55	172.08	0.99	248.56	1.43	363.28	2.10	458.88	2.65	573.60	3.31	
	Lead Custodian II													
35	Administrative Assistant I	97.98	0.57	176.36	1.02	254.74	1.47	372.31	2.15	470.28	2.71	587.85	3.39	
	Bus Driver II													
	District Community Liaison Bilingual/Biliterate													
	District Textbook Specialist													
	Grounds Equipment Operator													
	Guidance Technician													
	Maintenance Worker I													
	Offset Press Operator													
	Outreach Consultant													
	Tree Trimmer													



## APPENDIX A.2

## Effective July 1, 2017

Longevity Steps		2.50%		4.50%		6.50%		9.50%		12.00%		15.0%	
Range	Job Title	10 year		15 Year		20 Year		25 Year		30 Year		33 Year	
		Month	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month	Year
36	Account Clerk III	100.43	0.58	180.77	1.04	261.11	1.51	381.62	2.20	482.04	2.78	602.55	3.48
	Administrative Assistant II												
	Administrative Assistant II – Bilingual												
	District Library Specialist												
	Help Desk Technician												
	Lead Custodian III												
	Purchasing Technician												
37	Lead Warehouse Worker	102.90	0.59	185.22	1.07	267.54	1.54	391.02	2.26	493.92	2.85	617.40	3.56
	Student Services Technician												
	Teacher Resource Center/ Curriculum Specialist												
	Warehouse Worker/Delivery Driver												
38	Accounting Technician	105.48	0.61	189.86	1.10	274.24	1.58	400.81	2.31	506.28	2.92	632.85	3.65
	Bus Driver/Service Mechanic												
	Lead Grounds Maintenance Worker												
	Lead Language Assessment Technician												
39	Administrative Assistant III	108.10	0.62	194.58	1.12	281.06	1.62	410.78	2.37	518.88	2.99	648.60	3.74
	Electrician's Helper												
	Human Resources Technician												
	Maintenance Worker II												
	Sprinkler/Irrigation Mechanic												
	Transportation Instructor/ Dispatcher												
40	District Attendance Technician	110.83	0.64	199.49	1.15	288.15	1.66	421.14	2.43	531.96	3.07	664.95	3.84
	District Translator												
41	Buyer	113.58	0.66	204.44	1.18	295.30	1.70	431.59	2.49	545.16	3.14	681.45	3.93
42	Budget Analyst	116.45	0.67	209.61	1.21	302.77	1.75	442.51	2.55	558.96	3.22	698.70	4.03
	District Information Specialist												
	Lead Bus Driver/Instructor												
	Licensed Vocational Nurse												
	Senior Lead Grounds Maintenance Worker												
	Vehicle & Equipment Mechanic												
43	Administrative Assistant IV	119.33	0.69	214.79	1.24	310.25	1.79	453.44	2.62	572.76	3.30	715.95	4.13
	Carpenter												
	Glazier												
	Locksmith												
	Painter												
	Welder												
44	Computer Network Technician	122.30	0.71	220.14	1.27	317.98	1.83	464.74	2.68	587.04	3.39	733.80	4.23
	Data/Telecom Specialist												
	Electrician												
	Plumber												
	Student Information Database Administrator												
45	Lead Vehicle & Equipment Mechanic	125.35	0.72	225.63	1.30	325.91	1.88	476.33	2.75	601.68	3.47	752.10	4.34
46	Lead Offset Press Operator	128.50	0.74	231.30	1.33	334.10	1.93	488.30	2.82	616.80	3.56	771.00	4.45
47		131.68	0.76	237.02	1.37	342.36	1.97	500.37	2.89	632.04	3.65	790.05	4.56
48		135.03	0.78	243.05	1.40	351.07	2.03	513.10	2.96	648.12	3.74	810.15	4.67
49	HVAC Technician	138.35	0.80	249.03	1.44	359.71	2.07	525.73	3.03	664.08	3.83	830.10	4.79
	Computer Electronic Technician												
	Network Systems Specialist												
50		141.83	0.82	255.29	1.47	368.75	2.13	538.94	3.11	680.76	3.93	850.95	4.91
51		145.38	0.84	261.68	1.51	377.98	2.18	552.43	3.19	697.80	4.03	872.25	5.03
52		149.03	0.86	268.25	1.55	387.47	2.24	566.30	3.27	715.32	4.13	894.15	5.16
53		152.68	0.88	274.82	1.59	396.96	2.29	580.17	3.35	732.84	4.23	916.05	5.28
54		156.55	0.90	281.79	1.63	407.03	2.35	594.89	3.43	751.44	4.33	939.30	5.42
55		160.40	0.93	288.72	1.67	417.04	2.41	609.52	3.52	769.92	4.44	962.40	5.55
56		164.50	0.95	296.10	1.71	427.70	2.47	625.10	3.61	789.60	4.55	987.00	5.69
57	IT Engineer	168.58	0.97	303.44	1.75	438.30	2.53	640.59	3.70	809.16	4.67	1,011.45	5.83
	Programmer Analyst												
	Web Developer												



