



To: OUHSD Classified Staff  
From: Corey Willenberg, EdD, Superintendent  
Date: December 8, 2022  
Subject: CSEA Negotiations Update

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OUHSD met with CSEA for negotiations on December 5, 2022. I have included the proposals that were discussed at the table. We are scheduled to meet again January 6, 2023 via Zoom..

**PROPOSAL FROM  
OROVILLE UNION HIGH SCHOOL DISTRICT TO THE  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS FEATHER RIVER CHAPTER #342  
December 5, 2022**

The collective bargaining proposal presented herein by the Oroville Union High School District to the California School Employees Association And Its Feather River Chapter #342 ("CSEA") is expressly made pursuant to the Education Employment Relations Act and the Collective Bargaining Contract between the parties. The following articles shall be deemed to remain unchanged in the Collective Bargaining Agreement except as set forth below:

**ARTICLE 6  
SALARIES AND FRINGE BENEFITS**

6.1 Salaries:

- 6.1.1 The Salary schedules and classification of all employees are set forth in Appendices "A" and "B" of this Agreement. All temporary or substitute employees shall be placed on Column A of the step to which they are assigned. In the event that a probationary/permanent employee covered by this agreement is required or requested to perform work beyond his/her contracted days or work year such as special projects or substituting for employees on leave; the Oroville Union High School District shall compensate said employee(s) as defined below:

Substitute Pay for Probationary/Permanent Employees:

6.1.1.1 Wages will be paid to any probationary/permanent employee who works out of their classification as a substitute but in "like or related work duties" at their regular rate of pay.

Example: If a ~~Universal Support Staff member~~ Groundskeeper (Step ~~15~~ 18/Column ~~G-E~~) substitutes for a Custodian I (Step 13/Column E), the employee will be paid at their current rate of pay (Step ~~15~~ 18/Column ~~G-E~~)

6.1.1.2 Wages will be paid to any probationary/permanent employee who works in a lower classification than their permanent position, the rate of pay of the classification they are substituting in at Step A.

Example: If a Universal Support Staff member (Step 15/Column G) substitute for a Food Service Worker (Step 5/Column J), the employee would be paid Step 5/Column A.

- 6.1.2 All new employees shall be placed on the first column of the appropriate salary step except in rare cases when recruitment difficulties are encountered or an individual with unusually high qualifications is being considered for employment. The Board reserves the right to approve appointment above minimum in such instances. Credit for experience may be given not to exceed step E of the salary schedule.
- 6.1.3 When an employee reclassification has been approved by the Board, the salary adjustment shall become effective in the following pay period.
- 6.1.4 The anniversary date for classified employees shall be July 1. An employee shall receive their longevity step effective on their July 1 anniversary date after completing the required number of years of service to be eligible. Section 6.3 below provides

how the initial anniversary date for purposes of determining eligibility for longevity. Longevity is based upon continuous years of employment with the District in the increments as follows: 3% beginning with seven (7) years – ten (10) years – thirteen (13) years – sixteen (16) years – nineteen (19) years – twenty-two (22) years – twenty-five (25) years – twenty-eight (28) years – and thirty-one (31) years.

6.2 Fringe Benefits: The Fringe Benefit Schedule is set forth in appendix "C".

6.3 Anniversary Date and Step Advancement: (Effective 3/2/15)

The anniversary date for all employees shall be July 1. Employees shall receive their first step advancement on the salary schedule upon completion of their probationary period. Employees shall receive their next step advancement on their anniversary date. The initial anniversary date of an employee who is hired before December 15 of the year shall be the July 1 prior to his/her hiring. The initial anniversary date of an employee hired on or after December 15 shall be the following July 1. Employees shall continue to receive their step advancement annually on their anniversary date until they reach the top step of the salary schedule.

