

**Tentative Agreement**  
**Between the**  
**Laguna Beach Unified School District (LBUSD)**  
**And the**  
**California School Employees Association and its Laguna Beach**  
**Chapter 131 (CSEA) Effective July 1, 2024 through June 30, 2027**

**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.

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### **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 Cchapter #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

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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 **Association** representative does not attend, the orientation will not be rescheduled.

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#### **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.

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## **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.

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## **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.**

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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.

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**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.

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## **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 ~~v~~vacation or ~~f~~floating ~~h~~holiday.

### **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

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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).

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## **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.

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## 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 LBUUSD 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

- 11.2.1 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

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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 reclassified 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 cChapter 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.

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## **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.

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## 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~~

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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.

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### **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~~CSEA 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.

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**Article 15. HOLIDAYS**

**15.2 OFFICIAL HOLIDAYS**

Floating Holiday	New Year's Eve
Independence Day	New Year's Day
Labor Day	Martin Luther King Jr. Day
Veterans Day	Lincoln's <b>Birthday Day</b>
Day before Thanksgiving	Admission Day
Thanksgiving	<del>Washington's</del> <b>Presidents Day</b>
Day after Thanksgiving	Spring Vacation Day
Christmas Eve	Memorial Day
Christmas Day	Juneteenth
Day after Christmas Day	

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## **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.

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## **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:

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## **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.

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**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.

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**Article 22. CONTRACTING OUT**

22.2 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)~~

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## **Article 24. HEALTH BENEFITS**

### **24.1 Unit Member and Dependent Insurance Programs**

<b><u>Unit Member Group</u></b>	<b><u>District Contribution</u></b>
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 <b>(50)</b> percent <del>(50%)</del> 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.

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## **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 eEmployer 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.

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**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.

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District DS  
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CSEA PJH

**Article 27. PROHIBITION OF STRIKES AND LOCKOUTS**

27.1 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.

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**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).

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## **Article 29. TERM**

29.1 The duration of the agreement shall be three (3) years from July 1, 2024~~1~~, through June 30, 2027~~4~~, 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 Department 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~~

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## **Appendix A – Classification Chart**

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

### Laguna Beach Unified School District

#### CLASSIFICATION CHART

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

\*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

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**Appendix B – Classified Salary Schedule**

Add new in August

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District DS  
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CSEA PJH



## **Appendix C – Evaluation Instrument**



**LAGUNA BEACH**  
UNIFIED SCHOOL DISTRICT

### Classified Probationary Employee Evaluation

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_ School/Department: \_\_\_\_\_

Meets Standards	Does Not Meet Standards	General Expectations
<input type="checkbox"/>	<input type="checkbox"/>	Dependable in assuming and fulfilling assignments
<input type="checkbox"/>	<input type="checkbox"/>	Sound judgement ability
<input type="checkbox"/>	<input type="checkbox"/>	Courteous, respectful attitude toward job, and all stakeholders
<input type="checkbox"/>	<input type="checkbox"/>	Effort applied to job/ Effective use of work time
<input type="checkbox"/>	<input type="checkbox"/>	Adaptability to new situations/assignments
<input type="checkbox"/>	<input type="checkbox"/>	Efficient/acceptable performance of duties
<input type="checkbox"/>	<input type="checkbox"/>	Attendance and/or observance of work hours
<input type="checkbox"/>	<input type="checkbox"/>	Accepts responsibility, plans, and organizes
<input type="checkbox"/>	<input type="checkbox"/>	Compliance with District regulations
<input type="checkbox"/>	<input type="checkbox"/>	Accepts direction
<input type="checkbox"/>	<input type="checkbox"/>	Observance of safety practices
<input type="checkbox"/>	<input type="checkbox"/>	Ability to meet deadlines
<input type="checkbox"/>	<input type="checkbox"/>	Maintenance of orderly work area
<input type="checkbox"/>	<input type="checkbox"/>	Ability to work under stress
<input type="checkbox"/>	<input type="checkbox"/>	Care and diligence in performance of duties
<input type="checkbox"/>	<input type="checkbox"/>	Personal appearance which establishes a professional example to students
<input type="checkbox"/>	<input type="checkbox"/>	Proactively contributes to team environment

