

ARTICLE 3 HOURS

3.1 Workweek

Except as otherwise prescribed by this Agreement, the workweek shall consist of five (5) consecutive days, normally Monday through Friday unless agreed otherwise to by the unit members and the Association, of eight (8) hours per day and forty (40) hours per week.

3.2 Workday

3.2.1 The length of the workday shall be designated by the District for each classified position. Each unit member shall be assigned a fixed regular and ascertainable minimum number of hours, which shall be not less than two (2) hours per day. Any change in a unit member's workday by the supervisor of the site, department or office will only be made after meeting with the affected unit member and CSEA.

3.2.2 A unit member may request a temporary change in the workday (i.e. start and end times). Upon request, the unit member and the supervisor will meet to discuss the feasibility of such a change and the supervisor shall determine whether to approve the request. The change shall not exceed forty-five (45) intermittent or consecutive workdays. A unit member may not negotiate a permanent change in ~~his/her~~ **their** workday.

3.2.3 No unit member's work schedule shall be changed for arbitrary or capricious reasons.

3.3 Work Year

3.3.1 Except as noted in 3.3.2 below, the work year for each unit member shall be designated by the District after consultation with CSEA. The District will send the unit member's work calendar no later than April 30 of each year. Unit members shall be compensated for days actually worked as set forth in the work calendar with a minimum guarantee of paid workdays as per **Exhibit D**.

3.3.2 Year-round unit members shall have a work year of two hundred and sixty-one (261) days. Those school site-based unit members listed in **Exhibit D**, who are less than year-round, shall have work year calendars negotiated each year for each classification after the academic year calendar is established.

The program administrator/supervisor will make a tentative determination within the first 45 days of the school year whether work will be required on teacher workdays. Thereafter, he/she will consult with the affected staff regarding schedule conflicts and advise unit members of their assignment(s) within the first 60

days of the school year (assignments may be changed due to unforeseen circumstances).

At the discretion of a unit member who accrues less than eleven (11) days of vacation, he/she may also schedule the birthday holiday during the winter/spring recesses.

3.3.3 Work Year Calendar Calculation

In order to establish annual bargaining unit work year calendars, the following calculations shall be used:

~~205~~ **207 contracted** work year calendar = ~~180~~ **182** Work Days
~~206~~ **208 contracted** work year calendar = ~~181~~ **183** Work Days
~~210~~ **212 contracted** work year calendar = ~~185~~ **187** Work Days
~~215~~ **217 contracted** work year calendar = ~~190~~ **192** Work Days
~~220~~ **222 contracted** work year calendar = ~~195~~ **197** Work Days
~~240~~ **241 contracted** work year calendar = ~~214~~ **215** Work Days
~~261~~ work year calendar = ~~245~~ Work Days

In addition to respective workdays, Holidays and respective vacation days of the unit member's work year group are added to complete the total count for the work year calendar. The Year Round (~~261~~) group vacation allotment is not included because they work year round and are allowed to take vacation per Article 4.12 Vacation Leave.

Unit members with ~~210~~ **212** work year calendars are for the following 4 classifications, Occupational Therapist, Physical Therapist, Workability Specialist, and Adults with Disabilities Transition Specialist may change their start and end dates by mutual consent of the employee and their supervisor. Any other ~~210~~ **212** work year calendar classifications will follow the negotiated calendar.

Unit members with ~~220~~ **222** work year calendars typically start work 2 weeks before the first day of school. By mutual agreement with their supervisor, if a unit member works one or two of the scheduled teacher workdays during the school year, the same number of workdays shall be reduced at the end of the work year.

Unit members with ~~240B~~ **241** work year calendars typically start work 3 weeks before the first day of school and end 3 weeks following graduation day. By mutual agreement with their supervisor, if a unit member works one or two of the teacher workdays during the school year, the same number of workdays shall be reduced at the end of the work year.

3.3.4 Summer 4/10 Schedule

A voluntary four-day workweek (4/10) program may be offered in the summer to twelve-month unit members with the following guidelines:

The District will determine the start and end of the Summer 4/10 program and will announce the parameters no later than April 30th each year. Unit members from the eligible departments will submit their choice of either their regular work schedule or the 4/10 schedule no later than May 15th of each year. Unit members who agree to follow a 4/10 schedule shall complete the summer schedule as decided on the May 15th notice.

The 4/10 program may not be available for unit members working in the Kids Club and preschool programs if their program runs five (5) days a week.

Unit members will work with their supervisors on scheduling their individual work hours for the 4/10 schedule. Individual schedules are flexible and may change upon the request of the unit member with approval of the supervisor. The scheduling of custodial staff will ensure appropriate coverage for childcare facilities and granted-use permits on Fridays as needed.

The hours worked each week are to be equal to the unit member's regular work week hours.

When a holiday falls during the summer 4/10 schedule, the holiday will be paid following the assigned number of hours for that workday. For example, ten (10) hours for a full-time unit member and prorated accordingly for part-time members. If a unit member takes leave during the summer, they will take leave per the 4/10 schedule (e.g. if a unit member takes sick leave for one day, then 10 hours shall be deducted).

3.4 Reduction in Assigned Times

There shall be no reduction in assigned times except in accordance with Education Code provisions.

3.5 Hours

A part-time classified unit member may be assigned to more than one bargaining unit position provided the combined hours of all positions held, including travel and break time, do not exceed full-time. Full time is defined as eight (8) hours in a day and/or forty (40) hours in a week.

3.6 Increase in Hours

3.6.1 CSEA will be notified monthly by electronic report when the District has determined to assign additional hours (less than two (2) hours) to a part-time position on a permanent basis.

If the need to assign additional hours occurs during a school year, the procedure set forth in 3.6.1.2 shall be utilized but restricted to unit members at the site. This assignment shall be temporary and, if the need for the hours continues, the process set forth in 3.6.1.2 shall be utilized to fill the position at the commencement of the next school year as a permanent position. Benefits will be increased to reflect the additional temporary hours for the duration of the assignment.

At the commencement of a school year:

- a) The position shall be offered to the most senior unit member in the appropriate classification with the same number of hours as the existing position (i.e., before the addition of hours).
- b) If the most senior unit member declines the position, it shall be offered to other unit members in the classification in descending order of seniority until the assignment is made.

3.6.2 When the District has determined to assign additional hours to a part-time position on a short-term basis, the assignment shall be offered to the unit member serving in that part-time position.

3.7 Assignment During Recess Periods

All offers for work shall be posted in accordance with Article 5.1.1 of this agreement. Offers of work for the recess period shall follow the guidelines in 3.7.1, except for unit members who work in the Paraprofessional **Extensive Support Needs, Paraprofessional - Specialty Visual Impairment, Paraprofessional Mild-Moderate, Paraprofessional Specialty-Floater, and I-IV** Instructional Resource Paraprofessional classifications who shall be offered work using the guidelines in 3.7.5.

3.7.1 Unit members shall be entitled to offers of work, in their respective classifications, during recess periods in which they are not normally assigned, provided the employer requires such services. When two (2) or more unit members in the classification desire said position/s, and the number of unit members seeking said position/s exceeds the number of available positions, the most senior unit members desiring the assignment shall be assigned. Where the number of unit members in the class is insufficient to fill the position/s, the excess positions shall be filled in accordance with District policy. In all such instances, qualified District unit members who are members of the unit shall be given preference in filling such position/s.

The provisions of this section shall not apply where the District is merely acting as the fiscal agent. Any persons so employed

shall not be considered members of the bargaining unit.

3.7.2 Where the service to be provided is in the regular classification of the unit member, compensation shall be no less than that normally paid to the unit member during their assigned work year, on a pro rata basis.

3.7.3 Where the service performed is outside the unit member's usual classification, he/she shall be compensated at Step 1 of the Range of the position.

If the unit member has been employed in the position previously, credit will be given for accumulated time served in the position to Step 5.

3.7.4 The term "compensation" as used herein shall include wages, benefits, leaves, seniority hours and all other privileges granted or burdens imposed by Education Code 45308 or this Agreement, whichever is applicable.

Unit members who work during the recess period in a lower classification than their regular assignment shall receive seniority in their regular classification (e.g., summer school).

3.7.5 Unit members in the classifications of Paraprofessional **Extensive Support Needs, Paraprofessional - Specialty Visual Impairment, Paraprofessional Mild-Moderate, Paraprofessional Specialty-Floater, and I-IV, Instructional Resource** Paraprofessional shall be offered recess assignments as per the guidelines below:

Applicants shall indicate on an Interest Form (**Exhibit L**) of their availability to work the summer program including the number of hours, days of the week, and any dates of when they are not available to work.

Selection of applicants shall be based on seniority and availability to work. Applicants with the highest seniority and availability to work shall be selected first. When two applicants have the same availability, the selection shall be made by seniority in accordance with Article 3.7.1.

Paraprofessional **Extensive Support Needs, Paraprofessional - Specialty Visual Impairment, Paraprofessional Specialty-Floater, Paraprofessional Mild-Moderate, and I-IV, Instructional Resource** Paraprofessional who are assigned to a specific student during the school year shall be offered the same assignment for summer school based on availability. If the unit member declines the position, then it shall be offered as per 3.7.5.2.

If a Paraprofessional Extensive Support Needs, Paraprofessional - Specialty Visual Impairment, Paraprofessional Mild-Moderate, Paraprofessional Specialty-Floater, and I-IV, Instructional Resource Paraprofessional changes their availability during the summer program or misses more than five (5) days of work during that period, they may be excluded from consideration for the next summer assignment unless a legitimate reason exists for the absence.

3.8 Meal Periods

- 3.8.1 A non-compensated meal period of not less than thirty (30) minutes nor more than sixty (60) minutes shall be provided to each unit member who renders service of at least five (5) consecutive hours.
- 3.8.2 The actual length of the meal period shall be established by the supervisor.
- 3.8.3 The meal period shall be scheduled at a time consistent with the efficient operation of the District. In the case of a full-time unit member, this will normally be at or near the midpoint of the work shift.
- 3.8.4 The length of the meal period provided may be adjusted by the unit member with prior approval of the supervisor. In no event shall the meal period be longer than sixty (60) minutes.
- 3.8.5 The meal period shall be uninterrupted except in the event of an emergency. For the purposes of this provision, an "emergency" is defined as an event which potentially involves injury to a person or damage to property. If a unit member is unable to take their meal period due to a directive from their supervisor/authorized personnel, they shall be compensated time and a half for working the meal time. The unit member will put the time on their timecard to be processed.

3.9 Rest Periods

- 3.9.1 A fifteen (15) minute compensated rest period shall be provided to unit members for each four (4) hour period of service.