Example:

Employee A is hired on September 12, 20~~14~~22. His/her anniversary date shall be July 1, 20~~14~~22. Employee A shall receive his/her first step advancement on September 1, 20~~15~~23 upon completion of the probationary period and receive his/her next anniversary step on July 1, 20~~16~~24. This employee's years of service are:

20~~14~~22/~~15~~23 year 1  
20~~15~~23/~~16~~24 year 2  
20~~16~~24/~~17~~25 year 3

Employee B is hired on December 20, 20~~14~~22. His/her anniversary date shall be July 1, 20~~15~~23. Employee B shall receive his/her first step advancement on January 1, 20~~16~~24 upon completion of the probationary period and receive his/her next anniversary step on July 1, 20~~16~~24. This employee's years of service are:

20~~14~~22/~~15~~23 year 0  
20~~15~~23/~~16~~24 year 1  
20~~16~~24/~~17~~25 year 2

- Hired on 9/12/~~14~~22  
Probation ends 9/12/~~15~~23 (9/12/~~14~~22-9/12/~~15~~23) (1st step increase 9/1/~~15~~23)  
Anniversary date 7/1/~~14~~22  
Employee is in 2nd year as of 7/1/~~15~~23
- Hired on 12/20/~~14~~22  
Probation ends on 12/20/~~15~~23 (12/20/~~14~~22-12/20/~~15~~23) (1st step increase is 1/1/~~16~~24)  
Anniversary date 7/1/~~15~~23  
Employee is in 1st year as of 7/1/~~15~~23

6.4 The parties agree to review and update three mutually agreed upon job descriptions each year of this Agreement.

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**ARTICLE 7  
HOLIDAYS**

**7.0 Annual Work Year**

In the event the Oroville Union High School District school year has an excess of 260 workday(s), for 12-month employees and/or an excess of 240 workday(s) for 11-month employees the excess day(s) will be utilized by employees as floating non-duty day(s). If the school year is less than 260/240 workday(s) the employee shall forfeit their floating holiday. The method for the utilization of the non-duty work day(s) shall be as per Article 7.1.1 Holidays, Floating Holidays.

**7.1 Scheduled Holidays:**

**7.1.1** All classified employees shall be entitled to the following paid Holidays provided they are in paid status during any portion of the work day immediately preceding or succeeding the Holiday:

January 1 <sup>st</sup>	-	NEWS YEAR'S DAY
3 <sup>rd</sup> Monday in January-		MARTIN LUTHER KING DAY
February 12 <sup>th</sup>	-	LINCOLN'S DAY
3 <sup>rd</sup> Monday in February	-	WASHINGTON'S DAY
Monday after Easter	-	EASTER
Last Monday in May	-	MEMORIAL DAY
<u>June 19<sup>th</sup></u>		<u>JUNETEENTH</u>
July 4 <sup>th</sup>	-	INDEPENDENCE DAY
First Monday in September	-	LABOR DAY
September 9*	-	FLOATING HOLIDAY*
November 11 <sup>th</sup>	-	VETERAN'S DAY
Thanksgiving Day	-	THE DAY OF, THE DAY BEFORE & AFTER
December 24 <sup>th</sup>	-	DAY BEFORE CHRISTMAS
December 25 <sup>th</sup>	-	CHRISTMAS DAY
December 31	-	NEW YEAR'S EVE DAY

\*The Floating Holiday is taken on a date selected by the employee with prior permission of the employee's immediate supervisor.

**7.1.2** When a Holiday falls on a Saturday, the preceding workday not a Holiday shall be deemed to be that Holiday. When a Holiday falls on a Sunday, the following workday not a Holiday shall be deemed to be that Holiday.

**7.1.3** Holidays shall also be governed by Ed Code Sections 37220 and 45203.

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**ARTICLE 9  
LEAVES**

**9.1 Sick Leave (E.C. 45191)**

**9.1.1** Every classified employee employed full-time (12) months (40 hours per week) shall be entitled to twelve (12) days (96 hours) leave of absence for illness or injury. A classified employee employed less than full-time shall be entitled to that proportion of twelve (12) days (96 hours) leave of absence for illness or injury as the number of hours he/she is employed bears to full-time employment.