## APPENDIX A.1

Range	Job Title	5%		5%		5%		5%		5%	
		Step 1		Step 2		Step 3		Step 4		Step 5	
		Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour
36	Account Clerk III	3,302	19,047	3,468	20,005	3,642	21,008	3,825	22,064	4,017	23,171
	Administrative Assistant II										
	Administrative Assistant II – Bilingual										
	District Library Specialist										
	Help Desk Technician										
	Lead Custodian III										
	Purchasing Technician										
37	Lead Warehouse Worker	3,385	19,526	3,555	20,506	3,733	21,533	3,920	22,612	4,116	23,743
	Teacher Resource Center/ Curriculum Specialist										
	Warehouse Worker/Delivery Driver										
38	Accounting Technician	3,469	20,010	3,643	21,014	3,826	22,070	4,018	23,177	4,219	24,337
	Bus Driver/Service Mechanic										
	Lead Grounds Maintenance Worker										
39	Administrative Assistant III	3,556	20,512	3,734	21,539	3,921	22,618	4,118	23,754	4,324	24,942
	Electrician's Helper										
	Human Resources Technician										
	Maintenance Worker II										
	Sprinkler/Irrigation Mechanic										
	Transportation Instructor/ Dispatcher										
40	District Attendance Technician	3,645	21,026	3,828	22,081	4,020	23,189	4,221	24,348	4,433	25,571
	District Translator										
41	Buyer	3,736	21,551	3,923	22,629	4,120	23,766	4,326	24,954	4,543	26,206
42	Budget Analyst	3,830	22,093	4,022	23,200	4,224	24,365	4,436	25,588	4,658	26,869
	District Information Specialist										
	Lead Bus Driver/Instructor										
	Licensed Vocational Nurse										
	Senior Lead Grounds Maintenance Worker										
	Vehicle & Equipment Mechanic										
43	Administrative Assistant IV	3,924	22,635	4,121	23,771	4,328	24,965	4,545	26,217	4,773	27,532
	Carpenter										
	Glazier										
	Locksmith										
	Painter										
	Welder										
44	Computer Network Technician	4,023	23,206	4,225	24,371	4,437	25,594	4,659	26,875	4,892	28,219
	Data/Telecom Specialist										
	Electrician										
	Plumber										
	Student Information Database/ Administrator										
45	Lead Vehicle & Equipment Mechanic	4,123	23,783	4,330	24,977	4,547	26,229	4,775	27,544	5,014	28,922
46	Lead Offset Press Operator	4,227	24,383	4,439	25,606	4,661	26,886	4,895	28,236	5,140	29,649
47		4,332	24,988	4,549	26,240	4,777	27,555	5,016	28,934	5,267	30,382
48		4,441	25,617	4,664	26,904	4,898	28,253	5,143	29,667	5,401	31,155
49	HVAC Technician	4,552	26,257	4,780	27,573	5,019	28,951	5,270	30,399	5,534	31,922
	Computer Electronic Technician										
	Network Systems Specialist										
50		4,665	26,909	4,899	28,259	5,144	29,672	5,402	31,161	5,673	32,724
51		4,782	27,584	5,022	28,969	5,274	30,422	5,538	31,945	5,815	33,543
52		4,902	28,276	5,148	29,6						