Unit members shall take rest periods at the site where they are assigned.

Unit members who travel to different sites shall take rest periods at the site where they are working at the time of the rest period.

- 3.9.2 This rest period shall be taken at the direction of the supervisor. It shall normally be scheduled at or near the mid-point of each four (4) hour period of service unless such scheduling is inconsistent with the duties to be performed. Within reasonable limits, the unit member may "flex" the actual time of the

break to reflect work being performed at the scheduled time of the break.

3.9.3 Unit members are expected to use this period for relaxation. This period is not to be used to lengthen the meal period or to shorten the workday.

3.9.4 Rest periods are a part of the regular workday and shall be compensated at the regular rate of pay for the unit member.

3.10 Rest Facilities

The District shall make available at each work site adequate lunchroom, restroom and lactation facilities for classified employees' use.

3.11 Overtime

3.11.1 Overtime is defined as any time required to be worked in excess of eight (8) hours in any one (1) day and/or forty (40) hours in any one (1) week except as provided below:

On the sixth (6th) day of the unit member's work week, all overtime hours worked (up to eight (8) hours) shall be compensated at time and one-half (1-1/2) the regular rate of pay; all overtime hours worked in excess of eight (8) hours shall be compensated at double (2) the regular rate of pay.

On the seventh (7th) day of the unit member's work week, all overtime hours worked shall be compensated at double (2) the regular rate of pay.

On a holiday designated by this Agreement, all hours worked shall be compensated at a total of three (3) times the regular rate of pay for hours worked.

3.11.2 Overtime for unit members whose base assignment is less than forty (40) hours per week shall be as follows:

Unit members who work an average of less than four (4) hours per day, in any five (5) consecutive day period, shall be compensated at the rate of time and one-half (1-1/2) the regular rate of pay for work performed on the sixth (6th) and seventh (7th) days of the workweek.

Unit members who average four (4) hours or more, but less than full time, for five (5) consecutive days shall be compensated at the rate of time and one-half (1-1/2) the regular rate of pay for work performed on the sixth (6th) day of the workweek. Work performed on the seventh (7th) day of the workweek shall be compensated at double (2) the

unit member's regular rate of pay.

- 3.11.3 Except in emergency situations, prior approval for all overtime work must be granted by the unit member's immediate supervisor.
- 3.11.4 Compensatory Time Off (CTO) may be earned, in lieu of overtime pay, in accordance with Section 3.14 of this Agreement. In such a case, hours shall be credited to a unit member's CTO account at the same rate (e.g., 1-1/2) as overtime would have been paid (minus the unit member's base pay).
- 3.11.5 For purposes of determining entitlement to overtime rates, all hours during which a unit member is excused from work because of holidays, sick leave, vacation, CTO, or other paid leave of absence, shall be considered as time worked.
- 3.11.6 Except in emergency situations, a unit member shall have the right to reject any offer or request for overtime.
- 3.11.7 Distribution of Overtime – overtime shall be offered as follows:

A supervisor may request or approve that a specific unit member work overtime when the assignment is a natural continuation of their regular work assignment (e.g. continuation of a specific work task or project which the unit member started during their normal work shift). All other overtime opportunities must be offered by seniority using the rotation guidelines below.

Overtime shall be offered and distributed by seniority on a continuous rotating basis. To facilitate and track the distribution of overtime, supervisors shall maintain site specific, department, and/or district-wide classification rotation lists based on seniority.

- a) First: to members at the site/department working in the identified classification.
- b) Second: to members district-wide working in the identified classification.

When offering overtime to unit members, supervisors shall specify the general nature of the assignment, location of work, specific dates and times of assignment, and the deadline to accept or deny the overtime assignment. An overtime assignment must be accepted or declined in its entirety.

Overtime rotation in the MOT Department shall be offered by seniority in the following order:

- a) First: to members at the site (including District

Office) working in the identified classification.

d) Second: to members district-wide working in the identified classification.

c) Third: to qualified members of the Department in the following subdivisions in the following order.

To be qualified to work outside of their classification, members must have the skills and ability to perform the required duties.

i) For work originating in the Custodial subdivision: Custodians; Maintenance; Grounds; Transportation

ii) For work originating in the Grounds subdivision: Grounds; Maintenance; Custodians; Transportation

iii) For work originating in the Maintenance subdivision: Maintenance; Grounds; Custodians; Transportation

d) Fourth: to qualified members district-wide.

Under special circumstances, the District may offer overtime to additional classifications after the exhaustion of the rotation processes in 3.11.7.4. To be qualified to work outside of their classification, members must have the skills, ability, and/or training to perform the required duties. Unit members may appeal denial of an overtime opportunity in writing to Human Resources and shall receive a written response no later than 48 hours on an appeal decision.

3.12 Split Shift Differential – Compensation

Breaks in shifts of one-half ($\frac{1}{2}$) hour or less shall be considered time worked and compensated for accordingly.

3.13 Shift Differential – Compensation

3.13.1 Any unit member whose assigned shift includes work past seven (7:00) p.m. shall be paid a shift differential premium of five percent (5%) above the regular rate of pay for all hours worked.

Any unit member who accepts an additional assigned shift that includes work past seven (7:00) p.m. shall be paid a shift differential premium of five percent (5%) above the regular rate of

pay for any hours worked between (7:00) p.m. and (11:59) p.m.

Between twelve midnight (12:00) and six (6:00) a.m. shall be paid a shift differential premium of ten percent (10%) above the regular rate of pay for all hours worked.

For personal convenience, to accommodate commute or family issues, a unit member may propose a start time prior to six (6:00)a.m. If approved by the supervisor, this shall not result in shift differential premium.

- 3.13.2 A unit member who receives a shift differential premium shall suffer no reduction in pay when directed by the District to work on a day shift on a temporary basis. This section shall not apply to unit members who accept (in writing) a District offer to voluntarily transfer to a day shift during any recess period (e.g., summer, winter and spring).

3.14 Compensatory Time Off

- 3.14.1 A unit member may elect to receive, with supervisory approval, CTO in lieu of cash for overtime hours worked.

When CTO is authorized in lieu of cash compensation, such CTO must be used within twelve (12) calendar months following the month in which the overtime was worked.

The immediate supervisor will work with the unit member in setting a schedule where the CTO can be taken without loss to the unit member and without impairing the services to the District.

If the CTO has not been taken within the twelve (12) months of the date on which it was earned, the District shall pay the unit member in cash for all such time at the appropriate overtime rate based on the unit member's current rate of pay.

- 3.14.2 No unit member may have credited to their account, at any time, more than forty (40) hours of CTO.

3.15 Minimum Call In Time

Any unit member called in to work on a day when the unit member is not scheduled to work shall receive a minimum of two (2) hours pay at the applicable rate of pay from the time the unit member is scheduled to report at the job location. Except in emergency situations, a unit member shall have the right to reject any offer or request for call in time.

3.16 Standby Time

Standby Time is any time in which the unit member is required to be in a designated place, on District premises or away from District premises, in order to fulfill some potential or specified District need. All standby time shall be considered as regular hours worked and shall be compensated on a straight time or overtime basis as are other hours worked under this Agreement. This does not include meal time or similar nonduty time (e.g., non-duty hours in the event of District provided lodging). Except in emergency situations, a unit member shall have the right to reject any offer or request for standby time.

3.17 Call-Back Time

Any unit member called back to work after completion of ~~his/her~~ **their** regular assignment shall be compensated for at least two (2) hours of work at the applicable rate of pay from the time the unit member is scheduled to report at the job location. Except in emergency situations, a unit member shall have the right to reject any offer or request for call-back time.

3.18 Seniority Lists

3.18.1 Between April 1 and May 1 of each year, the District shall provide a paper and electronic copy of the seniority list(s) to the Association with a paper copy available at each work site.

3.18.2 The Parties agree that each seniority list that is provided will be comprised of persons employed in the classification as of the date the list was created and listed by date of hire in classification.

In the event there is a potential reduction in staff through layoff, an updated list will be provided.

3.19 Special Conditions for Travel

3.19.1 Special Trip Assignments (e.g., Outdoor Ed)

Assignments shall be distributed and rotated as equally as possible among bus drivers commencing with the bus driver with the greatest seniority. All other classifications (~~e.g.,~~ Paraprofessional **Extensive Support Needs, Paraprofessional - Specialty Visual Impairment, Paraprofessional Mild-Moderate, Paraprofessional Specialty-Floater,** ~~ITV,~~ Instructional Resource Paraprofessional and Health Services Assistant) shall be offered assignments based upon student and program need. All things being equal, site seniority will be used.

Unit members shall be compensated in accordance with this contract for all time worked on the assignment.

On layover days, minimum compensation will be eight (8) hours of pay.

When a unit member is required to stay in camp (e.g., Outdoor Ed) for the safety and welfare of students, the unit member will be compensated in the amount of sixty dollars (\$60.00) for this inconvenience. This payment includes normal expenses related to meals and lodging.

Except as set forth in 3.19.1.4, meals and lodging will be paid in accordance with the provisions of 8.9 and 8.10 of this contract.

Rest periods and meal periods shall be flexible to accommodate unit members' needs, as well as the safety and welfare of the students and the unit member.

3.19.2 Assignment of Daily Bus Routes

Daily routes shall be assigned to bus drivers on the basis of seniority.

The route with the highest number of hours shall be assigned to the bus driver with the greatest seniority. Except as otherwise provided in this Article, this principle shall be followed on all other assignments and routes in descending order of seniority.

A bus driver may decline a specific assignment made under this section. When a bus driver with appropriate seniority declines an assignment which otherwise would have been ~~his/hers~~ their, the bus driver with the next greatest seniority shall have the right to the next available assignment.

3.19.3 Bus Driver Certification/License

The District shall reimburse each bus driver and each mechanic for the cost of renewing any bus driver certification and/or driver's license fee that exceeds the cost of a basic driver's license for operating an automobile. Possession of such license and/or certification is a condition of continued employment.

3.20 Voluntary Reassignment/Demotion

A voluntary reassignment/demotion requires the consent of the unit member and the

District. Layoff and the subsequent exercise of bumping rights into a previously held lower classification based on seniority is NOT a voluntary reassignment or voluntary demotion.

3.21 Holidays

3.21.1 Paid Holidays

The District agrees to provide the following seventeen (17) paid holidays:

Twelve (12) shall be observed on the following days:

Independence
Day Labor Day
Veteran's Day
Thanksgiving Day and the Friday following
Christmas Day and the preceding or the following day
New Year's Day and the preceding or the following day
President's Day
Memorial Day
Juneteenth Day

Three (3) additional days shall be scheduled by the District with input from CSEA. Typically, these shall be observed on Martin Luther King Day, Lincoln Day and a Spring Holiday.

