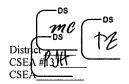
Tentative Agreement Between the Laguna Beach Unified School District (LBUSD) And the

<u>California School Employees Association and its Laguna Beach</u> <u>Chapter 131 (CSEA) Effective July 1, 2024 through June 30, 2027</u>

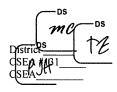
Article 2. RECOGNITION

- 2.2 Substitute and short-term employees, employed and paid for seventy-five (75) percent or less of a school year shall not be members of the bargaining unit. Seventy-five (75) percent of the school year means one hundred ninety-five (195) working days, including holidays, sick leave, vacation, and other leaves of absence, irrespective of number of hours worked per day. The term "substitute" is an employee hired to replace a regular employee on a day-to-day basis.
- 2.4 Employees, other than substitute employees, may be appointed by the Superintendent to a bargaining unit position on a temporary basis for a period not to exceed **twenty** (20) working days. The service provided by an employee to such a position in such an appointment shall not be included in computing the service required as a prerequisite to attainment of, or eligibility to, classification as a permanent employee.
 - 2.4.2 The District and the Association agree that negotiation on matters within the scope of representation shall only take place between the **District's Lead Negotiator on behalf of the** Board of Education and the Association.
 - 2.4.3 New classifications created or changes in the determination as to whether classifications are management, supervisory, confidential, or bargaining unit positions, shall be subject to negotiation between the District and the Association to determine if they are to be included in the bargaining unit. Disputed cases shall be submitted to the Public Employment Relations Board (PERB) and shall be subjected to the grievance procedures contained in this Agreement.



Article 3. ASSOCIATION RIGHTS

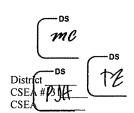
- 3.1 Pursuant to the appropriate State laws, the District agrees that all employees (probationary and permanent) in the represented unit (Appendix A) shall have the right to freely organize, join, and support the Association for the purpose of representation on all matters of employer-employee relations. Likewise, it is understood that any employee has the right to refuse to join and participate in the activities of the Association. Any inquires into Association business and/or membership shall be directed to the Association.
- 3.2 A school site administrator and **Association** CSEA site representative shall collaboratively develop a classified staff meeting schedule at the beginning of each school year. **Association** CSEA will be provided up to **ten** (10) additional minutes to discuss association business at the conclusion of each staff meeting.
- 3.3 Upon ratification and approval by the Board, the new agreement will be posted on the website within **ten** (10) days. The District is not obligated to provide a printed copy to all unit members, however, unit members may request a printed copy from Human Resources.
- 3.4 The Association shall have the right to reasonable release time for the purpose of the meeting and negotiating with the District restricted to the following:
 - 3.8.1 For the purpose of a successor agreement, the cchapter pPresident will appoint six (6) representatives for the purpose of meeting and negotiating with the District and processing grievances. The Association's representatives shall receive a total allowance of forty-two (42) days of released time without loss of pay.
- 3.8 The Association shall be granted sixty (60) days of leave per year to be utilized at the discretion of the Association. Up to thirty (30) days can be utilized for Aassociation Cehapter #131 members to be paid their daily rate of pay for Association CSEA training outside of their work year calendar. However, this leave shall not be utilized in preparation for or participation in a work slowdown, work stoppage, and/or strike as governed by District leave procedures. The unit member(s) affected by this leave shall not suffer loss of pay.
- 3.10 The District shall provide each new unit member with an informational packet prepared by **the Association CSEA** and subject to approval by the District. Additionally, the District shall provide **the Association CSEA** mandatory access to its three annual new employee orientations. "Access" to new employees shall be



limited to two association representatives for **thirty** (30) minutes. Association representatives may attend the District's new employee orientations. Release time spent in new employee orientations shall be deducted from the Association's annual allotment. Should the District, in its sole discretion, change the manner in which it conducts new employee orientations, the parties shall meet and re-negotiate this Agreement to comply with the District's decision.

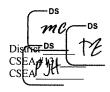
Should a new unit member be hired in between employee orientation sessions, a unit member appointed by the **Association Chapter #131 CSEA** President may meet and confer with the new unit member during designated break periods and/or release time.

The District shall provide not less than **ten** (10) calendar days' notice in advance to the association of a new employee orientation, unless there is an urgent need critical to the employer's operations that was not reasonably foreseeable. If the **A**ssociation representative does not attend, the orientation will not be rescheduled.



Article 4. NEGOTIATIONS PROCEDURES

4.5 The District and Association will continue to evaluate processes that promote communication, sharing of information, and building trust for negotiations leading to a mutually successful outcome.



Article 5. JOINT FISCAL MANAGEMENT COMMITTEE

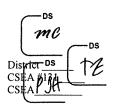
5.2 Membership

5.2.1 The official membership shall be composed of the following:

The President of the Association CSEA or a designee
Two at-large members of the Association CSEA
The President of LaBUFA or a designee
Two at-large members of LaBUFA
One member of the Governing Board
The Superintendent or designee
The Assistant Superintendent of Business Services Chief Business Official

5.3 Meetings

5.3.1 The Committee shall meet quarterly unless otherwise determined by a majority of the Committee. Each of the three (3) **Association** CSEA representatives to the Committee shall be paid at their hourly rate of pay for meetings that extend beyond the unit member's regular work day.



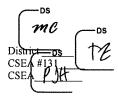
Article 6. EMPLOYMENT

- 6.3 A permanent classified employee is one who is employed for seventy-five (75) percent (75%) or more of the school year or has completed a probationary period of six (6) months or one hundred thirty (130) days of service, whichever is greater. Employee work calendars are defined in Appendix E of this document.
- 6.4 The Board of Education employs all persons and shall fix the salary of all employees in accordance with this Agreement.
- 6.9 New employees shall be placed on Steps A, B, C, D, E, or F of the appropriate salary schedule when approved by the Superintendent. Placement shall be based on the following criteria:
 - 6.9.1 Step A No experience to **two** (2) years of experience in a similar classification.
 - 6.9.2 Step B Minimum of **three** (3) years of previous experience in a similar classification.
 - 6.9.3 Step C Minimum of **five** (5) years of previous experience in a similar classification.
 - 6.9.4 Step D Minimum of **seven (7**) years of previous experience in a similar classification.
 - 6.9.5 Step E Minimum of **nine** (9) years of previous experience in a similar classification.
 - 6.9.6 Step F Minimum of **eleven (11)** years of previous experience in a similar classification.

At the discretion of the Superintendent, the above minimums may be waived for step placement.

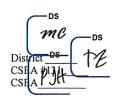
6.10 Summer School

Upon receipt of a summer school application, any current unit member shall be considered for a summer school position and such classified employees of the District shall be given first consideration over outside applicants for placement in any summer school vacancy posted for Classified Personnel. Unit members will receive compensation for the classification they are assigned to during summer school and will accrue sick and vacation benefits in accordance with Article 8 and Article 16 for work completed during the summer session as defined by Education Code 45102.



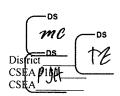
The following non-ranked criteria (listed alphabetically) will be considered by those responsible for hiring:

Availability
Individual qualifications
Instructional needs
Program needs
Training/experience
Seniority of the unit member and recent service in the position may also be considered.



Article 7. SAFETY

- 7.1 Within sixty (60) thirty (30) duty days following the opening of school, a joint District Safety Committee shall be organized and will include representation from the Association.
 - 7.7.1 The Committee shall meet at least **four (4) times per school year** bimonthly unless mutually agreed otherwise to review **the Districtwide Comprehensive Safety Plan**, unsafe or unhealthy conditions, and report to the Superintendent and individual employees with safety and health concerns.
- 7.8 Material Safety Data Sheets (MSDS) will be kept at the workplace where there is or may be employee exposure under normal conditions of use or in foreseeable emergencies each custodial workroom at each District-owned and operated school site.
- 7.10 Staff will be oriented to the Districtwide Comprehensive Safety Plan and trained on Site Specific Safety Plan procedures at the beginning of each school year and as needed throughout the year to help ensure all new and current unit members understand their specific roles and responsibilities.



