

AGREEMENT

Between The

AZUSA UNIFIED SCHOOL DISTRICT

And The

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AZUSA CHAPTER 299

Effective

July 1, 2020 through June 30, 2023

1 AGREEMENT

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1 AGREEMENT

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4 THIS AGREEMENT, made and entered into this 1st day of July 2020 by and between
5 the Azusa Unified School District, whose address is 546 South Citrus Ave., Azusa, California
6 91702-0500, hereinafter referred to as the "District," and the California School Employees
7 Association and its Chapter 299, whose address is P.O. Box 500, Azusa, California 91702-
8 0500, hereinafter referred to as the "Association."

9
10 WITNESSETH:
11 ARTICLE I
12 RECOGNITION
13
14

15 The Board of Education of the Azusa Unified School District under provisions of
16 Chapter 10.7 of the Government Code agrees to recognize the California School Employees
17 Association and its Chapter 299 as the exclusive representative for the appropriately
18 described unit listed below:

19
20 Included: All of the following designations and groupings of positions and classifications:

21
22 Administrative Services

- | | | |
|----|------------------------------------|----------------------------|
| 23 | | |
| 24 | Assistant Textbook Warehousekeeper | Pupil Personnel Technician |
| 25 | General Office Clerk | Secretary II |
| 26 | Curriculum Clerk I | Translator |
| 27 | PABX Operator-Receptionist | Data Technician |
| 28 | Textbook Warehousekeeper | Technician/Programmer |
| 29 | Curriculum Clerk II | Data & Software Specialist |
| 30 | Records Technician | Network Technician |
| 31 | Secretary I | Network Analyst |
| 32 | Personnel Assistant | Software Technician |
| 33 | Database Analyst | |
| 34 | | |
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1	<u>Business Services</u>	
2		
3	Data Entry Clerk	Account Clerk III
4	Account Clerk I	Buyer
5	Messenger	Printer II
6	Purchasing Clerk	Lead Account Clerk
7	Account Clerk II	Warehousekeeper
8	Assistant Warehousekeeper	Printer III
9	Messenger/Asst. Warehousekeeper	Payroll Clerk
10	Purchasing Specialist	Fiscal Analyst
11		
12	<u>Nutrition Services</u>	
13		
14	Food Service Worker I	Lead Food Service Worker II
15	Lead Food Service Worker I	Food Service Worker III
16	Food Service Worker II	Food Service Truck Driver
17		
18		
19	<u>Maintenance-Operations-Transportation</u>	
20		
21	Athletic & PE Aide (H.S.)	Maintenance II
22	Custodian	Technology Worker II
23	Bus Driver	Groundskeeper III
24	Groundskeeper I	Maintenance III
25	Maintenance I	Groundskeeper III-Crew Leader
26	Technology Worker I	Lead Mechanic
27	Groundskeeper II	Technology Worker III
28	Lead Custodian	Mechanic II
29	Operations & Events Tech I	Mechanic III
30	Operations & Events Tech II	Bus Driver/Dispatcher
31		
32	<u>School Clerical and Services</u>	
33		
34	Noon Supervisor*	
35	Instructional Aide	Health Aide II
36	Library Aide – Elementary School	Computer Lab Aide II-Adult Education
37	Instructional Aide-Special Education	Instructional Aide-Computer Lab II
38	Instructional Aide-Bilingual	Intermediate School Student Body Clerk
39	Instructional/Community Aide-Bilingual	Paraeducator III
40	Student Support Assistant	Braille Transcriber
41	Community Liaison Aide	Campus Aide (High School)
42	Community Aide – Bilingual	Preschool Aide
43	Paraeducator I	Library Clerk-Intermediate School
44	* in accordance with Education Code 45103 (b) (4)	
45		1.2

1	Paraeducator II	High School ASB Clerk
2	Instructional Aide-Computer Lab I	School Secretary
3	Health Aide	High School Library Technician
4	School Clerk	High School Principal's Secretary
5	Health Aide-Special Service	Career Center Technician
6	Instructional Aide – Students with	Job Coach/Instructional Aide - Adult
7	Disabilities	Transition Program
8	Student Support Assistant – Students	Campus Security
9	With Disabilities	Health Assistant-LVN

10

11 Excluded: All other Certificated, Management and other positions not listed above.

12

13 The Association and the District agree that this represents the appropriate unit and
 14 that it will not seek by any means to amend or change in any way the unit described herein.

15

16 The District agrees that if subsequent to this Agreement it creates any new
 17 classifications, it shall notify the Association of its action, describe the classification created
 18 including job title, job description and salary range, and the designation of the classification
 19 if included or excluded from the bargaining unit. The Association may within fifteen (15) work
 20 days of such notification contest any assignment by the District to include or exclude such
 21 classifications and positions into or from the bargaining unit, and in such case the District
 22 agrees to meet with the Association in
 23 an attempt to reach mutual agreement. If mutual agreement cannot be reached
 24 regarding the designation that the new classification be included or excluded from the
 25 bargaining unit, the Association may file through the Public Employment Relations Board
 26 (PERB) for a change in unit certification according to the rules of the PERB. The final
 27 decision of the PERB shall be binding on all the parties.

28

29 Disputes concerning the interpretation and application of this article are not subject to
 30 the grievance provision of Article XII.

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1 ARTICLE II
2 ASSOCIATION RIGHTS AND RESPONSIBILITIES
3
4

5 A. Access
6

7 Authorized Association members shall, in accordance with the conditions noted
8 herein, have the right of reasonable access to District facilities for the purpose of contacting
9 unit members, and transacting lawful Association business. Upon arriving at a school site,
10 the Association representative shall first report to the office of the site
11 administrator/supervisor to announce his or her presence and the intended purpose and
12 length of visit.
13

14 In no event shall any representative or unit member interrupt or interfere in any
15 way with normal work. Contacts with unit members shall be limited to times such as District
16 designated breaks, lunch periods, and before and after work.
17

18 The Association may utilize District facilities outside of District operation hours
19 for meeting purposes, subject to the provisions of the Civic Center Act.
20

21 B. Distribution and Posting of Materials
22

23 The Association may distribute organizational literature on District property,
24 provided it conforms to the content restrictions in Section D hereof, and does not interfere in
25 any way with District business. No person shall distribute literature on District property in a
26 place or manner which distracts unit members who are performing their duties. Literature
27 may be distributed, or left for pickup, in coffee rooms, faculty lounge rooms and in other
28 appropriate site locations as designated by the site administrator/supervisor.
29

30 The Association shall have the right to post notices of Association concern
31 (consistent with Paragraph D hereof) on bulletin boards. (There shall be at least one (1)
32 District designated Association bulletin board at each school or
33
34
35

1 site.) It shall provide to the Superintendent, Associate Superintendent, Assistant
2 Superintendent, Administrator Human Resources, and site administrators/ supervisors a
3 complete copy of the material the same day it is posted.

4
5 C. Use of Site Mail Boxes and Internet
6

7 The Association shall have reasonable use of the internal school mail system
8 to distribute organizational material which conforms to the content restrictions of Section D
9 hereof. It shall provide to the Superintendent, Associate Superintendent, Assistant
10 Superintendent, Administrator Human Resources, and site administrators/supervisors a
11 complete copy of the material the same day it is deposited in school mail boxes.
12

13 The Association shall have reasonable use of the District email system for the purpose to
14 send announcements regarding Chapter functions. Provided that the comments are not
15 defamatory or demeaning to District personnel.
16

17 D. Content Restrictions
18

19 Any literature to be distributed or posted must not be slanderous, obscene, or
20 hold any individual to ridicule. It must be dated and must identify the person and organization
21 responsible for its content and distribution.
22

23 E. Released Time
24

25 The Association President, or designee by mutual agreement, shall receive
26 thirty-seven (37) days of released time to be used one full day per week, during the same
27 day each week as determined by the Association President. The Association President, as
28 a condition of receiving the released time, must notify the District, in writing, each year of the
29 day to be used and the thirty-seven (37) weeks in which the Association President will be
30 taking released time. A full day is defined as a regular work day of the President.
31

32 Released time shall be granted for delegates to attend the CSEA Annual
33 Conference. The District shall grant fully paid days of release time, not to exceed
34
35
36
37

1 fifteen (15) paid days, for the purpose of attending the CSEA Annual Conference. Paid
2 release time can only be used by employees who are on duty at the time of the conference
3 up to a maximum of five (5) days per employee.
4

5 Reasonable released time shall be granted to job stewards for grievances and
6 bargaining unit member representation. The Superintendent or designee shall provide
7 reasonable released time for the unit's negotiating team or committee members necessary
8 to implement provisions of this Agreement. The time will be utilized for negotiations and
9 necessary caucus involved in negotiations or for other mutually agreed upon investigations
10 and research.
11

12 F. Seniority List of Unit Members
13

14 Upon completion of update and input of seniority information into the HRS, the
15 District shall make a good faith effort to provide a seniority list of unit members to the
16 Association by November 1 of each year.
17

18
19 G. Release Time to Unit Members
20

21 The District agrees to provide release time to unit members one time each year,
22 not to exceed two hours, to attend a scheduled District-wide Association event scheduled
23 only during non-instructional time. This release time does not accumulate and can only be
24 used if the member attends the event. Release time shall only be provided to unit members
25 that are scheduled to work during the Association's event. Release time shall be available
26 only to unit members that agree to complete their duties so as to not fall behind. The
27 scheduling of the Association event shall be determined by mutual agreement by the
28 Association and District.
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1 administrators of the District for the purpose of defending said persons or District, or
2 any other form of liability of expense, including but not limited to, all court or administrative
3 agency costs that may arise out of or by reason of action taken by the District for the purpose
4 of complying with this Article. As a condition precedent to the enforcement of this Article of
5 this Agreement, the Association, in addition to itself agreeing to indemnify the expenses as
6 provided herein shall cause its parent organization, the California School Employees
7 Association, to agree in writing to indemnify, guarantee and hold financially harmless the
8 District, its Board of Education, each individual Board of Education member and all
9 administrators from liabilities and expense in terms exactly consistent with the Association's
10 duties and obligations as contained herein.

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1 C. Application

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3 A unit member may apply for the vacancy by written notification, including a
4 current application [less than one (1) year old] to Human Resources within the filing period.
5 A unit member on leave or vacation may authorize his/her job representative to apply on the
6 unit member's behalf.
7

8 D. Selection

9
10 Applicants for a four (4) hour or more position shall be selected by the following
11 process:
12

13 1. Screening

14
15 The Human Resources Department shall screen all applicants for the interview
16 list.
17

18 2. Interview

19
20 The interview committee shall consist of the following:
21

- 22 a. Human Resources Department's administrative representative
- 23 b. Management/Supervisor
- 24 c. CSEA Appointee
- 25 d. Classified employee with no conflict of interest.
26

27 For purposes of this section only, District Office Department is defined as one
28 of the following:
29

- 30 a. Accounting
- 31 b. Purchasing
- 32 c. Nutrition Services
- 33 d. Maintenance
- 34 e. Operations
- 35 f. Transportation
- 36 g. Pupil Personnel
37

- 1 h. Bilingual Services
- 2 i. Student Achievement
- 3 j. Certificated Personnel
- 4 k. Classified Personnel
- 5 l. New Teacher Support
- 6 m. Management Information Services

7

8 The interview committee shall score by a blind scoring method, and shall score

9 each applicant according to the categories on the District interview rating sheet which shall

10 include, but not be limited to, the categories of years of service and testing (where

11 applicable); each category to be given equal consideration.

12

<u>Points</u>	<u>Years of Service</u>
13 1	3-7
14 2	8-15
15 3	16-20
16 4	21-25
17 5	26+

18

19

20 The interview committee shall deliver the names of up to the top three (3)

21 scoring qualified applicants to the management/supervisor for final selection (herein shall be

22 referred to as the list).

23

24 E. Restrictions

25

26 A substitute employee shall not be employed more than sixty (60) calendar

27 days in a vacant classified position. This period may be extended by mutual written

28 agreement of the District and the Association.

29

30 Full-time and/or part-time students shall be limited to assisting classified

31 employees.

32

33 Volunteer aides shall not be utilized in a vacant classified position nor in lieu of

34 an abolished classified position as per California Education Code Sections 35021 and 45349.

1 A unit member serving their 1st probationary period with the District may not
2 submit an application or request a voluntary transfer for any available position in the District.

3
4 F. Summer Employment

5
6 When work normally and customarily performed by bargaining unit employees
7 is required to be performed at times other than during the regular academic year, the work
8 shall be assigned to the most qualified bargaining unit employee(s) as determined by the
9 District. Unit member positions that are determined by a hiring panel shall include a CSEA
10 representative on the panel.

11
12 An employee who accepts a summer assignment shall receive, on a prorate
13 basis, no less than the compensation and statutory benefits applicable to that classification
14 during the regular academic year. This includes accrual of leaves, appropriate placement on
15 the salary schedule at the step closest to the unit member's regular assignment during the
16 academic year. Unit members who do not have health benefits during the academic year
17 shall not receive them if their assignment during summer places them in a benefit eligible
18 position.

19
20 Bargaining Unit employees assigned to the regular District-wide summer
21 session may have their assignment terminated at any time for reasons including, but not
22 limited to, financial impact, extended/long term absences or lack of work.

23
24 3. Final Determination

25
26 Management/Supervisor shall select one of the applicant(s), from the list
27 submitted by the committee, for the available position or declare that no suitable candidates
28 can be determined in which case the vacancy would be posted again for application. The
29 District shall notify the Association if the District determines to post the opening again. The
30 District shall not have any non-management employees present for any final interview
31 process to select one of the top three (3) scoring applicants. The final determination shall be
32 made by the District.

1 4. Combining Vacancies

2
3 In the event that multiple vacancies exist in the same classification that have
4 the same number of hours and workdays the parties agree to the following:

- 5
6 1. Managers/supervisors from each site or location where a vacancy exists will
7 be included on the interview committee
- 8 2. Said managers/supervisors will select a candidate from the top three
9 scoring applicants from the interview, with the following caveat
- 10 a. Each time an applicant is selected from the top three, the next ranked
11 candidate from the interview shall move up in succession to become
12 one of the top three to be considered. This will ensure each
13 manager/supervisor has three candidates from which to select.
- 14 b. This movement from the interview list will continue until all vacancies
15 have been filled
- 16 3. The District will determine the order of selection for the
17 managers/supervisors
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1 C. Reduction in Assigned Time

2 Any reduction in assigned time shall be accomplished in accordance with
3 Education Code, Section 45117.

4
5 The above referenced Education Code does not constitute a waiver of the
6 District's or the Association's rights provided under the Educational Employment Relations
7 Act.