One (1) additional holiday, in lieu of celebrating Admission Day on September 9, will be granted to each unit member who would have been eligible to celebrate the event on that day. This holiday will be taken on a day selected by the unit member, after review with ~~his/her~~ **their** supervisor to ensure that the date selected will not adversely affect the orderly operation of the District. This holiday must be taken in the twelve (12) month period of the current school year (defined as July 1 - June 30). If the unit member does not remain employed until September 9, the cost of the day will be deducted from the unit member's final paycheck.

One (1) additional holiday, designated as a "Birthday Holiday," shall be granted to each unit member whose birthday occurs during ~~his/her~~ **their** regularly scheduled work year.

- a) This "Birthday Holiday" will be taken on a day selected by the unit member, after review with ~~his/her~~ **their** supervisor to ensure that the date selected will not adversely affect the orderly operation of the District. This "Birthday Holiday" must be taken in the twelve (12) month period of the current school year (defined as July 1

- June 30).

- b) If the "Birthday Holiday" is taken prior to its accrual, and the unit member does not remain employed until ~~his/her~~ **their** birthday, the cost of the day will be deducted from the unit member's final paycheck.
- c) At the discretion of a unit member with a work year calendar less than Year Round (261) days he/she may also schedule the birthday holiday during the winter/spring recesses.

A unit member must be in paid status on the working day immediately preceding or succeeding the holiday to be paid for the holiday.

Unit members who are not normally assigned to duty during the winter recess shall be paid for holidays occurring during the winter recess provided they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the winter recess period.

3.21.2 Additional Holidays

Additional paid holidays shall be granted to all unit members as required by Education Code Section 45203 or its successor.

If the Governor declares a holiday and declares that public (K-12) schools shall be closed, unit members shall be granted a paid holiday.

Any day proclaimed by the President as set forth in Education Code Section 37220 shall also be a paid holiday if the President declares that public (K-12) schools shall be closed. All other days declared by the President shall be special or limited holidays and shall not be additional paid holidays.

3.21.3 Holidays on Unit Member's Day Off

When a holiday falls on a unit member's regularly scheduled day off, a replacement day off shall be provided.

- a) If it falls on a Saturday (or the sixth day in the unit member's work week), the preceding workday not a holiday shall be deemed to be that holiday.
- b) If it falls on a Sunday (or the seventh day in the unit member's work week), the following workday not a

holiday shall be deemed to be that holiday.

The operation of this section shall not cause any unit member to lose any of the holidays clearly indicated in this Article.

3.21.4 Calendar Committee

The Association shall be entitled to equal representation and equal voting rights on a Calendar Committee for the purpose of researching and providing input concerning the employee work year calendar. Association Committee Members are not authorized to approve any changes to the dates for fixed holidays.

3.22 Notice of Employment (NOE)

The District shall send out a notice of employment (NOE) to all unit members in the following classifications once a year by May 31: Paraprofessional **Extensive Support Needs, Paraprofessional - Specialty Visual Impairment, Paraprofessional Mild-Moderate, Paraprofessional Specialty-Floater, I-IV**, Instructional Resource Paraprofessional, **I-H** **and** Instructional Assistant. Additional classifications may be added to this list as needed. The NOE shall include:

- Classification
- Range
- Location of assignment for following school year
- Number of hours of position
- First contractual workday for following school year

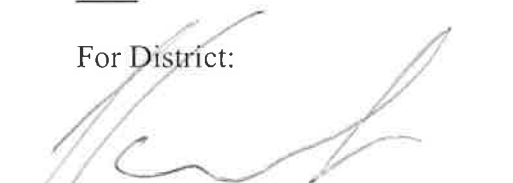
Date 5/10/23

For CSEA:


Sarah Martinez
Janie Mathis
Ranula Lucero
Cheryl Vandenberg
Cecily Sanchez Gore

Date

For District:


Kelly French
Kelly French
Kim Ortiz
M. Meuser

ARTICLE 6 EVALUATION PROCEDURE

6.1 General Evaluation Provisions

An evaluation (**Exhibit F**) is a collaborative process between a classified unit member and their evaluator. An evaluation shall be based upon the direct observations and/or conclusions of the employee, reached by the evaluator, ~~after an independent investigation.~~ In cases where the immediate evaluator works off-site, the immediate evaluator shall solicit feedback from an on-site administrator regarding an employee's performance prior to completing an evaluation. The evaluation shall not be based upon hearsay.

6.1.1 If a negative ~~event/occurrence~~ issue (or pattern of conduct) is to be referenced on the formal written evaluation, the supervisor shall have previously discussed it with the unit member.

6.1.2 Any negative evaluation shall include specific recommendations for improvements to be made.

6.1.3 A unit member shall have the right, during normal working hours and without loss of pay, to review, initial and date the evaluation. ~~His/her~~ Their written ~~comments~~ response, if submitted within ~~ten~~ fifteen (~~+10~~15) workdays, shall be attached to the evaluation.

6.1.4 The unit member shall be given the opportunity to discuss the evaluation before it is placed in ~~his/her~~ their personnel file. At the time of discussion, the unit member shall be given a copy of the evaluation and shall acknowledge receipt of the copy.

6.1.5 The evaluation shall be based upon the unit member's job description and assigned duties. It may include a consideration of work samples or other documentation submitted by the unit member. If work samples are submitted, they may be included in the written evaluation.

6.1.6 Any ~~person~~ administrator evaluating a unit member shall sign and date the evaluation. Upon receipt of the evaluation, the Human Resources ~~Department~~Division shall indicate the date of placement in the personnel file.

6.1.7 All evaluations shall be maintained at the District's central administration office in the personnel file. ~~The evaluator may retain a copy at the site of employment.~~

6.1.8 All evaluations shall be kept in confidence and shall be available to designees of the District only when actually necessary in the proper administration of the District's affairs or the direct supervision of the unit member.

6.2 Evaluation Time Lines

- 6.2.1 Permanent unit members shall typically be evaluated not less than once every other year. The final written evaluation shall normally be presented to the unit member not later than the last student attendance day of an evaluation year. A permanent unit member may submit a written request for a more frequent evaluation.
- 6.2.2 Unit members serving a probationary period shall receive a written evaluation at the end of three (3) months and five (5) months.
- 6.2.3 Unit members serving a promotional trial period shall receive a written evaluation at three (3) months and at five ~~six~~ (65) months.
- 6.2.4 No unit member will be required to attend a meeting to review ~~his/her~~ their evaluation after the unit member's assigned work year.

6.3 Personnel Files

- 6.3.1 The District may take action against unit members on the basis of information which is not in the personnel file only in accordance with applicable Education Code provisions.
- 6.3.2 Information of a derogatory nature shall not be placed in the personnel file unless the unit member has been given written notice and an opportunity to review and comment on the information. ~~His/her~~ Their written comments or response shall be attached if submitted within fifteen ~~ten~~ (15~~10~~) workdays. ~~This provision shall not apply to ratings, reports or records which:~~

6.3.2.1 ~~_____ were obtained prior to the employment of the unit member,~~

6.3.2.2 ~~_____ were prepared by identifiable examination committee members, or~~

6.3.2.3 ~~_____ were obtained in connection with a promotional examination.~~

Date 5/10/23

For CSEA:

Laura Martinez
[Signature]
Janice Muth
Pamela Leucero
Cheryl VanGundy
Carey Sanchez Gare

Date _____

For District:

[Signature]
Kelly French
Aczill
[Signature]

ARTICLE 8 WAGES

8.1 Regular Rate of Pay

8.1.1 The regular rate of pay for each position in the bargaining unit shall be in accordance with the range placement (**Exhibit D**) and salary schedules (**Exhibit B**) established for each class.

8.1.2 At District discretion, unit members in a class may be compensated at a daily/hourly rate which will include earned vacation.

8.2 Step Increases

For each position in the bargaining unit, there shall be five (5) steps with five percent (5%) between each step and two and one-half percent (2-1/2%) between each range.

8.3 Out of Class Pay

8.3.1 Unit members shall not be required to perform duties which are not fixed and prescribed for the position by the Board of Trustees, unless the duties reasonably relate to those fixed for the position, except as authorized herein. An unit member required by the supervisor to perform duties inconsistent with ~~his/her~~ **their** regular duties for a period of one (1) working day shall have ~~his/her~~ **their** salary adjusted upward for the entire period he/she is required to perform such inconsistent duties.

8.3.2 A unit member may be required to perform duties inconsistent with those assigned upward for a period of one (1) or more working days provided that ~~his/her~~ **their** salary is adjusted upward for the entire period he/she is required to work out of classification. The rate of compensation shall be five percent (5%) above the unit member's regular rate of pay or the difference between the unit member's regular rate and the temporary rate, whichever is greater.

8.4 Payroll Period

Wages for scheduled hours shall be paid once per month for services rendered during the month. Such wages shall be payable on or before the last working day of the month. If the normal pay date falls on a holiday, the paycheck shall be issued on the preceding workday.

8.5 Payroll Errors

8.5.1 Salary Underpayment

Any salary underpayment shall be corrected and a supplemental check issued within five (5) workdays following the determination that an error was made.

8.5.2 Salary Overpayment

Any salary overpayment shall be corrected by payroll deduction pursuant to a mutually agreed upon repayment schedule which shall not exceed one (1) year. In the case of severe hardship, the District will approve a fair and equitable repayment schedule of longer than one (1) year. All salary overpayments are due in full upon separation from service for any reason.

8.6 Special Payments

Any payroll adjustment due as a result of reasons other than clerical errors shall be made and a supplemental check issued not later than thirty (30) days following written notice to the payroll department.

8.7 Lost Checks

Any paycheck which is lost after receipt or which is not delivered within five (5) days of mailing, if mailed, shall be replaced not later than twenty (20) days from the date of issue, following the unit member's written request to the payroll department for replacement of the check.

8.8 Mileage

Any unit member required to use ~~his/her~~ their vehicle in the course of duties shall be reimbursed at the Internal Revenue Service standard mileage rate per mile for actual miles driven on behalf of the District. The mileage computation shall include mileage necessary to return to the unit member's normal job site after the completion of District business. This amount shall be payable in a separate warrant pursuant to the unit member's claim.

8.9 Meals

Any unit member who, as a result of a work assignment, must have meals away from the District, shall be reimbursed for reasonable meal expenses, pursuant to the unit member's claim.

8.10 Lodging

Any unit member who, as a result of a work assignment, must be lodged away from home overnight, shall be reimbursed by the District for reasonable lodging expenses, pursuant to the unit member's claim. Lodging receipts are required for reimbursement.