Article 8. ABSENCES/LEAVES

A unit member shall report absences using the District-adopted absence reporting system as early as possible but no later than sixty (60) minutes prior to the start of the shift on the actual day of absence. Unit members in certain departments may be required to report to the unit member's supervisor each day of the absence as directed by the supervisor. Unit members are required to request prior approval from their supervisor for vV acation or fF loating hH oliday.

8.1 Sick Leave

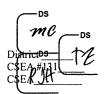
8.1.2 A unit member who has excessive absences shall be required to provide written documentation from a licensed health care provider showing proof of illness or injury to qualify for sick leave pay for each day of absence at management discretion.

8.2 Differential Pay

8.2.1 When a unit member is absent from duties on account of illness or accident for a period of five (5) months or less, whether or not the absence arises out of or in the course of employment of the unit member, the amount deducted from the salary due the unit member for any month in which the absence occurs shall be compensated equal to fifty (50) percent (50%) of the unit member's regular base salary.

8.3 Leave of Absence for Industrial Accident or Illness

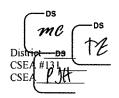
8.3.12 At any time, during the prescribed thirty-nine (39) months, the unit member is able to assume the duties of the unit member's position, the unit member shall be re-employed in the first vacancy in the classification of the previous



assignment. The re-employment will take preference over all other applicants except for those laid off for lack of work or funds under Article **21** of this Agreement in which case the unit member shall be ranked according to proper seniority.

8.4 Personal Necessity Leave

8.4.1.4 Usage During Student Breaks. For unit members who accrue fewer vacation days than the number of vacation/unpaid days in their work calendar, personal necessity leave may be utilized during student breaks to avoid loss of wages as long as they have not used one of their accrued vacation days when school is in session (see 16.2).

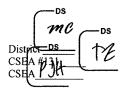


Article 9. HOURS AND OVERTIME

9.2.3 The District reserves the right to change the regular workday or workweek when it is deemed necessary to carry out the District's business; provided, however, that any change which involves modification of a Monday through Friday workweek or more than one hour in beginning or ending time will be negotiated with the Association CSEA.

9.5 Shift Differential

- 9.5.1 If any unit member's assigned work shift commences between 2:00 p.m. and 5:00 p.m., the unit member shall be paid a shift differential premium of one (1) percent (1%) above the base rate of pay for all hours worked.
- 9.5.4 No unit member whose regular yearly assignment for service excludes all, or any part of, the period between the end of the academic year in June to the beginning of the next academic year in August, shall be required to perform services during such period. When necessary to assign unit members not regularly assigned to serve between the end of one academic year and the commencement of another who are willing to serve, such assignment shall be made on the basis of qualifications for employment at the reasonable discretion of the immediate supervisor. In making the assignment, the immediate supervisor will consider the job-related strength and evaluation of the unit member and where these factors are equal, seniority in the District.



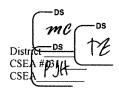
Article 11. PROMOTION, RECLASSIFICATION, AND TRAINING

11.1 Promotion

- 11.1.4 The job vacancy notice shall remain posted for a period of **no less than** six (6) full working days, during which time unit members may apply for the vacancy. Any unit member who is on leave during the period of the posting is eligible to apply and is encouraged to check their District email periodically.
- 11.1.9 The LBUSD Governing Board, Cabinet, and Human Resources all desire to recognize a unit member's promotion with a raise in compensation for the anticipated increase in higher-level duties. As such, when a unit member obtains a promotion within the organization, an analysis will be conducted by Human Resources to place a newly promoted unit member at the step of the corresponding salary range that would offer at least a four (4) percent (4%) raise from their current assignment, as long as it does not exceed the top step of the salary schedule for that classification. The unit member shall serve a probationary period of six (6) months in the new classification. Should a unit member not successfully pass probation in the new position, the unit member shall be reassigned to the former classification in which the unit member has obtained permanent status, and will receive an evaluation within the first five (5) months.

11.2 Classification/Reclassification Procedures and Compensation

- The District shall negotiate consult with the Association before it modifies the job specifications and the classification system with a District Reclassification Committee composed of six (6) members, with three (3) appointed by the District and three (3) appointed by the Association, in addition to the Association President who shall serve as a non-voting ad-hoc member. The District Reclassification Committee will collaborate to review all requests as part of the reclassification process so that any modifications to any job description are mutually agreed upon. All information and proceedings will be kept confidential by the Reclassification Committee members.
- 11.2.2 Requests for review of classification may be initiated by a unit member who has been in their classification for at least two (2) years, the District, and/or the Association when there appears to be a question as to the appropriate classification for the performance of duties. Such requests



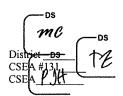
must be made using the designated reclassification form to the Human Resources office. Prior to the reclassification committee's initial meeting, the District will share a copy of the individual reclassification request with the Association's Chapter President.

11.2.4 Salary Placement of Reclassified Positions

When a unit member is recommended for reclassification by the District Reclassification Committee, and the Board has approved the Committee's recommendation, the appropriate placement on the salary schedule shall occur within the next pay period. When a unit member obtains a reclassification that includes a higher range placement, an analysis will be conducted by Human Resources to place a newly reclassed unit member at the step of the corresponding salary range that would offer at least a four (4) percent (4%) raise from their current assignment, as long as it does not exceed the top step of the salary schedule for that classification.

11.2.6 Notification

The Human Resources office will submit a Memorandum of Understanding (MOU) to the Association CSEA Chapter President, who will submit it for review by the Association CSEA for up to five (5) working days. After the Association CSEA review, the MOU will require ratification by the Association, which will be posted on an agenda at least five (5) days in advance of the next chapter meeting. The Association shall notify the District of approval of the recommendation(s) for reclassification, which will be scheduled for Board approval. If the District and Chapter President, or designee, mutually agree to forward a request to the next year, the requesting unit member will be notified by Human Resources.



Article 12. PAY AND ALLOWANCES

12.3 Paycheck Frequency

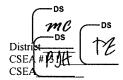
The calendar month is the official pay period of the District. All unit members shall be paid twice per month payable on the tenth (10th) and on the twenty-fifth (25th) of the month. The check issued on the tenth (10th) of the month will reflect deductions for withholding, retirement, social security, and such other approved deductions as may have been requested. The check issued on the twenty-fifth (25th) of the month is an Earned Salary Advance. If the normal pay date falls on a Saturday, Sunday, or holiday, the paycheck shall be issued on the preceding workday.

12.4 Payroll Errors

12.4.1 Any payroll error resulting in insufficient payment for a unit member shall be corrected, and a supplemental check issued, not later than three (3) working days after the unit member provides notice to the Business Department. When overpayments have been discovered, the Business Office will schedule a consult with the unit member to discuss repayment options pursuant to the provisions of Education Code 44042.5. It is understood by the Association that in the event that a unit member should terminate their employment with the District prior to paying back the entire overpayment, the District has the right to fully withhold all wages earned during the last period of employment. Furthermore, the District may take legal action to recover further repayment to fulfill the total overpayment.

12.7 Step Increases

12.7.3 When a unit member obtains a promotion within the organization, an analysis will be conducted by Human Resources to place a newly promoted unit member at the step of the corresponding salary range that would offer at least a four (4) percent (4%) raise from their current assignment, as long as it does not exceed the top step of the salary schedule for that classification. At this time, the unit member will begin a new probationary period of six (6) months or one hundred thirty (130) days of service, whichever is greater, from the date of the change, and the date of each successive step increase will coincide with the completion of one (1) year in the new position (see Article 12.7.1 above). Increments in step increases will proceed as stated in Article 12.7.2 above.



12.8 Salary Schedule Adjustments

12.8.1 The District will increase the **Association** CSEA Salary Schedule by five (5) percent for the 2024-2025 school year. six percent (6%) for the 2022-2023 school year and five percent (5%) for the 2023-2024 school year. During the term of the agreement, should any recognized Laguna Beach Unified School District bargaining unit reach a signed agreement that results in a higher total compensation than provided to the members of the **Association** CSEA Chapter #131 unit members, the District agrees to adjust the total compensation provided to **Association** CSEA unit members to an equivalent amount.

