Comprehensive Tentative Agreement
Between
Travis Unified School District
and
California School Employees Association Travis Chapter 454
2023-2024 Reopener Negotiations
October 5, 2023

The Travis Unified School District (District) and the California School Employees Association Travis Chapter 454 (CSEA) have completed 2023-2024 reopener negotiations. This document and the referenced attachments are the Comprehensive Tentative Agreement by and between the District and CSEA. Except as modified herein, the expired agreement (2021-2024) shall remain in full force and effect.

Subject to ratification and approval of this entire Comprehensive Tentative Agreement and the referenced attachments, the parties agree as follows:

Article 5 Association Rights (Tentative Agreement)

The District and CSEA agree to maintain status quo on this Article.

Article 10 Safety Conditions of Employment (Tentative Agreement)

Add the following as section 10.1 subsection c):

"The list of District Safety Committee members and their work email address will be posted at prominent locations at all work sites, annually."

Article 13 Hours (Tentative Agreement)

The District and CSEA agree to maintain status quo on this Article.

Article 16 Vacation (Tentative Agreement)

The District agrees to CSEA's proposal with clarification that the floating vacation day(s) for 2023-2024 was paid in accordance with Article 16.10 Vacation Credit.

Article 17 Pay and Allowances (Tentative Agreement)

Add the following language to section 17.1, effective July 1, 2023:

- Salary Increase for 2023-2024 school year. 86.15% of 2023-2024 COLA (to be determined), effective July 1, 2023, ongoing salary schedule increase.

True up negotiations (timing to be determined) to address resulting (if any) ongoing unrestricted general fund surplus and possible increase to ongoing salary schedule increase (see conditions below).

If the District at the end of the 2023-24 fiscal year has a surplus in the Unrestricted General Fund CSEA unit members will receive an ongoing compensation increase equivalent to the percentage that the surplus (as calculated below) represents of total district salary and statutory benefits.

For these purposes, the Unrestricted General Fund surplus or deficit will be calculated as follows:

Unrestricted General Fund Net Increase (Decrease) in Fund Balance (SACS UA Form 01 Line E Column A)

Add: Any one-time off-schedule salary payments resulting from the collective bargaining process.

Any non-required contributions to restricted programs or other funds. Required contributions include:
- Required RRMA contribution
- Contributions to special education programs
- Contributions to federal programs
- Contributions to the Child Nutrition Fund

Less: One-time unrestricted revenue*
Supplemental Grant carryover

*Any one-time revenue in the Unrestricted General Fund that is received by the District without a stated purpose will be given to unit members as one-time compensation increase equivalent to the percentage that the surplus (as calculated above) represents of total district salary and statutory benefits.

Three percent (3%) one-time off schedule payment (eligibility limited to unit members employed by the District by October 2023)

The District and CSEA agree to amend section 17.16 (Reclassification) as follows:

Amend formatting of definitions section "a)" as indicated:

a) Definitions:

- A Reclassification is a change in title and/or job description using the following criteria ~~below~~: Significant new or different duties/tasks, which are not currently in the job description.

- ~~Definitions:~~ An Upgrade is a change in the range placement of any position(s) for any of the following reasons:

  1. The position is improperly placed on the salary schedule in relation to similar class or positions (i.e., clerical, maintenance, assistants, etc.).

  2. Position is out of line with similar position in comparison with agreed upon districts as to its placement on the salary schedule.

3. Increase responsibility, complexity of current technical and/or decision-making skills.

4. Less supervision by others and/or more supervision of others.

Amend formatting of section "c)" as indicated:

c) Request Application and Timelines:

Request for reclassification/upgrade: An employee is entitled to request that his/her position be reclassified or upgraded.

Request: In order to meet the criteria, an employee must submit their request and supporting documentation ~~The request shall be submitted~~ to the Human Resources Department no later than March 20 of each year. The request shall consist of the following:

- Employee name and current classification, title, range and site
- Employees requested classification, title and range
- Statement from employee stating the reason for their request
- Supporting documentation provided by the employee will also be considered **or** Supporting documentation including job title, salary range and salary schedule from all districts within Solano County
- Supervisors' signature indicating their review
- Any additional supporting documentation the employee wishes to provide

It is the employee's responsibility to submit the request and all supporting documentation to the Human Resources Department by the deadline. The request will then be reviewed by the Reclassification Committee. The Reclassification Committee may choose to deny the request, forward the request to the Reclassification Panel or mutually agree to the changes.