8
9 D. Adjustment of Assigned Time

10
11 Any unit member who works an average of thirty (30) minutes or more per day
12 in excess of his or her regular part-time assignment for a period of twenty (20) consecutive
13 working days or more shall have his/her regular assignment adjusted upward to reflect the
14 longer hours, effective with the next pay period. Any return to the original assigned hours
15 would constitute a reduction in assigned time.

16
17 E. Lunch Periods

18
19 All unit members covered by this Agreement who work more than four (4) hours
20 shall be entitled to an uninterrupted lunch period. The length of time for such lunch period
21 shall be for a period of no longer than one (1) hour nor less than one-half (1/2) hour, and may
22 be scheduled for full-time employees at or about the mid-point of each work shift.

23
24 Unit members working less than eight (8) hours may have an established
25 uninterrupted lunch period as near the center of his/her workday to be established by the
26 District operational requirements of the job site.

27
28 A unit member required to work during his/her lunch period shall receive pay at
29 the rate of time-and-one-half for all time worked during the normal lunch period.

1 F. Rest Periods

2
3 All unit members shall be granted rest periods which, insofar as practicable,
4 shall be in the middle of each work period, at the rate of fifteen (15) minutes per each four
5 (4) hours worked. An employee working less than four (4) hours per day shall not receive a
6 rest period.

7
8 G. Overtime

9
10 Overtime must be authorized by the District prior to being performed by any
11 unit member. Immediate supervisors shall assign overtime to unit members for the tasks to
12 be performed and within the proper classification on a rotating basis. The supervisor shall
13 make a good faith effort to rotate the overtime among unit members within each department
14 and/or each job site as equitably as possible.

15
16 Overtime compensation shall be provided unit members who are directed by
17 their immediate supervisor to work in excess of eight (8) hours in any one day or in excess
18 of forty (40) hours in any one calendar or workweek.

19
20 Except as otherwise provided herein, all overtime hours as defined in this
21 section shall be compensated at a rate of pay equal to time-and-one-half the regular rate of
22 pay of the unit member. Overtime is defined to include any time worked in excess of eight
23 (8) hours in any one day or on any one shift or in excess of forty (40) hours in any calendar
24 week. All hours worked beyond the workweek of five (5) consecutive days shall be
25 compensated at the overtime rate commencing on the sixth (6th) consecutive day of work.
26 Regular part-time unit members shall complete eight (8) hours per day before being eligible
27 for overtime compensation on the 1st through 5th day; however, if they have worked twenty
28 (20) hours of the workweek, they shall be compensated for overtime at the rate of time-and-
29 one-half for the 6th and 7th day.

30
31 1. All hours worked on holidays designated by this Agreement shall be
32 compensated at regular time plus time-and-one-half the regular rate of pay.

1 2. If the District establishes a workday of less than eight (8) hours but
2 seven (7) hours or more and a workweek of less than forty (40) hours, but thirty-five (35)
3 hours or more for all of its classified positions or for certain classes of classified positions, all
4 time worked in excess of the established workday and workweek shall be deemed to be
5 overtime.
6

7 3. Substitute employees or unit members out of the classification may not
8 be assigned any overtime until all regular unit members of the classification have been
9 offered the assignment. This shall apply to the job site where the overtime work is to be
10 performed.
11

12 H. Call-Back-Time
13

14 Any unit member called back to work, either after normal working hours or on
15 a day said unit member is not scheduled to work, shall receive a minimum of two (2) hours
16 pay at the appropriate overtime rate provided in this Agreement irrespective of the actual
17 time being less than that required to be worked, or in the event of cancellation of assignment
18 upon arrival at work site, such as cancellation of bus trip.
19

20 I. Compensatory Time-Off
21

22 1. The District may grant compensatory time-off at a rate of one hour of
23 compensatory time for each hour worked, except when the unit member works overtime as
24 defined in Article 5, Section G, in which case the unit member would earn 1 ½ hours of
25 compensatory time for each hour worked.
26

27 2. Except in cases when the efficient operation of the District would be
28 adversely affected, compensatory time shall be taken at a time mutually acceptable to the
29 unit member and the District within six (6) months of the date on which it was earned. The
30 District shall pay the unit member by warrant in lieu of earned compensatory time not taken
31 by the unit member within the six (6) month period in which it was earned. Such pay shall
32 be paid at the unit member's hourly rate of pay at the time the compensatory time was
33 earned. A unit member may accumulate, with District approval, up to 240 hours of
34 compensatory time-off to be used in lieu of cash compensation for overtime.
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1 All bargaining unit members whose duties require their attendance on a
2 minimum day, as defined above, shall accumulate straight compensatory time. That accrued
3 compensatory time may be taken on non-student days.

4
5 All bargaining unit members shall have a minimum of one (1) day notice of
6 requirement to work on a day of minimum day release, as defined above.

7
8 All staff and community shall be notified yearly, in writing, of early closure of
9 school sites for minimum day release, as defined above.

10
11 All bargaining unit members on vacation or sick leave on a minimum day
12 release, as defined above, shall be charged their normal hours of assignment.

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ARTICLE VII
PROGRESSIVE DISCIPLINE

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A. Definition

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Progressive discipline is a series of fair, consistent and timely corrective steps to improve employee performance through direct, honest and constructive communication. Discipline under this article will follow Board Policy as provided in Education Code 45113. Progressive discipline steps shall not be bypassed unless the serious nature of the offense warrants such action. Whether or not the nature of the offense was so serious as to require bypassing progressive discipline steps may be submitted to Human Resources for review. If a review is requested, Human Resources shall review and respond within ten (10) working days of receipt. Human Resources shall have the final decision on this matter. For purposes of this Article, working day shall be defined as a regularly scheduled day for which the employee is present in entirety.

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B. Discipline Steps

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1. Verbal Warning

Verbal warning shall be given within fifteen (15) working days from when the supervisor first learns of the alleged infraction. The supervisor shall complete the District's "Classified Employee Progressive Discipline Notice" form and deliver a completed form to the unit member at the time of the verbal warning. The "Classified Employee Progressive Discipline Notice" form shall not be placed in the unit member's personnel file but shall be maintained by the unit member's supervisor for progressive disciplinary reference only. Failure to sign a Verbal Warning for purposes of receipt shall constitute insubordination and shall increase the disciplinary action from a Verbal Warning to a Written Warning.

2. Written Warning

Subject to Article 7, Section B.1 above, a written warning shall not be used unless the unit member has been verbally warned about similar infractions within the previous twenty-four (24) months. Written warnings shall be

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ARTICLE VIII
EVALUATION PROCEDURE

A. General

It is understood and agreed by the parties that their principle objective is to maintain or improve the quality of work in this District. Performance evaluations shall not contain disciplinary action.

The District retains the responsibility for the evaluation and assessment of performance of each unit members, subject only to the following procedural requirements. Accordingly, no grievance arising under this Article shall challenge the substantive objectives, standards or criteria determined by the evaluator or District, nor shall it contest the judgment of the evaluator. Any grievance shall be limited to a claim that the following procedures have been violated.

B. Evaluation Frequency

New unit members and promoted unit members shall serve a probationary period of six months of employment. New unit members who fail to complete their probationary period may be terminated by the District. Promoted unit members who fail their probationary period shall return to their previous job classification. If a unit member fails to complete the probationary period for a transfer, they shall return to their previous or comparable assignment.

Unit members serving a probationary period during their first six (6) months of employment shall be evaluated, at least, two times during the probationary period. The first (1st) evaluation shall be due in or near the third (3rd) months of the probationary period, and the final evaluation shall be due in or near the fifth (5th) month.

Permanent unit members shall be evaluated once every other year unless the unit member received an overall unsatisfactory evaluation. If a permanent unit member receives an overall unsatisfactory evaluation, the unit member shall be

1 evaluated no later than May 28 of the year in which the unit member received the overall
2 unsatisfactory rating. If the unit member subsequently receives another overall
3 unsatisfactory evaluation on the subsequent evaluation on or before May 28, the unit member
4 shall be formally evaluated no later than November 28 of the year in which the unit member
5 received the initial overall unsatisfactory evaluation.

6
7
8 C. Evaluation Procedure

9
10 During the evaluation period, each unit member shall annually receive at least
11 one (1) observation and/or observation of employee work product by the unit member's
12 immediate supervisor for which the unit member receives written feedback.

13
14 Evaluations shall be completed on an appropriate evaluation form agreed to by
15 the District and the Association and signed by both the unit member and the unit member's
16 immediate supervisor. Signature by the unit member shall indicate receipt only, and not
17 agreement with the content of the evaluation. The evaluation shall consider the unit
18 member's performance over the entire evaluation period and shall not contain any material
19 that the unit member has not been made aware of by prior notification and/or through
20 discussion with immediate supervisor.

21
22 The unit member's immediate supervisor shall schedule a conference with the
23 unit member to discuss and review the evaluation. This conference shall take place in a
24 private setting and be kept confidential. All evaluation conferences shall be completed by
25 February 28 of each school year.

26
27 Upon completion of the evaluation conference, the unit member shall receive
28 a copy of the evaluation and the evaluation shall be delivered to the Human Resources
29 Department for placement in the unit member's personnel file. Unit members shall have the
30 right to attach a written response to the evaluation, and the written response shall be placed
31 in the unit member's personnel files with the evaluation.

32
33 Unit members may seek a written appeal of one or more content areas of the
34 unit member's evaluation with the Human Resources Department. The Human
35

1 Resources Department, upon receipt of the written request for appeal, shall
2 schedule a meeting, within ten (10) working days, between the unit member and the unit
3 member's immediate supervisor. During this meeting, the Human Resources Department
4 shall listen to both parties and determine if there is reasonable justification to warrant the
5 disputed content areas within the evaluation.
6

7 Unit members that receive an unsatisfactory rating in one or more categories
8 on an approved evaluation form, shall be given a written improvement plan that states, at a
9 minimum, the area(s) where specific improvements are needed, suggestions for
10 improvement, resources to be utilized to assist the unit member's improvement and the
11 means by which the improvement will be measured.
12

13 The immediate supervisor of a unit member is the Management Supervisor that
14 has had the unit member under their supervision for a least sixty (60) days.
15

16 D. Hourly Employees
17

18 For purposes of this Section only, hourly employees shall be defined as
19 permanent hourly employees that work less than four (4) hours per day or less than twenty
20 (20) hours per week. Hourly employees shall be deemed to have met or exceeded District
21 standards if they do not receive a written evaluation as provided above. Therefore, if an
22 hourly employee does not receive an evaluation and have an evaluation conference by
23 February 28 of the school year, the hourly employee is considered to have received an
24 evaluation that indicates that the employee has met or exceeded District's standard, even
25 though the hourly employee will have not received a written evaluation. All probationary
26 employees shall be exempt from this section and shall be evaluated as provided in this
27 article.
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ARTICLE IX
LEAVES OF ABSENCE

A. General Provisions

A leave of absence is an authorization for a unit member to be absent from duty, generally for a specific period of time and for an approved purpose.

A leave protects the unit member by holding a place for him/her in the District until the leave expires. A good faith effort for the unit member's return to the school or site where he/she was assigned when the leave was authorized shall be made.

A condition of each leave of absence is that the license and/or certificate held at the time the leave was granted, properly authorizing the service, must be maintained in full force by the unit member.

Unit members on a paid leave of absence, unless otherwise provided herein, shall receive wages, salary supplemental coverage and retirement credit the same as if they were not on leave. Those who go onto an unpaid leave during any pay period shall receive their salary supplemental (health and welfare) coverage for the balance of that pay period. Thereafter, they shall be allowed to remain on continued coverage pursuant to the terms of the insurance plan selected, at their own expense, provided they made advance payment of the premium in a manner reasonably required by the District.

Part-time regular employees covered by this Agreement shall be entitled to leaves of absence prorated in the same ratio as the number of hours per day of scheduled duty relates to the number of hours for a full-time employee in a comparable position.

It is agreed that a unit member who is absent from work other than those days as authorized by State Law or authorized leave provisions of this Agreement is taking an unauthorized absence in breach of contract and in violation of this Agreement.

1 The Board will deduct a salary amount equal to 1/22 of his/her monthly salary for each day
2 of unauthorized absence, and such member shall be subject to disciplinary action.

3
4 1. Abandonment

5
6 Any absence from work without an authorized leave for three (3)
7 consecutive days, or failure to return to work as scheduled for three (3) consecutive days
8 after the expiration of an authorized leave of absence, shall be deemed as abandonment.
9 Unless an emergency accounts for the unit member's inability to notify the District, such
10 abandonment shall result in discipline in the form of termination. The above provisions do
11 not constitute a waiver of the employee's right to due process.

12
13 B. Leave Policies

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15 1. Bereavement Leave

16
17 A unit member is entitled to a leave of absence, not to exceed three (3)
18 days, or five (5) days if required one-way travel exceeds 325 miles or out-of-state, by reason
19 of the death of any member of his/her immediate family, and no deduction shall be made
20 from the salary or sick leave of the unit member because of such temporary leave of absence.
21 Bereavement Leave available under this section must be used within one (1) year of the
22 death of any member of the immediate family. Bereavement Leave used within three (3)
23 months of the death of any member of the immediate family shall be at the unit member's
24 discretion. Bereavement Leave used more than three (3) months after the death of any
25 member of the immediate family shall be used for cultural or religious ceremonial events or
26 activities related to the death of the immediate family member and shall be taken at a time
27 mutually agreeable between the supervisor and the unit member.

28
29 The phrase "member of his/her immediate family" means the mother, father,
30 grandmother, grandfather, or grandchild of the unit member or of the spouse/registered
31 domestic partner of the unit member, and the unit member's spouse/registered domestic
32 partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-
33 law, aunt, uncle, niece, nephew or step-relative, or any relative living in the immediate
34 household of the unit member.

1 b. Sick Leave Incentive

2
3 Unit members who have a minimum of five (5) years of service with the
4 District and fifty (50) days of sick leave on the books as of June 30 of each year shall receive
5 one (1) holiday and unit members who have a minimum of ten (10) years of service within
6 the District and eighty (80) days of sick leave on the books as of June 30 of each year shall
7 receive two (2) holidays as mutually agreed to with their immediate supervisor. All school
8 site unit members with agreement of their immediate supervisor may take the sick leave
9 incentive holiday when school is in session.

10
11 The holiday will be allocated following the completion of the fiscal year.
12 The employee must continue employment into the succeeding fiscal year in order to be
13 eligible for the holiday allocation.

14
15 The holiday must be used during the fiscal year in which it is allocated
16 and shall not be carried over to the succeeding fiscal year nor shall the unit member receive
17 monetary compensation.