Eleven (11) month employees shall receive eleven (11) days. An eleven (11) month employee working less than full-time shall be entitled to that proportion of eleven (11) days (88 hours) leave of absence for illness or injury as the number of hours he/she is employed bears to full-time employment. (Effective 3/26/15)

School day only employees and ten (10) month employees shall receive ten (10) days (equivalent number of hours depending on work schedule). Sick leave calculations will be computed in hours. (Effective 3/26/15)

**9.1.2** A sick leave benefit may not be used as severance pay. Credit for a leave of absence need not be accrued prior to taking such leave and may be taken at any time during the year. Should an employee terminate service with the District prior to earning the used sick leave, a deduction will be made from the final check. However, a NEW employee of the DISTRICT shall not be eligible to take more than six (6) days of the proportionate amount to which he may be entitled until the 1<sup>st</sup> day of the calendar month after completion of six (6) months of service. Employees must notify his/her Supervisor and the District Office of any intended absence no later than one (1) hour prior to the employee's normal start time (Bus Driver must follow rules of the Transportation Department, see Section 17.10). Employees taking sick leave will furnish a doctor's certificate upon request, for three (3) or more days of absence. (Effective 3/26/15)

**9.1.3** Sick Leave can be used by a classified employee for the diagnosis, care, or treatment of an existing health condition, and for preventative care for the employee or any member of his/her family as defined in Section 9.1.4. *Sick leave may also be used by an employee who is the victim of domestic violence, sexual assault, or stalking.* (Effective 3/26/15)

**9.1.4** "Member of the immediate family" means: (Effective 3/26/15)

- Child (biological, adoptive, foster, step, legal ward or to whom the employee stands in loco parentis), regardless of age or dependency status.
- Parent (biological, adoptive, foster, step, legal guardian, or person who stood in loco parentis when employee was a minor) of the employee or the employee's spouse/registered domestic partner.
- Spouse or registered domestic partner
- Grandparent of the employee or his/her spouse
- Grandchild of the employee or his/her spouse
- Sibling of the employee or his/her spouse

**9.1.5** Each regular classified employee shall be credited once a year with a total of 100 working days of paid sick leave, including days to which the employee is entitled under Education Code Section 45191. Such days of paid sick leave in addition to those required by Education Code Section 45191d, shall not be accumulated from

year to year, and shall be compensated at 50 percent of the employee's regular salary.

#### **9.1.6 Military Veterans Sick Leave (E.C. 45191)**

This section only applies to an employee hired on or after January 1, 2017, who is a military veteran with a military service-connected disability rate at 30 percent or more by the United States Department of Veterans Affairs. An employee who qualifies under these provisions is entitled to an additional 12 days of paid leave for the purpose of undergoing medical treatment for his/her military service-connected disability. The 12 days shall be credited once each 12 month period and is not cumulative from year-to-year. If not used during the 12-month period the leave shall not be carried over and shall be forfeited.

[...]

#### **9.4 Paternity Leave**

One day's paternity leave shall be granted the prospective employee on "the day" or "the take home day". This shall be leave with pay.

#### **9.5 Parental Leave [Education Code 45196.1]**

**9.5.1** During each school year, a classified employee may use his/her sick leave or accrued vacation for the purpose of parental leave for up to 12 workweeks. "Parental leave" means leave for the reason of the birth of a child of the employee, or the placement of a child with an employee in connection with the adoption or foster care of the child by the employee.

**9.5.2** If the employee has exhausted his/her accumulated sick leave, he/she may use sick leave differential (Ed. Code 45196) which shall be compensated at not less than 50 percent of the employee's regular salary for the remaining ~~for the duration of the 12 workweeks period. An employee who has exhausted all paid leaves is entitled to use unpaid leave for the duration of the 12 weeks.~~

**9.5.3** The employee shall not be provided more than one 12-workweek period for parental leave during any 12-month period.

**9.5.4** Parental leave taken under this section shall run concurrently with parental leave taken pursuant to Government Code section 12945.2 (California Family Rights Act). The employee is not required to meet the 1,250 hours of service within the previous 12 months in order to take parental leave under this section. Per Government Code section 12945.2, to the extent an employee has used CFRA leave for other purposes during the twelve preceding months, the twelve weeks afforded under this section shall be reduced by time already used.

**9.5.5** An employee shall provide the District reasonable advance notice of his/her intention to take leave under this section if the need to take the leave is foreseeable.

**9.5.6** If both parents are employed by the District, they are only entitled to one 12-week period for parenting leave. They shall inform the District of how they intend to use the 12-week period between them.

**9.5.7** Leave provided under this section may be taken intermittently in full-day increments. An employee desiring to take this leave intermittently shall provide at least one week

notice of intention to take intermittent leave if possible. Intermittent use of leave shall not serve to extend the one year period within which this leave is taken.