Effective July 1, 2015

Longevity Steps		2.50%		4.50%		6.50%		9.50%		12.00%		15.0%		
Range		Month	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month	Year	
20		67.65	0.39	121.77	0.70	175.89	1.01	257.07	1.48	324.72	1.87	405.90	2.34	
21	Child Nutrition Worker I	69.38	0.40	124.88	0.72	180.38	1.04	263.63	1.52	333.00	1.92	416.25	2.40	
22		71.05	0.41	127.89	0.74	184.73	1.07	269.99	1.56	341.04	1.97	426.30	2.46	
23		72.85	0.42	131.13	0.76	189.41	1.09	276.83	1.60	349.68	2.02	437.10	2.52	
24	Child Nutrition Worker II	74.68	0.43	134.42	0.78	194.16	1.12	283.77	1.64	358.44	2.07	448.05	2.58	
	Cook													
	Instructional Assistant													
25	Instructional Asst – Bilingual	76.53	0.44	137.75	0.79	198.97	1.15	290.80	1.68	367.32	2.12	459.15	2.65	
26	Instructional Asst – Migrant Preschool	78.50	0.45	141.30	0.82	204.10	1.18	298.30	1.72	376.80	2.17	471.00	2.72	
	Instructional Asst – Special Education													
	Transportation Attendant													
27	Child Nutrition Worker – Site Lead	80.43	0.46	144.77	0.84	209.11	1.21	305.62	1.76	386.04	2.23	482.55	2.78	
	Family Assistant													
	Instructional Asst – Comp. Lab													
28	Student/Safety Community Liaison	82.43	0.48	148.37	0.86	214.31	1.24	313.22	1.81	395.64	2.28	494.55	2.85	
29	Custodian	84.45	0.49	152.01	0.88	219.57	1.27	320.91	1.85	405.36	2.34	506.70	2.92	
	Home School Community Liaison - Bilingual													
	Language Assessment Tech													
	Office Assistant													
	Print Shop Assistant													
	School/Community Liaison													
30		86.55	0.50	155.79	0.90	225.03	1.30	328.89	1.90	415.44	2.40	519.30	3.00	
31	Account Clerk I	88.73	0.51	159.71	0.92	230.69	1.33	337.16	1.94	425.88	2.46	532.35	3.07	
	Account Clerk I – Bilingual													
	Child Nutrition Services Delivery Driver													
	District Community Liaison - Bilingual													
	District Receptionist – Bilingual Subcaller													
	Grounds Maintenance Worker I													
	Health Clerk													
	Lead Custodian I													
	Lead Lang. Assessment Tech													
	Senior Custodian													
	Senior Office Assistant													
	Swimming Pool Custodian													
	Warehouse/Delivery Driver													
	32	Lead Custodian – Ed Center Complex	91.03	0.53	163.85	0.95	236.67	1.37	345.90	2.00	436.92	2.52	546.15	3.15
		Lead Cook												
33	Bus Driver I	93.28	0.54	167.90	0.97	242.52	1.40	354.45	2.04	447.72	2.58	559.65	3.23	
	Career Center Technician													
	Clerk IV													
	Grounds Maint. Worker II													
	Library Technician													
	Registrar													
	Secretary I													
	Staff Secretary													
	Student Record/Testing Tech.													
34	Account Clerk II	95.60	0.55	172.08	0.99	248.56	1.43	363.28	2.10	458.88	2.65	573.60	3.31	
	Lead Custodian II													
35	Administrative Assistant I	97.98	0.57	176.36	1.02	254.74	1.47	372.31	2.15	470.28	2.71	587.85	3.39	
	Bus Driver II													
	District Community Liaison Bilingual/Biliterate													
	District Textbook Specialist													
	Grounds Equipment Operator													
	Guidance Technician													
	Maintenance Worker I													
	Offset Press Operator													
	Outreach Consultant													
	Tree Trimmer													