#### Performance Evaluation:

Areas of Effective Performance (related to job description):

Areas of Effective Performance (related to general expectations):

Areas for growth/skill development:

#### Probationary Employee:

☐ 2 Month

☐ 5 Month

#### Evaluator's Recommendation:

☐ Continue with probationary employment for 5 month evaluation

☐ Recommend release

☐ Recommend for Permanency

☐ Recommend release

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature by the employee indicates that this evaluation has been read and discussed with the evaluator, but does not necessarily indicate agreement with all factors of the evaluation.

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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District DS  
CSEA #131  
CSEA PJH  
DS  
TZ

Scheduled (Biennial)	
Unscheduled	

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT  
PERMANENT CLASSIFIED EVALUATION**



Employee Name (Please Print)

Due Date

Job Title

School Site

Evaluation Period (Current School Year):

**Beginning of Evaluation Year Check-In Process :**

1. Supervisor to conduct a brief check-in meeting with the employee being evaluated within three months of Check-In Meeting date: \_\_\_\_\_

Topic #1: Supervisor asks employee about professional goals and aspirations

Topic #2: Supervisor provides details about how they can guide/assist the employee to reach these goals

An employee's work performance will be measured in the below categories, based on the following ratings: Exceeds Expectations, Meets Expectations, Needs Improvement, or Unsatisfactory. Comments are required for every section rated. Any "Needs to Improve" or "Unsatisfactory" ratings must include recommendations for

**This evaluation will be placed in the employee's primary personnel file. The employee has the right to respond on a separate sheet to be attached to this evaluation within ten (10) days.**

**ATTENDANCE/PUNCTUALITY**

	Meets	Needs to Improve	Unsatisfactory
	Work not adversely affected by absences. Observes work hours and follows procedures to report.	Absences and/or tardies may adversely affect work. Employee may not consistently follow procedures to report their absence.	Consistent pattern of absence or tardiness does affect work. Employee does not follow procedures to report their absence.

Comments:

**JOB KNOWLEDGE**

Exceeds	Meets	Needs to Improve	Unsatisfactory
All responsibilities of job completely understood; knowledge goes beyond what is required.	Major responsibilities of job understood.	Most common responsibilities of the job understood; knowledge of some job requirements incomplete.	Inadequate knowledge of key requirements of job.

Comments: (Identify job description duties on which ratings are based)

<b>PLANNING/ORGANIZING WORK</b>
---------------------------------

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:

<b>DEPENDABILITY ON THE JOB</b>
---------------------------------

Exceeds	Meets	Needs to Improve	Unsatisfactory
Consistently follows through on tasks from start to finish without reminders. Proactively contributes to a team environment.	Generally uses good decision making skills and follows through on tasks from start to finish. Little supervision is required to complete assigned work.	Inconsistently follows through on tasks and does not consistently use effective decision making skills. Supervision may be required to complete assigned work.	Does not follow through on tasks and does not use effective decision making skills. Supervision is required to complete assigned work.

Comments:

<b>HUMAN RELATIONS</b>
------------------------

Exceeds	Meets	Needs to Improve	Unsatisfactory
Consistently communicates well and works effectively with: Supervisors, co-workers, 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, co-workers, public/other district staff, and students.