## **9.6 Family Leave Act**

### **9.6.1 Definitions:**

**9.6.1.1** "Child" means a biological, adopted or foster child, a step child, a legal ward, or a child of a person standing in loco parentis as long as the child is under eighteen (18) years of age or an adult dependent child.

**9.6.1.2** "Parent" means a biological, foster or adoptive parent, a stepparent, a legal guardian, mother-in-law or step mother-in-law, father-in-law or a step father-in-law or another person who stood in loco parentis to the employee when the employee was a child.

**9.6.1.3** "Serious Health Condition" means an illness, injury, impairment or physical or mental condition that involves either:

- Inpatient care in a hospital, hospice or residential health care facility, or
- Continuing treatment or continuing supervision by a health care provider.

### **9.6.2 Eligibility:**

**9.6.2.1** Any eligible employee who has served the district more than one continuous year shall be eligible to take **unpaid** family care and medical leave under the provision of state and federal law.

**9.6.2.2** The district may deny family care and medical leave to part-time employees who worked fewer than 1,250 hours during the previous year.

**9.6.2.3** Family care leave may be used for the following reasons:

- Because of the birth of the employee's child, and in order to care for the child.
- Because of the placement of a child with the employee for foster care or in connection with the employee's adoption of the child.
- In order to care for the employee's child, parent or spouse with a serious health condition.
- Because of the employee's own serious health condition which makes the employee unable to perform the functions of his/her job, except for leave taken for disability on account of pregnancy, childbirth, or related medical conditions.

### **9.6.3 Terms of Leave:**

**9.6.3.1** Family care leave shall not exceed 12 workweeks during any 12-month period. This 12-month period shall coincide with the fiscal year.

**9.6.3.2** Leave taken pursuant to the state Family Care and Medical Leave Act shall run concurrently with leave taken pursuant to the federal Family and Medical

Leave Act (FMLA), except for any leave taken under the FMLA for disability on account of pregnancy, childbirth, or related medical conditions. In addition to family care and medical leave, an employee may be entitled to take pregnancy disability leave of up to four months. During the otherwise unpaid portion of pregnancy disability leave, the employee may use any accrued vacation, sick time or other paid leave.

**9.6.3.3** Leave taken for the birth or placement of a child must be initiated within one (1) year of the birth or placement of the child. Such leave shall not be taken intermittently or on a reduced leave schedule unless the district and the employee agree otherwise. If both parents of a child work for the district, their family care and medical leave related to the birth or placement of the child shall be limited to a total of 12 weeks.

**9.6.3.4** During the period of family care and medical leave, the district shall require the employee to use his/her accrued vacation leave, other accrued time off, and any other paid or unpaid time off negotiated with the district. Accrued sick leave shall be used when the purpose of the family care and medical leave is one for which sick leave can be taken pursuant to the collective bargaining agreement.

#### **9.6.4 Request, Advance Notice and Certification**

**9.6.4.1** The employee shall give the district at least 30 days written advance notice of his/her need for family care and medical leave. If the employee learns of the need for this leave fewer than 30 days in advance, he/she shall provide such notice as soon as practicable.

**9.6.4.2** An employee's request for family care and medical leave shall be supported by a certification from the health care provider of the person requiring care. This certification shall include all of the following:

- The date on which the serious health condition began.
- The probable duration of the condition.
- The appropriate medical facts within the knowledge of the health care provider regarding the condition.
- If the employee is requesting leave because of his/her own serious health condition, the health care provider's certification that due to the serious health condition, the employee is unable to perform the functions of his/her job.
- If the employee is requesting leave to care for a child, spouse or parent who has a serious health condition, the certification shall also include the health care provider's:
  - Estimate of the amount of time the health care provider believes the employee needs to care for the child, parent or spouse, and
  - Statement that the serious health condition warrants the participation of a family member to provide care during a period of the treatment or supervision of the child, parent for spouse.

- If additional leave is needed when the time estimated by the health care provider expires, the district may require the employee to provide re-certification as specified above.
- If the employee is requesting leave for intermittent treatment or is requesting leave on a reduced-leave schedule for planned medical treatment, the certification must state the medical necessity for the leave, the dates on which treatment is expected to be given, the duration of such treatment, and the expected duration of the leave.