8.11 Longevity

8.11.1 Unit members shall, as a longevity increment, receive additional compensation. The increment shall be calculated as a percentage of the Range and Step on which the unit member is currently placed. The longevity increment shall be effective at the commencement of the following months of service:

<u>Continuous Service</u>	<u>Increment</u>
61 st Month (5 years)	3%
121 st Month (10 years)	4%
181 st Month (15 years)	5%
241 st Month (20 years)	6%
301 st Month (25 years)	7%
361 st Month (30 years)	8%
421 st Month (35 years)	9%

8.11.2 The above percentages are not cumulative.

8.11.3 A unit member who first rendered service on days 1-15 of a month shall have the first of the month established as their anniversary date; a unit member who first rendered service on days 16-31 of any month shall have the first of the following month established as their anniversary date.

8.12 Professional Growth

Professional growth is the continuous purposeful engagement in study and related activities designed to retain and extend the high standards of the classified employees of the District.

8.12.1 Professional Growth compensation will be paid in accordance with the current Professional Growth Handbook. ~~CSEA and the District shall negotiate the updating of the Professional Growth Handbook during the 2021-2022 year. The parties shall complete the negotiations by December 31, 2022 and once completed the Handbook shall become an~~ Exhibit M of this agreement. The Professional

Growth Handbook will be an automatic reopener each year. ~~The parties may mutually agree to extend the timelines above.~~

- 8.12.2 Transcripts of work completed or verification of work ~~to be~~ completed, or in progress, must be submitted to the ~~Committee~~ **Human Resources Division to HR Analyst** on or before June 30th. ~~to be effective at the commencement of the next school year (July 1st). The Professional Growth shall remain in effect for each succeeding school year.~~
- 8.12.3 The ~~properly prorated~~ Professional–Growth **Incentive** ~~increment~~ will be added **paid** to the unit member's ~~annual salary~~ **by** the commencement of each school year and included in the unit member's regular monthly pay warrant. **Those who earned their Professional Growth incentive from the previous Professional Growth program, prior to April 28, 2023, will remain in legacy status and will retain their earned annual income.**
- 8.12.4 Consideration for credit will only be given for courses taken at no District expense and during non-work hours.

8.13 Other Payments

8.13.1 Unit Member-Expenses and Materials

Should the employment duties of a unit member require use of any equipment or gear to insure the safety of the unit member or others, the District agrees to furnish such equipment or gear, as required to meet minimum Cal OSHA requirements.

8.13.2 Personal Property Loss - Reimbursement

The District shall reimburse unit members for personal effects damaged in the performance of duties; provided such damage occurs as a result of an action of someone other than the unit member's or of a circumstance for which the District is responsible. The District will replace damaged or lost personal property provided:

- 8.13.2.1 The use of the property has been mutually agreed upon by the immediate supervisor and the unit member.
- 8.13.2.2 The property has been registered with the Department Administrator.
- 8.13.2.3 Reasonable provision has been mutually made for the security of the property.
- 8.13.2.4 The District will not assume that portion of personal property losses covered by private insurance carriers.

8.13.3 Physical Examination

The District agrees to provide the full cost of any medical examination required as a condition of employment or continued employment, including but not limited to, the provisions outlined in Education Code Section 45122.

8.13.4 Achievement Awards

The District may provide a regular program of monetary awards for valuable suggestions, services or accomplishments to unit members under the provisions of Education Code Section 44015 or its successor. If such a program is provided, the District shall consult with the Association on implementation.

8.14 Special Paid Non-Duty Day

The Wednesday prior to Thanksgiving shall be designated as a paid non-duty day for classified unit members so long as it remains a non-duty day for teachers.

8.15 Staff Development

8.15.1 The District and CSEA will convene a ~~joint~~ committee to determine the ~~feasibility and cost effectiveness of a~~ staff development program **for the 3 mandated professional development days.** ~~that~~ **This** may include but ~~is~~ **are** not limited to the following **as determined by the contracted Work Year Calendar and the Classified Staff Development Committee (CSDC)**

- a) Job skills and professional development training
- b) Technical and computer skills training to all our unit members, in particular unit members of the IT Department so they can continue to develop their job skills to support the District investment in hardware and technology advancements.
- c) In-service training
- d) Cross-training work assignments
- e) Tuition benefits as incentive to take university level classes that could lead to a teaching degree and/or promotional opportunities.

8.15.2 Trainer Rate of Pay

The trainer will be paid a minimum of three (3) units based on the stipend chart below:

<u>Units</u>	<u>Stipend Amount</u>
<u>3</u>	<u>\$135</u>
<u>4</u>	<u>\$180</u>
<u>5</u>	<u>\$225</u>
<u>6</u>	<u>\$270</u>
<u>7</u>	<u>\$315</u>
<u>8</u>	<u>\$360</u>
<u>9</u>	<u>\$405</u>

8.16 Early Retirement Incentive Program

8.16.1 Application Process

- 8.16.1.1 Each year of this Agreement the District offers and will fund up to five (5) Early Retirement Incentives.
- 8.16.1.2 Only unit members who are in paid status at the time of their application are eligible to apply for this program. Provided they

meet the established criteria (see 8.16.1.6 below), any permanent unit member is eligible to apply for this program.

8.16.1.3 The District shall post annually the application period. Typically, it will commence on the first business day in July and close at close of business on the tenth business day of July. It shall be available only to unit members whose retirement will be effective between December 15 and the end of the school year. This requirement may, in unique circumstances, be waived by the District.

8.16.1.4 Should more than five (5) unit members apply for the Retirement Incentives during the initial application period, District seniority (adjusting for breaks of service) shall determine selection.

a) Should a tie exist based upon the same-day application, a lottery shall determine selection.

b) Applications can be submitted on a conditional basis. Should a unit member not be funded, he/she may withdraw ~~his/her~~ their retirement request. If the member is funded, he/she may not withdraw ~~his/her~~ their retirement application.

c) If five (5) unit members do not apply during the initial application period (see 8.16.1.3), those who did will be funded and the application period shall be extended to the end of the calendar year for the remaining openings.

d) Unit members who submit their application during the extended application period shall be funded on a first come first-served basis.

i) "First" shall be by day and not by hour or minute.

ii) Where two or more unit members submit their application on the same day of the extended application period, seniority shall be utilized as a tiebreaker as necessary. If this is equal determination, shall be by lottery.

8.16.1.5 The District may, in its discretion and based upon its assessment of its financial condition, offer additional (beyond five (5)) Retirement Incentives in any year. If offered, they shall be made available in accordance with Section 8.16.1.4. above.

8.16.1.6 To be eligible for this benefit, the unit member shall have rendered not less than ten (10) years of service to the District and have attained the age of 55 years by the date of their retirement.

8.16.1.7 This program will be in addition to any benefit provided to retiring employees pursuant to **Exhibit E** of this Collective Bargaining Agreement.

8.16.2 Incentive Amount

8.16.2.1 An eligible retiring full-time unit member will receive one hundred (100) percent of the difference between the first step of ~~his/her~~ **their** classification, and the classification range and step of the retiring unit member. Longevity and shift differential shall be included in the calculation. A part-time unit member shall receive a prorated amount.

8.16.2.2 The Retirement Incentive amount shall be paid within 30 days following the District's determination of eligibility and the unit member's retirement date, whichever is later.

8.17 Statement of Interest

The District and CSEA share a common interest in ensuring that *all employees are fairly compensated within the limits of District resources*. The parties acknowledge, however, that the State often places "strings" on funding for education. Unless consistent with these factors, for the term of this Agreement, it is not the District's intention to create a disparate distribution of available funds among bargaining units.

8.18 Stipends

Effective July 1, 2017, the stipend scheduled outlined in **Exhibit I** shall be implemented. **The updated Exhibit I regarding the Education Stipend will go into effect November 1, 2023 and ongoing thereafter.**

Date

5/10/23

For CSEA:

Carey Sanchez
Laura Martinez
Jamie Matt
Pamela Lucero
Ceryle VarSund

Date

For District:

Al Hill
Kelly French
Kim O'Z

Article 18 TERM AND REOPENERS

18.1 Term

18.1.1 Except as otherwise set forth herein, this Agreement between the parties shall remain in full force and effect from ratification through and including June 30, ~~2023~~ **2026** or until a successor bargaining agreement has been ratified by the parties.

18.1.2 Salary and Benefits

Each July 1 of this Agreement the following shall occur:

18.1.2.1 CSEA shall receive the same total percentage adjustment (not less than zero (0) without negotiating with CSEA regarding alternatives) that is uniformly applied to the APT salary schedule plus any portion of the negotiated adjustment that was re-directed by APT and the District for other purposes. The District and CSEA will meet to negotiate how the total percentage adjustment will be applied to CSEA.

18.1.2.2 If one time compensation is uniformly granted to APT, the District and CSEA will meet to negotiate how to grant a comparable percentage of compensation to CSEA unit members. (Ref. Section 8.17 Statement of Interest.)

18.1.2.3 Abeyance

This section 18.1.2 shall, upon the expiration of this Contract, be placed in abeyance until a successor contract has been reached by the Parties.

18.2 Completion of Negotiations

18.2.1 Salary Schedule Increase

The ~~2020-2021~~ **2023-2024** salary schedules shall be increased by ~~one and one-half~~ **five point sixty-five** percent (~~1.5~~ **5.65**%) effective July 1, ~~2020~~ **2023** using a pilot program Fair Share Formula. Under the "me too" section in

18.1.2 above, should APT negotiate an increase greater than 6.67% for 2023-2024, then CSEA shall receive the difference between this increase and 6.67%. Should APT negotiate an increase equal to or less than 6.67%, then CSEA shall receive 5.65% based on the Fair Share Formula. See Exhibit B Salary Schedules. Additionally, bargaining unit members will receive a one-time payment of 1.4% (not to exceed \$350,000) after squaring the salary schedule.

18.2.2 Medical Benefit Increase

Effective ~~July~~ January 1, ~~2020~~ 2024, the District contribution for Health and Welfare Benefits (see Exhibit E) shall be increased by ~~three point six eight~~ ten percent (~~3.68~~ 10.0%) for CSEA unit members participating in one of the District's medical plans.


18.2.3 Negotiations shall be complete through the ~~2020-2021~~ 2023-2024 school year.

18.3 Reopeners

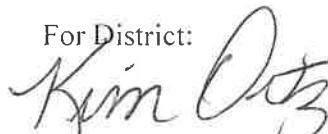
For Prior to the 2021-2022 2024-2025 school year, the parties agree to reopen negotiations on the pilot Fair Share Formula, Salary, Professional Growth Handbook, and Benefits in addition to two Articles. For the and 2022-2023 2025-2026 school years, each party may reopen on two Articles other than Salary, Professional Growth Handbook, and Benefits (see above).