Comments:

PROFESSIONAL QUALITIES			
Exceeds	Meets	Needs to Improve	Unsatisfactory
Consistently shows initiative in completing job related tasks and readily adapts to changing situations. Works well without the need for supervision.	Generally shows initiative in completing job related tasks and works with very little supervision. Demonstrates flexibility in adapting to changes.	Inconsistently shows initiative in completing job related tasks and requires some supervision. Is not consistently flexible in adjusting to changes.	Does not show initiative in completing job related tasks or have the ability to work without supervision. Is not flexible in adjusting to changes.
Comments:			

  

SAFETY PRACTICES			
Exceeds	Meets	Needs to Improve	Unsatisfactory
Consistently observes safety rules and practices. Always works efficiently and safely with equipment and job related materials. Shows concern for safety of others.	Generally observes safety rules and practices. Works efficiently and safely with equipment and job related materials most of the time.	Inconsistently observes safety rules and practices and does not consistently work efficiently and safely with equipment and job related materials.	Does not observe safety rules and practices and does not work efficiently and safely with equipment and job related materials.
Comments:			

  

OVERALL EMPLOYEE RATING (check one)			
Exceeds Standards	<input type="checkbox"/>	Needs to Improve	<input type="checkbox"/> (Required PIP*)
Meets Standards	<input type="checkbox"/>	Unsatisfactory	<input type="checkbox"/> (Required PIP*)
Final Comments:			

I have received a copy of this evaluation and it has been discussed with me. Signing this form does not necessarily mean that I agree with the ratings.

Employee initials here that they have received a copy of this evaluation and job description \_\_\_\_\_

_____ Employee's Signature	_____ Job Title	_____ Date
_____ Signature of Evaluator	_____ Title of Evaluator	_____ Date

\*Performance Improvement Plan

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CSEA PJA

## **Appendix D – Health & Welfare Documents**

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

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District  
CSEA #131  
CSEA  
DS  
PJA  
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## **Appendix E – Calendar Definitions**

(See 2024~~3~~-2025~~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).

2024-2025 Classified Employee 10 Month Academic									
July 2024					0				
1	2	3	4	5					
8	9	10	11	12					
15	16	17	18	19					
22	23	24	25	26					
29	30	31							
August 2024					10				
			1	2					
5	6	7	8	9					
12	13	14	15	16					
19	20	21	22	23					
FH	2	3	4	5					
26	27	28	29	30					
6	7	8	9	10					
September 2024					21				
2	3	4	5	6					
H	12	13	14	15					
9	10	11	12	13					
16	17	18	19	20					
16	17	18	19	20					
21	22	23	24	25					
23	24	25	26	27					
26	27	28	29	30					
30									
31									
October 2024					23				
	1	2	3	4					
	32	33	34	35					
7	8	9	10	11					
36	37	38	39	40					
14	15	16	17	18					
41	42	43	44	45					
21	22	23	24	25					
46	47	48	49	50					
28	29	30	31						
51	52	53	54						
November 2024					20				
				1					
				55					
4	5	6	7	8					
56	57	58	59	60					
11	12	13	14	15					
H	62	63	64	65					
18	19	20	21	22					
66	67	68	69	70					
25	26	27	28	29					
V/U	PC	H	H	H					
December 2024					21				
2	3	4	5	6					
75	76	77	78	79					
10	11	12	13	14					
80	81	82	83	84					
17	18	19	20	21					
85	86	87	88	89					
23	24	25	26	27					
PC	H	H	H	V/U					
30	31								
V/U	H								
					95				
					114				
					209				
Work day totals for a 10 month employee for 2024-25 must equal 209 days including 16 fixed holidays and one floating holiday									
*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					PC				
Holiday (paid non-work day)					V/U				
					Program closed day (unpaid non-work day)				
					Vacation or unpaid day				

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2024-2025 Classified Employee 10 Month																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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1	2	3	4	5												1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
8	9	10	11	12												H	PC	V/U	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000
15	16	17	18	19												H	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663																																																																																																																																																																																																																																																																																																																																																														