#### **9.6.5 Intermittent/Reduced Work Schedule Leave**

Leave related to the serious health condition of the employee or his/her child parent or spouse may be taken intermittently or on a reduced work schedule when medically necessary; in such a case, the employee may be required:

- To take the leave for period of a particular duration not to exceed the duration of the planned medical treatment, or
- To transfer temporarily to a different job that has the equivalent pay and benefits but could better accommodate recurring periods of leave.

#### **9.6.6 Maintenance of Benefits**

**9.6.6.1** During the period of family care leave, the employee shall continue to be entitled to participate in the district's medical, dental and vision plan.

**9.6.6.2** During the period of family care leave, the employee shall continue to be entitled to participate in life, disability and accident insurance plans and/or any other employee welfare benefit plan to the same extent and under the same conditions as apply to an unpaid leave taken for any other purpose. In the absence of these conditions, the employee shall continue to be entitled to participate in these plans and the district may, at its discretion, require the employee to pay the premium for periods not covered by accrued leave.

#### **9.6.7 Maintenance of Status**

The employee shall retain his/her employee status with the district during the leave period, and the leave shall not constitute a break in service for the purposes of longevity or seniority under any employee benefit plan or collective bargaining agreement. For purposes of layoff, recall, promotion, job assignment and seniority related benefits such as vacation, the employee returning from family care leave shall return with no less seniority than he/she had when the leave began.

#### **9.6.8 Reinstatement**

**9.6.8.1** Upon granting an employee's request for family care leave, the district shall guarantee to reinstate the employee in the same or a comparable position when the leave ends.

**9.6.8.2** An employee who takes leave has no greater right to reinstatement than if he/she had been continuously employed during the leave period. If the district

reduces its work force during the leave period and the employee is laid off for legitimate reasons at the time, he/she is not entitled to reinstatement.

- 9.6.8.3** The district shall not refuse to hire and shall not discharge, fine, suspend, expel or discriminate against any employee because he/she exercises the right to family care leave or because he/she gives information or testimony related to his/her or another person's family care leave in an inquiry related to family leave rights.

[...]

## APPENDIX "C"

### FRINGE BENEFITS

- C.1 During the period of this agreement, the DISTRICT will pay Monthly Health and Welfare Insurance premiums for family coverage (not to exceed \$12,840 annually) for each ½ time or more classified employee employed prior to July 1, 1991.
- C.2 If the aforementioned premiums exceed the monthly figures set forth above during the term of this agreement, DISTRICT agrees to pay any such increases during the term of this agreement only and to reopen this provision and to negotiate relative to any such increase.
- C.3 Beginning with the 1994/95 school year, employees will have the option of choosing between medical plans. If the employee chooses a less expensive plan, the employee will receive the premium savings each month; if the employee chooses to receive a more expensive plan, the employee will pay the additional premium monthly cost.
- C.4 In the event the premiums during the term of this agreement exceed the annual cap of \$12,840, the DISTRICT agrees to advance the cost of any increases in premiums above the monthly figures set forth above of \$1070 per month for medical, dental and vision for up to a period of three (3) months. It is understood and agreed that in the event agreement is not reached within said period of time the DISTRICT shall not be required to pay any more than the monthly figure referred to above (\$1070 for medical, dental and vision).
- C.5 Classified employees working less than ¾ but more than ½ may elect the Health and Welfare Package with the employee contributing toward the total package costs prorated total hours worked per day over six (6) hours. For employees hired on or before June 30, 2023, A-four (4) hours employees will earn fully paid benefit when their contract hours with the DISTRICT exceed 2,500 hours. The seniority hours that will be considered will go back retroactively from their date of hire. For employees hired on or after July 1, 2023, only those employees working ¾ or more shall receive fully paid benefits.
- C.6 The DISTRICT shall provide fully paid Health Insurance coverage for employee and eligible dependents for employees reaching their 55<sup>th</sup> birthday, provided said employee has served ten (10) years in the DISTRICT prior to retirement. The retiring employee will have the same choice of health, dental, and/or vision plans available to employees of the DISTRICT at the time of retirement, subject to the cap in effect in the year of retirement. Payment of such benefits shall continue until the retiree attains age 65.
- C.7 The open enrollment period for employee changes of medical insurance will be during the month of September each year.