12.9 Longevity Pay

Longevity recognition will be granted upon completion of years of service in the District as follows based on the unit member's original date of hire:

- 10 years 6.50% of base salary
- 15 years additional 2.50% of base salary
- 20 years additional 2.50% of base salary
- 25 years additional 2.50% of base salary

Unit members who received four (4) percent (4%) longevity at five (5) years of service prior to July 1, 2016, will continue to receive it.

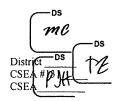
12.10 Professional Growth Two (2) year Pilot 2022/23 and 2023/24

The program will be evaluated by the second year based on the following criteria: fiscal impact, usage, and efficacy. If the pilot is not jointly agreed to become permanent in spring 2024, 12.10 will revert back to the 2021-2022 contract language.

Option 1: Online Professional Growth Training Modules:

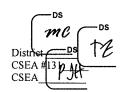
The District will provide eight (8) online training courses covering various topics:

- Each completed course will earn the participant \$50
- Courses take typically two (2) to four (4) hours to complete
- There's a max of eight (8) courses offered per year
- For the 2022-23 school year only, twenty (20) courses will be offered



12.10.2 General Conditions:

• One (1) point equals fifteen (15) hours which equates to \$206.72 196.88 as of the 2024-25 2023-24 school year.

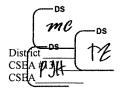


Article 13. ORGANIZATIONAL SECURITY

- 13.3 The District shall contact the Association CSEA leadership not less than ten (10) days in advance of a new employee orientation. The Association CSEA will provide a membership application and/or link for an electronic application including supplemental CSEA orientation information for the new hires. The Association CSEA will have access and the opportunity to meet with all new hires during the onboarding process. The District shall refer all employee questions about the Association CSEA or dues to the Association CSEA leadership.
- 13.4 The District shall not interfere with the terms of any agreement between the Association CSEA and the District's employee with regard to that employee's membership in the Association CSEA.
- 13.5 **The Association** SEA shall have the sole and exclusive right to receive the payroll deduction for regular membership dues.

13.6 Dues Deduction:

- 13.6.1 The employer shall deduct, in accordance with the **Association** CSEA dues schedule, dues from the wages of all employees who are members of the **Association** CSEA.
- 13.6.2 Managers, supervisors, and confidential employees shall not instruct employees on the process to leave the Association CSEA, but instead simply refer any questions to the Association CSEA leadership and shall obtain the Association's CSEA approval before processing any revocation request. The District will only deduct or cease collecting dues from unit members upon notification from the Association CSEA.
- 13.7 The District shall take all reasonable steps to safeguard the privacy of **the**Association CSEA members' personal information; including but not limited to members' Social Security numbers, personal addresses, personal phone number, personal cellular phone number, and status as a union member.



Article 15. HOLIDAYS

15.2 OFFICIAL HOLIDAYS

Floating Holiday Independence Day

Labor Day Veterans Day

Day before Thanksgiving

Thanksgiving

Day after Thanksgiving

Christmas Eve Christmas Day

Day after Christmas Day

New Year's Eve New Year's Day

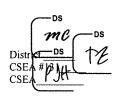
Martin Luther King Jr. Day Lincoln's **Birthday** Day

Admission Day

Washington's Presidents Day

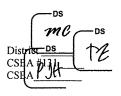
Spring Vacation Day

Memorial Day Juneteenth



Article 16. VACATIONS

- 16.2 Vacation will be allocated on July 1 of each fiscal year, and will be prorated upon initial employment. All unit members who work less than a twelve (12) month calendar, must utilize vacation days or take unpaid leave on their work days that occur during fall, winter, mid-winter, and spring break unless management and the unit member mutually agree to work deemed necessary. The work requested will be within the scope of their current assignment. The District reserves the right to pay out any unused vacation on June 30 of each fiscal year. The unit members who accrue fewer vacation days than needed to cover the above-mentioned breaks may utilize personal necessity for the uncovered time as long as they have not used one of their accrued vacation days when school is in session (see 8.4.1.4).
- 16.7 If a unit member is terminated and has taken a vacation that was not yet earned at the time of termination, the District shall deduct from the unit member's **final** severance check the full amount of salary that was paid for such unearned days of vacation taken.
- 16.12 Unless permission is obtained, vacations should not be scheduled during the week immediately preceding the opening of the school term, and the week immediately preceding the **completion** closing of **the** school **term**.



Article 17. PROFESSIONAL COURTESY

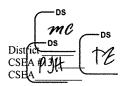
(Concerns by Unit Members Regarding Supervisors or Other District Employees)

17.2 Assistance by Immediate Supervisor/Impartial Mediator

In the event there is no mutually acceptable solution or if the employee feels the matter is of such a nature that direct discussion would be inadvisable, the employee may refer the problem to the employee's immediate supervisor. The supervisor shall meet with the employee against whom the concern has been raised, become thoroughly familiar with the issue, and shall seek a mutually acceptable solution. If the concern is regarding an action by the immediate supervisor of the employee or a higher-level administrator, the employee may request that an Association representative be present. A mutually agreed upon impartial mediator may be appointed to facilitate the professional courtesy meeting upon request. A meeting will be scheduled within ten (10) working days upon receiving a request at a date and time convenient for all parties involved in the professional courtesy meeting within a reasonable timeframe to hold the meeting.

17.3 Assistance by the Superintendent or Designee

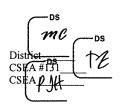
In the event resolution of the problem is not achieved at the immediate supervisor level, the employee may request, in writing, a meeting with the Superintendent or designee. A meeting will be scheduled within ten (10) working days upon receiving a request at a date and time convenient for all parties involved in the professional courtesy meeting within a reasonable timeframe to hold the meeting. The request should include:



Article 19. GRIEVANCE RESOLUTION PROCEDURE

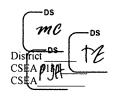
19.1 Definitions

- 19.1.3 A day is any day in which the central administrative offices of the District Offices are open for business.
- 19.3 **Formal Resolution, Level One**. Within twenty (20) days after the occurrence of the act or omission giving rise to the grievance, or within twenty (20) days of the time the grievant could reasonably have known of the act or omission, the grievant must file a formal written grievance with Human Resources.
 - 19.3.2 The immediate supervisor **or the appropriate administrator** shall communicate the decision to the grievant in writing within ten (10) days after receiving the grievance. If the administrator does not respond within the time limit, the grievant may appeal to the next level.



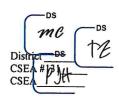
Article 21. LAYOFF AND RE-EMPLOYMENT FOLLOWING LAYOFF

21.6 When, as a result of a bona fide reduction or elimination of the service being performed by any department, classified unit members shall be subject to layoff for lack of work and/or funds. Affected unit members and the Association CSEA shall be given preliminary notice of layoff by March 15 stating the reasons the unit member's services will not be required for the ensuing year and informing the unit member of their displacement rights, if any; reemployment rights; and applicable statute(s). The unit member may submit a request for a hearing and Notice of Participation within the timelines and subject to the procedures prescribed in Education Code section 45117.



Article 22. CONTRACTING OUT

The Association agrees that the District has the right to make repairs, alterations, or additions to school buildings, repair or build apparatus or equipment, make improvements on the school grounds, and erect new buildings in accordance with Education Code 45103.1 in its entirety. existing statutory provisions. (Education Code § 45103.1)



Article 24. HEALTH BENEFITS

24.1 Unit Member and Dependent Insurance Programs

Unit Member Group	District Contribution
Unit members working six (6) hours or more per day, five (5) days per week	Medical, dental, and vision for unit members and dependents
Unit members working at least four (4) hours per day, but less than six (6) hours per day, five days per week	Fifty (50) percent (50%) of the premium for medical, dental, and vision for unit members and dependents

24.2 Benefit Plan Designs effective October of each year 1, 2022

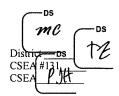
See **Appendix D** for complete and specific information concerning all medical, dental, and vision care benefits.

24.3 Eligibility

Present unit members may only request to elect to take health/life and dental insurance coverage prior to October 1 of each year to become effective October 1 of that year. New employees desiring to enroll MUST join any time during the first thirty (30) days of their employment. Health/life vision and dental insurance coverage for unit members and/or their dependents is not automatic, unit members must fill out the appropriate enrollment forms in order to be covered.