2024-2025 Classified Employee 10.5 Month											
July 2024					0	January 2025					22
1	2	3	4	5			1	2	3	4	
8	9	10	11	12			H	PC	V/U		
15	16	17	18	19		6	7	8	9	10	
22	23	24	25	26		110	111	112	113	114	
29	30	31				13	14	15	16	17	
						115	116	117	118	119	
August 2024					20	20	21	22	23	24	
			1	2		H	121	122	123	124	
5	6	7	8	9		27	28	29	30	31	
12	13	14	15	16		125	126	127	128	129	
6	7	8	9	10		February 2025					20
19	20	21	22	23		3	4	5	6	7	
26	27	28	29	30		130	131	132	133	134	
16	17	18	19	20		10	11	12	13	14	
						135	136	137	138	139	
September 2024					21	17	18	19	20	21	
						H	H	H	V/U	V/U	
2	3	4	5	6		24	25	26	27	28	
9	10	11	12	13		145	146	147	148	149	
16	17	18	19	20		March 2025					21
23	24	25	26	27		3	4	5	6	7	
30						150	151	152	153	154	
41						10	11	12	13	14	
October 2024					23	17	18	19	20	21	
						24	25	26	27	28	
1	2	3	4	5		31					
7	8	9	10	11		170					
14	15	16	17	18		April 2025					21
21	22	23	24	25			1	2	3	4	
28	29	30	31				171	172	173	174	
61	62	63	64			7	8	9	10	11	
November 2024					21	H	PC	V/U	V/U	V/U	
						14	15	16	17	18	
4	5	6	7	8		21	22	23	24	25	
11	12	13	14	15		28	29	30			
18	19	20	21	22		189	190	191			
25	26	27	28	29		May 2025					22
V/U	V/U	H	H	H					1	2	
December 2024					22				192	193	
						5	6	7	8	9	
2	3	4	5	6		194	195	196	197	198	
9	10	11	12	13		12	13	14	15	16	
16	17	18	19	20		199	200	201	202	203	
23	24	25	26	27		19	20	21	22	23	
30	31					204	205	206	207	208	
V/U	H	H	H	V/U		26	27	28	29	30	
V/U	H					H	210	211	212	213	
					107	June 2025					17
						2	3	4	5	6	
						214	215	216	217	218	
						9	10	11	12	13	
						219	220	221	222	223	
						16	17	18	19	20	
						224	225	226	H	228	
						23	24	25	26	27	
						229	230				
						30					

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2024-2025 Classified Employee 11 Month															
July 2024						2		January 2025						23	
1	2	3	4	5					1	2	3				
8	9	10	11	12					H	113	114				
15	16	17	18	19				115	116	117	118	119			
22	23	24	25	26				120	121	122	123	124			
29	30	31						H	126	127	128	129			
	FH*	2						130	131	132	133	134			
August 2024						22		February 2025						20	
			1	2				3	4	5	6	7			
			3	4				135	136	137	138	139			
5	6	7	8	9				140	141	142	143	144			
12	13	14	15	16				H	H	H	148	149			
19	20	21	22	23				150	151	152	153	154			
26	27	28	29	30											
20	21	22	23	24											
September 2024						21		March 2025						21	
	2	3	4	5	6			3	4	5	6	7			
	H	26	27	28	29			155	156	157	158	159			
9	30	31	32	33	34			160	161	162	163	164			
16	35	36	37	38	39			165	166	167	168	169			
23	40	41	42	43	44			170	171	172	173	174			
30	45							175							
October 2024						23		April 2025						22	
		1	2	3	4				1	2	3	4			
		46	47	48	49				176	177	178	179			
7	50	51	52	53	54			H	181	182	183	184			
14	55	56	57	58	59			185	186	187	188	189			
21	60	61	62	63	64			190	191	192	193	194			
28	65	66	67	68				195	196	197					
November 2024						21		May 2025						22	
					1						1	2			
					69						198	199			
4	70	71	72	73	74			5	6	7	8	9			
11	H	76	77	78	79			200	201	202	203	204			
18	80	81	82	83	84			205	206	207	208	209			
25	85	86	H	H	H			210	211	212	213	214			
December 2024						22		June 2025						21	
	2	3	4	5	6			2	3	4	5	6			
	90	91	92	93	94			220	221	222	223	224			
9	95	96	97	98	99			225	226	227	228	229			
16	100	101	102	103	104			230	231	232	H	234			
23	105	H	H	H	109			233	234	235	236	237	238	239	
30	110	H						238	239	240					
						111								129	
								Total days						240	
Work day totals for a 11 month employee for 2024-25 must equal 240 days including 17 fixed holidays and one floating holiday															
*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															
Holiday (paid non-work day)														K-12 Non Student Day	
#														Denotes number of counted days in the month	