C.8 Retirees may elect pay in lieu of health and welfare insurance benefits. The District will pay to the retiree the amount of its required contribution for retiree health and welfare insurance benefits at the time the employee opts to take cash in lieu of benefits. The District will pay this amount annually to the employee for all the remaining years of eligibility until he/she reaches the age of sixty-five (65). The District will process the first payment on the next payroll period following termination of benefits and will process subsequent year payments prior to October 1 of each succeeding year until the employee reaches age sixty five (65).

Once an employee chooses to receive pay in lieu of retiree health and welfare insurance benefits, his/her retiree benefits will cease at the end of the current month in which the employee makes his/her choice. Once the benefits are terminated, they cannot be reinstated.

These payments will be generated through the district payroll system and will be subject to all required statutory deductions. Should an employer contribution be required, the amount of that contribution will also be deducted from the pay.

C.9 Alternative Insurance Coverage

For the 2015/16 school year, upon providing proof of alternative insurance coverage to the District, an employee may elect to decline the District-provided medical, dental and vision insurance plan. Butte Schools Self-Funded Programs requires that an administration fee equal to the premiums of the least expensive health benefits plan available, including premiums, for the dental and vision plans selected by the bargaining unit must be submitted on behalf of the employee. If the administration fee is less than the annual cap, the employee will receive the savings each month. If the administration fee exceeds the annual cap, the employee will pay the additional monthly cost.

During a plan year, an employee that has declined health and welfare coverage may re-enroll in the plan for which the administration fee has been paid. The employee may change plans during the next open enrollment process.

This provision does not preclude an employee from re-enrolling in a plan after a break in coverage should there be a qualifying event as defined in the Butte Schools Self-Funded Program's Re-Enrollment After Break in Coverage policy.

This section will sunset effective July 1, 2016 and bargaining unit members will no longer be allowed to opt out of District provided insurances, even with proof of alternative coverage. However, any member who was taking advantage of the provisions of this section (C.9) in 2015/16 will be grandfathered in and allowed to continue to opt out of coverage. No administrative fee will be charged to these grandfathered members and they will receive the full amount of the District's contribution for coverage that they continue to opt out of.

FOR THE DISTRICT

FOR THE ASSOCIATION

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2/5/22  
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Start A5 @ 16.00 Step Increase 2%, Column A-E Increase 5%, Longevity F-N Increase 3%

22/23

Step	A	B	C	D	E	F	G	H	I	J	K	L	M	N
5	16.00	16.80	17.64	18.52	19.45	20.03	20.63	21.25	21.89	22.55	23.22	23.92	24.64	25.38
6	16.32	17.14	17.99	18.89	19.84	20.43	21.05	21.68	22.33	23.00	23.69	24.40	25.13	25.88
7	16.65	17.48	18.35	19.27	20.23	20.84	21.47	22.11	22.77	23.46	24.16	24.89	25.63	26.40
8	16.98	17.83	18.72	19.66	20.64	21.26	21.90	22.55	23.23	23.93	24.64	25.38	26.14	26.93
9	17.32	18.18	19.09	20.05	21.05	21.68	22.33	23.00	23.69	24.40	25.14	25.89	26.67	27.47
10	17.67	18.55	19.48	20.45	21.47	22.12	22.78	23.46	24.17	24.89	25.64	26.41	27.20	28.02
11	18.02	18.92	19.87	20.86	21.90	22.56	23.24	23.93	24.65	25.39	26.15	26.94	27.74	28.58
12	18.38	19.30	20.26	21.28	22.34	23.01	23.70	24.41	25.14	25.90	26.67	27.48	28.30	29.15
13	18.75	19.68	20.67	21.70	22.79	23.47	24.17	24.90	25.65	26.42	27.21	28.02	28.87	29.73
14	19.12	20.08	21.08	22.14	23.24	23.94	24.66	25.40	26.16	26.94	27.75	28.59	29.44	30.33
15	19.50	20.48	21.50	22.58	23.71	24.42	25.15	25.91	26.68	27.48	28.31	29.16	30.03	30.93
16	19.89	20.89	21.93	23.03	24.18	24.91	25.65	26.42	27.22	28.03	28.87	29.74	30.63	31.55
17	20.29	21.31	22.37	23.49	24.66	25.40	26.17	26.95	27.76	28.59	29.45	30.33	31.24	32.18
18	20.70	21.73	22.82	23.96	25.16	25.91	26.69	27.49	28.32	29.17	30.04	30.94	31.87	32.83
19	21.11	22.17	23.28	24.44	25.66	26.43	27.22	28.04	28.88	29.75	30.64	31.56	32.51	33.48
20	21.53	22.61	23.74	24.93	26.17	26.96	27.77	28.60	29.46	30.34	31.25	32.19	33.16	34.15
21	21.96	23.06	24.22	25.43	26.70	27.50	28.32	29.17	30.05	30.95	31.88	32.84	33.82	34.83
22	22.40	23.52	24.70	25.94	27.23	28.05	28.89	29.76	30.65	31.57	32.52	33.49	34.50	35.53
23	22.85	23.99	25.19	26.45	27.78	28.61	29.47	30.35	31.26	32.20	33.17	34.16	35.19	36.24
24	23.31	24.47	25.70	26.98	28.33	29.18	30.06	30.96	31.89	32.84	33.83	34.85	35.89	36.97
25	23.78	24.96	26.21	27.52	28.90	29.77	30.66	31.58	32.53	33.50	34.51	35.54	36.61	37.71
26	24.25	25.46	26.74	28.07	29.48	30.36	31.27	32.21	33.18	34.17	35.20	36.25	37.34	38.46
27	24.74	25.97	27.27	28.63	30.07	30.97	31.90	32.85	33.84	34.86	35.90	36.98	38.09	39.23
28	25.23	26.49	27.82	29.21	30.67	31.59	32.54	33.51	34.52	35.55	36.62	37.72	38.85	40.01
29	25.73	27.02	28.37	29.79	31.28	32.22	33.19	34.18	35.21	36.26	37.35	38.47	39.63	40.81
30	26.25	27.56	28.94	30.39	31.91	32.86	33.85	34.87	35.91	36.99	38.10	39.24	40.42	41.63
31	26.77	28.11	29.52	31.00	32.54	33.52	34.53	35.56	36.63	37.73	38.86	40.03	41.23	42.46
32	27.31	28.68	30.11	31.61	33.20	34.19	35.22	36.27	37.36	38.48	39.64	40.83	42.05	43.31