18
19 c. Maternity Disability

20
21 If the pregnant unit member is required by her physician to be
22 absent from duties because of pregnancy, miscarriage, childbirth and related medical
23 conditions, she may use accumulated days of sick leave during such maternity disability
24 absence (illness). The unit member is expected to resume her duties as soon after the term
25 of pregnancy as her physician certifies that she is capable of returning to work.

26
27 If, at the time her physician states that she is capable of returning
28 to work, the unit member wishes to continue her paid status, she may elect to use her earned
29 vacation. Or, at that time if she wishes to continue her leave, she may request a child care
30 leave without pay.

31
32 Unit members are requested to provide the District with as much
33 advance notice as possible regarding maternity absence.

1 a. Sick Leave Abuse

2
3 Abuse of sick leave will be addressed in accordance with the Article VII,
4 Progressive Discipline, in this Agreement.
5

6 3. Differential Pay (Illness or Accident)

7
8 A Unit member shall each fiscal year be credited with a total of one
9 hundred (100) working days of paid extended illness and injury leave, including all days of
10 full-paid sick leave to which he/she is entitled under Section B.2.a of this article. Such days
11 of paid leave used after exhaustion of full-paid sick leave shall be compensated at fifty
12 percent (50%) of the unit member's regular salary. This paid
13 extended illness and injury leave shall include all days of full-paid sick leave (current year
14 and accumulated) but shall exclude any other available paid leave, holidays, vacation, or
15 compensating time to which the unit member may be entitled. The one hundred (100) days
16 of extended illness leave under this section shall not accumulate. Leave used under this
17 section shall run concurrently with the unit member's available leave under the Family and
18 Medical Leave Act (FMLA) and/or California Family Rights Act (CFRA).
19

20 4. Medically Determined Extended Leave

21
22 a. Unit members who suffer a catastrophic illness or injury that has
23 incapacitated the unit member for one hundred (100) or more working days after the
24 exhaustion of all paid leaves shall be entitled to up to twenty (20) working days of 50% pay
25 provided the unit member provides the District with a medical doctor's verification of the
26 illness or injury that has incapacitated the unit member for one hundred (100) or more working
27 days.
28

29 b. All unit members who receive leave under this section, shall have
30 this leave run concurrently with the unit member's available leave under the Family Medical
31 Care Leave Act and/or California Rights Act. (CFRA).
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b. Procedure for Personal Necessity Leave

Unit member must, except in cases of emergency, submit a complete request for personal necessity leave five (5) working days in advance of the requested the Classified Personal Necessity Notification Form. Immediate supervisors shall grant or reject a unit member’s request for personal necessity leave no later than two (2) full working days following the request. Unless approved in advance, or, in cases of emergency, unit members shall not use personal necessity leave for more than two (2) consecutive days.

If advance notice is not possible, the unit member shall submit a completed Classified Personal Necessity Notification Form to be signed normally the date he/she returns to duty. However, if additional time is needed, the employee may extend that time up to three (3) days. The supervisor will verify the eligibility of the request, and indicate whether the leave is approved or denied and forward to the District Office.

c. If the District determines that a unit member has engaged in repeated personal necessity leave use of one (1) hour or less, said unit member shall be required to provide one working day prior notice of any future use of personal necessity leave that is one (1) hour or less. The required notice period shall be in effect for no less than six (6) months and no more than one (1) year from the date of notification by the District.

6. Industrial Accident or Illness Leave

Leaves of absence for industrial accident or illness are provided for unit members under the following rules and regulations.

a. The accident or illness must have arisen out of and in the course of employment of the unit member, as a bona fide injury or illness arising out of and in the course of employment.

b. Allowable leave for each industrial accident or illness shall be for sixty (60) working days in any one fiscal year for the same accident or illness.

1 c. The leave under these rules and regulations shall commence on
2 the first working day of absence due to industrial accident or illness.

3
4 d. Allowable industrial accident or illness leave shall not be
5 accumulated from year to year.

6
7 e. When a unit member is absent from his/her duties on account of
8 industrial accident or illness, he/she shall be paid such portion of his/her salary due him/her
9 for any month in which absence occurs, as when added to
10 his/her temporary disability indemnity under Division 4 or under Division 4.5 of the Labor
11 Code, will result in a payment to him/her equal to his/her full salary.

12
13 f. When an industrial accident or illness leave overlaps into the next
14 fiscal year, the unit member shall be entitled to industrial accident and illness leave in the
15 new year for a period of time not to exceed sixty (60) working days when added to those
16 used in the previous fiscal year for the same illness or injury.

17
18 g. During any paid leave of absence, the unit member shall endorse
19 to the District the temporary disability indemnity checks received on account of his/her
20 industrial accident or illness. The District, in turn, shall issue to
21 the unit member appropriate salary warrants for payment of the unit member's salary, and
22 shall deduct normal retirement and other authorized contributions.

23
24 h. Upon termination of the industrial accident or illness leave, the
25 unit member shall be entitled to the benefits provided for sick leave as provided in this
26 Agreement and his/her absence for such purpose shall be deemed to have commenced on
27 the date of termination of the industrial accident or illness
28 leave, provided that if the unit member continues to receive temporary disability indemnity,
29 he/she may elect to take as much of his/her accumulated sick leave which when added to
30 his/her temporary disability indemnity will result in payment to him/her of not more than
31 his/her full salary.

1 7. Subpoena Leave

2
3 When a unit member is absent because of a mandatory court
4 appearance, except as a litigant, the unit member shall suffer no monetary or sick leave loss
5 by reason of this service.
6

7
8 Fees, exclusive of mileage, paid by the court or party requiring a unit
9 member's appearance shall be paid to the District unless the fees are greater than the unit
10 member's salary, in which case the unit member may retain the fees and be listed as absent
11 due to personal business (without pay). A copy of the subpoena or certificate of the clerk of
12 the court must be filed with the absence report form.
13

14 8. Jury Duty

15
16 A leave of absence without loss of salary shall be granted to a
17 unit member who is officially called for jury duty not to exceed a total of ten (10)
18 days per fiscal year. Juror's fees, exclusive of mileage, received by the unit member shall
19 be deposited to the credit of the District. After the ten (10) days, and with extenuating
20 circumstance, i.e., continuance on a case, the unit member shall continue to receive regular
21 District compensation.
22

23 9. Military Leave

24
25 A unit member shall have the right to a leave of absence for required
26 military service as required by law.
27

28 10. Supplemental Catastrophic Leave

29
30 a. Definitions:

31
32 A District-wide Supplemental Catastrophic Leave Bank ("SCLB")
33 shall be created for unit members to donate sick leave for the use of eligible unit members
34 who have suffered a catastrophic illness or injury. All use of SCLB days must receive prior
35 approval from the Supplemental Catastrophic Leave Bank Committee ("SCLBC").
36

1 1. Catastrophic Illness or Injury is defined as any illness or
2 injury that is expected to incapacitate a unit member for a period of twenty (20) or more
3 consecutive working days.

4
5
6 2. Eligible Unit Members is defined as any permanent unit
7 member who has donated to the SCLB in the current fiscal year or the fiscal year previous
8 to the year in which a request is being made and has met all the eligibility requirements as
9 stated in Section B.10 of this article.

10
11 b. Supplemental Catastrophic Leave Bank Committee ("SCLBC"):

12
13 A District-wide SCLBC shall be established consisting of two (2)
14 Bargaining Unit Members appointed by the Association’s Executive Board
15 and two (2) Management representatives appointed by the Superintendent or his/her
16 designee. The SCLBC shall have the following authority and guidelines:

17
18 1. Receive and review all SCLB requests submitted by unit
19 members to Human Resources.

20
21 2. By unanimous vote, make final decisions regarding the
22 granting of SCLB time. Failure to achieve a unanimous vote shall constitute a denial of the
23 request for SCLB time.

24
25 3. All decisions of the SCLBC shall be final and not subject
26 to appeal or the grievance procedures of the current Collective Bargaining Agreement.

27
28 4. All members of the SCLBC shall maintain the
29 confidentiality of unit members requesting SCLB time and any records presented to the
30 SCLBC for review.

31
32 5. All decisions by the SCLBC shall be non-discriminatory.

1 c. Minimum eligibility to request SCLB time:

2
3 All eligible unit members must meet the following eligibility
4 standards to apply:

5 1. The eligible unit member must have exhausted all fully
6 paid leaves prior to receiving SCLB time.

7 2. SCLB time may only be used for an employee's own
8 catastrophic illness or injury.

9 3. SCLB time may not be used for Personal Necessity,
10 Normal Pregnancy, Cosmetic Surgery, Mental Stress or those procedures not deemed
11 medically necessary.

12 4. Any unit member requesting SCLB time must have a
13 medical doctor's verification of the unit member's catastrophic illness or injury.

14
15 d. Use of SCLB Time:

16
17 1. A unit member can be approved for a maximum of one
18 hundred (100) half-pay days per fiscal year (July 1 through June 30). SCLB time is limited
19 to differential pay supplementation, not to exceed 100% of a unit member's salary, and may
20 not be used for any other reason.

21 2. Any authorized, but unused, SCLB time shall be returned
22 to the SCLB.

23
24 e. Application for SCLB Time:

25
26 The following procedures shall be used to apply for SCLB time:

27 1. The unit member obtains a SCLB request form from the
28 Human Resources Department at the District Office, and returns the completed form to
29 Human Resources.

30 2. The Human Resources Department will forward the SCLB
31 request to the SCLBC for action.

32 3. The SCLBC shall convene within ten (10) working days for
33 the request (excepting holidays) and the committee shall begin its review.

1 4. The committee shall complete its review and communicate
2 its decision to the unit member no later than fifteen (15) working days from the date the
3 SCLBC convened.

4 5. If the SCLB does not have sufficient credits to meet a
5 withdrawal request, the SCLBC is under no obligation to provide credits or
6 SCLB days, and the District is under no obligation to pay the requester any funds whatsoever.

7
8 f. Donation to the SCLB

9
10 All unit members who meet the criteria in this Article shall have
11 the opportunity to donate time to the SCLB. Although donation to the SCLB is a requirement
12 for participation in the SCLB, see below, participation in this program is strictly voluntary, and
13 no unit member is obligated or required to participate. All donations to the SCLB shall be
14 made as follows:

15
16 1. Each school year there shall be a window period from
17 September 1 through October 31 in which unit members may donate sick leave days to the
18 SCLB. Supplemental window periods may be created based upon SCLB need by written
19 agreement between the District and the Association.

20
21 2. In order to donate sick leave days, a unit member must
22 pick-up a SCLB donation form from Human Resources. All donations of sick leave to the
23 SCLB must be requested and signed on the District's SCLB donation form.

24
25 3. All Donations of sick leave days shall be credited to the
26 SCLB as a number of hours equal to the number of hours the unit member would be credited
27 for a sick leave day for each day donated. (For example, if a four (4) hour employee donates
28 one (1) day to the SCLB, the SCLB would be credited with four (4) hours; however if an eight
29 (8) hour employee donates one (1) day to the SCLB, the SCLB would be credited with eight
30 (8) hours.)

1 I. Miscellaneous Provisions:

2
3 1. Any unit member who falsifies information to the SCLBC
4 will have the most recent donation to the SCLB returned to the unit member and will forfeit
5 eligibility in the SCLB for a period of two (2) years.

6
7 2. Upon completion of all paid leaves, including SCLB, use
8 of Medically Determined Extended Leave, running concurrently with Family Medical Care
9 Leave Act, if applicable, and previously approved unpaid leaves, a unit member shall be
10 placed on the 39-month re-employment list as provided in the California Education Code.

11
12 3. Upon reaching a balance of 6,000 hours in the SCLB, the
13 Association and the District shall meet to discuss the potential effects of the 6,000 hours in
14 the SCLB and the need, if any, to place a maximum cap upon the number of hours in the
15 SCLB.

16
17 11. Vacations

18
19 Vacation time for classified personnel shall accrue as follows:

20

21 1st through 4th year	13 days
22 5th through 8th year	15 days
23 9th through 12th year	17 days
24 13th through 16th year	18 days
25 17th through 20th year	19 days
26 21st through 24th year	20 days
27 25th through 28th year	21 days
28 29th or more	22 days

29

30 Part-time employees earn vacation according to the above scheduled
31 prorated in the same ratio as their work hours per day bear to eight (8) hours per day.

1 Less than twelve (12) month employees earn vacation according to the
2 above schedule prorated in the same ratio as their months of employment bear to twelve (12)
3 months per year.

4
5 Vacation time shall be taken in accordance with the needs of the District,
6 and as nearly as possible, at the convenience of the unit member as well.

7
8 All unit members may elect to take vacation days during the year, if the
9 following conditions are met:

- 10
11 a. The unit member must submit his/her request to use vacation days to his/her
12 immediate supervisor with at least two (2) full working days advance written notice;
13 b. School site unit members shall have a sufficient number of days available to cover
14 the mandatory vacation days of winter, spring and Thanksgiving recess periods
15 and other days that school is not in session during the unit members work year;
16 c. In the event the School site unit member exceeds the number of accrued vacation
17 days to cover the above referenced mandatory recess periods in any given school
18 year, the unit member shall designate the day as unpaid.
19 d. In the event the supervisor does not provide a response to the request prior to the
20 date of the vacation, it shall be automatically approved.

21
22 School bus drivers shall take vacation during winter and spring recess
23 periods, and other days that school is not in session during the employee's work year, unless
24 the bus driver has been assigned a trip that meets or exceeds the unit member's guaranteed
25 workday. (Example: A bus driver with a guaranteed workday of seven (7) hours that is
26 assigned a four (4) hour trip would be required to use three (3) hours of vacation time to
27 complete the workday.)

28
29 School site unit members and school bus drivers who work less than
30 twelve (12) months shall be paid for unused vacation days.

1 The leave may be granted at the discretion of:

2
3 (1) The Superintendent or designee for twenty-two (22)
4 working days or less.

5
6 (2) The Board of Education for not to exceed one (1) year.
7

8 13. Family and Medical Leave
9

10 a. Unit members who have been employed for a least twelve (12)
11 months prior to commencement of the family and medical leave and who have worked at
12 least 1,250 hours in the twelve (12) months prior to commencing the leave, shall be afforded
13 all benefits under the California Family Rights Act (Government Code Section 12945.2) and
14 the Federal Family and Medical Leave Act (19 U.S.C.