Article 18 Fringe Benefits (Tentative Agreement)

The parties reached a tentative agreement on Article 18 on June 15, 2023 to add the following language to Article 18, effective July 1, 2023:

For one year only (July 1, 2023 through June 30, 2024) increase the District's annual contribution from $7,500 to $8,400. During this same year, the District and CSEA shall explore other plan and provider options to continue to provide high quality benefits at a more reasonable price for both the District and employees. Subject to 2024-2025 negotiations the District's annual contribution shall revert to $7,500, effective July 1, 2024.

2024-2025 Calendars (Tentative Agreement)

The District and CSEA have agreed to 13 calendars on October 2, 2023 (see attached #1).

SDC SCIL Preschool Programs (Tentative Agreement)

The parties have agreed to an MOU regarding SCIL and SDC Preschool Program issues (see attached #2 MOU, dated October 2, 2023).

Job Descriptions (Tentative Agreement)

The District and CSEA have agreed to the following job descriptions (new or amendments to existing job descriptions), which are part of this Comprehensive Tentative Agreement (see attached #3). Impacted employees will retain seniority and be placed at their current step within the new Range on the salary schedule

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	From	Range	To	Range
	Accounting Assistant, Cert & Class Payroll	18	Accounting Payroll Technician	**20**
	Accounting Assistant, Purchasing	18	Purchasing Payroll Technician	**20**
	Food Service Worker	8	Food Service Worker	**10**
	Lead Storekeeper	17	Warehouse and Purchasing Lead	**18**
	Bus Assistant	9		
Reclass/Upgrade	Special Education Office Clerk	**14**		
Reclass/Upgrade	Transportation Dispatcher	**16**		
Reclass/Upgrade	Health Care Specialist	**18**		
NEW	Bus Driver/Instructor	**16**		
NEW	Temporary Vehicle Driver	**13**		

Dated: October 9, 2023

For the District:

Vincent Ruiz
Assistant Superintendent

For CSEA:

Nadine Patterson
CSEA President

Shawana Grace
CSEA Labor Relations Representative

Attachment #1

2024-2025 Calendars

TENTATIVE AGREEMENT 10.2.23

TRAVIS UNIFIED SCHOOL DISTRICT
CLASSIFIED 180 DAY WORK YEAR 2024-2025

Legal and District Holidays
Non Instructional Staff Day
First and Last Day of School
Non-Work Days

July 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
			0			

August 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			13			

September 2024

Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
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October 2024

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
			18			

November 2024

Su	Mo	Tu	We	Th	Fr	Sa
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
			15			

December 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
			15			

January 2025

Su	Mo	Tu	We	Th	Fr	Sa
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
			19			

February 2025

Su	Mo	Tu	We	Th	Fr	Sa
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March 2025

Su	Mo	Tu	We	Th	Fr	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31		21			

April 2025

Su	Mo	Tu	We	Th	Fr	Sa
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
			16			

May 2025

Su	Mo	Tu	We	Th	Fr	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
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June 2025

Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
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29	30					
			4			

Crossing Guard

WorkDays 180

TENTATIVE AGREEMENT 10.2.23

TRAVIS UNIFIED SCHOOL DISTRICT
CLASSIFIED 196 DAY WORK YEAR 2024-2025

Legal and District Holidays
Non Instructional Staff Day
First and Last Day of School
Non-Work Days

July 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
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August 2024

Su	Mo	Tu	We	Th	Fr	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
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September 2024

Su	Mo	Tu	We	Th	Fr	Sa
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October 2024

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
			18			

November 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
			15			

December 2024

Su	Mo	Tu	We	Th	Fr	Sa
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January 2025

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February 2025

Su	Mo	Tu	We	Th	Fr	Sa
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16	17	18	19	20	21	22
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			18			

March 2025

Su	Mo	Tu	We	Th	Fr	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
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April 2025

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27	28	29	30			
			16			

May 2025

Su	Mo	Tu	We	Th	Fr	Sa
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18	19	20	21	22	23	24
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June 2025

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Bus Driver
Campus Monitor
Food Service Worker
Instructional Assistant
Health Care Specialist

Lead Elementary Food Service Worker
Lead High School Food Service Worker
Lead Middle School Food Service Worker
Para Educator
Store Keeper- Food Service
Student Support Specialist

WorkDays	182
Paid Holidays	15
Total	197

TENTATIVE AGREEMENT 10.2.23

TRAVIS UNIFIED SCHOOL DISTRICT
CLASSIFIED 200 DAY WORK YEAR 2024-2025

Legal and District Holidays
Non Instructional Staff Day
First and Last Day of School
Non-Work Days

July 2024

Su	Mo	Tu	We	Th	Fr	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
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August 2024

Su	Mo	Tu	We	Th	Fr	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			15			

September 2024

Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
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October 2024