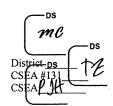
24.4 Health & Welfare Insurance Committee

The parties agree to maintain a District Employee Health & Welfare Insurance Committee, the membership of which shall be composed of at least four representatives from the Association. This Committee shall periodically research and review proposed and existing programs to ensure that quality and cost-effectiveness criteria are maintained. The Committee shall meet periodically with insurance providers to determine that benefits are being accorded as required by the various benefits programs. Each of the four (4) **Association CSEA** representatives to the Committee shall be paid their hourly rate of pay for meetings that extend beyond the unit member's regular work day.



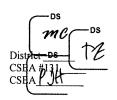
24.5 Early Retirement Health Benefit Program

24.5.4 It shall be the retiree's responsibility to pay the over-the-cap fee and dependent premium to the Business Office by the tenth of each school month. Default of two (2) consecutive monthly payments shall result in the immediate termination of coverage; the District shall not assume the responsibility of reminding the retiree of the premiums due.



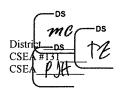
Article 25. MANAGEMENT RIGHTS AND EMPLOYER POWERS

It is understood and agreed that the employer retains all powers and authority to direct and control District operations to the full extent of the law. Included, but not limited to those duties and powers, are the rights in accordance with applicable laws and eEmployer regulations to direct the work of unit members; to determine the means and services to be provided; establish the educational philosophy, goals, and objectives of the employer. school and/or other activity; to ensure the rights of students, classified employees, teachers, managers and Board of Education members; to determine the number and kinds of personnel required; to determine the job descriptions in negotiation after consultation with the Association exclusive representative; to maintain the efficiency of the school District operation; to determine the curriculum; to build, move or modify the facilities; to develop a budget; to develop and implement budget procedures with staff input; to determine the methods of raising revenue. In addition, the employer retains the right to hire, assign, evaluate, terminate, and discipline unit members. Further, the eEmployer reserves the right to do all that is necessary to exercise the foregoing powers, rights, authority, duties, and responsibilities, including but not limited to, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith and shall be limited only by the specific and express terms of this Agreement, in conformance with the laws of the State of California.



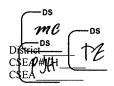
Article 26. CONFORMITY TO LAW-SAVINGS PROVISION

26.2 Federal, **state**, **and local** law within the scope of representation is cause for reopening negotiations on only the article(s) affected. Should a provision or application be deemed invalid under the law by a court of competent jurisdiction, the parties shall meet no later than thirty (30) days after such court decision to re-negotiate the specific provision rendered invalid.



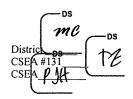
Article 27. PROHIBITION OF STRIKES AND LOCKOUTS

Apart from and in addition to existing legal restrictions upon work stoppages, the Association hereby agrees that neither it nor its members, agents, or representatives, or the employees, of persons acting in concert with any of them, shall incite, encourage, or participate in any strike, walkout, slowdown, sympathy strike, or other work stoppages of any nature whatsoever during the life of this Agreement, for disputes concerning matters not mentioned in this Agreement, disputes contending that the District has committed unfair employment practices, under the Educational Employment Relations Act (EERA), disputes with other labor organizations, persons or employers, or jurisdictional disputes. In the event of any strike, walkout, slowdown, sympathy strike work stoppage, or threat thereof, the Association and its officers will do everything reasonable within their power to end or avert the same. The District will not lock out the employees covered by the Agreement during the life of this Agreement.



Article 28. SUPPORT OF AGREEMENT

28.2 The parties agree that in the event of the scribe's error(s) of omission or commission in the preparation of the current collective bargaining agreement (2024-2027 2021-2024), the language of the Tentative Agreement(s) shall prevail in the event of a conflict(s).

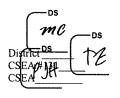


Article 29. TERM

- 29.1 The duration of the agreement shall be three (3) years from July 1, 20241, through June 30, 20274, with re-openers of up to two articles for each party in year two (2) and year three (3) of the Agreement. In spring of 2022, both parties agreed to a two (2) year salary, health and welfare plan as follows:
 - Six percent (6%) for 2022-23 with District insurance caps staying the same.
 - Five percent (5%) for 2023-24 with District insurance caps staying the same.

If the District receives an increase of two (2) percent (2%) or more than assumed in the adopted budget* as indicated on the "Total Taxes" percentage change column identified in the P-1 property tax assessment from the Orange County **DepartmentOffice** of Education in November each year, then both parties agree to meet and negotiate Articles 12 and 24 (Salary and Benefits). The Business Office will provide **Association CSEA** Chapter #131 President a copy of the P-1 property tax assessment from the Orange County Department of Education when it is received each year.

*2022-23 budget assumes seven percent (7%) growth in total taxes
*20243-254 budget assumes five (5) percent (5%) growth in total taxes



Appendix A - Classification Chart

https://www.lbusd.org/departments/human-resources/job-description

Laguna Beach Unified School District CLASSIFICATION CHART

District Clerical Series	Salary Range	Technology Series	Salary Range
Accounting Specialist	39	Systems Administrator	47
Admin Assistant, Special Education	39	Technology Project Coordinator	45
Payroll Specialist	39	Database Support Specialist	41
Facilities Assistant	35	Technology Systems Specialist	40
Human Resources Assistant	35		
District Office Assistant IV	35	Special Categories Series	Salary Range
District Office Assistant III	30	Athletic Trainer	38
District Office Assistant II	25	25 V-Coord. Stu Activities & Community Service	
		V-Accompanist	33
School Clerical Series	Salary Range	College and Career Specialist	
Admin. Assistant to the Principal	35	Communications Media Specialist	33
Admin. Assistant, High School Support	33	V-Early Learning Program Specialist	33
High School Registrar	32	Scholarship & Financial Aid Specialist	33
Attendance/Student Records Specialist	31	Work Based Learning Technician	33
HS Athletics Office Assistant	31	Community Liaison	32
Attendance & Reception Specialist, Elementary	31	Transition Services Coordinator	32
High School Reception & Counseling Office Asst.	30	Activities Account Specialist	30
Secondary Attendance Specialist	30	Workability I/TPP Employment Specialist	28
Middle School Enrollment & Office Asst.	29	Health Clerk	27
Site Office Assistant I	20	V-Learning Link Lead	22
School Support Series	Salary Range	Library Series	Salary Range
Preschool Teacher	38	High School Media Specialist	31
Intervention Paraeducator	30	Middle School Media Specialist	31
Music Paraeducator	30	30 Elementary Media Specialist	
Extended Day Program Paraeducator	30		
V-Technology Paraeducator	30		
Instructional Asst., Intervention	26	Nutrition Series	Salary Range
Lead Instructional Asst., PE			30
Instructional Asst., Special Education	26	Nutrition Services Utility/Delivery Driver	29
Campus Supervisor	24	Nutrition Services Lead, Secondary	24
Instructional Asst., Bilingual Support	22	Nutrition Services Lead, Elementary	24
Instructional Asst., PE	22	Nutrition Services Assistant	
Instructional Asst., Preschool	22	Transmit Sci Vices Assistant	
Instructional Asst., Classroom	20	Maintenance Series	Salary Range
		Journeyman - Plumber	41
Y-Rated Positions	Salary Range	Maintenance Worker II	36
High School Media Specialist effective 3/2016	36		
Site Office Asst. I (formerly Office Clerk Typist 1)	25	Operations Series	Salary Range
effective 7/2017		Athletic Facilities Custodian	30
Assistant to Facilities effective 7/2021	39	Custodian III	30
HS Reception & Counseling Office Asst. eff. 7/21	31	Custodian II	29
is neceptain a counseling white asst. etc. 1/21	31	Custodidii ii	29

^{*}V denotes a currently vacant position

Longevity will be granted as follows without regard to the number of hours worked:

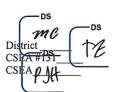
completion of 10 years - 6.5% of base salary

completion of 15 years - additional 2.5% of base salary

completion of 20 years - additional 2.5% of base salary

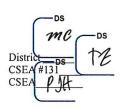
completion of 25 years - additional 2.5% of base salary