For CSEA:

4/12/2023


Corey Sanchez-Pare, LRR 4/12/23
Pamela Lucero
Bob [unclear]
Laura Martinez
Ceryle Vandunly

For District:


Kim Ortiz
Kelly French
[unclear]
[unclear]
Jeni Rickard
Barbara [unclear]

ARTICLE 20 LAYOFF AND REEMPLOYMENT

20.1 Definitions

20.1.1 Seniority

- a) Except as noted below, seniority shall be determined by the unit member's date of initial employment in either a probationary or permanent capacity (excluding short term and /or substitute).
- b) For unit members employed on or after July 1, 2002, seniority shall be as set forth in the seniority lists(s) developed jointly by the District and CSEA. These seniority lists freeze the seniority of current unit members, irrespective of actual initial hire date, in the relative order that they held on June 30, 2002.
- c) If two or more unit members subject to lay off have equal seniority in a classification, the determination as to who shall be laid off will be made on the basis of initial date of hire in the District; and if that be equal, then the determination shall be made by lottery.

20.1.2 Bumping

Shall be defined as the displacement of a junior unit member by a more senior unit member to avoid the layoff, or reduction in hours, of the senior unit member.

20.2 General Provisions

20.2.1 Subject to Layoff

Unit members shall be subject to lay off by the Board of Trustees for lack of work or lack of funds:

- a) When, ~~as a result of the expiration of a specially funded program,~~ positions must be eliminated at the end of any school year, **permanent** unit members will be subject to lay off ~~for lack of funds,~~ and shall be given written notice on or before ~~April 29~~ **March 15,** and a final notice by May 15, informing them of their lay off effective the end of such school year. However, ~~if the termination date of any~~ **for** specially funded programs, ~~is other than June 30,~~ such notice shall be given no less than sixty (60) calendar days prior

to the effective date of their lay off and unit members shall be given their displacement and reemployment rights.

- b) ~~Upon the Board of Trustees approved reduction or elimination of a position(s), unit members shall be subject to layoff and shall be given written notice of layoff not less than sixty (60) calendar days prior to the effective date of their layoff.~~

20.2.2 Order of Layoff

Whenever a position is laid off, the order of layoff within the class shall be determined by length of service. The unit member with the least seniority in the affected classification, plus seniority in an equal or higher classification shall be laid off first.

20.2.3 Written Notice

- a) A written notice of layoff shall be given to ~~affected~~ **permanent** unit members no later than ~~sixty (60) calendar days~~ **March 15, and final notice by May 15,** prior to the effective date of the layoff by Certified Mail and/or personal service.
Procedures for layoff notice and right to hearing are set forth in Ed Code section 45117.
- b) The written notice shall contain:
- i) The unit member's seniority;
 - ii) The unit member's displacement rights, if any;
 - iii) The unit member's reemployment rights;
 - iv) The unit member's right to discuss the layoff with the Human Resources Department; and
 - v) The unit member's right to apply for benefits under the unemployment insurance code.
- c) Copies of layoff notices shall be provided to CSEA.
- d) Unit members who have been given notice of layoff shall respond to the designated contact in Human Resources in writing, including email, within three

(3) working days, after receiving such notice by personal service and/or Certified Mail, of their intent to exercise seniority rights for “bumping,” to an equal or lower classification or reduction of assignment in hours.

20.2.4 Salaries-Benefits

a) Salaries – Voluntary Reassignment and Voluntary Demotion

The current salary of the unit member who is voluntarily demoted to or voluntarily consents to a reassignment lower in classification (see 3.20) shall be maintained at the same hourly or monthly rate (whichever is applicable) until the salary appropriate to the reassignment exceeds the Y-rated hourly or monthly salary on succeeding salary schedules. This means the unit member will receive no less than ~~his/her~~ their current hourly or monthly rate (whichever is applicable) based on range and step at the time of action of demotion or reassignment.

b) Benefits – Layoff

The full-time unit member in permanent status, in addition to any other benefits provided, shall be entitled to medical/dental coverage at no expense to the unit member for a period of two (2) months from the effective date of layoff. Part-time unit members shall be entitled to medical/dental coverage on the basis of their proration of benefits for a period of two (2) months from the effective date of the layoff. The coverage shall be equal to that purchased by the District and/or the unit member during active employment status. The unit member shall provide the District with proof of enrollment into COBRA. The District will pay the invoice for the unit member for the cost of COBRA for the period of two (2) months.

20.2.5 Opportunity to Substitute

Unit members who are laid off shall be offered an opportunity to substitute. The District shall send all members an interest form for substitute work within ten (10) working days of their effective date of layoff (Exhibit J). Affected members who submit the interest form shall be offered substitute work in classifications in which they were laid off during the period of time that they remain on the reemployment list, as described below:

- a) Affected members who submit the interest form shall be offered any substitute work in their classification prior to that work being offered to other unit members and/or non-bargaining unit members. Failure to accept such offers shall not diminish the unit members' recall rights.
- b) Members who substitute in their classification shall be paid at their same rate at the time of layoff.

20.2.6 Volunteers

The District shall not abolish any of its classified positions and utilize volunteers in lieu of classified unit members who are laid off as a result of a position or reduction in hours of a position, nor may the District refuse to employ a person in a vacant classified position and use volunteers in lieu thereof. This shall not be construed to limit the District's ability to utilize volunteers in accordance with law.

20.3 Bumping Procedures

- 20.3.1 A unit member whose position is eliminated, whose hours are reduced, or who is bumped from ~~his/her~~ **their** present position, may bump a unit member with lesser length of service, within ~~his/her~~ **their** classification. The unit member shall be offered placement into the position of the least senior unit member with the same number of hours or more.
- 20.3.2 If no position of equal or more hours is available, the unit member may be offered a position to bump within the same classification with less hours (voluntary reduction of hours).
- 20.3.3 If no such position is available, the unit member may also be offered to bump into a position in an equal or lower classification in which the unit member previously gained permanent status provided ~~his/her~~ **their** seniority is greater than the least senior unit member in that equal or lower class. Seniority shall include the total length of service in the equal or lower class plus length of service in the class from which layoff occurs and in higher class.
- 20.3.4 A unit member displaced from ~~his/her~~ **their** classification as a result of being bumped shall have the same bumping rights as set forth above.

20.3.5 If no positions are available for the unit member to bump into or the unit member declines to bump, they shall be placed on the thirty-nine (39) month reemployment list.

20.4 Voluntary Consent to Reduction/Demotion

If ~~available and offered~~ **bargained** by the District **and CSEA**, a permanent unit member may voluntarily consent to a reduction in hours of employment or to an assignment to a lower classification in order to avoid layoff.

- a) Unit members who accept voluntary demotions or voluntary reductions in assigned time in lieu of layoff, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of twenty-four (24) months.
- b) Unit members who accept voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be, at the option of the unit member, returned to a position in their former class to positions with increased assigned time as vacancies become available and without limitation of time, but if there is a valid reemployment list, they shall be ranked on that list in accordance with their proper seniority.
- c) Unit members who accept voluntary demotions to a class not previously held in lieu of layoff may be reclassified to positions for which they qualify. The determination of eligibility for reclassification shall be made by the Board of Trustees on a class by class basis with preferential reassignment rights given to affected unit members before the hiring of any person who has not previously held a position in the District. Such unit members may be granted specialized training which would qualify them for other positions in the District for which they do not currently qualify. This may be accomplished by in-service training and/or other educational courses.

20.5 Retirement in Lieu of Layoff

Retirement in lieu of layoff may be elected by any unit member to accept a service retirement in lieu of layoff or voluntary demotion, or reduction in assigned time in connection with a layoff, subject to the rules of **CalPERS**.

- a) Such unit member shall, within ten (10) working days prior to the effective date of the proposed layoff, complete and submit a form provided by the District for this purpose.
- b) The unit member shall then be placed on a thirty-nine (39) month reemployment list; however, the unit member shall not be eligible for reemployment during such other period of time as may be specified pertinent by Government Code Sections.
- c) When an offer of reemployment is made to an eligible retired person under this Agreement, and the District receives within three (3) working days a written acceptance of the offer, the position shall not be filled by any other person, and the retired person shall be allowed sufficient time to terminate ~~his/her~~ **their** retired status.
- d) Any election to retire after being placed on a reemployment list shall be retirement in lieu of layoff within the meaning of this section.

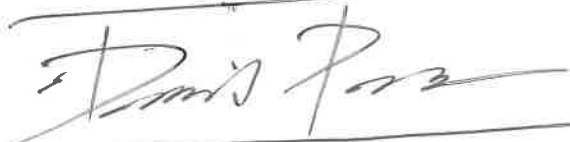
20.6 Reemployment Rights

- a) Unit members laid off shall be placed on reemployment lists and ranked in accordance with their proper seniority.
- b) Unit members laid off are eligible for reemployment for a period of thirty-nine (39) months and shall be reemployed in order of seniority over any new external applicants within their classification or into any classification for which they are qualified and meet the minimum qualifications. In addition, such unit members laid off have the right to be considered for promotions within the District during this period of time.
- c) Offers of reemployment shall be made on the basis of the reemployment lists and such unit members shall be notified by phone at the last known phone number on record. All phone call attempts shall be documented by Human Resources and a voicemail shall be left if the call is not answered. If the number on record is incorrect, or out of service, the District shall mail a notice via Certified/Registered Mail to further show an attempt of contact was made.
- d) A unit member shall notify the District in writing of ~~his/her~~ **their** intent to accept or refuse a reemployment offer from Human Resources within three (3) days.

- i. Failure to respond by the unit member shall be deemed as a refusal of the reemployment offer.
 - ii. A unit member on a reemployment list may decline three (3) offers of reemployment in ~~his/her~~ **their** former classification. After the third refusal, no additional offers need be made except when a unit member may, during the period of entitlement, notify the District of availability and shall thereafter be entitled to offers of employment for which the unit member is eligible.
- e) A unit member who is laid off, and subsequently reemployed from a valid reemployment list within thirty-nine (39) months after a layoff, shall retain their seniority and status earned prior to the effective date of layoff.
- f) This seniority shall be utilized to compute entitlement to vacation accrual, longevity steps, rotational placement for assignments, and other benefits and burdens which are specifically mandated by the Education Code.