**OROVILLE UNION HIGH SCHOOL DISTRICT  
ADMINISTRATIVE SECRETARY  
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- 41 • Prepares all Site Council agendas and minutes
- 42 • Supports the counseling office staff
- 43 • Track CIS enrollment process; update all CIS grades
- 44 • Coordinates substitute teachers and staff, which includes the issuance of keys.
- 45 • Coordinates, tracks and reports teacher coverage periods
- 46

47 **QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able  
48 to perform each essential duty satisfactorily. The requirements listed below are representative of the  
49 knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable  
50 individuals with disabilities to perform the essential functions.

51  
52 **EDUCATIONS AND/OR EXPERIENCE:** High school diploma or general education degree (GED);  
53 three (3) years of related experience and/or training in general office work; or equivalent combination of  
54 education and experience. Knowledge of computers is essential.

55  
56 **LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and  
57 maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.  
58 Ability to speak effectively before groups of students and individually to parents and other staff  
59 members.

60  
61 **MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure,  
62 using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and  
63 to interpret bar graphs.

64  
65 **REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions  
66 furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete  
67 variables in standardized situations.

68  
69 **CERTIFICATES AND LICENSES:** California Driver's License (required by the first day of service)  
70 First Aide/CPR Certificate required within 6 months of hire.

71  
72 **OTHER SKILL AND ABILITIES:** Ability to pass a typing test at 45 words per minute. Ability to  
73 operate a personal computer and related software. Ability to develop effective working relationships  
74 with students, staff and the school community. Ability to communicate clearly and concisely, both  
75 orally and in writing. Ability to perform duties with awareness of all district requirements and board  
76 policies.

77  
78 **PHYSICAL DEMANDS:** The physical demands here are representative of those that must be met by  
79 an employee to successfully perform the essential functions of this job. Reasonable accommodations  
80 may be made to enable individual with disabilities to perform the essential functions.

81  
82 While performing the duties of this job, the employee is regularly required to sit and talk or hear. The  
83 employee is occasionally required to stand; walk; reach with hands and arms; and stoop or kneel. The

**OROVILLE UNION HIGH SCHOOL DISTRICT**

**ADMINISTRATIVE SECRETARY**

**PAGE 3**

84 employee must occasionally lift and/or move up to ten (10) pounds such as files or records. Specific  
85 vision abilities required by this job include close vision and the ability to adjust focus.