15 Section 2601 et seq.). Under the dual provisions of the state and federal acts, eligible unit
16 members are entitled to a maximum twelve (12) work weeks of leave in any fiscal year,
17 July 1 through June 30, inclusive except as provided below for leave to care for an injured
18 service member or for a unit member's pregnancy. Where the leave is taken to care for a
19 family member who is a service member injured in the line of active duty military service,
20 as provided in federal law, an eligible unit member shall be entitled to twenty-six (26) work
21 weeks of leave in a twelve (12) month period commencing on the first day leave is taken to
22 care for the service member. Leave
23 taken under the state and federal acts shall run concurrently except for leave taken for
24 pregnancy, to care for a registered domestic partner under the state act or reasons related
25 to a covered family member's service in the Armed Forces, unless it is also a qualifying
26 reason for family leave under state law.
27

28 b. "Family and Medical Leave" means:

29
30 1. birth of a unit member's child, and care for the child, during
31 the first twelve (12) months after the birth of the child;
32

33 2. adoption or placement of a foster child, during the first
34 twelve (12) months after adoption or placement of the child;
35
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37

1 f. Unit members on a pregnancy disability leave shall not be
2 required to use vacation leave, but may use vacation leave at their option. The twelve (12)
3 work weeks of Family and Medical Leave under state law shall not commence until the
4 employee is no longer disabled due to the pregnancy. The twelve (12) work weeks of federal
5 leave shall commence on the first day of leave for pregnancy or pregnancy-related disability.
6

7 g. A unit member must provide at least thirty (30) days' advance
8 notice before leave is to begin if the leave is for an expected birth, placement of a child for
9 adoption or foster care, or planned medical treatment. Where such notice is not practicable
10 because of lack of knowledge of need for the leave or medical emergency, notice must be
11 given as soon as practicable.
12

13 h. Effective communication is a key component of a successful
14 Family and Medical Leave Act (FMLA) program. The District must provide unit members
15 with certain critical notices about the FMLA.

16 The District must display a general notice about the FMLA (an FMLA
17 poster from the Wage and Hours Division of the United States Government) at each site and
18 departments. The display must be in plain view for all unit members to see, notifying them
19 of the FMLA provisions and providing information concerning how to file a complaint with
20 the Wage and Hour Division. The information provided in the display shall also be placed in
21 the unit member handbook or other written materials about leaves and benefits.
22

23 Unit member eligibility is determined, and notice of eligibility status must
24 be provided, the first time the unit member takes leave for an FMLA-qualifying reason in the
25 District's designated 12-month leave year (fiscal year). The eligibility notice may be either
26 oral or in writing and must:

- 27 • Be provided within five business days of the initial request for leave or
28 when the District acquires knowledge that a unit member's leave may be for an FMLA-
29 qualifying reason;
- 30 • Inform the unit member of his or her eligibility status; and
- 31 • If the unit member is determined not to be eligible for FMLA leave, state
32 at least one reason why.
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1 The eligibility notice is not required for FMLA absences for the same qualifying reason during
2 the same leave year or for FMLA absences for a different qualifying reason where the unit
3 member's eligibility status has not changed. If the unit member requests leave for a different
4 qualifying reason in the same leave year and the unit member's eligibility status has
5 changed, the District must notify the unit member of the change in eligibility status within
6 five business days.

7 Each time District is required to provide the eligibility notice, they must
8 also provide unit members with a rights and responsibilities notice, notifying unit members
9 of their obligations concerning the use of FMLA leave and the consequences of failing to
10 meet those obligations.

- 11 • The rights and responsibilities notice must be in
12 writing and must include, as applicable:
 - 13 • Notice that the leave may be counted as FMLA leave;
 - 14 • The District's designated 12-month period for
15 counting FMLA leave entitlement;
 - 16 • Any requirement for the unit member to furnish a
17 certification and the consequences for failing to do so;
 - 18 • Information regarding the unit member's right or the
19 District's requirement for substitution of paid leave and conditions relating to any substitution,
20 and the unit member's right to take unpaid FMLA leave if the conditions for paid leave are
21 not met;
 - 22 • Instructions for making arrangements for any
23 premium payments for maintenance of health benefits that the unit member must make
24 during leave (and potential unit member liability if the unit member
25 fails to return to work after FMLA leave);
 - 26 • Notice of designation as "key" unit member and what
27 that could mean; and
 - 28 • The unit member's right to job restoration and
29 maintenance of benefits.

30 District may use Form WH-381 (Wage and Hour Division of the United
31 States Government)

32 The District is responsible in all circumstances for designating leave as
33 FMLA-qualifying and giving notice of the designation to the unit member.

34 This notice must:

- 1 • Be provided in writing within five business days of having
2 enough information to determine whether the leave is FMLA-qualifying;
- 3 • Be provided for each FMLA-qualifying reason per
4 applicable 12-month period (additional notice is required for any changes in the designation
5 information);
- 6 • Include the District's designation determination, and any
7 substitution of paid leave and/or fitness for duty requirements; and
- 8 • Provide the amount of leave that is designated and
9 counted against the unit member's FMLA entitlement, if known. If the amount of leave is not
10 known at the time of the designation, the District must provide this information to the unit
11 member upon request, but no more often than once in a 30-day period and only if leave was
12 taken in that period.

13 If the requested leave is not FMLA-qualifying, the notice may be a simple
14 written statement that the leave does not qualify and will not be
15 designated as FMLA leave. If the District is unable to determine whether a leave
16 request should be designated as FMLA-protected because a submitted certification is
17 incomplete or insufficient, the District is required to state in writing what additional information
18 is needed. The District may use the designation notice to inform the unit member that the
19 certification is incomplete or insufficient and identify what information is needed to make the
20 certification complete and sufficient. Districts may use Form WH-382 (Wage and Hour
21 Division of the United States Government)

22 23 14. Parental Leave

- 24
- 25 a. Effective January 1, 2017, as provided by Education Code
26 section 45196.1, unit members shall be entitled to parental leave as set forth in this section.
- 27 b. For purposes of this section, "parental leave" means leave for
28 the purpose of bonding with the unit member's newborn child, or with a newly placed child
29 in the unit member's household for adoption or foster care. Parental leave does not include
30 leave taken for the employee's disability due to pregnancy, childbirth or recovery therefrom.
31
- 32 c. Unit members shall use current and accumulated sick leave for
33 parental leave, for up to 12 workweeks.
34
35

1 d. When a unit member with at least one year of District service
2 has exhausted all current and accumulated sick leave and continues to be absent on
3 account of parental leave, he or she shall be entitled to fifty percent (50%) pay for the
4 remainder of the 12-week leave.
5

6 e. Unless there are extenuating circumstances, the unit member
7 must give the District at least 30 days' advanced written notice of his or her intention to use
8 parental leave and the anticipated dates of the leave.
9

10 f. Parental leave must be used within 12 months following the
11 birth or placement of the child. Parental leave must be taken in increments of at least 2
12 weeks' duration; however, the unit member may take parental leave in increments of less
13 than 2 weeks on up to two occasions.
14
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16 g. Parental leave under this section runs concurrently with parental
17 (child bonding) leave under the California Family Rights Act (CFRA). The total amount of
18 parent leave may not exceed 12 workweeks in any 12-month period.
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ARTICLE X
HOLIDAYS

A. The following holidays shall be granted to all employees whose base assignment is five (5) consecutive days provided that the employee is in a paid status during any portion of the workday immediately preceding or following the holiday. All employees whose base assignment is not five (5) consecutive days shall be entitled to the following holidays if the holiday falls on a regularly scheduled work day of the employee.

- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving
- Winter Holiday
- New Year's Day
- Martin Luther King's Day
- Lincoln's Day
- Washington's Day
- Spring Holiday
- Memorial Day
- Admission Day
- Juneteenth (*commencing June 19, 2022.*)

Plus, three (3) additional holidays mutually agreed to by the District and the Association

B. Every day (except Saturday or Sunday) appointed by the President of the United States, the Governor of the State of California, or legislature as a day of public fast, mourning, or thanksgiving shall also be a holiday.

C. When the holiday falls on a Saturday, the previous day shall be deemed to be a holiday. When the holiday falls on a Sunday, the following Monday shall be deemed to be the holiday.

1 D. A holiday falling within a prescribed vacation period shall be deemed a holiday
2 and not chargeable as vacation. Regular employees not assigned to work during the
3 Christmas and Spring recess periods shall be compensated for the holidays stipulated in
4 Section A above, provided said employee is in paid District status on the day immediately
5 preceding or following the recess period during which a holiday falls.

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1 2. The filing of a request for transfer is without prejudice to the unit member
2 and shall not jeopardize the present assignment. A request for transfer may be withdrawn
3 by the unit member in writing at any time prior to official notification of transfer approval.
4

5 3. If a vacancy develops, the site administrator shall be provided the names
6 of all unit members who have a valid transfer request on file. The site administrator shall
7 interview all candidates who have a valid transfer request on file and who express an interest
8 in being considered for the vacancy at the particular site.
9

10 4. Subsequent to the interview of each candidate, the site administrator
11 shall make a final selection among the eligible candidates and shall notify the selected
12 candidate of the effective start date.
13

14 5. The site administrator shall inform the Human Resources Office of the
15 outcome of the transfer request and Human Resources will inform the unit member(s).
16

17 6. Copies of completed transfers will be provide to CSEA
18

19 7. Employees that do not have their transfer request approved will be
20 notified in writing by Human Resources. Upon written request submitted to Human
21 Resources, the employee shall be provided with the reason(s) for the denial of the transfer
22 request. The reason may include that the employee selected was determined to be more
23 qualified.
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5. Employees written requests shall contain the following:

a. A copy of their present job description.

b. A written outline of what new duties they have assumed and how many hours per week they spend on the new duties.

c. An explanation of who performed the new duties and what classification they were or are.

d. If the employee has been directed to perform these duties, who is the person that directed them.

e. The reclassification, when approved, shall start on the day the employee requested the reclassification.

6. All communications pursuant to this Article shall be in writing.

7. Notwithstanding any other provision of this Article, an employee's request for reclassification shall be automatically deemed approved if the employee fails to receive a response from the District with fifty-one (51) calendar days from when the immediate supervisor met with the employee and the Association pursuant to Section 2 of this Article.

8. An employee must wait three (3) months between reclassification requests and may not apply for more than three (3) reclassification requests in any one fiscal year.

1 C. Formal Level

2
3 1. Level I

4
5 Within thirty (30) days after the occurrence of the act or omission
6 grievant must present such grievance in writing on the appropriate form to his/her immediate
7 supervisor.

8
9 This statement shall be a clear, concise statement of the grievance, the
10 circumstances involved, the article and section of the Agreement violated, the decision
11 rendered at the informal conference, and specific remedy sought.

12
13 The supervisor shall communicate his/her decision to the grievant in
14 writing within fifteen (15) days after receiving the grievance and such action shall terminate
15 Level I.

16
17 Within the above time limits either party may request and receive a
18 personal conference with the other party.

19
20 2. Level II

21
22 If the grievant is not satisfied with the decision at Level I, the grievant
23 may appeal the decision in writing on the appropriate form to the Human Resources
24 Department within fifteen (15) days after termination of Level I. This statement shall include
25 a copy of the original grievance, the decision rendered at Level I and a clear, concise
26 statement of the reasons for the appeal.

27
28 The Human Resources Department will communicate a decision to the
29 grievant in writing within fifteen (15) days after receiving the grievance and such decision
30 shall terminate Level II.

1 F. Motion to Dismiss

2
3 If the District claims that the grievance is not arbitrable or should be dismissed,
4 such a claim shall, at the option of the District, be heard and ruled upon by the arbitrator prior
5 to any hearing on the merits of the grievance. If the District intends to make such a motion,
6 it shall so notify the Association at least ten (10) working days prior to the hearing. The
7 District may also at its own option, and without prejudice, have such a claim heard along with
8 the merits of the case. If the District should choose to refuse to arbitrate a dispute, nothing
9 in this section shall preclude the Association from seeking, through appropriate
10 administrative or judicial proceedings, to compel the District to proceed to arbitration.

11
12 G. Limitations Upon Arbitrator

13
14 The arbitrator shall have no power to alter, amend, change, add to, or subtract
15 from any of the terms of this Agreement, but shall determine only whether or not there has
16 been a violation of a specific provision of this Agreement in the respect alleged in the
17 grievance. The decision of the arbitrator shall be based solely upon the evidence and
18 arguments presented to him by the respective parties in the presence of each other, and
19 upon arguments presented in briefs.

20
21 The function and purpose of the arbitrator is to determine disputed
22 interpretation of terms actually found in the Agreement, or to determine disputed facts upon
23 which the application of the Agreement depends. The arbitrator shall therefore not have the
24 authority to decide any issue not submitted or to interpret or apply the Agreement so as to
25 change what can fairly be said to have been the intent of the parties as determined by
26 generally accepted rules for contract construction. The arbitrator shall have no power to
27 render an award on any grievance occurring before or after the term of this Agreement.

28
29 H. Effect of Award

30
31 The decision of the arbitrator within the limits herein above prescribed shall be
32 final and binding upon the District, the grievant and the Association.

1 I. Expenses

2
3 Fees and expenses of the arbitrator shall be shared equally by the District and
4 the Association.

5
6 Each party shall bear the expense of the presentation of its own case, with the
7 exception of released time which shall be as provided above.

8
9 J. Failure to Meet Time Limits

10
11 If a grievance is not processed by the grievant and Association in accordance
12 with the time limits set forth in this Article, it shall be considered settled on the basis of the
13 decision last made by the District. If the District fails to respond to the grievance in the time
14 specified at any level, the running of its time limit shall be deemed a denial of the grievance
15 and termination of the level involved, and the grievant may proceed to the next step.

16
17 Time limits hereunder may be lengthened or shortened in any particular case
18 only by mutual written agreement. The parties will attempt in good faith to adjust time limit
19 problems which occur after Level I as a result of the summer recess, and other regularly-
20 scheduled school recesses.

21
22 K. Confidentiality

23
24 In order to encourage a professional and harmonious disposition of unit
25 members' complaints, it is agreed that from the time a grievance is filed until it is processed
26 through resolution, neither the grievant, nor the Association, nor the requested unit member,
27 nor the District shall make public either the grievance or evidence regarding the grievance.

28
29 L. Grievance Files

30
31 The District's records dealing with the filing and processing of a grievance shall
32 be maintained separately from the grievant's personnel file.

1 M. No Reprisal

2
3 There shall be no reprisal against a unit member for filing a grievance or
4 assisting a grievant in the above procedure.

5
6 N. Legal Procedures

7
8 Nothing in the above procedures shall be construed as limiting the right of the
9 unit members and/or Association to pursue available legal processes for a new review of the
10 merits of the grievance.

1 D. Order of Layoff

2
3 Any layoff shall be effected within a class. The order of layoff shall be based
4 on seniority within that class and higher classes throughout the District. An employee with
5 the least seniority within the class plus higher classes shall be laid off first.

6
7 E. Seniority List

8
9 The Association shall receive a seniority list of unit members in any
10 classification in which layoffs are contemplated by the District. The list shall be presented at
11 least sixty (60) days prior to the effective date of the layoffs.