## APPENDIX A.2

Effective July 1, 2015

Longevity Steps		2.50%		4.50%		6.50%		9.50%		12.00%		15.0%	
Range	Job Title	10 year		15 Year		20 Year		25 Year		30 Year		33 Year	
		Month	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month	Year
36	Account Clerk III	100.43	0.58	180.77	1.04	261.11	1.51	381.62	2.20	482.04	2.78	602.55	3.48
	Administrative Assistant II												
	Administrative Assistant II – Bilingual												
	District Library Specialist												
	Help Desk Technician												
	Lead Custodian III												
	Purchasing Technician												
37	Lead Warehouse Worker	102.90	0.59	185.22	1.07	267.54	1.54	391.02	2.26	493.92	2.85	617.40	3.56
	Teacher Resource Center/ Curriculum Specialist												
	Warehouse Worker/Delivery Driver												
38	Accounting Technician	105.48	0.61	189.86	1.10	274.24	1.58	400.81	2.31	506.28	2.92	632.85	3.65
	Bus Driver/Service Mechanic												
	Lead Grounds Maintenance Worker												
39	Administrative Assistant III	108.10	0.62	194.58	1.12	281.06	1.62	410.78	2.37	518.88	2.99	648.60	3.74
	Electrician's Helper												
	Human Resources Technician												
	Maintenance Worker II												
	Sprinkler/Irrigation Mechanic												
	Transportation Instructor/ Dispatcher												
40	District Attendance Technician	110.83	0.64	199.49	1.15	288.15	1.66	421.14	2.43	531.96	3.07	664.95	3.84
	District Translator												
41	Buyer	113.58	0.66	204.44	1.18	295.30	1.70	431.59	2.49	545.16	3.14	681.45	3.93
42	Budget Analyst	116.45	0.67	209.61	1.21	302.77	1.75	442.51	2.55	558.96	3.22	698.70	4.03
	District Information Specialist												
	Lead Bus Driver/Instructor												
	Licensed Vocational Nurse												
	Senior Lead Grounds Maintenance Worker												
	Vehicle & Equipment Mechanic												
43	Administrative Assistant IV	119.33	0.69	214.79	1.24	310.25	1.79	453.44	2.62	572.76	3.30	715.95	4.13
	Carpenter												
	Glazier												
	Locksmith												
	Painter												
	Welder												
44	Computer Network Technician	122.30	0.71	220.14	1.27	317.98	1.83	464.74	2.68	587.04	3.39	733.80	4.23
	Data/Telecom Specialist												
	Electrician												
	Plumber												
	Student Information Database Administrator												
45	Lead Vehicle & Equipment Mechanic	125.35	0.72	225.63	1.30	325.91	1.88	476.33	2.75	601.68	3.47	752.10	4.34
46	Lead Offset Press Operator	128.50	0.74	231.30	1.33	334.10	1.93	488.30	2.82	616.80	3.56	771.00	4.45
47		131.68	0.76	237.02	1.37	342.36	1.97	500.37	2.89	632.04	3.65	790.05	4.56
48		135.03	0.78	243.05	1.40	351.07	2.03	513.10	2.96	648.12	3.74	810.15	4.67
49	HVAC Technician	138.35	0.80	249.03	1.44	359.71	2.07	525.73	3.03	664.08	3.83	830.10	4.79
	Computer Electronic Technician												
	Network Systems Specialist												
50		141.83	0.82	255.29	1.47	368.75	2.13	538.94	3.11	680.76	3.93	850.95	4.91
51		145.38	0.84	261.68	1.51	377.98	2.18	552.43	3.19	697.80	4.03	872.25	5.03
52		149.03	0.86	268.25	1.55	387.47	2.24	566.30	3.27	715.32	4.13	894.15	5.16
53		152.68	0.88	274.82	1.59	396.96	2.29	580.17	3.35	732.84	4.23	916.05	5.28
54		156.55	0.90	281.79	1.63	407.03	2.35	594.89	3.43	751.44	4.33	939.30	5.42
55		160.40	0.93	288.72	1.67	417.04	2.41	609.52	3.52	769.92	4.44	962.40	5.55
56		164.50	0.95	296.10	1.71	427.70	2.47	625.10	3.61	789.60	4.55	987.00	5.69
57	IT Engineer	168.58	0.97	303.44	1.75	438.30	2.53	640.59	3.70	809.16	4.67	1,011.45	5.83
	Programmer Analyst												
	Web Developer												



**ARTICLE I: RECOGNITION**

The District confirms its recognition of the Association as the exclusive representative for that unit of employees recognized by the District per its Resolution dated May 6, 1976, which includes:

<b>JOB TITLE</b>	
Account Clerk I - Bilingual	Lead Custodian III
Accounting Technician	Lead Custodian -- Education Center Complex
Administrative Assistant I	Lead Grounds Maintenance Worker
Administrative Assistant II	Lead Offset Press Operator
Administrative Assistant II - Bilingual	Lead Language Assessment Technician
Administrative Assistant III	Lead Vehicle and Equipment Mechanic
Administrative Assistant IV	Lead Warehouse Worker
Budget Analyst	Library Technician
Buyer	Licensed Vocational Nurse
Career Center Technician	Locksmith
Carpenter	Maintenance Worker I
Child Nutrition Services Delivery Driver	Maintenance Worker II
Child Nutrition Services Worker I	Network Systems Specialist
Child Nutrition Services Worker II	Office Assistant
Child Nutrition Services Worker Site Lead	Outreach Consultant
Clerk IV	Painter
Computer/Electronic Technician	Paraeducator
Computer Network Technician	Paraeducator - Bilingual
Cook	Paraeducator -- Special Education
Custodian	Payroll/Benefits Technician
Data/Telecom Specialist	Pest Control and Turf Technician
Delivery Driver	Plumber
District Attendance Technician	Printing Services Specialist
District Community Liaison -- Bilingual/Biliterate (Spanish)	Printing Services Assistant
District Library Specialist	Programmer Analyst
District Receptionist -- Bilingual	Purchasing Technician
District Textbook Specialist	Registrar
District Translator	School Accounting Clerk I
Electrician	School Accounting Clerk II
Electrician's Helper	School Accounting Clerk III
Family Assistant	School Bus Driver I
Glazier	School Bus Driver II
Grounds Equipment Operator	School Bus Driver/Service Mechanic
Grounds Maintenance Worker I	School/Community Liaison
Grounds Maintenance Worker II	Secretary I
Guidance Technician	Senior Custodian
Health Services Assistant	Senior Lead Grounds Maintenance Worker
Help Desk Technician	Senior Office Assistant
Home/School Community Liaison -- Bilingual	Site Technology Support Assistant
Human Resources Analyst - Certificated	Staff Secretary
Human Resources Assistant	Student Information Specialist
Human Resources Technician - Certificated	Student Services Technician
Human Resources Technician - Classified	Student Safety Assistant/Campus Liaison
HVAC Technician	Student Information Database Administrator
Instructional Assistant -- Migrant Preschool	Swimming Pool Operator
IT Engineer	Teacher Resource Center/Curriculum Specialist
Irrigation Technician	Transportation Attendant