Board approved: TBD Effective date: July 1, 2024



Appendix B - Classified Salary Schedule

Add new in August



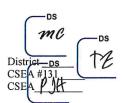
Appendix C - Evaluation Instrument



Classified Probationary Employee Evaluation

Date: _		School/Department:
Meets Standards	Does Not Meet Standards	General Expectations
		Dependable in assuming and fulfilling assignments
		Sound judgement ability
		Courteous, respectful attitude toward job, and all stakeholders
		Effort applied to job/ Effective use of work time
		Adaptability to new situations/assignments
6		Efficient/acceptable performance of duties
		Attendance and/or observance of work hours
-		Accepts responsibility, plans, and organizes
-		Compliance with District regulations
	-	Accepts direction
-	-	Observance of safety practices
Η	-	Ability to meet deadlines
-	H	Maintenance of orderly work area
		Ability to work under stress
	-	Care and diligence in performance of duties
-	-	Personal appearance which establishes a professional example to students
		Proactively contributes to team environment
Areas for	growth/s	kill development:
□ 2	tionary Em Month	Continue with probationary employment for 5 month evaluation Recommend release Recommend for Permanency
<u> </u>	Month	Recommend release
	yee's Signa	Date: Dyer indicates that this evaluation has been read and discussed with the evaluator, but does not necessarily indicate agreement
	factors of the	

Distribution: Original to employee; copy to Human Resources; copy to Evaluator

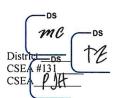


Scheduled (Biennial)
Unschedule	d

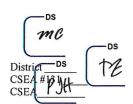
LAGUNA BEACH UNIFIED SCHOOL DISTRICT PERMANENT CLASSIFIED EVALUATION



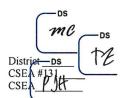
Employee Name (Please I	Print)		Due Date
Job Title	School Site	Evaluation Period (Current Sch	ool Year):
	Beginning of Evaluation	on Year Check-In Process :	
Check-In Meeting date: Topic #1: Supervisor asks	employee about professional	n the employee being evaluated w I goals and aspirations can guide/assist the employee to i	
Exceeds Expectations, Me	ets Expectations, Needs Imp	in the below categories, based or provement, or Unsatisfactory. Con satisfactory" ratings must include	mments are required for
		ary personnel file. The employee to this evaluation within ten (10)	
	ATTENDANC	E/PUNCTUALITY	A CONTRACTOR OF THE REAL PROPERTY.
	Meets	Needs to Improve	Unsatisfactory
	Work not adversely affected by absences. Observes work hou and follows procedures to report.		Consistent pattern of absence or tardiness does affect work. Employee does not follow procedures to report their absence.
Comments:			
	JOB KN	OWLEDGE	
Exceeds	Meets	Needs to Improve	Unsatisfactory
All responsibilities of job completely understood;	Major responsibilities of job understood.	Most common responsibilities of the job understood; knowledge of some job	Inadequate knowledge o key requirements of job.



PLANNING/ORGANIZING WORK					
Exceeds	Meets	Needs to Improve	Unsatisfactory		
Consistently prioritizes and completes all required tasks ahead of timelines.	Generally completes appropriate amount of tasks based on job knowledge. Performs job tasks in a timely manner using allotted time and resources efficiently and	Inconsistently completes required tasks in a timely manner or does not use resources efficiently and effectively. May need assistance with prioritizing and	Does not use resources efficiently and effectively within timelines, resulting in important tasks not being completed		
Comments:					
	DEPENDABILITY ON THE JOB				
Exceeds	Meets	Needs to Improve	Unsatisfactory		
Consistently follows through on tasks from start to finish without reminders. Proactively contributes to a team environment. Comments:	Generally uses good decision making skills and follows through on tasks from start to finish. Little supervision is required to complete assigned	Inconsistently follows through on tasks and does not consistently use effective decision making skills. Supervision may be required to	Does not follow through on tasks and does not use effective decision making skills. Supervision is required to complete		
comments.					
	HUMAN R	ELATIONS			
Exceeds	Meets	Needs to Improve	Unsatisfactory		
Consistently communicates well and works effectively with: Supervisors, coworkers, public/other district staff, and students.	Generally communicates well and works effectively with: Supervisors, co-workers, public/other district staff, and students.	Inconsistently communicates well and, at times, works ineffectively with: Supervisors, co-workers, public/other district staff, and students.	Does not communicate well and work effectively with: Supervisors, coworkers, public/other district staff, and students.		
Comments:					

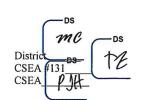


	PROFESSIONA	AL QUALITIES	
Exceeds	Meets	Needs to Improve	Unsatisfactory
Consistently shows intiative in completing job related tasks and readily adapts to changing situations. Works well without the need for supervision	Generally shows intiative in completing job related tasks and works with very little supervision. Demonstrates flexibility in adapting to	Inconsistently shows intiat in completing job related t and requires some supervis Is not consistently flexible adjusting to changes.	asks in completing job related ion. tasks or have the ability
Comments:			
	SAFETY PI	RACTICES	
Exceeds	Meets	Needs to Improve	Unsatisfactory
Consistently observes safety rules and practices. Always works efficiently and safely with equipment and job related materials. Shows	Generally observes safety rules and practices. Works efficiently and safely with equipment and job related materials most of the time.	Inconsistently observes saf rules and practices and doe not consistently work efficiently and safely with equipment and job related materials	rules and practices and does not work efficiently and safely with
OVERALL EMPLOYEE RATII Exceeds Standards	NG (check one)	Needs to Improve	(Required PIP*)
Final Comments:		Unsatisfactory	(Required PIP*)
	nation and it has been discussed with me		
Employee's Signature		Job Title	Date
Signature of Evaluator		Title of Evaluator	Date
*Performance Improvement Plan	n		



Appendix D - Health & Welfare Documents

2024-25 documents will be added when contracts goes to print



Appendix E - Calendar Definitions

(See 202**43**-202**5**4 work calendars below or access through the canvas link: https://www.lbusd.org/resources/canvas)

All unit members working four (4) or more hours per day will be paid the monthly rate as shown on the salary schedule. Unit members working less than four (4) hours per day will be paid at the hourly rate as shown on the salary schedule.

12 Month:

Unit members work twelve (12) months of the year July 1 through June 30.

Unit members work 242/3 days and receive 19 paid holidays = 259-262 paid days/year

11 Month:

Unit members work eleven (11) months of the year late July/early August through late June.

Unit members work 222 days and receive 18 paid holidays = 240 paid days/year

10.75 Month:

Unit members work ten and three-quarters (10.75) months of the school year from late July/early August through mid to late June, excluding program closed days.

Unit members work 217 days and receive 18 paid holidays = 235 paid days/year

10.5 Month:

Unit members work ten and one-half (10.5) months of the school year early August through mid to late June, excluding program closed days.

Unit members work 212 days and receive 18 paid holidays = 230 paid days/year

10 Month:

Unit members work ten (10) months of the school year from mid-August through mid to late June, excluding program closed days.

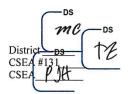
Unit members work 200 days and receive 17 paid holidays = 217 paid days/year

10 Month Academic:

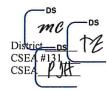
Unit members work ten (10) months of the school year from the week before school starts through mid to late June, excluding program closed days.

Unit members work 192 days and receive 17 paid holidays = 209 paid days/year

The number of holidays may vary depending on the structure of a unit member's work calendar (see Article 15.5).