CSEA

District 4/12/2023





Carey Sanchez Bare, LRR 4/12/23

Kelly French

Pamela Lucero



Bob Lal
Laura Martinez



Cheryl Van Durd



Janine Matteson

Jeni Rickard
Barbara Jo

ARTICLE 4 LEAVES OF ABSENCE

4.1 Bereavement Leave

Unit members shall be granted a leave with full pay **for five (5) days** in the event of the death of any member of the unit member's immediate family. ~~The leave shall be for a period of three (3) days, or five (5) days for travel over three hundred (300) miles one-way.~~ **The days of bereavement leave do not need to be taken consecutively, but shall be completed within six (6) months of the date of death of the immediate family member.** The immediate family is defined as mother, step-mother, mother-in-law; father, step-father, father-in-law; brother, step-brother, brother-in-law; sister, step-sister, sister-in-law; husband; wife; son, step-son, son-in-law; daughter, step-daughter, daughter-in-law; aunt; uncle; grandparent, grandparent-in-law; foster children; or a grandchild of the unit member or of the spouse of the unit member; niece or nephew of the unit member; a domestic partner as that term is defined in State law (or the mother, father, brother, sister, son or daughter of a domestic partner); or any person living in the immediate household of the unit member. **Under special circumstances, the District may grant additional bereavement leave.**

4.2 – 4.3 Status Quo

4.4 Leave of Absence for Illness or Injury

4.4.1 – 4.4.8 Status Quo

4.4.9 The District recognizes that Labor Code section 233 permits a unit member to utilize one-half (1/2) of his/her annual accrual of sick leave to care for an ill or injured family member (spouse, dependent child, parent, or domestic partner) **or designated person (blood relative or whose association is equivalent to a family relationship).** **A designated person may be identified by the unit member at the time the unit member requests the leave.** Should this Agreement provide another leave which will satisfy the District's Labor Code section 233 obligation, that leave shall be used first.

4.5 Attendance Incentive

If a unit member does not exceed using two (2) days of sick leave during the school year, regardless of use of Personal Necessity leave, he/she they shall be permitted to choose one of the following:

4.5.1 one (1) release day with pay to be scheduled the following school year at a time mutually agreed to by the unit member and ~~his/her~~ their immediate supervisor. The District shall provide eligible unit members with notice of their entitlement to take an incentive day off no later than September 15 for the fiscal year in which the day must be taken. Should the unit member experience a change in assigned hours the following year, the release day shall be based on the newly assigned hours.

4.5.2 one-half (1/2) a day's pay in cash.

4.5.3 If a unit member opts for the release day, schedules it and the day is cancelled by the District, the unit member shall have the following options:

4.5.3.1 First, attempt to reschedule the release day. If this is not possible, see 4.5.3.2 and 4.5.3.3 below;

4.5.3.2 Receive one-half (1/2) a day's pay in cash; or

4.5.3.3 Carry-over the day (only for the next school year) in accordance with the procedures set forth in 4.12.6.4.

4.6 – 4.17 Status Quo

For CSEA

Janni Mattison
Tamela Lucero
Bekah Lee
Laura Martinez
Cheryl Vandenberg

For District

Onell
Maggie Tury
Kelly French
3/10/2023

Exhibit D

ADMINISTRATIVE SERVICES	RANGE	Work Yr.	BUSINESS SERVICES	RANGE	Work Yr.	TEACHING & LEARNING	RANGE	Work Yr.
Clerical			Accounting/Fiscal			Adult Education		
Communications & Community Relations Asst.	B	YR	Budget Analyst	29	YR	Adult with Disabilities Transition Specialist **	26	212
Executive Secretary	26	YR	Payroll-Retirement Analyst	29	YR	Employment Training Specialist	21	208B
Administrative Secretary II*	21	241	Accounts Payable/Receivable	23	YR			
Administrative Secretary - District	21	YR	Accounts Specialist I - SELPA	21	YR	Assessment		
Administrative Secretary I*	20	222	Account Technician	17	YR	Youth Development Specialist - Newcomer Specialist	30	YR
Registrar*	20	241	Account Assistant	13	YR	Assessment Analyst	30	YR
Secretary II*	19	222				Assessment and Accountability Specialist	23	YR
Secretary II	19	241	Child Nutrition Services (CNS)			Assessment & Accountability Assistant	16	YR
Secretary I*	18	222	Lead Child Nutrition Operations	30	241			
Office Specialist II	17	YR	Child Nutrition Specialist II	22	217	Library/Media		
Office Specialist I	15	YR	Child Nutrition Services Technician	17	222	Lead Library/Media Support Specialist	30	YR
Office Assistant	13	222	Child Nutrition Warehouse Utility Technician	16	217	Instructional Materials Technician II	21	YR
District Receptionist/Office Assistant	11	YR	Child Nutrition Specialist - High School	15	207	Library/Media Assistant III	17	YR
			Child Nutrition Floating Specialist	14	207	Library/Media Assistant III *	17	222
Human Resources			Child Nutrition Specialist - Middle School	12	207	Instructional Materials Technician I	15	TBD
Human Resources Analyst	29	YR	Child Nutrition Specialist - Elementary	8	207	Library/Media Assistant II *	16	222
Human Resources Technician II	27	YR	Child Nutrition Assistant Specialist - High School	7	207	Library/Media Assistant I *	14	222
Human Resources Substitute Services	27	YR	Child Nutrition Cook	7	207			
Human Resources Technician I	23	YR	Child Nutrition Assistant	6	207	Student Support		
						District Parent Liaison *	23	241
						Wellness Support Specialist	15	241
STUDENT SERVICES	RANGE	Work Yr.	Graphics/ Warehouse					
			Graphics					
Early and Expanded Learning			Lead Graphics Specialist	30	YR			
Early Childhood Site Lead	30	YR-B	Graphics Specialist	17	YR			
Expanded Learning Program Lead	30	YR-B	Graphics Specialist	17	241			
Early Learning and Expanded Care Analyst	29	YR-B						
Expanded Learning Site Lead	28	YR-B	Warehouse					
Early Childhood Educator	19	YR-B	Lead Warehouse Worker	30	YR			
Early Childhood Associate Educator	16	YR-B	Purchasing Specialist II	26	YR			
Expanded Learning Educator	16	YR-B	Purchasing Specialist I	21	YR			
Early Childhood Assistant	5	YR-B	Warehouse/Delivery Driver	19	YR			
Student Support			Information Technology					
Youth Development Specialist	30	YR	Senior Systems Administrator	M	YR			
Licensed Vocational Nurse	27	207	Data Administrator	D	YR			
WorkAbility Specialist **	26	212	Network Administrator	D	YR			
Health Care Technician	24	212	Systems Administrator	D	YR			
Child Welfare & Attendance Specialist	23	208A	Technology Specialist III	26	YR			
Data Entry Technician	16	YR	Student Information Specialist	23	YR			
WorkAbility Training Specialist	17	207	Technology Specialist I	21	YR			
WorkAbility Assistant	14	207	Technology Specialist II	23	YR			
Health Services Assistant**	13	212						
Campus Safety Monitor-Secondary	11	207	Maintenance/Operations/Facilities/Transportation					
			Maintenance					
			HVAC Engineer	D	YR			
Instructional Support			Lead Grounds Maintenance Worker	30	YR			
General Education			Lead Skilled Maintenance Worker	30	YR			
Reading Intervention Support Specialist	15	207	Skilled Maintenance Worker	28	YR			
Instructional Assistant	7	207	General Maintenance Worker	21	YR			
			Groundskeeper	20	YR			
Special Education								
Occupational Therapist**	AD	212	Operations					
Speech Language Pathologist	A	212	Head Custodian III	28	YR			
Physical Therapist**	T	212	Head Custodian II	23	YR			
Educational Interpreter	24	208A	Head Custodian I	21	YR			
Registered Behavior Technician	23	208A	Lead Night Custodian	20	YR			
Special Information System Specialist	23	YR	Custodian II	18	YR			
Early Childhood Special Education Assistant	17	208A	Custodian I	16	YR			
Paraprofessional Extensive Support Needs	17	208A						
Paraprofessional - Specialty Visual Impairment	17	208A	Facilities					
Paraprofessional Mild-Moderate	13	208A	Facilities Support Specialist	21	YR			
Instructional Paraprofessional	13	208A						
			Transportation					
			Mechanic	28	YR			
			Bus Driver / Safety Instructor	24	YR			
			Mechanic Assistant	20	YR			
			School Bus Driver	20	207			
			Van Driver	16	207			

CSEA Salary schedules A & B

*By mutual agreement with their supervisor if an employee works one or two of the teacher work days during the school year, the same # of days shall be reduced at the end of the work year. (222 & 241)

**Occupational Therapist/Physical Therapist/Workability Specialist and Adults with Disabilities Transition Specialist may change their start and end dates by mutual consent of the employee and their supervisor. (212)

Last Revised 4/27/23

PLEASANTON UNIFIED SCHOOL DISTRICT
OFFICE OF CLASSIFIED PERSONNEL
CLASSIFIED EMPLOYEE PERFORMANCE REPORT

EXHIBIT F

- Goals:
- to promote the growth and development of the district's classified staff
 - to provide for a uniform system for the evaluation of classified personnel and a record of performance and achievement
 - to provide a two-way communication between employee and supervisor

Employee:

Classification:

Location:

Status: Probationary Permanent

Report: Annual Supplemental Probationary: 1st 2nd

SECTION A				
PERFORMANCE CHECKLIST-INDICATORS				
a. <u>Exceeds Expectations</u>				
b. <u>Meets Expectations</u>				
c. Needs Improvement				
d. <u>Below Expectations</u>				
Mark appropriate column	a	b	c	d
WORK HABITS				
1. observance of work hours				
2. attendance				
3. compliance with regulations				
4. meeting deadlines				
5. operation and care of equipment				
6. grooming and dress <u>Uniform Compliance</u> if applicable				
7. knowledge of work				
8. work judgments				
9. planning and organizing				
10. job skill level				
11. quality of work				
12. volume of work				
13. safety practices				
14. accepts responsibility				
15. adapts to change				
16. effectiveness under stress				
17. initiative				
18. dependability				
RELATIONSHIP WITH PEOPLE				
19. pupil/student contacts interaction (if applicable)				
20. employee contacts teamwork				
21. <u>interaction with</u> public/community contacts				
22. contact <u>interaction</u> with supervisor				
SUPERVISORY ABILITY LEADERSHIP QUALITIES				
23. planning and organizing				
24. scheduling and coordination				
25. training and instructing others				
26. supervisory control leading & directing				
27. judgment and decisions				
28. operational economy (<u>efficiency</u>)				
29. motivation of subordinates <u>others</u>				
30. fairness and impartiality				