Language Assessment Technician	Transportation Instructor/Dispatcher
Lead Bus Driver/Instructor	Tree Trimmer
Lead Computer Network Tech	Vehicle and Equipment Mechanic
Lead Cook	Warehouse Worker/Delivery Driver
Lead Custodian I	Web Developer
Lead Custodian II	Welder

**Also Included:**

Restricted Positions -

Positions not requiring certification qualifications created by a Governing Board of a school district as referenced by Education Code 45105.

**AND EXCLUDES:**

**MANAGEMENT**

Assistant Superintendent, Business Services  
 Supervisor, Transportation Services  
 Director, Human Resources/ Classified  
 Director, Fiscal Services  
 Director, Maintenance & Operations  
 Manager, Accounting  
 Director, Child Nutrition  
 Manager, Payroll & Benefits  
 Manager, Purchasing Services  
 Manager, Transportation Services  
 Supervisor Child Nutrition Services  
 Supervisor, Maintenance & Operations  
 Supervisor, Printing Services

**CONFIDENTIAL**

Executive Assistant I  
 Executive Assistant to the Assistant Superintendent  
 Executive to the Superintendent  
 Human Resources Analyst/Classified

**EXEMPT**

AVID Tutors  
 Limited Term/Provisional Employees (Substitutes)  
 Noon Duty Aides  
 Professional Experts (Consultants)  
 Student Worker  
 Substitutes



## LOMPOC UNIFIED SCHOOL DISTRICT Level II Grievance Form

(Approved by the Lompoc Unified School District and the California School Employees Association; see Article 5: Grievances of the Collective Bargaining Agreement)

Please type or Print. Use additional pages, as necessary.

GRIEVANT NAME(S):

DATE FILED AT LEVEL II:

NAME OF PERSON WITH WHOM LEVEL II GRIEVANCE WAS FILED:

VIOLATION(S) ALLEGED (Agreement Article/Section):

DATE(S) OF ALLEGED VIOLATION(S):

ALLEGED VIOLATION(S) CIRCUMSTANCES:



REMEDY SOUGHT:

DATE OF INFORMAL MEETING (LEVEL I):

PARTICIPANTS AT INFORMAL MEETING:

INFORMAL MEETING OUTCOME AND DATE:

LEVEL II GRIEVANCE FILED BY:

\_\_\_\_\_  
*Signature of Grievant or Association Representative*

DATE: \_\_\_\_\_



## LOMPOC UNIFIED SCHOOL DISTRICT

### Annual Vacation Plan Form Vacation Day Tracking Form

*Up to two (2) non-consecutive vacation days may be used by bargaining unit members without prior approval utilizing the steps enumerated in the LUSD – CSEA Collective Bargaining Agreement Article 8.2.2 and 8.2.3.*

*Please complete the form and present to your supervisor for signature no later than September 30 of each school year. Changes to the Annual Vacation Plan Form can be initiated by the employee no less than two (2) workdays prior to the scheduled vacation.*

*Additions to the form for unforeseen vacation use enumerated in Article 8.2.2 can be made using the Article 8.2.2 box below.*

Employee Name: \_\_\_\_\_

Work Site/Job Title: \_\_\_\_\_

Vacation Dates		
Starting Date	Ending Date	Total Hours
<b>Total Hours</b>		

Employee Signature	Date
Supervisor Signature	Date

Two Unforeseen Vacation Days (Article 8.2.2)					
	Date	Emp Initial	Supv Initial	Record Date	
<input type="checkbox"/> Day One					
<input type="checkbox"/> Day Two					

Distribution: Employee, Supervisor



## LOMPOC UNIFIED SCHOOL DISTRICT

### School Break Work Planner

#### School Break Work Planner

8.2.4 An employee who works during break periods shall complete a School Break Work Planner form when their assigned Management supervisor is absent for 3 **(three)** or more consecutive work days. The School Break Work Planner shall be mutually agreed upon by the employee and the immediate supervisor and shall document the work that is planned to be completed during the break period.