12
13 F. Bumping Rights

14
15 An employee laid off from his/her present class may bump into another
16 classification in which the employee has greatest seniority provided the classification into
17 which they are bumping is equal to or lower than the position from which they have been laid
18 off. The employee may continue to bump into lower classes to avoid layoff.

19
20 Displacement into a lower class shall be considered demotion, and salary
21 placement shall be on the step that the unit member would have attained had he/she
22 remained in the lower class.

23
24 G. Layoff in Lieu of Bumping

25
26 An employee who elects a layoff in lieu of bumping maintains his/her re-
27 employment rights under this Agreement.

28
29 H. Equal Seniority

30
31 If two (2) or more employees subject to layoff have equal class seniority, the
32 determination as of who shall be laid off shall be made by lot.

1 I. Re-employment Rights

2
3 Laid off persons are eligible for re-employment in the class from which laid off
4 for a thirty-nine (39) month period and shall be re-employed in the reverse order of layoff.
5

6 An employee on a re-employment list may decline three (3) offers of re-
7 employment in the former class. After the third refusal no additional offers need be made
8 and the employee shall be considered unavailable until the employee indicates otherwise in
9 writing. Regardless of how many refusals no employee may be removed from the list until
10 the 39-month period expires or they are re-employed.
11

12 In addition, they shall have the right to apply for promotional positions within
13 the filing period specified in the Job Vacancy Article of this Agreement for a period of thirty-
14 nine (39) months following layoff.
15

16 Laid off employees do not accumulate seniority credit while on re-employment
17 lists.
18

19 An employee who is a member of the bargaining unit who has accepted
20 demotion in lieu of layoff has the right to be re-employed, in accordance with his seniority, in
21 a vacant position in the former class within thirty-nine (39) months after demotion.
22 Intervening reassignments to other classes shall not nullify that right.
23

24 Employees who are members of the bargaining unit who take voluntary
25 demotions or voluntary reductions in assigned time in lieu of layoff or to remain in their
26 present positions rather than be reclassified or reassigned shall be granted the same rights
27 as persons laid off and shall retain eligibility to be considered for re-employment for an
28 additional period of up to twenty-four (24) months; provided, that the same tests of fitness
29 under which they qualified for appointment to the class shall still apply. The District shall
30 make the determination of the specific period of eligibility for re-employment on a class-by-
31 class basis.
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1 Employees who are members of the bargaining unit who take voluntary
2 demotions or voluntary reductions in assigned time in lieu of layoff shall be, at the option of
3 the employee, returned to a position in their former class or to positions with increased
4 assigned time as vacancies become available, for an additional eighteen (18) months, but if
5 there is a valid re-employment list they shall be ranked on that list in accordance with their
6 proper seniority.

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ARTICLE XV
SAFETY CONDITIONS

The District shall make a reasonable effort to provide employment and a place of employment which is as safe as the nature of the employment and assigned duties reasonably permits. A unit member shall not be required to perform duties under conditions which pose an immediate and serious threat or serious bodily harm to the unit member, provided that he or she has exhausted all available means within his or her discretion to remedy the condition.

It is the responsibility of a unit member to report unsafe conditions that are in violation of the requirements imposed by state and federal laws. There shall be no discrimination against a unit member for carrying out this responsibility.

A Safety Committee shall be formed composed of two (2) members appointed by the District, and two (2) members appointed by the Association. The two members appointed by the Association shall serve a one calendar year term on the Safety Committee. The Safety Committee shall meet as needed. The committee shall review all safety conditions as needed and make recommendations to the District concerning improvements. The District shall evaluate the advisability of making the proposed changes.

The unit members on the Safety Committee shall be allowed reasonable released time to carry out their responsibilities.

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ARTICLE XVI
TRANSPORTATION

A. Bus Driver Proficiency

1. All unit members employed as a Bus Driver must achieve and maintain proficiency in each bus within the District's fleet as a minimum condition of employment.

2. All new Bus Drivers employed by the District shall have six (6) months from their hire date to become proficient with each bus in the District's fleet. The District shall provide each Bus Driver with at least one (1) week prior written notice of their scheduled opportunity to become proficient on each bus in the District's fleet.

3. All Bus Drivers shall be responsible to maintain their proficiency with all District buses.

4. Each Bus Driver shall be given a written document stating their pending lapse of proficiency on a District bus at least ten (10) working days but not more than twenty-two (22) working days prior to the date the Bus Driver is scheduled to become non-proficient in the District Bus. This written notice does not have to be individualized to each Bus Driver, but must be distributed to each Bus Driver.

5. If a Bus Driver becomes non-proficient, the Bus Driver shall be placed on unpaid status for up to five (5) working days. During this maximum of five (5) working day period of unpaid leave, the Bus Driver shall become proficient in the District Bus that the Driver has become non-proficient and shall return to paid status the day after attaining proficiency in the required bus(es).

6. If a Bus Driver does not become proficient in District Bus(es) pursuant to section 5 above, the Bus Driver shall immediately be deemed to have resigned their employment with the District.

1 7. All leaves (paid or unpaid) taken by a Bus Driver shall not count
2 against any of the timelines established in the section. When a Bus Driver returns from a
3 leave (paid or unpaid) the Bus Driver shall continue forward from where the Bus Driver was
4 in the timelines established by this section.

5
6 8. If a District Bus is out of service, it shall not count against any timelines
7 established in this section. If a District bus is out of service during the time that a bus
8 Driver is on the five (5) day unpaid leave pursuant to this section, the Bus Driver shall be
9 permitted to return to work until the District bus returns to service. When the District bus
10 returns to service, the Bus Driver shall immediately go back on unpaid leave and continue
11 their five (5) day period of unpaid leave from the point in which they were at when the
12 District bus went out of service.

13
14 B. Trip Assignments

15
16 1. The District has the sole discretion to assign any trip(s) or wash time to
17 Bus Drivers during each Bus Driver's daily guaranteed time. As Bus Driver may not refuse
18 any assignment or wash time that is completely contained within a Bus Driver's daily
19 guaranteed time.

20
21 2. Turn-down time applies only to the refusal of overtime trips or
22 assignments that require more hours than a Bus Driver's daily guaranteed time.

23
24 3. During the weekday, the District has discretion to make any
25 assignments necessary for all trips that need to be assigned within 24 hours of the time in
26 which the trip is scheduled to depart.

27
28 4. During the weekday, any bus driver that declines an assignment that is
29 within 24 hours of time in which the trip is scheduled to depart, will not have any turn-down
30 time counted against them.

31
32 5. During any weekend, the District must offer assignments that occur
33 within 24 hours of the time in which the trip is scheduled to depart according a rotating
34 seniority list beginning with the most senior member and ending with the
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1 least senior member according to date of hire. The District, when needing to utilize this list,
2 shall contact the next member on that list and continue to scroll down the list until the
3 District receives an acceptance from a unit member on that list. The rotating seniority list
4 shall be an on-going list that shall continue to rotate throughout a fiscal year. The rotating
5 seniority list shall be reset July 1 of each fiscal year.
6

7 6. During any weekend, any bus driver that declines an assignment that
8 is within 24 hours of the time in which the trip is scheduled to depart will not have any turn
9 down time credited against them.
10

11 7. During any weekend, any bus driver that accepts an assignment that is
12 within 24 hours of the time in which the trip is scheduled to depart will not have any
13 overtime credited against them.
14

15 8. During any period in which an assignment links at least one weekday
16 and at least one weekend day, the District has discretion to make any assignments
17 necessary for all trips that need to be assigned within 24 hours of the time in which the trip
18 is scheduled to depart.
19

20 9. During any period in which an assignment links at least one weekday
21 and at least one weekend day, any bus driver that declines an assignment that is within 24
22 hours of the time in which the trip is scheduled to depart, will not have any turn down time
23 credited against them.
24

25 10.. During any period in which an assignment links at least one weekday
26 and at least one weekend day, any bus driver that accepts an assignment that is within 24
27 hours of the time in which the trip is scheduled to depart, will not have any overtime
28 credited against them.
29

30 11. For purposes of this Article, the following definitions apply:
31 a. Weekday: A weekday is defined as any Monday through Friday
32 contract day.
33 b. Weekend: A weekend is defined as any Saturday or Sunday or
34 any District Holiday.
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1 c. 24 Hours: 24 hours is defined as the 24 hours prior to the start
2 of an assigned trip.

3 d. Guaranteed Time: The minimum number of hours that the unit
4 member shall work each day. Guaranteed time may be assigned to a bus driver in a single
5 block of time or as a split schedule. All Guaranteed Time may consist of drive time, wash
6 time or a combination of drive and wash time.
7

8 12. All Bus Drivers that decline an assignment scheduled more than 24
9 hours from the start of the assigned trip shall be charged turn down time.
10

11 13. Bus Drivers that turn down an assignment within 24 hours of the time
12 in which the trip is scheduled to depart that would require the use of guaranteed time and
13 overtime, shall be allowed to complete their guaranteed time by assuming other duties or
14 through wash time. This provision shall not apply if a Bus Driver is given an assignment
15 deemed an emergency by the District.
16

17 C. Miscellaneous
18

19 1. All Bus Drivers shall be required to remain with their bus or with their
20 group while on a trip.
21

22 2. All Bus Drivers must park and maintain the Bus at the facility or event,
23 or the designated bus parking area for the facility or event, during the entire period of the
24 trip.
25

26 D. Bus Driver Proficiency
27

28 1. All Bus Drivers shall be responsible to maintain their proficiency with all
29 District Buses.
30

31 2. Each Bus Driver shall be given a written document stating their pending
32 lapse of proficiency on a District Bus at least ten (10) working days but no more than twenty-
33 two (22) working days prior to the date the Bus Driver is scheduled to become non-proficient
34 in the District Bus. This written notice does not have to be individualized to each Bus Driver,
35 but must be distributed to each Bus Driver.
36

1 3. Once a Bus Driver becomes non-proficient, the Bus Driver shall be
2 placed on unpaid status for up to five (5) working days. During this maximum of five (5)
3 working day period of unpaid leave, the Bus Driver shall become proficient in the District Bus
4 that the Driver has become non-proficient and shall return to paid status the day after attaining
5 proficiency in the required bus(es).

6
7 4. If a Bus Driver does not become proficient in District Bus(es) pursuant
8 to Section 14 above, the Bus Driver shall immediately be deemed to have resigned their
9 employment with the District.

10
11 5. All leaves (paid or unpaid) taken by a Bus Driver shall not count against
12 any of the timelines established in this Section. When a Bus Driver returns from a leave (paid
13 or unpaid) the Bus Driver shall continue forward from where the Bus Driver was in the
14 timelines established by this Section.

15
16 6. If a District Bus is out of service, it shall not count against any timelines
17 established in this Section. If a District Bus is out of service during the time that a Bus Driver
18 is on the five (5) day unpaid leave pursuant to this Section, the Bus
19 Driver shall be permitted to return to work until the District Bus returns to service. When the
20 District Bus returns to service, the Bus Driver shall immediately go back on unpaid leave and
21 continue their five (5) day period of unpaid leave from the point in which they were at when
22 the District Bus went out of service.

1 ARTICLE XVII
2 SALARIES
3

4 All unit members shall be paid according to each unit member's appropriate
5 placement on the salary schedule (see Appendix A to this Agreement)
6

7 A. Salary Adjustments
8

9 The District and the Association shall begin negotiations on salary adjustments,
10 if any, no later than December 1 of each school year. Any negotiated changes to the existing
11 salary schedule shall be incorporated into this Article as a replacement to Appendix A.
12

13 A unit member, other than a Bus Driver, who holds a Bus Driver's license and
14 who is called upon by the District to drive shall be paid a stipend of \$20.00 per month for any
15 time he/she is called upon to drive in any month. Payment of the stipend shall be semi-
16 annually.
17

18 A unit member serving as a Bus Driver Trainer shall receive a five percent (5%)
19 differential above placement on salary schedule during those hours served as trainer. (This
20 shall include actual training, classroom activities and completion of the necessary forms and
21 reports.)
22

23 A unit member serving as a presenter/trainer of Instructional Aides - Computer
24 Lab shall receive a five percent (5%) differential above the member's hourly rate. This extra-
25 pay assignment shall include presenting, training and preparation time.
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B. Working Out of Classification

A unit member who is required to work out of his or her regular classification for more than five (5) days in any fifteen (15) day period shall, for the entire period the unit member is required to work out of his/her classification, be paid not less than five percent (5%) above the unit member's normal assigned salary rate or at Step I of the classification whichever is higher.

The unit member's immediate supervisor shall be responsible for submitting the proper documentation of the unit member's working out of classification to the District so that the unit member shall receive payment for working out of his/her regular classification on the next pay period. The District shall respond, in writing, to the written notice regarding the unit member working out of his/her regular classification within five (5) working days.

A unit member working full time for six (6) consecutive months out of classification in a vacant position shall be offered the vacant position.

C. Longevity Pay

All unit members that qualify for longevity pay based upon years of service in the District shall receive cumulative longevity pay on the qualifying anniversary dates as follows:

- Completion of 7 years of service: \$13 per month
- Completion of 10 years of service: \$26 per month (in addition to above increment)
- Completion of 15 years of service: \$26 per month (in addition to above increments)
- Completion of 20 years of service: \$26 per month (in addition to above increments)
- Completion of 25 years of service: \$26 per month (in addition to above increments)
- Completion of 30 years of service: \$26 per month (in addition to above increments)

1 Annual longevity pay is calculated on the current base assignment, by multiplying
2 the number of months worked, times the increment amount(s) the employee is eligible for,
3 times the percentage of an 8-hour work day. A unit member must be in paid status one-half of
4 the working days in a month to receive the unit member's longevity payment for that month.
5 Unit members that are not in paid status for one-half of the working days in a month will not
6 receive any longevity pay for that month. Unit members that are on unpaid leave shall continue
7 to accumulate years of service for purposes of qualifying for longevity increments.

8
9 Unit member's longevity anniversary date shall be as follows:

10
11 1. For those unit members hired for a regular assignment on or
12 before December 31, 1994 the longevity anniversary date shall be July 1 of that fiscal year
13 (July 1-June30).

14
15 2. For those unit members hired for a regular assignment on or after
16 January1, 1995 the longevity anniversary date shall be July 1 of the calendar year of hire
17 (January 1-December 31).

18
19 D. Salary Placement After Promotion

20
21 A member of the bargaining unit who is promoted to a higher classification shall
22 be placed on a step that results in at least a five percent (5%) increase over his/her current
23 salary up to Step E.

24
25 E. Shift Differential

26
27 A Unit member whose regular full-time assignment commences at 1:00 p.m. or
28 later shall receive a two and one-half percent (2-1/2%) differential above the unit member's
29 hourly rate.