	20	24-2025	Classi	nea cm	loyee to	MOHUT A	-caueiii	10
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5	16	17	18	19	13	99 14	100 15	10
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9					H	109	110	111
	30	31			27 113	28 114	29 115	116
Ş	August	2024		10		Februa	ry 2025	
			1	2	118	4 119	120 5	121
T	6	7	8	9	10	11	12	
	13	14	15	16	123	124 18	125 19	126
f	20	21	22	23	H 24	H 25	H 26	PC
_	2 27	3 28	4 29	5	132	133	134	135
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	Septemb	er 2024		21		March		
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	10 17	11 18	12 19	13 20	10 142	11 143	12 144	145
	17	18	19	20	17	18	19	
	22	23 25	24	25 27	147 24	148 25	149 26	150
	27	28	29	30	152 31	153	154	155
700					157			
	Octobe	r 2024	3	23		April 1	2025	
	32	33	34	35		158	159	160
	8 37	9 38	10 39	40	7 H	PC 8	V/U 9	V/U
	15 42	16 43	17 44	18 45	14 166	15 167	168	169
	22	23	24	25	21	22	23	
,	29	30	31	50	171 28	172 29	173	174
	52 Novembe	53 er 2024	54	20	176	177 May 2	178	
	404CHID	LI LULY		1		illay 2	LUZU	
	5	6	7	<mark>55</mark> 8	5	6	7	179
	57 12	58 13	59 14	60 15	181 12	182 13	183 14	184
	62	63	64	65	186	187	188	189
	19 67	68 68	69 69	70 70	19 191	20 192	193	194
	26 PC	27 H	28 H	29 H	26 H	27 197	28 198	199
	Decembe			21		June	2025	
	76	77	78	79	201	202	203	204
-	11 81	11 82	12 83	13 84	9 206	10 207	11 208	209
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1 133	13 132	12 131	11 130	10 129	9	8	7	6	5
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V/U 2	V/U 27	H 26	H 25	H 24	23	3 22	2 21	FH* 20	19
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163	162	161	160	159 31	34	33	32	31	30
				164					35
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182	24 181	180 23	179 22	21 178	25 54	53 53	23 52	22 51	21 50
102		30	29	28		31	30	29	28
		185	184	183		58	57	56	55
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192	191	7 190	189	5 188	64	63	62 62	5 61	60
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197	196 22	195 21	194	193 19	69 22	68 21	67 20	66 19	H 18
202	201	200	199	198	74	73	72	71	70
207	29 206	28 205	27	26 H	29 H	28 H	27 H	26 V/U	25 V/U
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217	216	215	214	213	89	88	87	86	85
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2	26	25	24	23	27	26	25	24	23
				30	V/U	Н	Н	H 31	V/U 30
					August			Н	V/U
116 217	Total days				101				

The floating holiday can be used in lieu of any regular work day from August 21 to June 13. It's noted here for informational purposes

PC

V/U

Program closed day (unpaid non-work day)

Vacation or unpaid day

K-12 Non Student Day

Student start and end date

Holiday (paid non-work day)

Denotes number of counted days in the month



		nth	10.5 Mo	ployee '	lassified	-2025 C	2024		
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	118	117	116 21	115	26	25	24	23	22
	23 123	122	121	. H	20	25			
Γ	30 128	29 127	28 126	27 125			31	30	29
100	120		Februar	TEG TEG	20		2024	August	
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ŀ	13	12	11	10	9	8	7	6	5
Cherry	138	137	136 18	135	5 16	4 15	3 14	13	FH* 12
Total Control	V/U 27	H 26	H 25	H 24	10 23	9	8 21	7 20	6 19
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	158 20	157 19	156 18	155 17	30 20	29 19	28 18	27 17	26 16
	163	162	161	160	35	34	33	32	31
	27 168	26 167	25 166	24 165	27 40	39 39	25 38	24 37	23 36
				31 170					30 41
		2025	April		23		r 2024	October	
	173	172 2	171		45	44	43	42	
20118	10	9	8	7	11	10	9	8	7
No.	V/U 17	V/U 16	PC 15	H 14	50 18	49 17	48 16	47 15	14
	182 24	181 23	180	179 21	55 25	54 24	53 23	52 22	51 21
	187	186	185	184	60	59	58	57	56
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j			May 2		21		er 2024	Novembe	
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_	202 22	201 21	200	199 19	75 22	74	73 20	72 19	H 18
	207	206	205	204	80	79	78	77	76
	29 212	28 211	27 210	26 H	29 H	28 H	H 27	26 V/U	25 //U
100000			June 2		22		er 2024	Decembe	
	5 217	216	215	214	90 90	5 89	88	87	2 86
	12	11	10	9	13	12	11	10	9
_	222 19	221 18	220 17	219 16	95 20	94	93 18	92	91 16
	н	226	225	224	100	99	98	97	96
	26	25	24 230	23 229	27 V/U	26 H	25 H	24 H	23 //U
				30				31 H	30 //U
					107				
	otal days								

*The floating holiday can be used in lieu of any regular work day from August 21 to June 13. It's noted here for informational purpose

Student start and end date

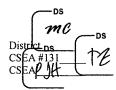
Denotes number of counted days in the month

H Holiday (paid non-work day)

PC Program closed day (unpaid non-work day)

Vacation or unpaid day





		2024	-2025 CI	assified l	Employee	10.75 M	onth		
	July	2024		0		Januar	y 2025		22
1	2	3	4	5			H 1	PC 2	V/U
8	9	10	11	12	6	7	8	9	1
15	16	17	18	19	112	113 14	114 15	115 16	116 1
					117	118	119	120	121
22	23	24	25	26	20 H	21 123	124 124	23 125	126
29	30	31			27	28	29	30	3
	Augus	+ 2024		22	127	128	129	130	131
	Augus	1 2024	1	22	3	Februa 4	1y 2025 5	6	20
5	6	7	FH*	2 9	132 10	133 11	134 12	135 13	136
3	4	5	6	7	137	138	139	140	141
12 8	13 9	14 10	15 11	16 12	17 H	18 H	19 H	V/U 20	V/U 2
19	20	21	22	23	24	25	26	27	2
13 26	14 27	15 28	16 29	17 30	147	148	149	150	151
18	19	20	21	22					
	Septemb	per 2024	-	21		March			21
2 H	24	25	5 26	6 27	152	153	154	6 155	156
9 <mark>28</mark>	10 29	30 30	12 31	13 32	10 157	11 158	12 159	13 160	1 161
16	17	18	19	20	17	18	19	20	2
33 23	34 24	35 25	36 26	37 27	162 24	163 25	164 26	165 27	166 2
38 30	39	40	41	42	167 31	168	169	170	171
43					172				
	Octobe	THE PARTY OF THE P		23		April			21
	44	45 2	46 46	47		173	174	175	176
7 48	8 49	50 50	10 51	11 52	7 H	PC 8	V/U 9	10 V/U	V/U
14	15	16	17	18	14	15	16	17	1
53 21	54 22	55 23	56 24	57 25	181 21	182 22	183 23	184	185 2
58	59	60	61	62	186	187	188	189	190
28 63	29 64	30 65	31 66		28 191	29 192	30 193		
	Novemb	er 2024		21		May	2025		22
				67				194	195
4	5	6	7	8	5	6	7	8	
68	69 12	70 13	71 14	72 15	196 12	197 13	198 14	199 15	200
H 18	74 19	75 20	76 21	77 22	201 19	202 20	203 21	204	205 2
78	79	80	81	82	206	207	208	209	210
25 V/U	26 V/U	27 H	28 H	29 H	26 H	27 212	28 213	29 214	215
	Decemb	er 2024		22		June	2025		20
88 88	89 89	90	5 91	92	2 216	217 217	218	5 219	220
9	10	11	12	13	9	10	11	12	1
93	94 17	95 18	96 19	97 20	221 16	222 17	223 18	224 19	225
	99	100	101	102	226	227 24	228	н	230
98		r		27	23	24	25	26	2
23	24 H	25 H	26 H				25) 233		235
23 V/U 30	24 H 31			V/U	231	232	233	234	
23 V/U	24 H				231				

"The floating holiday can be used in lieu of any regular work day from August 21 to June 13. It's noted here for informational purposes

PC

Program closed day (unpaid non-work day)

Vacation or unpaid day

Student start and end date

Holiday (paid non-work day)