SECTION B -- RECORD JOB STRENGTHS AND SUPERIOR PERFORMANCE	
SECTION C -- RECORD PROGRESS ACHIEVED IN ATTAINING PREVIOUSLY SET GOALS FOR IMPROVED WORK PERFORMANCE PERSONAL OR JOB QUALIFICATIONS	
SECTION D -- RECORD SPECIFIC GOALS OR IMPROVEMENTS PROGRAMS TO BE UNDERTAKEN DURING NEXT EVALUATION PERIOD	
SECTION E -- RECORD SPECIFIC WORK PERFORMANCE DEFICIENCIES OR JOB BEHAVIOR REQUIRING IMPROVEMENT OR CORRECTION (EXPLAIN CHECKS IN COLUMN AD)	
SUMMARY EVALUATION OF OVERALL PERFORMANCE <u>EXCEEDS EXPECTATIONS</u> MEETS <u>EXPECTATIONS</u> <u>STANDARDS</u> REQUIRES <u>NEEDS</u> IMPROVEMENT NOT SATISFACTORY BELOW EXPECTATIONS	
RATER <u>EVALUATOR</u> :	DATE:
REVIEWER:	DATE:
EMPLOYEE: (MY SIGNATURE DOES NOT NECESSARILY CONSTITUTE AGREEMENT WITH THIS EVALUATION.) DATE:	
<input type="checkbox"/> COMMENTS ATTACHED	

EXHIBIT I

DIASTAT STIPEND

Unit members shall receive a \$250.00 annual stipend in addition to the unit member's regular compensation to volunteer to administer Diastat as outlined in the Memorandum of Understanding - Diastat which was ratified by CSEA on November 14, 2017. The \$250.00 amount replaces the amount previously specified in the MOU.

EDUCATIONAL STIPEND

The District and CSEA have an interest in reviewing the feasibility of educational stipends for classified employees. As such, the parties will review educational stipends during the 2021-2022 year in conjunction with the review of the Professional Growth Handbook by December 31, 2022 as per Section 8.12.

A bargaining unit member shall receive only one annual stipend for the highest degree earned. All foreign degrees need to be evaluated by a foreign credential evaluation service to convert the degrees to U.S. equivalent degrees.

- **Associates Degree: \$250.00 annual stipend in addition to the bargaining unit member's regular classified placement. The annual stipend shall be compensated over the bargaining unit member's work year effective November 1, 2023. Payment for degrees earned during the school year will be pro-rated.**
- **Bachelor's Degree: \$500.00 annual stipend in addition to the bargaining unit member's regular classified placement. The annual stipend shall be compensated over the bargaining unit member's work year effective November 1, 2023. Payment for degrees earned during the school year will be pro-rated.**
- **Masters: \$750.00 annual stipend in addition to the bargaining unit member's regular classified placement. The annual stipend shall be compensated over the bargaining unit member's work year effective November 1, 2023. Payment for degrees earned during the school year will be pro-rated.**
- **Doctorate: \$750.00 annual stipend in addition to the bargaining unit member's regular classified placement. The annual stipend shall be compensated over the bargaining unit member's work year effective November 1, 2023. Payment for degrees earned during the school year will be pro-rated.**

Date 5/10/23

For CSEA:

Laura Martinez
David
James
Romulo Lucero
Cheryl Van Gundy
Carey Sanchez

Date

For District:

Kelly French
Al Hill
Kim

Pleasanton Unified School District

PROFESSIONAL GROWTH HANDBOOK FOR CLASSIFIED EMPLOYEES



Human Resources Division
4665 Bernal Avenue
Pleasanton, CA 94566

Classified Professional Growth

Introduction

The Board of Education recognizes that classified staff does essential work that supports a healthy school environment and the educational program. Classified employees constitute an integral part of the Pleasanton Unified School District community.

The Pleasanton Unified School District Classified Professional Growth Program offers incentives to improve job skills, learn best practices, retrain staff as appropriate in order to meet changing conditions in the district, and/or enhance personal growth. A Classified Professional Development Committee shall be established to oversee and monitor the success of the program.

Procedures and regulations governing the Classified Professional Growth Program are outlined in this handbook.

Purpose of the Professional Growth Program

The purpose of the Classified Professional Growth Program is to provide classified employees an annual incentive for continued personal and professional development.

Who is Eligible?

Permanent classified employees are eligible to participate.

Classified Professional Growth Task Force

A Classified Professional Growth Task Force shall be established to oversee and monitor the success of the program.

Responsibilities: A Classified Professional Growth Task Force shall be established to prepare, review, and update course/workshop lists (such list is not exclusive, but serves as an example and guide only); survey employees and review data to inform improvement efforts; field appeals of any denials; recommend revised policy as necessary; report any recommended policy changes to the negotiating team

Meeting Expectation: The Committee shall meet three (3) times per year or as needed.

Composition: The Task Force shall consist of 3 District employees. One (1) member shall be from the Classified Executive Board - president or designee, one (1) department administrator, and one (1) Human Resource administrator. The Human Resources Assistant Superintendent or designee shall serve the Committee as a facilitator and resource person.

Tenure of Task Force members: Because of the technical nature of the Task Force responsibilities, turnover on the Task Force shall be kept at a minimum. All appointments of members shall be for alternating two (2) year periods.

Guidelines

The following guidelines and processes shall be used in implementing the classified professional growth program. Permanent classified employees have the opportunity to personalize professional growth and development by taking courses offered through the district and/or outside of the district.

- Permanent classified employees may be compensated for up to a maximum of 18 hours of professional development per fiscal year (July 1 - June 30).
- Professional Growth compensation may be earned by completing courses /workshops included on the district pre-approved list. Courses must be taken outside the workday.
- For courses outside of the pre-approved list, prior approval must be requested. Courses must be taken outside the workday.
- Courses must be submitted in increments of 6 hours, not to exceed the 18 hour total per school year.
- All courses must be taken and submitted PRIOR TO JUNE 30 to receive compensation. Staff are allowed to carryover hours over a two year period in order to reach the 18 hour threshold or each 6 hour increment.
- The employee must satisfactorily complete or pass the course for compensation.
- It is the responsibility of the employee to submit the Professional Growth Compensation Request form to the Human Resources Division (HR Analyst).
- It is the responsibility of the employee to submit verification of attendance/completion for courses outside of the district pre-approved list (ex. certification of completion, transcripts, email verification, registration invoice, etc.)

- A list of pre-approved courses shall be prepared and revised by the Classified Professional Growth Task Force.
- (Double-dipping prohibition) Compensation under Professional Growth Handbook shall be offset or denied if a bargaining unit member receives compensation from another source for the education and training claimed.

Compensation Request Process

For Pre-Approved Courses

1. Select from district pre-approved course list
2. After course completion, submit the CSEA **Professional Growth Compensation Request** form to the Human Resource Division (HR Analyst).

For Courses Not Already Pre-Approved

1. Submit the CSEA **Professional Growth Pre-Approval Request** form to the immediate supervisor.
2. After course completion, submit the CSEA **Professional Growth Compensation Request** form along with linked evidence of attendance and/or completion of the course to the Human Resource Division (HR Analyst).

Note: Denials may be appealed to the Professional Growth Committee.

Department of Early and Expanded Learning

*Employees whose position requires holding a valid Child Development Permit (Associate Teacher, Teacher, Site Supervisor permit) will utilize the CTC Professional Growth Plan and Record Form to record completed activities and **attach to Classified Professional Growth Compensation Request**.*

Compensation Incentive

Upon verification of completion that meets the requirements as stated herein, the following incentive shall be granted. Classified employees may be compensated for up to a maximum of 18 hours of professional development per fiscal year (July 1 - June 30).

Professional Growth (PG) Hours	Compensation
6 hours	\$250
12 hours	\$500
18 hours	\$750

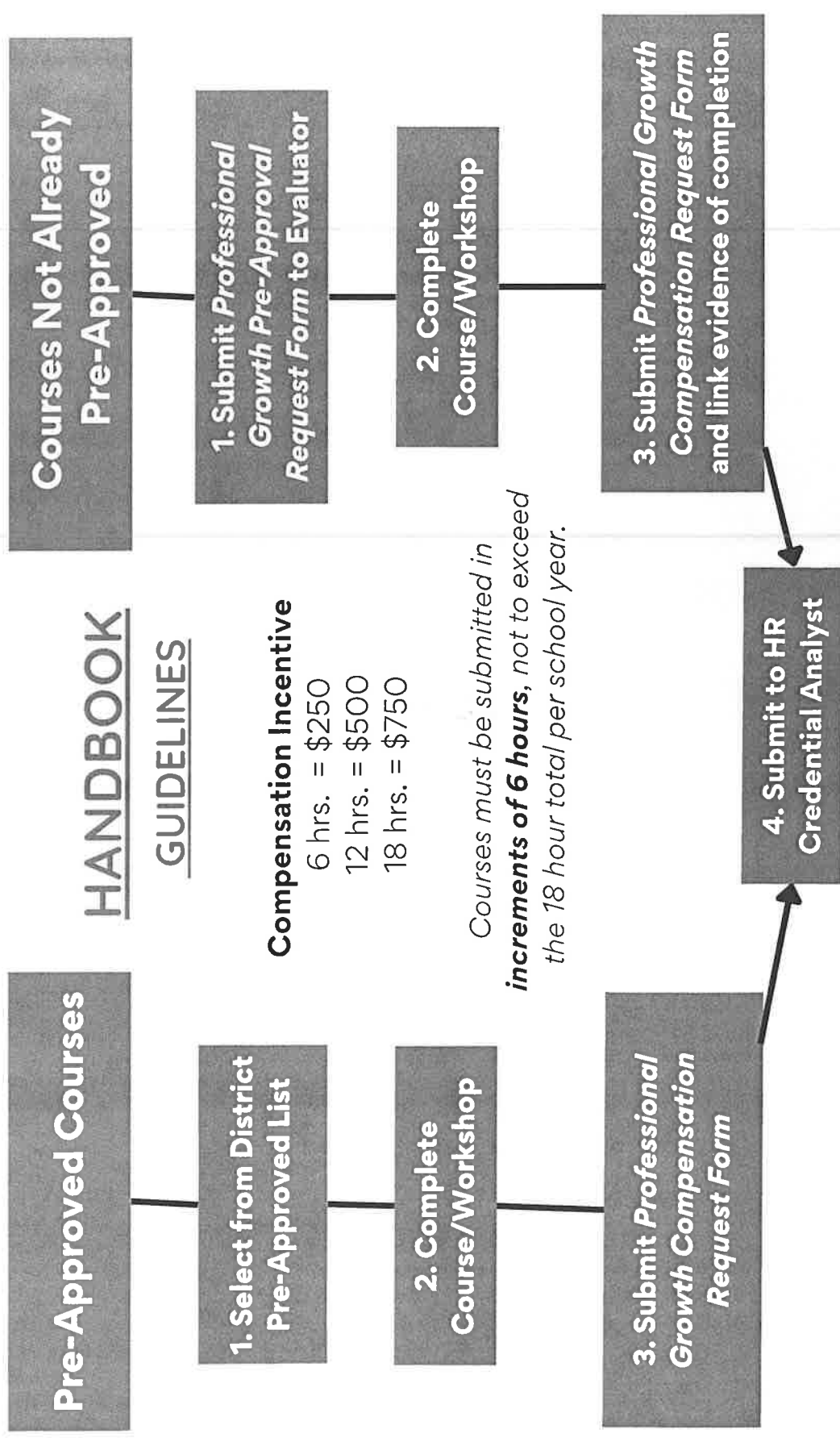
Add appendices

1. Classified Professional Growth Incentive Flowchart
2. Classified Professional Growth Pre-Approved Course/Workshops (In Progress - Updated annually)
3. Classified Professional Growth Pre-Approval for Outside Courses/Workshops
4. Classified Professional Growth Compensation Request Form
5. Classified Professional Growth Resource List (In Progress - Updated annually)
6. Classified Professional Growth Appeal Form (TBD)