86

87 **WORK ENVIRONMENT:** The work environment characteristics described here are representative of  
88 those an employee encounters while performing the essential functions of this job. Reasonable  
89 accommodations may be made to enable individuals with disabilities to perform the essential functions.

90

91 The noise level in the work environment is usually moderate and it may occasionally be heavy. The  
92 employee continuously is interacting with the public, staff and students.

93

**OROVILLE UNION HIGH SCHOOL DISTRICT  
JOB DESCRIPTION**

**JOB TITLE: UNIVERSAL SUPPORT STAFF**

SALARY LEVEL: 15

DIVISION: Classified

DEPARTMENT: Operations – School Grounds LOCATION: School Site

REPORTS TO: Maintenance Director/Principal

APPROVED BY: Board of Trustees  
approval date

DATE: Revised

07/20/05

**SUMMARY:** To help keep public buildings clean and orderly and assist in general supervision of assigned school campus areas to ensure a safe and orderly environment. Under general supervision, performs unskilled or semi-skilled tasks in the upkeep and repair of public facilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *(Other related duties may be assigned.)*

- Question visitors to the campus to make sure they are properly authorized.
- Checks and clears student absences and posts occurrences to records and perform other attendance functions as needed.
- Patrol and supervise assigned school campus areas, including classrooms, campus perimeter, restrooms, parking lots and eating areas to enforce school rules with regard to safety and student behavior.
- Investigate complaints; respond to rule infractions; report serious violations of school rules to school administrators; report suspicious or unauthorized activities to school administrators.
- Confers with and assists students, parents, school officials and employees necessary regarding violations.
- Enforces applicable laws, rules and policies, may administer first aid, open and close safety/security gates, and assist law enforcement as needed.
- May perform maintenance tasks involving minor trade skills such as minor building and related equipment repairs and painting
- Washes, scrubs and disinfects restrooms and eating areas as needed

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- \_\_\_\_\_ General clean-up of all areas on campus to ensure a safe environment.
- \_\_\_\_\_ May perform groundskeeping tasks such as blowing, mowing, weedeating, and campus cleanup.
- \_\_\_\_\_ Empties waste receptacles washes walls, windows.
- \_\_\_\_\_ Washes, scrubs, and disinfects restrooms as needed.
- \_\_\_\_\_ Locks or secures doors and windows; opens classrooms for authorized personnel.
- \_\_\_\_\_ May order, pick up, and deliver materials, equipment, and supplies used in the work.
- \_\_\_\_\_ Sets up and dismantles chairs and tables for various school events.
- \_\_\_\_\_ Replaces light bulbs and other lighting fixtures.
- \_\_\_\_\_ May check appliances and equipment as to operational safety.
- \_\_\_\_\_ Reports fire, sanitation, or other hazards to proper sources.
- \_\_\_\_\_ May assist maintenance technician on details involving minor trade skills such as \_\_\_\_\_ minor building and related equipment repairs.
- \_\_\_\_\_ May assist with campus security.
- \_\_\_\_\_ Light touch-up painting.
- \_\_\_\_\_ Remove graffiti.
- \_\_\_\_\_ Light Clerical duties as needed (Amended 3/10/04)

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**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** Any combination equivalent to graduation from high school, one year of practical experience in custodial and/or building maintenance.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before small groups.

**OROVILLE UNION HIGH SCHOOL DISTRICT  
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**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form.

**CERTIFICATES AND LICENSES:** California Driver's License (may be required by the first day of service). First Aid Certificate required, EMT Certificate preferred.

**OTHER SKILLS AND ABILITIES:** Ability to safely operate and carefully maintain mechanical and power equipment. Ability to make minor building and structural repairs. Ability to keep regular schedules and perform special tasks as assigned. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and board policies.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects, tools, or controls and talk or hear. The employee is occasionally required to sit. The employee frequently must squat, stoop, or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climb ladders. The employee will frequently bend or twist the neck and trunk more than the average person while performing the duties of this job. The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails, and when unloading trucks. Specific vision abilities required by this position include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays. The employee must be able to meet deadlines within time constraints. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions within the work environment.