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20	21	22	23	24	25	26
27	28	29	30	31		
			18			

November 2024

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
			15			

December 2024

Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
			15			

January 2025

Su	Mo	Tu	We	Th	Fr	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
			19			

February 2025

Su	Mo	Tu	We	Th	Fr	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
			18			

March 2025

Su	Mo	Tu	We	Th	Fr	Sa
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2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
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April 2025

Su	Mo	Tu	We	Th	Fr	Sa
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20	21	22	23	24	25	26
27	28	29	30			
			16			

May 2025

Su	Mo	Tu	We	Th	Fr	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
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June 2025

Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
			8			

Elementary Library Media Technician

WorkDays	186
Paid Holidays	14
Total	200

TENTATIVE AGREEMENT 10.2.23

TRAVIS UNIFIED SCHOOL DISTRICT
CLASSIFIED 208 DAY WORK YEAR 2024-2025

Legal and District Holidays | First and Last Day of School | Non-Work Days

July 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
			0			

August 2024

Su	Mo	Tu	We	Th	Fr	Sa
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			15			

September 2024

Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
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October 2024

Su	Mo	Tu	We	Th	Fr	Sa
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13	14	15	16	17	18	19
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			18			

November 2024

Su	Mo	Tu	We	Th	Fr	Sa
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
			15			

December 2024

Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
			15			

January 2025

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
			19			

February 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
			18			

March 2025

Su	Mo	Tu	We	Th	Fr	Sa
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31		21			

April 2025

Su	Mo	Tu	We	Th	Fr	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
			16			

May 2025

Su	Mo	Tu	We	Th	Fr	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			21			

June 2025

Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
			15			

Occupational Therapist

WorkDays	193
Paid Holidays	15
Total	208

TENTATIVE AGREEMENT 10.2.23

TRAVIS UNIFIED SCHOOL DISTRICT
CLASSIFIED 215 DAY WORK YEAR 2024-2025

Legal and District Holidays | First and Last Day of School | Non-Work Days

July 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
			0			

August 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			18			

September 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
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October 2024

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13	14	15	16	17	18	19
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27	28	29	30	31		
			18			

November 2024

Su	Mo	Tu	We	Th	Fr	Sa
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
			15			

December 2024

Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
			15			

January 2025

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
			19			

February 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
			18			

March 2025

Su	Mo	Tu	We	Th	Fr	Sa
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31		21			

April 2025

Su	Mo	Tu	We	Th	Fr	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
			16			

May 2025

Su	Mo	Tu	We	Th	Fr	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			21			

June 2025

Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
			19			

Behavior Assistant
Job Coach-Workability Program

WorkDays	200
Paid Holidays	15
Total	215

TENTATIVE AGREEMENT 10.2.23

TRAVIS UNIFIED SCHOOL DISTRICT
CLASSIFIED 216 DAY WORK YEAR 2024-2025

Legal and District Holidays | First and Last Day of School | Non-Work Days

July 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
			0			

August 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			22			

September 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
			20			

October 2024

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
			18			

November 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
			15			

December 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
			15			

January 2025

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
			19			

February 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
			18			

March 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31		21			

April 2025

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
			16			

May 2025

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			21			

June 2025

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
			16			

Attendance Clerk Golden West
Attendance Clerk Vanden

WorkDays	201
Paid Holidays	15
Total	216

TENTATIVE AGREEMENT 10.2.23

TRAVIS UNIFIED SCHOOL DISTRICT
CLASSIFIED 219 DAY WORK YEAR 2024-2025

Legal and District Holidays | First and Last Day of School | Non-Work Days

July 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
			0			

August 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			22			

September 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
			20			

October 2024

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
			18			

November 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
			15			

December 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
			15			

January 2025

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
			19			

February 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
			18			

March 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31		21			

April 2025

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
			16			

May 2025

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			21			

June 2025

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
			19			

VHS Student Body Clerk
VHS Counseling Technician

WorkDays	204
Paid Holidays	15
Total	219

TENTATIVE AGREEMENT 10.2.23

TRAVIS UNIFIED SCHOOL DISTRICT
CLASSIFIED 220 DAY WORK YEAR 2024-2025

Legal and District Holidays | First and Last Day of School | Non-Work Days

July 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
			0			

August 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			22			

September 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
			20			

October 2024

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
			18			

November 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
			15			

December 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
			15			

January 2025

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
			19			

February 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
			18			

March 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31		21			

April 2025

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
			16			

May 2025

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			21			

June 2025

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
			20			

VHS Student Body Clerk

WorkDays	205
Paid Holidays	15
Total	220

TENTATIVE AGREEMENT 10.2.23

TRAVIS UNIFIED SCHOOL DISTRICT
CLASSIFIED 221 DAY WORK YEAR 2024-2025

Legal and District Holidays | First and Last Day of School | Non-Work Days

July 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
			0			

August 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			22			

September 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
			20			

October 2024

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
			18			

November 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
			15			

December 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
			15			

January 2025

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
			19			

February 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
			18			

March 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31		21			

April 2025

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
			17			

May 2025

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			21			

June 2025

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
			20			

Family Laison
Elementary School Secretary
Middle School Secretary
Office Clerk
Special Education File Clerk