Classified Professional Growth Flowchart

Classified Professional Growth Incentive

PROCESS FLOWCHART



Classified Professional Growth
Pre-Approved Courses/Workshops
(In Progress - Updated annually)

Classification	Pre-Approved Courses/Workshops
General	<ul style="list-style-type: none"> • First Aid & CPR • Google Apps
Accounting/Fiscal	
Assessment	
Child Nutrition Services	
Clerical	<ul style="list-style-type: none"> • ParentSquare
Graphics	
Human Resources	
Information Technology	<ul style="list-style-type: none"> • Viewsonic IT • Cyber Security
Instructional Support	
Library Media	
Maintenance & Operations/Facilities/Transportation	
Student Services <ul style="list-style-type: none"> • Campus Safety Monitor/Secondary • Child Welfare and Attendance Specialist • Early and Expanded Learning • Health Services 	

• Workability	
Warehouse	

Classified Professional Growth
Pre-Approval for Outside Courses/Workshops

Classified Professional Growth
Compensation Request Form
(In Progress)

Classified Professional Growth
Appeal Form (TBD)

Classified Professional Growth
Resource List
(In Progress - Updated annually)

Resources	
<u>Las Positas Certificate Programs</u>	
<u>Chabot College Certificate Programs</u>	
<u>Foreign Transcript Evaluation Agencies</u>	

Date 5/10/23

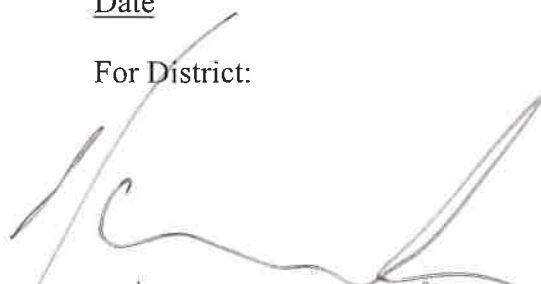

For CSEA:



 Janis Mather
 Pamela Lucero
 Cheryl Van Gundy
 Corey Sanchez Gair

Date

For District:


 Kelly French
 Aly Hill
 Kevin Ortiz




PROFESSIONAL GROWTH PLAN AND RECORD FORM For Child Development Permits

This packet contains a brief outline of the professional growth requirement necessary to renew your Child Development Permit and the form that is to be used to record your activities. Detailed information regarding professional growth requirements can be found in the *Professional Growth Manual for Child Development Permits* available on the Commission's website.

Step 1: Obtain a professional growth advisor

The key to successful renewal is to work closely with a professional growth advisor. This advisor will serve as your mentor, helping you to set goals that will be valuable to your professional growth. The advisor will also discuss with you the professional growth activities that will best contribute to your competence, performance, or effectiveness as an early childhood educator. The advisor will verify that you have completed your professional growth activities.

Step 2: Plan your activities

Formulate a set of goals with your advisor and complete boxes 7-10 on the Professional Growth Plan and Record Form. Choose your activities and complete boxes 11-15. Your advisor must sign on line 19, certifying that your initial plan meets the standards outlined in the *Professional Growth Manual for Child Development Permits*. *Note: You must complete activities in at least two categories.*

Step 3: Complete your activities and keep records

As you complete your professional growth activities, you should meet with your advisor to discuss your progress. Enter the total time spent on your activities in box 16. Your advisor will verify the hours and complete box 17. You may amend your goals and activities during the five year renewal cycle. Discuss any changes with your advisor, and together, update boxes 9 through 15. Once you have completed the required hours, sign on line 20 and have your advisor sign on line 21.

Step 4: Renew your permit

Renew your permit by one of the following methods:

- Renew online by logging into your personal [Educator Page](#), or
- Submit a completed *Application for Renewal* ([form 41-4](#)) to the Commission office

Both methods allow you to self-verify the completion of your professional growth requirements; however, you must keep the completed, original *Professional Growth Plan and Record Form* in your possession in case of audit. If you choose not to self-verify, submit the completed *Professional Growth Plan and Record Form* with application [form 41-4](#) to the Commission office.

Permit holders renewing more than one permit must submit a separate application and fee for each, but only one *Professional Growth Plan and Record Form*.

COMO RENOVAR SU PERMISO DEL DESARROLLO INFANTIL

Este paquete contiene una breve descripción de los requisitos de crecimiento profesional (*Professional Growth*) para renovar su permiso del Desarrollo Infantil (*Child Development Permit*). Incluye también el formulario para documentar las horas cumplidas de crecimiento profesional. Favor de referirse al Manual Del Crecimiento Profesional (*Professional Growth Manual for Child Development Permits*) para más información sobre estos requisitos. Este manual se encuentra en el website de la Comisión.

Primer Paso: Obtenga un Consejero del Crecimiento Profesional

La clave para renovar su permiso es trabajar con su consejero. El consejero es como un mentor, ayudándole a establecer metas que le servirán para su crecimiento profesional. Su consejero también conversará con usted sobre sus actividades de crecimiento profesional que contribuirán a su capacidad, desempeño o efectividad como educador principiante de menores. Su consejero verificará que usted haya cumplido con sus actividades del crecimiento profesional.

Segundo Paso: Planee sus actividades

Formule sus metas con su consejero y llene las secciones 7-10 del formulario de Plan y Expediente del Crecimiento Profesional (*Professional Growth Plan and Record Form*). Seleccione actividades que cumplan con sus metas y llene las secciones 11-15. Su consejero deberá firmar la sección 19 certificando que su plan inicial cumple con las normas mencionadas en el manual. *Por favor note que por lo menos actividades en dos categorías son requeridas.*

Tercer Paso: Complete sus actividades y mantenga un expediente

Según vaya terminando sus actividades del crecimiento profesional, usted deberá ver a su consejero para hablar sobre su progreso. En el formulario de Plan Y Expediente del Crecimiento Profesional, llene la sección 16 cuidadosamente y verifique razonablemente el tiempo que le haya tomado y así su consejero podrá llenar la sección 17. Usted puede cambiar sus metas y actividades durante el período de renovación de cinco años. Hable sobre los cambios con su consejero y él/ella tendrá que llenar las secciones 9-15. Una vez que haya cumplido con las horas requeridas, firme la sección 20 y su consejero firmará la sección 21.

Cuarto Paso: Renueve su permiso

Renueve su permiso en **uno** de los metodos siguientes:

- Electronicamente - website: <http://www.ctc.ca.gov/credentials/online-services/default.html>
- Enviando por correo a la Comisión la solicitud 41-4

Ambos metodos le permiten hacer una declaración personal de que los requisitos de crecimiento profesional han sido cumplidos, pero debe mantener el formulario de Plan y Expediente del Crecimiento Profesional por si se hace un auditoría. Si prefiere no hacer solo la declaracion, llene y envíe por correo a la Comision la solicitud 41-4 con el formulario de Plan Y Expediente del Crecimiento Profesional.

Para los que poseén y van a renovar más de un permiso, es necesario enviar una solicitud y un pago para cada permiso, pero sólo incluya un formulario de Plan y Expediente del Crecimiento Profesional.



PROFESSIONAL GROWTH PLAN AND RECORD FORM For Child Development Permits

Please fill out this form **completely**. Before you begin, please read the instructions in the *Professional Growth Manual*. Make enough copies of this form to include all of the goals, activities, and amendments that you plan and complete.

1. **Name:** _____
Last First Middle
2. **Home Address:** _____
Number Street Apt. No.

City State Zip Code
3. **Daytime Phone Number:** _____ **Email Address:** _____
4. **Social Security Number:** _____
5. **List each credential and/or permit you hold:** _____ **Expiration Date:** _____

6. **List each professional growth advisor who has advised you.**
First Advisor _____ Approximate Dates of Service _____
Credential /Permit Held _____ Credential/Permit Number _____
Second Advisor _____ Approximate Dates of Service _____
Credential/Permit Held _____ Credential/Permit Number _____
Third Advisor _____ Approximate Dates of Service _____
Credential /Permit Held _____ Credential/Permit Number _____

Professional Growth Plan

7. Goal Numbers	8. Professional Growth Goals	9. Date Approved	10. Advisor's Initials

Professional Growth Activities (by goal number and category)			Approval of Planned Activities		Verification of Completed Activities	
11. Professional Growth Activities	12. Goal Number(s)	13. Category (two minimum)	14. Date Activity Approved	15. Advisor's Initials	16. Time Spent (in hours)	17. Advisor's Initials and Date

Make additional copies of this form if necessary

(18) Total Hours Spent _____

Memorandum of Understanding
between
Pleasanton Unified School District
and
California School Employees Association and its Pleasanton Chapter No. 155
Classified School Employees Summer Assistance Program

The above parties have met and negotiated the decision, impacts, and effects relating to Education Code 45500 and the Classified School Employee Summer Assistance Program (CSESAP) for 2023-2024.

1. The District agrees to participate in the Classified Summer Assistance Program as it is outlined by the California Department of Education.

Agreed on Nov 16, 2022.

SEA

[Signature]
Cheryl Van Dusen
Laura Martinez

Carey Sanchez Gore

District

[Signature]
[Signature]
Ruth
Agzlet
Kelly French
[Signature]
Bill
[Signature]
Barbara Jo