Employee Name: \_\_\_\_\_

Work Site/Job Title: \_\_\_\_\_

Supervisor's  
Dates of Absence      From: \_\_\_\_\_ To: \_\_\_\_\_

Work I plan to accomplish in the absence of my supervisor:

Date	Work

\_\_\_\_\_

During my supervisor's absence, \_\_\_\_\_ will be the point of contact. Phone number: \_\_\_\_\_.

Employee Signature	Date
Supervisor Signature	Date

Distribution: Grievant, Immediate Supervisor, Human Resources, California School Employees Association



Lompoc Unified School District  
**CLASSIFIED EMPLOYEE EVALUATION**

Name of Employee:

Work Site:

Job Classification:

Employment Status: Choose an item.

Evaluation Type: Choose an item.

Rating Period: Click here to enter a date.

to Click here to enter a date.

**INSTRUCTIONS TO EVALUATOR:**

For each performance factor listed, indicate your evaluation of the employee based on the scale below.

**\*\*A CORRECTIVE ACTION PLAN (Pers-112a) must have been completed and implemented prior to any "Needs improvement" or "Unsatisfactory" rating.\*\***

**RATING SCALE:**

E – Exceeds Job Requirements

M – Meets Job Requirements

N – Needs Improvement

U – Unsatisfactory

**Comments are required in all categories citing specific examples and/or evidence.**

1. **QUALITY OF WORK** Choose an item.  
*Performs tasks accurately, neatly, and thoroughly.*  
Comments:
2. **PRODUCTIVITY AND WORK HABITS** Choose an item.  
*Accepts and follows through on job responsibilities; complies with Board policies, rules and regulations and written and oral instructions; works to potential; uses time and equipment economically; consistently completes scheduled workload on time; organizes work well; knows what to do next; and does not waste time in going to the next task.*  
Comments:
3. **ATTITUDES, INITIATIVE, DEPENDABILITY, SAFETY** Choose an item.  
*Is punctual and is regular in attendance; complies with health and safety practices, and written and oral instructions; works to potential; properly uses and cares for supplies and equipment; makes and accepts constructive suggestions for work improvement; and is flexible in changing job requirements and environments.*  
Comments:
4. **PERSONAL QUALITIES** Choose an item.  
*Is physically able to perform job tasks; has neat and clean appearance; maintains composure under stress; and displays positive attitude.*  
Comments:
5. **RELATIONSHIPS WITH PUPILS, PUBLIC, AND ALL PERSONNEL** Choose an item.  
*Works cooperatively, courteously and tactfully; approaches and talks with people without offending them, friendly and sincere in responding to requests for assistance; assists others whenever possible; and maintains effective public relations.*  
Comments:
6. **SUPERVISORY ABILITY (IF APPLICABLE)** Choose an item.  
*Is fair and impartial; demonstrates effective leadership, decision making, training and instruction of subordinates; initiates planning; effectively assigns, praises disciplines, and evaluates personnel, and satisfactorily completes work assigned.*  
Comments:
7. **JOB KNOWLEDGE** Choose an item.  
*Possesses and maintains required minimum qualifications and skills; keeps abreast of new job techniques; and applies job knowledge effectively.*  
Comments:
8. **OVERALL JOB PERFORMANCE** Choose an item.  
Comments:

**RECOMMENDED FOR PERMANENT STATUS** Choose an item

DATE: \_\_\_\_\_ SIGNATURE OF IMMEDIATE SUPERVISOR \_\_\_\_\_

IN SIGNING BELOW, I UNDERSTAND AND ACKNOWLEDGE THE FOLLOWING:

It is understood that, in signing the performance report, the employee acknowledges having seen and been provided with a copy of this report. The employee's signature does not necessarily imply agreement with the conclusions of the supervisor. The employee may attach a written statement to the report. It must be submitted to the immediate supervisor or Classified Human Resources within ten working days from the date of the evaluation.

DATE: \_\_\_\_\_ SIGNATURE OF EMPLOYEE \_\_\_\_\_



Lompoc Unified School District  
**CLASSIFIED EMPLOYEE EVALUATION**  
**PROBATIONARY**

Name of Employee:

Work Site:

Job Classification:

Employment Status: Choose an item.

Evaluation Type: Choose an item.