		2024-2	2025 CI	assified	Employe	e 11 M	onth		
	July	2024		2		Januar	y 2025		23
1	2	3	4	5			1	2	
8	9	10	11	12	6	7	H 8	113 9	114
					115	116	117	118	119
15	16	17	18	19	13 120	14 121	15 122	16 123	124
22	23	24	25	26	20	21	22	23	124
29	30	31			H 27	126 28	127 29	128 30	129
25	FH*	2			130	131	132	133	134
	Augus	t 2024		22	12000000	Februa	ry 2025	White WAT	20
			3	4	135	136	5 137	6	120
5	6	7	8	9	10	11	12	138 13	139
5 12	6 13	7 14	8 15	9 16	140	141	142 19	143 20	144
10	11	12	13	14	н ''	H	H 19	148	149
19 15	20	21 17	22	23	24	25	26	27	45.4
26	16 27	28	18 29	19 30	150	151	152	153	154
20	21	22	23	24					
	Septemb			21		March			21
H 2	26 26	27	28 28	6 29	155	156	5 157	158	159
9	10	11	12	13	10	11	12	13	
30 16	31 17	32 18	33 19	34 20	160 17	161 18	162 19	163 20	164
35	36	37	38	39	165	166	167	168	169
23 40	24 41	25 42	26 43	27 44	170	25 171	26 172	27 173	174
30					31			170	
45	Octobe	-2024		00	175	America	2005		
	1	2	3	23 4		April 1	2025	3	22
7	46 8	47	48 10	49 11	7	176 8	177 9	178	179
50	51	52	53	54	н	181	182	10 183	184
14 55	15 56	16	17	18	14	15 186	16	17	100
21	22	57 23	58 24	59 25	185 21	22	187	188	189
60 28	61 29	62 30	63	64	190	191	192	193	194
65	66	67	31 68		28 195	29 196	30 197		
	Novemb	er 2024		21		May 2	2025		22
				1				1	400
4	5	6	7	69 8	5	6	7	198	199
70	71	72	73 14	74	200	201	202	203	204
44	12	13	141	15	12	13	14	15	209
H 11	76	77	78	79	205	206	207	208	
H 18	76 19	20	78 21	79 22	19	206 20	207 21	22	
H	76	20 <mark>82</mark>	78	79		206	207		214
18 80 25 85	76 19 81 26 86	20 82 27 H	78 21 83	79 22 84	19 210	206 211 27 216	207 21 212 28 217	22 213	214
18 80 25 85	76 19 81 26 86	20 82 27 H	78 21 83 28 H	79 22 84 29 H	19 210 26 H	206 20 211 27 216 June	207 21 212 28 217 2025	22 213 29 218	214 3 219 21
18 80 25 85	76 19 81 26 86	20 82 27 H	78 21 83 28	79 22 84 29 H	210 26 H	206 211 27 216 June	207 21 212 28 217 2025	22 213 29 218	214 3 219 21
H 18 80 25 85 25 90 9	76 19 81 26 86 December 3 91	20 82 27 H er 2024 4 92	78 21 83 28 H	79 22 84 29 H 22 6 94	26 H	206 211 27 216 June: 3 221	207 21 212 28 217 2025 4 222	22 213 29 218 5 223	214 3 219 21 224
H 18 80 25 85 25 90	76 19 81 26 86 December 3 91	82 27 H er 2024 4 92 11 97	78 21 83 28 H	79 22 84 29 H 22 6 94 13	26 H 26 2 220 9 225	206 211 27 216 June 2 3 221	207 21 212 28 217 2025 4 222 11 227	22 213 29 218 5 223	214 3 219 21 224 1 229
H 18 80 25 85 290 9 95 16 100	76 19 81 26 86 December 3 91 10 96 17	20 82 27 H er 2024 92 11 97 18	78 21 83 28 H 5 93 12 98	79 22 84 29 H 22 6 94 13 99 20 104	210 26 H 220 9 225 16 230	206 20 211 27 216 June 3 221 10 226 17 231	207 21 212 28 217 2025 4 222 11 227 18 232	22 213 29 218 5 223 12 228	214 3 219 21 224 1 229 2 234
18 80 25 85 25 85 290 9 95 16 100 23	76 19 81 26 86 December 3 91 10 96 17 101	20 82 27 H er 2024 4 92 11 97 18 102	78 21 83 28 H 5 93 12 98 19 103 26	79 22 84 29 H 22 6 94 13 99 20 104 27	210 26 H 220 220 9 225 16 230 23	206 20 211 27 216 June: 3 221 10 226 17 231	207 21 212 28 217 2025 4 222 11 227 18 232 25	22 213 29 218 5 223 12 228 19 H	214 3 219 21 224 1 229 2 234 2
90 95 16 100 23 105 30	76 19 81 26 86 December 3 91 10 96 17 101 24 H	20 82 27 H er 2024 92 11 97 18	78 21 83 28 H 5 93 12 98	79 22 84 29 H 22 6 94 13 99 20 104	210 26 H 220 9 225 16 230 23 235 30	206 20 211 27 216 June 3 221 10 226 17 231	207 21 212 28 217 2025 4 222 11 227 18 232	22 213 29 218 5 223 12 228	219 21 224 1 229
H 18 80 25 85 85 90 9 95 16 100 23 105	76 19 81 26 86 December 3 91 10 96 17 101 24	20 82 27 H er 2024 4 92 11 97 18 102	78 21 83 28 H 5 93 12 98 19 103 26	79 22 84 29 H 22 6 94 13 99 20 104 27	210 26 H 220 9 225 16 230 23 235	206 20 211 27 216 June: 3 221 10 226 17 231	207 21 212 28 217 2025 4 222 11 227 18 232 25	22 213 29 218 5 223 12 228 19 H	214 3 219 21 224 1 229 2 234 2

The floating holiday can be used in lieu of any regular work day from August 21 to June 13. It's noted here for informational purposes

Student start and end date

K-12 Non Student Day

Holiday (paid non-work day)