1 At the conclusion of the District paid retirement medical benefit the retiree has
2 the option, at no cost to the District, to purchase an HMO for a maximum of three (3)
3 additional years or to Medicare age of eligibility (whether or not the unit

4
5 member qualifies for Medicare), whichever comes first. The retiree may purchase available
6 vision and dental plans at no cost to the District until the retiree reaches the Medicare age of
7 eligibility (whether or not the unit member qualifies for Medicare).

8
9 To qualify for this retirement medical plan, the following criteria must be met by
10 the unit member: a) must have reached the age of 55; b) must have ten (10) full years of
11 service in a paid status with the District; c) must have retired from the District and have
12 applied for retirement payments from his/her appropriate retirement system (Public
13 Employees' Retirement System/State Teachers' Retirement System); d) must have been
14 enrolled in the District medical insurance program and have his/her insurance paid for by the
15 District for a minimum of one (1) year prior to retirement; and, e) normally all retirees will be
16 expected to remain on the same plan. However, if it is necessary to change, the retiree may
17 select from an available HMO.

1 Institute or lecture series attendance may be selected from those offered
2 by adult school, college, professional groups or as approved by the Professional Growth
3 Review Committee. The auditing of a college class shall be considered. Written verification
4 shall be required.

5
6 Courses must be completed with a passing grade of “C” or better to
7 receive credit. A certificate of satisfactory completion will be accepted in lieu of a transcript.

8
9 Points: Two (2) points per semester unit (eighteen [18] hours of class work equals one [1]
10 semester unit).

11
12 2. Special Activities

13
14 Unpaid District in-service workshops, educational conferences and
15 community groups (leadership capacity).

16
17 Programs may be selected from any in-service workshops offered by the
18 District (unpaid/non-work hours) and educational conferences offered by professional groups
19 or as approved by the Committee. Verification of attendance is required and shall consist of
20 a fee statement or registration receipt and program of activities. Written verification of
21 community leadership shall be required.

22
23 Points: Eighteen (18) hours of leadership service, or workshops shall equal one (1) point.

24
25 B. Qualifying for the Award

26
27 When an employee has completed ten (10) Professional Growth points, an
28 application shall be submitted to the Committee and approved prior to the issuance of the
29 award.

1 Employees shall be granted a one-time-only opportunity to apply for retroactive
2 credit of coursework taken prior to the implementation of this policy (February 1990) not to
3 exceed six (6) Professional Growth Points toward their first Professional Growth Award.
4 These growth points may have been obtained prior to employment with the District.

5
6 The Committee may consider applications prior to participation in the activities,
7 if there is some doubt whether the activity will be approved.

8
9 Of the ten (10) points required for professional growth awards, six (6) points
10 must be in the area of coursework.

11
12 Employees who have earned an award shall receive the award, payable in a
13 lump sum on a yearly basis, to be included with the last salary warrant issued in the fiscal
14 year.

15
16 Awards shall be increased in \$500 increments every two (2) years (as earned)
17 up to a maximum of \$2000 over an eight (8) year period, or a maximum of four (4) awards.

18
19 C. Application

20
21 The following procedure must be followed in order to receive the Professional
22 Growth Award.

23
24 The District shall make applications available to all classified employees on or
25 before February 1.

26
27 It is the responsibility of the employee to maintain his/her own file of report
28 cards, transcripts or other acceptable certification of the courses completed.

29
30 The completed application, copies of all records and verifications, shall be
31 submitted to Human Resources for certification by the Committee on or before March 1.

1 The Committee shall review all applications and report the status of each to
2 Human Resources. Human Resources shall send each applicant a written statement of the
3 status of their application on or before April 30.

4
5 D. Professional Growth Review Committee (“Committee”)

6
7 The Committee shall be comprised of three (3) members appointed by the
8 Association, the Human Resources Department and two (2) supervisors appointed by the
9 Superintendent or designee. This Committee shall review all applications and report the
10 status to Human Resources as stated above.

11
12 The meetings shall be jointly scheduled with the District and the Association.
13 All classified members of the Committee shall be given released time to attend the meetings.

1 2. Notice
2

3 All bargaining unit members subject to testing for controlled substances
4 and alcohol shall be individually notified, in advance and in writing,
5
6 that they are subject to reasonable suspicion, post-accident, random, return to duty and
7 follow-up testing while on duty. The notice shall state that the only such tests
8 required by the District are those required by the Federal Highway Administration (FHWA)
9 as set forth in Title 49 of the Code of Federal Regulations, Part 382 and this agreement.
10

11 3. Reasonable Suspicion Testing
12

13 a. A reasonable suspicion test must be based upon specific,
14 observations concerning the appearance, behavior, speech or body odors of the bargaining
15 unit members as set forth in Title 49 of the Code of Federal Regulations, Part 382. Bargaining
16 unit members subject to reasonable suspicion determination are defined in Section A.1. in
17 this article.
18

19 b. The observations must be made by a supervisor(s) or District
20 official who has received the requisite training (Title 49 CFR 382) in identifying indicators of
21 probable alcohol misuse and controlled substance use.
22

23 c. Reasonable suspicion observations must be made just before,
24 during or just after the bargaining unit member's performance of a safety-sensitive duty.
25

26 d. Bargaining unit members for whom a reasonable suspicion
27 determination has been made will be placed on paid administrative leave pending test
28 results.
29

30 e. Tests based on reasonable suspicion of alcohol misuse shall be
31 promptly administered. If the test is not given within two (2) hours following the reasonable
32 suspicion determination, the District shall prepare and maintain on
33
34
35
36

1 file a statement of the reasons the test was not promptly administered. The bargaining unit
2 member will be given a copy of this statement. No test based on
3 reasonable suspicion of alcohol misuse will be given that is not within eight (8) hours of the
4 reasonable suspicion determination.

5
6 f. A written record of the reasonable suspicion observations, dated
7 and signed by the supervisor(s) or District official making the observations, must be made
8 within 24 hours or before the results of the test are
9 released, whichever is earlier. A copy of this record will be given to the bargaining unit
10 member when the results of the test are released.

11
12 g. The supervisor(s) or District official who makes the reasonable
13 suspicion observations shall not conduct the test or participate in the collection or chain of
14 custody of any specimen for testing.

15
16 4. Post-Accident Testing

17
18 a. As soon as practicable following an accident involving a
19 commercial motor vehicle, the District shall test the following individuals for alcohol and
20 controlled substances:

21
22 (1) A bargaining unit member whose classification is Bus
23 Driver or Maintenance I, II or III who is assigned as a mechanic, was performing safety-
24 sensitive functions with respect to the vehicle, if the accident involved the loss of human life,
25 and/or

26
27 (2) A bargaining unit member whose classification is Bus
28 Driver or Maintenance I, II or III who is assigned as a mechanic, receives a citation under
29 state or local law for a moving violation arising from the accident.

30
31 b. No post-accident test for alcohol will be given more than eight (8)
32 hours after the accident.

33
34 c. No post-accident test for controlled substances will be given more
35 than 32 hours after the accident.

1 a. No District employee shall serve as either a collection site person
2 for controlled substance testing or as a breath alcohol technician for alcohol testing of
3 bargaining unit members.

4
5 b. All testing shall be conducted in a private setting and, in the case
6 of controlled substance testing, no direct observation of a bargaining unit member's urination
7 by a collection site person is permitted, except for the reasons
8 stated in Title 49 of the Code of Federal Regulations, Section 40.25, subdivision (3), and then
9 only by a same gender collection site person who is not employed by the District.

10
11 c. Except for a test requested by a bargaining unit member for a test
12 of the remainder of a split sample, the testing laboratory for controlled substance testing shall
13 be a forensics laboratory approved for urine and drug testing by the Department of Human
14 Services identified in Appendix "C". By mutual agreement, this list of accepted laboratories
15 may be revised as necessary.

16
17 d. Any tests that do not comply with the requirements of Title 49 of
18 the C.F.R. shall be treated as negative tests.

19
20 7. Positive Tests

21
22 a. A positive test for alcohol must be confirmation test by an
23 evidential breath testing device capable of printout and sequential numbering and must show
24 an alcohol concentration of 0.02 grams of alcohol per 210 Liters of breath or greater. Such
25 a test is positive even if that concentration is caused by prescribed medication.

26
27 b. A positive test for controlled substances must be a confirmation
28 test by gas chromatography/mass spectrometry techniques and must show one of the
29 following:

- 30
31 (1) 15 ng/ml (nanograms per milliliter) of marijuana
32 metabolite;

1 (2) 150 ng/ml of cocaine metabolite;

2
3 (3) 300 ng/ml of either morphine or codeine;

4
5 (4) 25 ng/ml of phencyclidine; or

6
7 (5) 500 ng/ml of amphetamine or methamphetamine;

8 (Note: Adjustments to these amounts shall occur if
9 necessary to remain in compliance with Federal Regulations. The District shall notify the
10 Association of any changes in these amounts prior to implementation.

11
12 and, the medical review officer must conclude that there is no
13 legitimate explanation, such as prescribed medication, for the result.

14
15 c. No positive test for controlled substances shall be reported to the
16 District until after:

17
18 (1) The medical review officer has contacted the bargaining
19 unit member directly, on a confidential basis, and given the bargaining unit member an
20 opportunity to discuss the test results and the bargaining unit member's medical history,
21 including medication, in confidence;

22
23 (2) Within 72 hours of the bargaining unit member's
24 notification that the test was positive, the bargaining unit member may request that the split
25 sample be tested by a different forensic laboratory, certified by the Department of Health and
26 Human Services; and

27
28 (3) The remainder of the split sample has been tested and
29 found to be positive, or no timely request for such a test is made by the bargaining unit
30 member.

31
32 (4) If the medical review officer concludes that there is a
33 legitimate explanation for the positive test, such as prescription or over-the-counter
34 medication or a negative result in the test of the remainder of the split sample, the medical
35 review officer must report the test to the District as a negative test.

1 (5) The medical review officer shall be a licensed physician
2 with special training in substance abuse disorders, the medical use of
3 prescription drugs and the pharmacology and toxicology of alcohol and controlled
4 substances. The medical review officer shall not be an employee of the District.
5

6 (6) The cut-off levels in this section are those required by
7 FHWA regulation. They will be automatically adjusted to be consistent with changes, if any,
8 in the levels specified by those regulations. (See 49 C.F.R. § 40.29, subd. (F).) The District
9 will notify the Association of any changes in these cut-off levels prior to implementation.
10

11 8. Disciplinary Action for Prohibited Conduct
12

13 Bargaining unit members are subject to discipline up to and including
14 suspension and/or immediate termination of employment as is appropriate in accordance
15 with applicable law and District policies and procedures. Severity of the disciplinary action
16 will be based on the circumstances of the infraction and prior work history, including prior
17 disciplinary actions(s) of the bargaining unit member. Disciplinary guidelines for prohibited
18 conduct are as follows:

19	a. <u>Drug Testing</u>	First	Second	Third
20		<u>Offense</u>	<u>Offense</u>	<u>Offense</u>
21	1. Refusal to provide a	Resignation or Termination		
22	urine sample when			
23	required.			
24				
25	2. Substituting, adulterating	Resignation or Termination		
26	or otherwise tampering			
27	with a urine sample,			
28	testing equipment or			
29	related paraphernalia			
30				
31	b. <u>Alcohol</u>			
32				
33	1. Refusal to submit	Resignation or Termination		
34	evidential breath test			
35				
36	2. Use of, or being under	Remainder of the day and 2 days and suspension which includes written reprimand	10 days suspension and completion of rehabilitation within 6 months of	Termination
37	influence of alcohol on			
38	duty with a level of 0.02			
39	to 0.039 BAC			
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placed in bargaining unit member's personnel file testing, subject to return to duty and unannounced follow-up the first 12 months after return to duty

- 3. Use of, or being under the influence of alcohol on duty with a 0.04 or above BAC test result 5 days suspension, successful completion of rehabilitation program within 6 months of testing, subject return to duty and unannounced follow-up testing for the 12 months return to duty Termination

c. Controlled Substance

- 1. Use of, or being under the influence of drugs on duty 10 days suspension, successful completion of rehabilitation program within 6 months of testing, subject return to duty and unannounced follow-up testing for the 12 months return to duty Termination

9. Miscellaneous

a. Bargaining unit members will receive pay for time required to take the tests specified in this article. The District will pay for the initial test. In the case of post-accident testing, the bargaining unit member will be compensated at the appropriate rate of pay for the length of time required to complete the testing process.

1 b. The bargaining unit member shall pay for all confirmatory testing
2 of a split sample. In the event that the confirmatory test is negative, the bargaining unit
3 member will be reimbursed the cost of the test. The bargaining unit member has the following
4 options for payment of this test: (1) remit payment to the District, or (2) request a payroll
5 deduction.

6
7 c. The Association job stewards and other appointed representatives shall
8 receive the same training provided to supervisors for reasonable suspicion determination as
9 it is scheduled.

10
11 d. The parties agree to treat all test results as confidential medical
12 records and recognize that these records may need to be released in the course of legal
13 proceedings.

14
15 e. The District respects and acknowledges the right of bargaining
16 unit members to seek and receive the Association representation for any meeting in which
17 misconduct by the bargaining unit member is/may be alleged and for which there may be
18 disciplinary action.

19
20 f. Following the receipt of positive test results, the District shall not
21 question a bargaining unit member concerning the use of alcohol and/or controlled substance
22 without first informing the bargaining unit member of his/her right to have a union
23 representative present throughout the questioning. If the bargaining unit member then
24 requests a union representative, no such questioning shall occur in the absence of the union
25 representative.

1 activities, academic subject matters, grade levels, departments, or equipment, and the
2 determination as to whether, when and where there is a job opening.

3
4 8. To fix and prescribe the duties to be performed by classified employees
5 in accordance with Education Code 45109.

6
7 9. The standards of performance of all employees, and whether any
8 employee adequately performs such duties and meets such standards.

9
10 10. The dates, times and hours of operation of District facilities, functions,
11 and activities; work schedules consistent with the terms as outlined in Article V (hours and
12 Overtime), and the student calendar.

13
14 11. Safety and security measures for students, the public, properties,
15 facilities, vehicles, materials, supplies, and equipment.

16
17 12. To adopt rules, regulations and policies in furtherance of this article.

18
19 13. The termination or layoff of employees consistent with law, as the result
20 of the exercise of any of the rights of the District not limited by the clear and explicit language
21 of this Agreement.

22
23 B. The non-exercise of any right reserved to the District herein shall not be
24 deemed a waiver of the District's right to exercise the right in the future.

25
26 C. Any dispute arising out of or in any way connected with either the existence of
27 or the exercise of any of the above described rights of the District is not subject of the
28 grievance provisions set forth in Article XII.