WorkDays	206
Paid Holidays	15
Total	221

TENTATIVE AGREEMENT 10.2.23

TRAVIS UNIFIED SCHOOL DISTRICT
CLASSIFIED 226 DAY WORK YEAR 2024-2025

Legal and District Holidays | First and Last Day of School | Non-Work Days

July 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
			0			

August 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			22			

September 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
			20			

October 2024

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
			23			

November 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
			15			

December 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
			15			

January 2025

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
			19			

February 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
			18			

March 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31		21			

April 2025

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
			17			

May 2025

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			21			

June 2025

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
			20			

Golden West Counseling Secretary
Golden West Library Media Technician

WorkDays	211
Paid Holidays	15
Total	226

TENTATIVE AGREEMENT 10.2.23

TRAVIS UNIFIED SCHOOL DISTRICT
CLASSIFIED 228 DAY WORK YEAR 2024-2025

Legal and District Holidays | First and Last Day of School | Non-Work Days

July 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
			0			

August 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			22			

September 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
			20			

October 2024

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
			23			

November 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
			17			

December 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
			15			

January 2025

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
			19			

February 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
			18			

March 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31		21			

April 2025

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
			17			

May 2025

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			21			

June 2025

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
			20			

VHS Library Media Technician

WorkDays	213
Paid Holidays	15
Total	228

TENTATIVE AGREEMENT 10.2.23

TRAVIS UNIFIED SCHOOL DISTRICT
CLASSIFIED 234 DAY WORK YEAR 2024-2025

Legal and District Holidays | First and Last Day of School | Non-Work Days

July 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
			0			

August 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			22			

September 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
			20			

October 2024

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
			23			

November 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
			16			

December 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
			17			

January 2025

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
			20			

February 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
			18			

March 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31		21			

April 2025

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
			21			

May 2025

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			21			

June 2025

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
			20			

VHS Registrar
VHS School Secretary

WorkDays	219
Paid Holidays	15
Total	234

TENTATIVE AGREEMENT 10.2.23

TRAVIS UNIFIED SCHOOL DISTRICT
CLASSIFIED 261 DAY WORK YEAR 2024-2025

Legal and District Holidays

First and Last Day of School

July 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
			22			

August 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			22			

September 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
			20			

October 2024

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
			23			

November 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
			17			

December 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
			20			

January 2025

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
			20			

February 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
			18			

March 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31		21			

April 2025

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
			21			

May 2025

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			21			

June 2025

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
			20			

Accounts Payable
Accounting, Budget/ Fiscal Specialist
Computer Technician
Custodian
Data Systems Specialist II
District Office Secretary
Education Services Secretary
Human Resources Technician
Groundskeeper

Irrigation
Maintenance Worker
Mechanic
MGTC & Food Secretary
Payroll
Purchasing
Special Education Secretary
Storekeeper
Student Services Secretary

Transportation Dispatcher
Transportation Supervisor

WorkDays	245
Paid Holidays	16
Total	261

Attachment #2

MOU – SCIL SDC Preschool

TENTATIVE AGREEMENT

Memorandum of Understanding
Between
Travis Unified School District
and
California School Employees Association
Travis Chapter #454
October 2, 2023

Pilot of SCIL and SDC Preschool
For 2023-2024 School Year

This Memorandum of Understanding (MOU) between the Travis Unified School District (District) and the California School Employees Association Travis Chapter #454 (CSEA) sets forth the Parties' agreement regarding Para-Educator IIs' hours for Structured Class for Intensive Learning (SCIL) Preschool programs and Para-Educator Is' hours for Special Day Class (SDC) Preschool programs for the 2023-2024 school year.

Para-Educator IIs assigned to SCIL or Para-Educator Is assigned to SDC Preschool programs

Effective upon ratification by the parties and for the duration of the 2023-2024 school year, pursuant to Agreement section 13.15, Para-Educator Is and IIs assigned to SDC or SCIL Preschool programs shall have a 7 hour duty day (increased from a 6.5 hour duty day).