Denotes number of counted days in the month



MUSIC MANAGEMENT		2024-	2025 CI	assified	Employe	e 12 M	onth		
	July 2	2024		23		Januar	y 2025		23
FH*	2 2	3	H 4	5 5			H 1	134	135
8 6	7	10 8	11 9	12 10	6 136	7 137	138	139	10 140
15 11	16 12	17 13	18 14	19 15	13	14 142	15 143	16 144	17 145
22	23	24	25 19	26	20 H	21	22	23	24 150
16 29	30	18 31	19	20	27	28	29	30	31
21	August	23 t 2024		22	151	152 Februar	153 ry 2025	154	155 20
			1 24	25 25	156	157	5 158	6 159	7 160
5 26	27 6	7 28	29	30	10 161	11 162	12 163	13 164	14 165
12 31	13	14 33	15 34	16 35	17 H	18 H	19 H	20	21 170
19 36	20 37	21 38	39	23	24 171	25 172	26 173	27 174	28 175
26	27	28	29	30 45		112	1/3		173
41	Septemb		44	21		March	2025		21
2	3	4	5	6	3	4	5	6	7
H 9	47 10	48 11	49 12	50 13	176	177 11	178 12	179 13	180
51 16	52 17	53 18	54 19	55 20	181 17	182 18	183 19	184	185 21
56 23	57 24	58 25	59 26	60 27	186 24	187 25	188 26	189 27	190 28
61 30	62	63	64	65	191 31	192	193	194	195
66		2004			196		2005		
	Octobe	2 2024	3	23		April	2025	3	22 4
7	67 8	<mark>68</mark>	<mark>69</mark>	70 11	7	197 8	198 9	199 10	200 11
71	72	73 16	74 17	75 18	H 14	202 15	203 16	204 17	205 18
76 21	77 22	78 23	79 24	80	206	207	208	209	210
81 28	82	23	24	20					
		83	84	85	21 211	212	213	24 214	25 215
86	29 87	30 <mark>88</mark>	84 31 89	85		212 29 217	213 30 218	C 20 10 10 10 10 10 10 10 10 10 10 10 10 10	
20049	29	30 <mark>88</mark>	31	21	211 28	212 29	213 30 218	214	215
86	87 Novemb	30 88 er 2024	31 89	21 1 90	211 28 216	212 29 217 May 2	213 30 218 2025	214	215 22 220
86 4 91	87 Novemb	30 88 eer 2024	31 89 7 94	21 1 90 8 95	211 28 216 5 221	212 29 217 May 3	213 30 218 2025 7 223	214 1 219 8 224	215 22 220 9 225
86 91 11 H	29 87 Novemb 5 92 12 97	30 88 98 6 93 13 98	31 89 7 94 14	21 90 8 95 15	211 28 216 5 221 12 226	212 29 217 May 3 6 222 13 227	213 30 218 2025 7 223 14 228	214 1 219 8 224 15 229	215 22 22 220 9 225 16 230
86 91 11 H 18 101	29 87 Novemb 5 92 12 97 19	30 88 er 2024 6 93 13 98 20 103	31 89 7 94 14 99 21 104	21 90 8 95 15 100 22 105	211 28 216 5 221 12 226 19 231	212 29 217 May 2 6 222 13 227 20 232	213 30 218 2025 7 223 14 228 21 233	214 219 8 224 15 229 22 234	215 22 220 9 225 16 230 23 235
86 91 11 H	87 Novemb 5 92 12 97	30 88 93 13 98 20	31 89 7 94 14 99 21	21 90 8 95 15 100 22	211 28 216 5 221 12 226	212 29 217 May 2 6 222 13 227	213 30 218 2025 7 223 14 228 21	214 219 8 224 15 229 22	215 22 220 9 225 16 230 23 235
86 91 11 H 18 101 25 106	29 87 Novemb 5 92 12 97 19 102	30 88 er 2024 93 13 98 20 103 27	31 89 7 94 14 99 21 104 28	21 90 8 95 15 100 22 105 29	211 28 216 5 221 12 226 19 231 26 H	212 29 217 May: 6 222 13 227 20 232 27 237 June	213 30 218 2025 7 223 14 228 21 233 28 238	214 219 8 224 15 229 22 234 29 239	22 22 220 9 225 16 230 23 235
86 91 11 H 18 101 25 106	29 87 Novemb 5 92 12 97 19 102 26 107 Decemb	30 88 er 2024 93 13 98 20 103 27	31 89 7 94 14 99 21 104 28 H	21 90 8 95 15 100 22 105 29 H	211 28 216 5 221 12 226 19 231 26 H	212 29 217 May : 6 222 13 227 20 232 27 237 June 3 242	213 30 218 2025 7 223 14 228 21 233 28 238	214 219 8 224 15 229 22 234 29 239	22 22 220 9 225 16 230 235 30 240
86 91 11 H 18 101 25 106	92 92 12 97 19 102 26 107 Decemb	93 13 98 20 103 27 H	31 89 7 94 14 99 21 104 28 H	21 90 8 95 15 100 22 105 29 H	211 28 216 5 221 12 226 19 231 26 H	212 29 217 May 2 6 222 13 227 20 232 27 237 June 3	213 30 218 2025 7 223 14 228 21 233 28 238 2025	214 219 8 224 15 229 22 234 29 239	22 22 220 9 225 16 230 23 235 30 240 21 6 245
86 91 11 18 101 25 106	92 92 12 97 19 102 26 107 Decemb	93 13 98 20 103 27 H seer 2024 4 113 11	31 89 7 94 14 99 21 104 28 H	21 90 8 95 15 100 22 105 29 H 22 6 115	211 28 216 5 221 12 226 19 231 26 H	212 29 217 May: 6 222 13 227 20 232 27 237 June 3 242	213 30 218 2025 7 223 14 228 21 233 28 238 2025 4 243 11	214 219 8 224 15 229 22 234 29 239 5 244 12	22 22 220 9 225 16 230 235 30 240 21 6 245 13 250
86 91 11 H 18 101 25 106 21 111 9 116 16	92 92 12 97 19 102 26 107 December 3 112 10 117	93 13 98 20 103 27 H er 2024 4 113 118 18	31 89 7 94 14 99 21 104 28 H	21 90 8 95 15 100 22 105 29 H 22 6 115 13 120 20 125 27	211 28 216 5 221 12 226 19 231 26 H	212 29 217 May: 6 222 13 227 20 232 27 237 242 10 247 17 252 24	213 30 218 2025 7 223 14 228 21 233 28 238 2025 4 243 11 248 11 248 11 253 25	214 219 8 224 15 229 22 234 29 239 5 244 12 249 19 H	215 22 220 9 225 16 230 235 30 240 21 6 245 13 250 20 255 27
86 91 11 H 18 101 25 106 2 111 9 116 121 23 126 30	29 87 Novemb 5 92 12 97 102 26 107 Decemb 3 112 10 117 17 122 24 H	30 88 93 13 98 20 103 27 H er 2024 4 113 118 18 123 25	31 89 7 94 14 99 21 104 28 H 5 114 12 19 19 124 26	21 90 8 95 15 100 22 105 29 H 22 6 115 13 120 20 125	211 28 216 5 221 12 226 19 231 26 H 241 9 246 16 251 23 256 30	212 29 217 May: 6 222 13 227 20 232 27 237 June 3 242 10 247 17 252	213 30 218 2025 7 223 14 228 21 233 28 238 2025 4 243 11 248 18 253	214 219 8 224 15 229 234 29 239 239 5 244 12 249 19 H	215 22 220 9 225 16 230 235 30 240 21 6 245 13 250 20 255
86 91 11 H 18 101 25 106 2 111 9 116 121 23 126	29 87 Novemb 5 92 12 97 19 102 26 107 Decemb 112 10 117 17 122 24	30 88 93 13 98 20 103 27 H er 2024 4 113 118 18 123 25	31 89 7 94 14 99 21 104 28 H 5 114 12 19 19 124 26	21 90 8 95 15 100 22 105 29 H 22 6 115 13 120 20 125 27	211 28 216 5 221 12 226 19 231 26 H	212 29 217 May: 6 222 13 227 20 232 27 237 242 10 247 17 252 24	213 30 218 2025 7 223 14 228 21 233 28 238 2025 4 243 11 248 18 253 25 25	214 219 8 224 15 229 234 29 239 5 244 12 249 19 H 26	22 22 220 9 225 16 230 235 30 240 21 6 245 13 250 20 255 27 260
91 4 91 11 H 18 101 25 106 2111 9 116 121 23 126 30 131	92 92 92 97 19 102 26 107 December 10 117 17 122 24 H	93 13 98 20 103 27 H 118 18 123 25 H	31 89 7 94 14 99 21 104 28 H 5 114 12 119 19 124 26	21 90 8 95 15 100 22 105 29 H 22 6 115 13 120 20 125 27 130	211 28 216 5 221 12 226 19 231 26 H 241 9 246 16 251 23 256 30 261	212 29 217 May: 6 222 13 227 20 232 27 237 June 10 247 17 252 24 257	213 30 218 2025 7 223 14 228 21 233 28 238 2025 4 243 11 248 18 253 25 25	214 219 8 224 15 229 234 29 239 5 244 12 249 19 H Cotal days	215 22 220 9 225 16 230 235 30 240 21 6 245 13 250 20 255 27 260
91 11 H 18 101 25 106 2111 9 116 121 23 126 30 131 Work day tot	92 5 92 12 97 19 102 26 107 Decemb 17 17 122 24 H 31 H 31 als for a 12 m	93 13 98 20 103 27 H 118 18 123 25 H 100nth employeused in lieu course was a second and the course of the course o	31 89 7 94 14 99 21 104 28 H 5 114 12 119 124 26 H	21 90 8 95 15 100 22 105 29 H 22 6 115 13 120 20 125 27 130	211 28 216 5 221 12 226 19 231 26 H 241 9 246 16 251 23 256 30	212 29 217 May: 6 222 13 227 20 232 27 237 June 3 242 10 247 17 252 24 257	213 30 218 2025 7 223 14 228 233 28 238 2025 4 243 11 248 18 253 25 25 25 8	214 219 8 224 15 229 234 29 239 5 244 12 249 19 10 Cotal days d one floating	22 220 9 225 16 230 235 30 240 21 6 245 13 250 20 255 27 260 129 261 pholiday



Holiday (paid non-work day)

Agreed this 1st day of July, 2024

Thasa Zuziak

Classian Zuziak

Thasa Zuziak
Chapter President
California School Employees Association
and its Laguna Beach Chapter 131

Porter James Hughes
Porter James Hughes

Porter James Hughes
Labor Relations Representative
California School Employees Association

—DocuSigned by: Mike Conlon

Mike Conlon

Assistant Superintendent, Human Resources
Laguna Beach Unified School District