- 1) Maintenance, Operations, Warehouse, Messenger, and M.I.S.: District approved shirts from a District designated vendor.
- 2) Transportation: District approved shirts, pants/shorts, and jacket from a District designated vendor.
- 3) Campus Aide: District approved shirts and jacket from a District designated vendor.
- 4) Food Service Worker: District approved uniform tops from a District designated vendor.

a. Unit members must submit their order request to their supervisor by September 30th of each year. This annual credit shall not accumulate from year to year and any unused balance in any given year shall be retained by the District.

b. Unit members that require a new uniform due to size adjustments prior to the next District order cycle shall be responsible for the cost.

c. Uniforms damaged in the performance of the unit member's duties shall be replace at the District's expense.

d. Bargaining unit members shall only wear their uniforms during their work day.

e. Bargaining unit members who fail to wear the provided uniform shall be subject to the progressive disciplinary policy of the District.

f. Uniforms shall be the property of the District. Uniforms shall be maintained and cleaned by the unit member.

g. New unit members employed in the M.O.T., M.I.S., Warehouse, Messenger, Campus Aides, and Food Services Worker classifications shall be provided the following uniforms:

- 1) Maintenance, Operations, Warehouse, Messenger, and M.I.S.:
Up to five (5) District approved shirts.

- 2) Transportation: Up to five (5) District approved shirts and pants/shorts, and up to one (1) District approved jacket from a District designated vendor.
- 3) Campus Aide: Up to five (5) District approved shirts and one (1) District jacket from a District designated vendor.
- 4) Food Service Worker: Up to five (5) District approved uniform tops from a District designated vendor.

8. Students shall be allowed to perform unit work pursuant to the service learning program as follows:

- a. The project must be tied to a service learning project; and
- b. The proposed project must be submitted to the District and Association bargaining teams for consideration; and
- c. The District and Association must agree, in writing, to the use of student workers for bargaining unit work; and
- d. The project must be a limited project that is non-reoccurring and will not constitute an ongoing displacement of bargaining unit work; and
- e. If supervision of student employees is necessary, qualified bargaining unit members will be given first priority to supervise student workers before the use of any outside consultant for the supervision of students.

1 ARTICLE XXIII
2 VOLUNTEERS
3

4 A. Intent
5

6 The intent of this Article is to clarify and define the use of out-of-classroom
7 volunteers at Azusa Unified School District schools. Both the District and the Association
8 recognize the value of parent and community involvement in the functioning of the District,
9 including the use of volunteers. It is our mutual intent to provide a strong sense of job security
10 for the classified staff, to abide by laws of the collective bargaining agreement and to also
11 provide useful projects for volunteers that are implemented in a safe, effective and legal
12 manner, the following agreement is reach.
13

14 B. Process for out-of-classroom volunteer projects
15

16 The following process shall apply to out-of-classroom volunteers only:
17

18 1. A Site Administrator or Department Manager shall complete and forward
19 one copy of the "Volunteer Project Request Form" to the Director of MOT and the CSEA
20 President. It shall be the sole responsibility of the Site Administrator or Department Manager
21 that completed the form to secure the acceptance signatures of the Director of MOT and The
22 CSEA President.
23

24 2. The Site Administrator or Department Manager, after securing the
25 signatures listed above, shall forward the competed "Volunteer Project Request Form" to the
26 Deputy Superintendent. The Deputy Superintendent shall, within ten (10) working days,
27 approve or disapprove the request as listed on the "Volunteer Project Request Form." If the
28 Deputy Superintendent fails to take any action on the "Volunteer Project Request Form" with
29 ten (10) working days, the request shall be deemed to be automatically approved on the
30 eleventh (11th) working day following the date the Deputy Superintendent received the
31 request pursuant to this Article.
32

33 3. If any concerns exist regarding the request, the parties shall immediately
34 meet in an effort to resolve any and all concerns.
35

1 ARTICLE XXIV
2 SEPARABILITY AND SAVINGS
3
4

5 If any provisions of this Agreement should be held invalid by operation of law or by
6 any tribunal of competent jurisdiction, or if compliance with or enforcement of any provision
7 should be restrained by any tribunal of competent jurisdiction pending a final determination
8 as to its validity, the remainder of this Agreement or the application of such article or section
9 as to persons or circumstances other than those as to which it has been held invalid or as to
10 which compliance with or enforcement of has been restrained, shall not be affected thereby.
11

12 If any such decision or change in law occurs, the parties hereto shall, upon request,
13 within ten (10) working days commence meeting and negotiating with respect to the means
14 of compliance herewith.
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ARTICLE XXV
ENTIRE AGREEMENT

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The Association and the District agree that the Agreement is intended to cover all matters relating to wages, hours and all other terms and conditions of employment and that during the term of the Agreement neither the District nor the Association will meet and negotiate on any further matters prior to reopening negotiations except as required by the Educational Employment Relations Act (EERA), other provisions of this Agreement or by written mutual agreement of the parties.

Nothing in this section or any other section of the Agreement is intended to be construed as a waiver by the District, Association or unit members of the rights provided under the Education Code or the Educational Employment Relations Act (EERA) or any other applicable law.

1 IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on
2 the date indicated below.

3
4 Date_____

5 AZUSA UNIFIED SCHOOL DISTRICT

4 Date_____

5 CALIFORNIA SCHOOL EMPLOYEES
6 ASSOCIATION, CHAPTER 299

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9 _____
10 Jorge A. Ronquillo
11 Board's Representative

9 _____
10 Laurie Wray
11 President, Azusa Chapter 299

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AZUSA UNIFIED SCHOOL DISTRICT
2022-2023 SALARY AND CLASSIFICATION SCHEDULE

Reflects 10% increase
Reflects Min. Wage Increase

RANGE NUMBER	STEP A	STEP A HOURLY	STEP B	STEP B HOURLY	STEP C	STEP C HOURLY	STEP D	STEP D HOURLY	STEP E	STEP E HOURLY
12	2687	15.50	2687	15.50	2687	15.50	2687	15.50	2687	15.50
13	2687	15.50	2687	15.50	2687	15.50	2687	15.50	2706	15.61
14	2687	15.50	2687	15.50	2687	15.50	2687	15.50	2775	16.01
15	2961	17.08	2972	17.15	3002	17.31	3082	17.79	3238	18.68
16	2961	17.08	2991	17.26	3014	17.39	3161	18.24	3320	19.15
17	2972	17.15	3002	17.31	3082	17.79	3238	18.68	3402	19.62
18	2991	17.26	3014	17.39	3161	18.24	3320	19.15	3487	20.12
19	3002	17.31	3082	17.79	3238	18.68	3402	19.62	3570	20.59
20	3014	17.39	3161	18.24	3320	19.15	3487	20.12	3663	21.13
21	3082	17.79	3238	18.68	3402	19.62	3570	20.59	3748	21.63
22	3161	18.24	3320	19.15	3487	20.12	3663	21.13	3845	22.18
23	3238	18.68	3402	19.62	3570	20.59	3748	21.63	3935	22.70
24	3320	19.15	3487	20.12	3663	21.13	3845	22.18	4036	23.29
25	3402	19.62	3570	20.59	3748	21.63	3935	22.70	4129	23.83
26	3487	20.12	3663	21.13	3845	22.18	4036	23.29	4238	24.45
27	3570	20.59	3748	21.63	3935	22.70	4129	23.83	4337	25.03
28	3663	21.13	3845	22.18	4036	23.29	4238	24.45	4454	25.70
29	3748	21.63	3935	22.70	4129	23.82	4337	25.03	4554	26.27
30	3845	22.18	4036	23.29	4238	24.45	4454	25.70	4674	26.96
31	3935	22.70	4129	23.83	4337	25.03	4554	26.27	4784	27.60
32	4036	23.29	4238	24.45	4454	25.70	4674	26.96	4908	28.31
33	4129	23.83	4337	25.03	4554	26.27	4784	27.60	5020	28.96
34	4238	24.45	4454	25.70	4674	26.96	4908	28.31	5154	29.73
35	4337	25.03	4554	26.27	4784	27.60	5020	28.96	5272	30.42
36	4454	25.70	4674	26.96	4908	28.31	5154	29.73	5412	31.22
37	4554	26.27	4784	27.60	5020	28.96	5272	30.42	5534	31.93
38	4674	26.96	4908	28.31	5154	29.73	5412	31.22	5685	32.80
39	4784	27.60	5020	28.96	5272	30.42	5534	31.93	5812	33.53
40	4908	28.31	5154	29.73	5412	31.22	5685	32.80	5969	34.43
41	5020	28.96	5272	30.42	5534	31.93	5812	33.53	6104	35.21
42	5154	29.73	5412	31.22	5685	32.80	5969	34.43	6266	36.15
43	5272	30.42	5534	31.93	5812	33.53	6104	35.21	6405	36.95
44	5412	31.22	5685	32.80	5969	34.43	6266	36.15	6582	37.97
45	5534	31.93	5812	33.53	6104	35.21	6405	36.95	6729	38.82
46	5685	32.80	5969	34.43	6266	36.15	6582	37.97	6906	39.84
47	5812	33.53	6104	35.21	6405	36.95	6729	38.82	7068	40.78
48	5969	34.43	6266	36.15	6582	37.97	6906	39.84	7255	41.86
49	6104	35.21	6405	36.95	6729	38.82	7068	40.78	7418	42.80
50	6266	36.15	6582	37.97	6906	39.84	7255	41.86	7619	43.96
51	6405	36.95	6729	38.82	7068	40.78	7418	42.80	7789	44.94
52	6582	37.97	6906	39.84	7255	41.86	7619	43.96	7996	46.13
53	6729	38.82	7068	40.78	7418	42.80	7789	44.94	8180	47.19
54	6906	39.84	7255	41.86	7619	43.96	7996	46.13	8397	48.44
55	7068	40.78	7418	42.80	7789	44.94	8180	47.19	8586	49.53
56	7255	41.86	7619	43.96	7996	46.13	8397	48.44	8818	50.88
57	7418	42.80	7789	44.94	8180	47.19	8586	49.53	9015	52.01
58	7619	43.96	7996	46.13	8397	48.44	8818	50.88	9261	53.43

Effective 7/1/2022 Adopted(TA) 10/12/2022 Board Approved 11/1/2022
Min. Wage Increase. Effective 1/1/2023 Board Approved 12/13/2022

AZUSA UNIFIED SCHOOL DISTRICT
SALARY AND CLASSIFICATION SCHEDULE

Appendix A

2022 – 2023

Range	Administrative Services	Range	Maintenance-Operations-Transportation (con't)
24	Assistant Textbook Warehousekeeper	31	Bus Driver/Dispatcher
25	Curriculum Clerk I	31	Security Patrol
25	General Office Clerk	33	Groundskeeper II
25	PABX Operator/Receptionist	33	Lead Custodian
28	Personnel Assistant	33	Maintenance II
28	Textbook Warehousekeeper	33	Mechanic II
29	Curriculum Clerk II	33	Operations & Events Technician II
30	Records Technician	38	Groundskeeper III
32	Pupil Services Technician	38	Maintenance III
32	Secretary I	38	Mechanic III
33	Secretary II	40	Groundskeeper III-Crew Leader
35	Translator	40	Lead Mechanic
37	Data Technician		
39	Technician/Programmer		
45	Data & Software Specialist		School Clerical and Services
45	Software Technician	12	Noon Supervisor
45	Network Technician	21	Instructional Aide
54	Network Analyst	22	Community Aide-Bilingual
58	Database Analyst	22	Community Liaison Aide
		22	Instructional Aide-Bilingual
	Business Services	22	Instructional Aide-Special Education
27	Account Clerk I	22	Instructional/Community Aide-Bilingual
28	Messenger	22	Library Aide-Elementary School
29	Messenger/Assistant Warehousekeeper	22	Paraeducator I
29	Purchasing Clerk	22	Paraeducator II
30	Account Clerk II	22	Pre School Aide
30	Assistant Warehousekeeper	22	Student Support Assistant
31	Technology Worker I	23	Instructional Aide-Students with Disabilities
37	Technology Worker II	23	Student Support Asst-Students with Disabilities
32	Buyer	24	Instructional Aide-Computer Lab I
33	Printer II	24	Job Coach/Instr Aide-Adult Transition Program
34	Account Clerk III	25	Health Aide
36	Payroll Clerk	25	School Clerk
36	Warehousekeeper	26	Computer Lab Aide II-Adult Education
38	Printer III	26	Health Aide II
38	Lead Account Clerk	26	Health Aide Special Services
40	Purchasing Specialist	26	Instructional Aide-Computer Lab II
43	Technology Worker III	26	Paraeducator III
50	Fiscal Analyst	26	7-8 Student Body Clerk
		27	Braille Transcriber
	Cafeteria Services	27	Campus Aide (High School)
15	Food Service Worker I	27	Library Clerk (Intermediate School)
17	Lead Food Service Worker I	28	Registrar – Data Entry Technician
20	Food Service Worker II	28	Athletic & P.E. Aide (H.S.)
22	Lead Food Service Worker II	31	High School ASB Clerk
24	Food Service Worker III	32	Career Center Technician
29	Food Service Truck Driver	32	High School Library Technician
		32	School Secretary
	Maintenance-Operations-Transportation	33	High School Principal's Secretary
28	Custodian	41	Campus Security
29	Bus Driver		
29	Groundskeeper I		
29	Maintenance I		
29	Operations & Events Technician I		

AZUSA UNIFIED SCHOOL DISTRICT
6 AND LESS THAN 7 HOUR CLASSIFIED EMPLOYEES 6 HOUR
 Health, Dental, Vision & Life Benefits Rev 11 01 2022
 2022-2023