Rating Period: Click here to enter a date. **to** Click here to enter a date.**INSTRUCTIONS TO EVALUATOR:**

Probationary employees shall be evaluated at the end of the third (3<sup>rd</sup>) and fifth (5<sup>th</sup>) months of employment and as needed, based on the determination of the employee's immediate supervisor. When an employee receives an evaluation during the probationary period and receives a "Needs to Improve" or "Unsatisfactory," the evaluating supervisor will provide feedback including strategies to improve job performance.

**RATING SCALE** - For each performance factor listed, indicate your evaluation of the employee based on the scale below.

**E – Exceeds Job Requirements****M – Meets Job Requirements****N – Needs Improvement****U – Unsatisfactory**

**Comments are required in all categories citing specific examples and/or evidence.**

1. **QUALITY OF WORK** Choose an item.  
*Performs tasks accurately, neatly, and thoroughly.*  
Comments:
2. **PRODUCTIVITY AND WORK HABITS** Choose an item.  
*Accepts and follows through on job responsibilities; complies with Board policies, rules and regulations and written and oral instructions; works to potential; uses time and equipment economically; consistently completes scheduled workload on time; organizes work well; knows what to do next; and does not waste time in going to the next task.*  
Comments:
3. **ATTITUDES, INITIATIVE, DEPENDABILITY, SAFETY** Choose an item.  
*Is punctual and is regular in attendance; complies with health and safety practices, and written and oral instructions; works to potential; properly uses and cares for supplies and equipment; makes and accepts constructive suggestions for work improvement; and is flexible in changing job requirements and environments.*  
Comments:
4. **PERSONAL QUALITIES** Choose an item.  
*Is physically able to perform job tasks; has neat and clean appearance; maintains composure under stress; and displays positive attitude.*  
Comments:
5. **RELATIONSHIPS WITH PUPILS, PUBLIC, AND ALL PERSONNEL** Choose an item.  
*Works cooperatively, courteously and tactfully; approaches and talks with people without offending them, friendly and sincere in responding to requests for assistance; assists others whenever possible; and maintains effective public relations.*  
Comments:
6. **SUPERVISORY ABILITY (IF APPLICABLE)** Choose an item.  
*Is fair and impartial; demonstrates effective leadership, decision making, training and instruction of subordinates; initiates planning; effectively assigns, praises disciplines, and evaluates personnel, and satisfactorily completes work assigned.*  
Comments:
7. **JOB KNOWLEDGE** Choose an item.  
*Possesses and maintains required minimum qualifications and skills; keeps abreast of new job techniques; and applies job knowledge effectively.*  
Comments:
8. **OVERALL JOB PERFORMANCE** Choose an item.  
Comments:

**RECOMMENDED FOR PERMANENT STATUS** Choose an item

DATE: \_\_\_\_\_ SIGNATURE OF IMMEDIATE SUPERVISOR \_\_\_\_\_

IN SIGNING BELOW, I UNDERSTAND AND ACKNOWLEDGE THE FOLLOWING:

It is understood that, in signing the performance report, the employee acknowledges having seen and been provided with a copy of this report. The employee's signature does not necessarily imply agreement with the conclusions of the supervisor. The employee may attach a written statement to the report. It must be submitted to the immediate supervisor or Classified Human Resources within ten working days from the date of the evaluation.

DATE: \_\_\_\_\_ SIGNATURE OF EMPLOYEE \_\_\_\_\_



Lompoc Unified School District  
**CLASSIFIED EMPLOYEE CORRECTIVE ACTION PLAN**

Name of Employee:

Work Site:

Job Classification:

Employment Status: Choose an item.

Date: Click here to enter a date.

**INSTRUCTIONS TO EVALUATOR:** This **CORRECTIVE ACTION PLAN** must be completed and implemented prior to the evaluator issuing any **"Needs improvement"** or any **"Unsatisfactory"** rating on a performance evaluation. For each performance factor listed in which an **"N"** or **"U"** **is being considered**, the following, **a – e**, must be included in the comment section:

- a. **Statement of the problem or concern**
- b. **The desired improvement**
- c. **Suggestions as to how to improve**
- d. **Provisions to assist the employee**
- e. **A schedule for monitoring progress**

1. **Performance Factor:** Choose an item.

To review the performance factor indicators, please see the evaluation form Pers-112

- a. **Statement of the problem or concern:**
- b. **The desired improvement:**
- c. **Suggestions as to how to improve:**
- d. **Provisions to assist the employee:**
- e. **A schedule for monitoring progress:**

2. **Performance Factor:** Choose an item.