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2024-2025 Classified Employee 12 Month											
July 2024					23	January 2025					23
1	2	3	4	5			1	2	3		
FH*	2	3	H	5			H	134	135		
8	9	10	11	12		6	7	8	9	10	
6	7	8	9	10		136	137	138	139	140	
15	16	17	18	19		13	14	15	16	17	
11	12	13	14	15		141	142	143	144	145	
22	23	24	25	26		20	21	22	23	24	
16	17	18	19	20		H	147	148	149	150	
29	30	31				27	28	29	30	31	
21	22	23				151	152	153	154	155	
August 2024					22	February 2025					20
				1	2	3	4	5	6	7	
				24	25	156	157	158	159	160	
5	6	7	8	9		10	11	12	13	14	
26	27	28	29	30		161	162	163	164	165	
12	13	14	15	16		17	18	19	20	21	
31	32	33	34	35		H	H	H	169	170	
19	20	21	22	23		24	25	26	27	28	
36	37	38	39	40		171	172	173	174	175	
26	27	28	29	30							
41	42	43	44	45							
September 2024					21	March 2025					21
2	3	4	5	6		3	4	5	6	7	
H	47	48	49	50		176	177	178	179	180	
9	10	11	12	13		10	11	12	13	14	
51	52	53	54	55		181	182	183	184	185	
16	17	18	19	20		17	18	19	20	21	
56	57	58	59	60		186	187	188	189	190	
23	24	25	26	27		24	25	26	27	28	
61	62	63	64	65		191	192	193	194	195	
30						31					
66						196					
October 2024					23	April 2025					22
	1	2	3	4			1	2	3	4	
	67	68	69	70			197	198	199	200	
7	8	9	10	11		7	8	9	10	11	
71	72	73	74	75		H	202	203	204	205	
14	15	16	17	18		14	15	16	17	18	
76	77	78	79	80		206	207	208	209	210	
21	22	23	24	25		21	22	23	24	25	
81	82	83	84	85		211	212	213	214	215	
28	29	30	31			28	29	30			
86	87	88	89			216	217	218			
November 2024					21	May 2025					22
				1						1	2
				90						219	220
4	5	6	7	8		5	6	7	8	9	
91	92	93	94	95		221	222	223	224	225	
11	12	13	14	15		12	13	14	15	16	
H	97	98	99	100		226	227	228	229	230	
18	19	20	21	22		19	20	21	22	23	
101	102	103	104	105		231	232	233	234	235	
25	26	27	28	29		26	27	28	29	30	
106	107	H	H	H		H	237	238	239	240	
December 2024					22	June 2025					21
2	3	4	5	6		2	3	4	5	6	
111	112	113	114	115		241	242	243	244	245	
9	10	11	12	13		9	10	11	12	13	
116	117	118	119	120		246	247	248	249	250	
16	17	18	19	20		16	17	18	19	20	
121	122	123	124	125		251	252	253	H	255	
23	24	25	26	27		23	24	25	26	27	
126	H	H	H	130		256	257	258	259	260	
30	31					30					
131	H					261					
					132						129
										Total days	261
Work day totals for a 12 month employee for 2024-25 must equal 261 days including 18 fixed holidays and one floating holiday											
*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										
H	Holiday (paid non-work day)				K-12 Non-Student Days						

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CSEA RJA

Agreed this 1st day of July, 2024

DocuSigned by:

*Thasa Zuziak*

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

DocuSigned by:

*Mike Conlon*

46CCA04C7C854B9...

Mike Conlon  
Assistant Superintendent, Human Resources  
Laguna Beach Unified School District

DocuSigned by:

*Porter James Hughes*

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Porter James Hughes  
Labor Relations Representative  
California School Employees Association