INSURANCE PLAN	ANNUAL PREMIUM	ANNUAL DISTRICT CONTRIBUTION	TENTHLY DISTRICT CONTRIBUTION	TENTHLY EMPLOYEE DEDUCTION*
DENTAL				
<u>DELTA DENTAL PLAN (\$3,000 annual max; \$3,000 ortho life max for adult & child)</u>				
Employee	960.50	432.54	43.25	52.80
Two Party	1,775.70	561.07	56.11	121.46
Family	2,415.90	636.41	63.64	177.95
<u>MetLife 100 Comp (formerly Safeguard)</u>				
Employee & all dependents	448.40	336.30	33.63	11.21
VISION				
<u>VISION SERVICE PLAN - Choice Plan w/ CVC glasses (\$15 copay; exam, frame & lenses every 12 mos.)</u>				
Employee	187.90	100.23	10.02	8.77
Two Party	255.90	136.79	13.68	11.91
Family	429.40	256.91	25.69	17.25
<u>MetLife Vision (formerly Safeguard)</u>				
Employee	68.80	51.60	5.16	1.72
Two Party	110.60	82.95	8.30	2.76
Family	175.80	131.85	13.19	4.39
<u>Life/A D & D - UNUM (\$25,000 Benefit Through Age 70, Decreasing Thereafter)</u>				
Employee	46.75	18.90	1.89	2.79
HEALTH				
<u>BLUE SHIELD HMO #1 (\$10/30 Office copay; \$7/25 Rx copay; \$100 ER copay; \$0 Hospital copay; Chiropractic benefit)</u>				
Employee	8,892.00	5,423.09	542.31	346.89
Two Party	17,712.00	8,268.98	826.90	944.30
Family	24,912.00	11,808.72	1,180.87	1,310.33
<u>BLUE SHIELD HMO#2 (\$20/30 Office copay; \$9/35 Rx copay; \$100 ER copay; \$250 Hospital copay; Chiropractic benefit)</u>				
Employee	8,448.00	5,423.09	542.31	302.49
Two Party	16,884.00	8,268.98	826.90	861.50
Family	23,784.00	11,808.72	1,180.87	1,197.53
<u>BLUE SHIELD HMO #3 (\$30/45 Office copay; \$10/35 Rx copay with \$200 brand deductible; \$150 ER copay; 20% Hospital copay; Chiropractic benefit)</u>				
Employee	7,788.00	5,423.09	542.31	236.49
Two Party	15,588.00	8,268.98	826.90	731.90
Family	21,996.00	11,808.72	1,180.87	1,018.73
<u>BLUE SHIELD PPO (\$20 PPO Office copay; \$5/20 Rx copay; \$500/single \$1,000/family Deductible; 80% PPO/50% Out-of-Network after deductible)</u>				
Employee	10,164.00	5,423.09	542.31	474.09
Two Party	20,292.00	8,268.98	826.90	1,202.30
Family	28,572.00	11,808.72	1,180.87	1,676.33
<u>KAISER HMO #1 (\$20 Office copay; \$10/20 Rx copay; \$100 ER copay; Chiropractic benefit)</u>				
Employee	8,016.00	5,423.09	542.31	259.29
Two Party	15,804.00	8,268.98	826.90	753.50
Family	22,224.00	11,808.72	1,180.87	1,041.53
<u>KAISER DEDUCTIBLE HMO #2 (\$1,000/single \$2,000/family Deductible; \$20 Office copay; \$10/30 Rx copay; 20% ER & hospital admission fee after \$1,000 deductible); Chiropractic benefit)</u>				
Employee	7,152.00	5,423.09	542.31	172.89
Two Party	14,076.00	8,268.98	826.90	580.70
Family	19,800.00	11,808.72	1,180.87	799.13
<u>TSA in Lieu of Health Insurance</u>	6,190.20	4,642.65	464.27	
<u>Only current TSA recipients may continue subject to proof of group insurance coverage</u>				

AZUSA UNIFIED SCHOOL DISTRICT
7 AND LESS THAN 8 HOUR CLASSIFIED EMPLOYEE
 Health, Dental, Vision & Life Benefits
 2022-2023

Appendix B
 7 HOUR
 Rev 11 01 2022

INSURANCE PLAN	ANNUAL PREMIUM	ANNUAL DISTRICT CONTRIBUTION	TENTHLY DISTRICT CONTRIBUTION	TENTHLY EMPLOYEE DEDUCTION*
DENTAL				
<u>DELTA DENTAL PLAN (\$3,000 annual max; \$3,000 ortho life max for adult & child)</u>				
Employee	960.50	504.63	50.46	45.59
Two Party	1,775.70	654.59	65.46	112.11
Family	2,415.90	742.48	74.25	167.34
<u>MetLife 100 Comp (formerly Safeguard)</u>				
Employee & all dependents	448.40	392.35	39.24	5.60
VISION				
<u>VISION SERVICE PLAN - Choice Plan w/ CVC glasses (\$15 copay; exam, frame & lenses every 12 mos.)</u>				
Employee	187.90	116.94	11.69	7.10
Two Party	255.90	159.59	15.96	9.63
Family	429.40	299.73	29.97	12.97
<u>MetLife Vision (formerly Safeguard)</u>				
Employee	68.80	60.20	6.02	0.86
Two Party	110.60	96.78	9.68	1.38
Family	175.80	153.83	15.38	2.20
<u>Life/A D & D - UNUM (\$25,000 Benefit Through Age 70, Decreasing Thereafter)</u>				
Employee	46.75	22.05	2.21	2.47
HEALTH				
<u>BLUE SHIELD HMO #1 (\$10/30 Office copay; \$7/25 Rx copay; \$100 ER copay; \$0 Hospital copay; Chiropractic benefit)</u>				
Employee	8,892.00	6,326.93	632.69	256.51
Two Party	17,712.00	9,647.14	964.71	806.49
Family	24,912.00	13,776.84	1,377.68	1,113.52
<u>BLUE SHIELD HMO#2 (\$20/30 Office copay; \$9/35 Rx copay; \$100 ER copay; \$250 Hospital copay; Chiropractic benefit)</u>				
Employee	8,448.00	6,326.93	632.69	212.11
Two Party	16,884.00	9,647.14	964.71	723.69
Family	23,784.00	13,776.84	1,377.68	1,000.72
<u>BLUE SHIELD HMO #3 (\$30/45 Office copay; \$10/35 Rx copay with \$200 brand deductible; \$150 ER copay; 20% Hospital copay; Chiropractic benefit)</u>				
Employee	7,788.00	6,326.93	632.69	146.11
Two Party	15,588.00	9,647.14	964.71	594.09
Family	21,996.00	13,776.84	1,377.68	821.92
<u>BLUE SHIELD PPO (\$20 PPO Office copay; \$5/20 Rx copay; \$500/single \$1,000/family Deductible; 80% PPO/50% Out-of-Network after deductible)</u>				
Employee	10,164.00	6,326.93	632.69	383.71
Two Party	20,292.00	9,647.14	964.71	1,064.49
Family	28,572.00	13,776.84	1,377.68	1,479.52
<u>KAISER HMO #1 (\$20 Office copay; \$10/20 Rx copay; \$100 ER copay; Chiropractic benefit)</u>				
Employee	8,016.00	6,326.93	632.69	168.91
Two Party	15,804.00	9,647.14	964.71	615.69
Family	22,224.00	13,776.84	1,377.68	844.72
<u>KAISER DEDUCTIBLE HMO #2 (\$1,000/single \$2,000/family Deductible; \$20 Office copay; \$10/30 Rx copay; 20% ER & hospital admission fee after \$1,000 deductible); Chiropractic benefit</u>				
Employee	7,152.00	6,326.93	632.69	82.51
Two Party	14,076.00	9,647.14	964.71	442.89
Family	19,800.00	13,776.84	1,377.68	602.32
<u>TSA in Lieu of Health Insurance</u>	6,190.20	5,416.42	541.64	
<u>Only current TSA recipients may continue subject to proof of group insurance coverage.</u>				

AZUSA UNIFIED SCHOOL DISTRICT
8 HOUR CLASSIFIED EMPLOYEES
 Health, Dental, Vision & Life Benefits
 2022-2023

Appendix B

8 HOUR
 Rev 11 01 2022

INSURANCE PLAN	ANNUAL PREMIUM	ANNUAL DISTRICT CONTRIBUTION	TENTHLY DISTRICT CONTRIBUTION	TENTHLY EMPLOYEE DEDUCTION*
DENTAL				
<u>DELTA DENTAL PLAN (\$3,000 annual max; \$3,000 ortho life max for adult & child'</u>				
Employee	960.50	576.72	57.67	38.38
Two Party	1,775.70	748.10	74.81	102.76
Family	2,415.90	848.55	84.85	156.74
<u>MetLife 100 Comp (formerly Safeguard)</u>				
Employee & all dependents	448.40	448.40	44.84	0.00
VISION				
<u>VISION SERVICE PLAN - Choice Plan w/ CVC glasses (\$15 copay; exam, frame & lenses every 12 mos.)</u>				
Employee	187.90	133.64	13.36	5.43
Two Party	255.90	182.39	18.24	7.35
Family	429.40	342.55	34.26	8.68
<u>MetLife Vision (formerly Safeguard)</u>				
Employee	68.80	68.80	6.88	0.00
Two Party	110.60	110.60	11.06	0.00
Family	175.80	175.80	17.58	0.00
<u>Life/A D & D - UNUM (\$25,000 Benefit Through Age 70, Decreasing Thereafter)</u>				
Employee	46.75	25.20	2.52	2.16
HEALTH				
<u>BLUE SHIELD HMO #1 (\$10/30 Office copay; \$7/25 Rx copay; \$100 ER copay; \$0 Hospital copay; Chiropractic benefit)</u>				
Employee	8,892.00	7,230.78	723.08	166.12
Two Party	17,712.00	11,025.30	1,102.53	668.67
Family	24,912.00	15,744.96	1,574.50	916.70
<u>BLUE SHIELD HMO#2 (\$20/30 Office copay; \$9/35 Rx copay; \$100 ER copay; \$250 Hospital copay; Chiropractic benefit)</u>				
Employee	8,448.00	7,230.78	723.08	121.72
Two Party	16,884.00	11,025.30	1,102.53	585.87
Family	23,784.00	15,744.96	1,574.50	803.90
<u>BLUE SHIELD HMO #3 (\$30/45 Office copay; \$10/35 Rx copay with \$200 brand deductible; \$150 ER copay; 20% Hospital copay; Chiropractic benefit)</u>				
Employee	7,788.00	7,230.78	723.08	55.72
Two Party	15,588.00	11,025.30	1,102.53	456.27
Family	21,996.00	15,744.96	1,574.50	625.10
<u>BLUE SHIELD PPO (\$20 PPO Office copay; \$5/20 Rx copay; \$500/single \$1,000/family Deductible; 80% PPO/50% Out-of-Network after deductible)</u>				
Employee	10,164.00	7,230.78	723.08	293.32
Two Party	20,292.00	11,025.30	1,102.53	926.67
Family	28,572.00	15,744.96	1,574.50	1,282.70
<u>KAISER HMO #1 (\$20 Office copay; \$10/20 Rx copay; \$100 ER copay; Chiropractic benefit)</u>				
Employee	8,016.00	7,230.78	723.08	78.52
Two Party	15,804.00	11,025.30	1,102.53	477.87
Family	22,224.00	15,744.96	1,574.50	647.90
<u>KAISER DEDUCTIBLE HMO #2 (\$1,000/single \$2,000/family Deductible; \$20 Office copay; \$10/30 Rx copay; 20% ER & hospital admission fee after \$1,000 deductible); Chiropractic benefit)</u>				
Employee	7,152.00	7,152.00	715.20	0.00
Two Party	14,076.00	11,025.30	1,102.53	305.07
Family	19,800.00	15,744.96	1,574.50	405.50
<u>TSA in Lieu of Health Insurance</u>	6,190.20	6,190.20	619.02	
Only current TSA recipients may continue subject to proof of group insurance coverage				

LIST OF LABORATORIES**that have been approved for Urine Drug Testing**

1		
2		
3		
4		
5		
6	Associated Pathologists Laboratories, Inc.	SmithKline Beecham Clinical Laboratories
7	4230 South Burnham Avenue, Suite 250	7600 Tyrone Avenue
8	Las Vegas, Nevada 89119-5412	Van Nuys, California 91045
9	(702) 733-7866	(818) 376-2520
10		
11	National Health Laboratories, Inc.	National Health Laboratories, Inc.
12	5601 Oberlin Drive, Suite 100	1100 California Avenue
13	San Diego, California 92121	Bakersfield, California 93304
14	(619) 455-1221	(805) 322-4250
15		
16	Centinela Hospital Airport Toxicology Laboratory	
17	9601 South Sepulveda Boulevard	
18	Los Angeles, California 90045	
19	(310) 215-6020	
20		
21	TOXWORX Laboratories, Inc.	UNILAB
22	6160 Variel Avenue	18408 Oxnard Street
23	Woodland Hills, California 91356	Tarzana, California
24	(818) 226-4373	(818) 343-8191/(800) 492-0800
25		
26	Nicols Institute Substance Abuse Testing	PharmChem Laboratories, Inc.
27	7470-A Mission Valley Road	1505-A O'Brien Drive
28	San Diego, California 92108-4406	Menlo Park, California
29	(619) 686-3200/(800) 446-4728	(415)328-6200/(800)446-5177
30		
31	Poisonlab, Inc.	Sierra Nevada Laboratories, Inc.
32	7272 Clairemont Mesa Road	888 Willow Street
33	San Diego, California 92111	Reno, Nevada 89502
34	(619) 279-2600/(800) 882-7272	(800) 648-5472
35		
36		
37		

HOLD HARMLESS

I agree to indemnify and financially hold harmless the District, its Board of Education, each individual Board of Education member, and all administrators of the District against any and all claims, demands, costs, lawsuits, including attorney fees for attorneys individually chosen by the District, Board of Education, each individual Board of Education Member and all administrators of the District for the purpose of defending said District, Board of Education, Individual Board of Education Members and all administrators of the District, or any other form of liability of expenses, including but not limited to, all court or administrative agency costs that may arise out of or by reason of action taken by the District for the purpose of complying with my request for Supplemental Catastrophic Leave or compliance with the Article.

I agree to indemnify and financially hold harmless the California School Employees Association and its agents and employees against any and all claims, demands, costs, lawsuits, expenses, administrative agency costs, or attorney fees except as prohibited by law, that may arise out of or by reason of action taken by the Association regarding any request by me for Supplemental Catastrophic Leave, or for the purpose of complying with this Article.

I, _____, hereby waive and release, except as prohibited by law, any and all claims, demands and causes of action of every nature and kind whatsoever, known or unknown, suspected or unsuspected, I may now have, or may have in the future, known or unknown, including the right to grieve or arbitrate under the collective bargaining agreement between the California School Employees Association and the Azusa Unified School District, decisions regarding the supplemental Catastrophic Leave Bank, against the Azusa Unified School District and/or the California School Employees Association in connection with the administration, procedures, and decision taken regarding the Supplemental Catastrophic Leave Bank and request for Supplemental Catastrophic Leave.

I hereby expressly waive and relinquish all rights and benefits afforded by the provisions of Section 1542 of the Civic Code of the State of California, regarding any request by me for Supplemental Catastrophic Leave, and I understand that said section provides:

“A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the doctor”

I understand that pursuant to Article 8, Section B (9), of the Collective Bargaining Agreement, that my signature on this document is required prior to submitting an application to receive any allocation from the Supplemental Catastrophic Leave Bank as provided in Article 8, Section B(9), of the current Collective Bargaining Agreement

Date: _____ Signature: _____