To review the performance indicators, please see the evaluation form Pers-112

- a. **Statement of the problem or concern:**
- b. **The desired improvement:**
- c. **Suggestions as to how to improve:**
- d. **Provisions to assist the employee:**
- e. **A schedule for monitoring progress:**

3. **Performance Factor:** Choose an item.

To review the performance indicators, please see the evaluation form Pers-112

- a. **Statement of the problem or concern:**
- b. **The desired improvement:**
- c. **Suggestions as to how to improve:**
- d. **Provisions to assist the employee:**
- e. **A schedule for monitoring progress:**

4. **Performance Factor:** Choose an item.

To review the performance indicators, please see the evaluation form Pers-112

- a. **Statement of the problem or concern:**
- b. **The desired improvement:**
- c. **Suggestions as to how to improve:**
- d. **Provisions to assist the employee:**
- e. **A schedule for monitoring progress:**

DATE: \_\_\_\_\_ SIGNATURE OF IMMEDIATE SUPERVISOR \_\_\_\_\_

IN SIGNING BELOW, I UNDERSTAND AND ACKNOWLEDGE THE FOLLOWING:

It is understood that, in signing the *Corrective Action Plan*, the employee acknowledges having seen and been provided with a copy of this report. The employee's signature does not necessarily imply agreement with the conclusions of the supervisor. The employee may attach a written statement to the report. It must be submitted to the immediate supervisor or Classified Human Resources within ten working days from the date of the *Corrective Action Plan*.

DATE: \_\_\_\_\_ SIGNATURE OF EMPLOYEE \_\_\_\_\_

DISTRIBUTION: ORIGINAL TO HUMAN RESOURCES

COPY TO SUPERVISOR

COPY TO EMPLOYEE



Lompoc Unified School District  
**CLASSIFIED EMPLOYEE CORRECTIVE ACTION PLAN**  
**AS PART OF THE EVALUATION**

Name of Employee: \_\_\_\_\_

Work Site: \_\_\_\_\_

Job Classification: \_\_\_\_\_

Employment Status: Choose an item.

Date: [Click here to enter date.](#)

INSTRUCTIONS TO EVALUATOR: This **CORRECTIVE ACTION PLAN** must be completed and implemented prior to the evaluator issuing any "Needs Improvement" or any "Unsatisfactory" rating on a performance evaluation. For each performance factor listed in which an "N" or "U" is being considered, the following, a – e, must be included in the comment section:

- a. Statement of the problem or concern
- b. The desired improvement
- c. Suggestions as to how to improve
- d. Provisions to assist the employee
- e. A schedule for monitoring progress

1. Performance Factor: Choose an item.  
To review the performance factor indicators, please see the evaluation form Pers-112
  - a. Statement of the problem or concern:
  - b. The desired improvement:
  - c. Suggestions as to how to improve:
  - d. Provisions to assist the employee:
  - e. A schedule for monitoring progress:
2. Performance Factor: Choose an item.  
To review the performance indicators, please see the evaluation form Pers-112
  - a. Statement of the problem or concern:
  - b. The desired improvement:
  - c. Suggestions as to how to improve:
  - d. Provisions to assist the employee:
  - e. A schedule for monitoring progress:
3. Performance Factor: Choose an item.  
To review the performance indicators, please see the evaluation form Pers-112
  - a. Statement of the problem or concern:
  - b. The desired improvement:
  - c. Suggestions as to how to improve:
  - d. Provisions to assist the employee:
  - e. A schedule for monitoring progress:
4. Performance Factor: Choose an item.  
To review the performance indicators, please see the evaluation form Pers-112
  - a. Statement of the problem or concern:
  - b. The desired improvement:
  - c. Suggestions as to how to improve:
  - d. Provisions to assist the employee:
  - e. A schedule for monitoring progress:

DATE: \_\_\_\_\_ SIGNATURE OF IMMEDIATE SUPERVISOR: \_\_\_\_\_

IN SIGNING BELOW, I UNDERSTAND ACKNOWLEDGE THE FOLLOWING:

It is understood that, in signing the *Corrective Action Plan*, the employee acknowledges having seen and been provided with a copy of this report. The employee's signature does not necessarily imply agreement with the conclusions of the supervisor. The employee may attach a written statement to the report. It must be submitted to the immediate supervisor or Classified Human Resources within ten working days from the date of the *Corrective Action Plan*.

DATE: \_\_\_\_\_ SIGNATURE OF EMPLOYEE: \_\_\_\_\_

DISTRIBUTION: ORIGINAL TO HUMAN RESOURCES    COPY TO SUPERVISOR    COPY TO EMPLOYEE