Consistent with current and past practice, in the event of Para-Educator II short-term absences due to leaves or ongoing recruitment efforts, at SCIL Preschool programs, the District may temporarily place a Para-Educator II from outside the Preschool programs for coverage purposes.

Para-Educator training opportunities shall be offered during the year for elementary and secondary Para-Educators, but substitutes shall not be provided for unit members to attend such trainings.

All other provisions in the collective agreement are still in effect. The Parties agree to meet on or before May 1, 2024 to extend and/or revise this MOU.

This MOU is non-precedent setting and will expire on June 30, 2024 unless mutually agreed to extend.

Date: October 5, 2023

Vincent Ruiz
TUSD Assistant Supt., Human Resources

Nadine Patterson
CSEA President

Shawana Grace
CSEA Labor Relations Representative

Attachment #3

Job Descriptions

TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TENTATIVE AGREEMENT 10.5.23

TITLE: Accounting Payroll Technician
DEPARTMENT: Business Services and Operations

CLASSIFICATION: Classified
Range: ~~20~~18~~20~~

DESCRIPTION OF POSITION

Under the supervision of the Director, Fiscal Services performs duties relating to the accounting functions of Payroll and related reports.

REPRESENTATIVE DUTIES

- Process all pertinent payroll documents for employee/employer deductions, salary earnings, docks, taxes and garnishments; audit payroll system calculation, reconciling any differences; submit balanced payroll and required documentation to reviewing agency by specified timelines. Prepare paperwork for payroll adjustments/corrections as necessary. E
- Gather data, prepare spreadsheet, calculate differences to process retroactive salary increases as necessary. E
- Ensure that business department approval is obtained before any new positions or status changes are activated in the district's payroll system. E
- Maintain accurate payroll encumbrances throughout the year. E
- Assists Human Resources Department staff in establishing, maintaining, and analyzing procedures to administer district personnel and benefits policies. E
- Assist in supporting position control between the Business and Personnel departments. E
- Establish and maintain payroll vendor deduction information in payroll system. E
- Functions as employee contact to inform employees of and assist with the completion of necessary forms including health benefit enrollment/change, voluntary benefit deduction, tax shelter and federal/state withholding forms. E
- Prepare and maintain various spreadsheets for class overage payments, Section 125 flex account, 457 deductions, deferred net pay, payroll earning changes by pay type, mandated costs salary/benefit information and annual cost of certificated step/column movement. E
- Maintain appropriate retirement information for employees to include CalPERS and CalSTRS automated systems. Audit and provide necessary calculations for correct reporting of retirement information. E
- Set up and maintain district-paid benefit and voluntary benefit plan enrollment data for employees in vendor software and financial system. E

Additional Duties:

- Provide accounts receivable with necessary payroll documentation on a monthly basis for timely billing of employee services (i.e. TUTA release time and inter-district/county office ROP and SELPA services.) E

- Process monthly payroll advices/warrants, and employee voluntary deductions. E
- Coordinate unemployment insurance claims and provide necessary information to third party administrator. E
- Prepare accurate payments and reports as required by outside firms and agencies such as Employment Development Department for quarterly reporting of state income tax, state unemployment insurance and multiple work-sites; North Bay Schools Insurance Agency (JPA) worker's compensation premium and all health benefit premiums to appropriate vendors. E
- Reconcile monthly health and welfare suspense accounts and prepares journal entries, as necessary. E
- Prepare and submit necessary pay history adjustments for approval by the Solano County Office of Education. E
- Responsible for adding third-party payments, balancing and submission of final report to Solano COE for preparation of employees' annual form W-2. Files corrected forms, when necessary. E
- Complete miscellaneous reports to include CMS Medicare updates and annual Health & Welfare Data collection.
- Cross-trains with other business functions in the department.

E = Essential Duties as required by the American with Disabilities Act

KNOWLEDGE

Methods, practices, principles, trends and procedures preferably in school district payroll processes; legal mandates, policies, regulations and operational guidelines pertaining to school district payroll and computer based payroll programs.

SKILLS AND ABILITIES

- Perform complex financial record keeping.
- Make complex calculations quickly and accurately.
- Prepare and accurately compile detailed financial and statistical reports.
- Interpret and apply legal mandates, policies, regulations and operational guidelines to complex financial control processes.
- Understand and carry out oral and written directions.
- Perform job functions with minimal supervision demonstrating initiative and the ability to error check own work.
- Read and write at a level sufficient for the performance of assigned duties.
- Establish and maintain effective organization and outstanding customer service.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EXPERIENCE

- Any combination of training, experience and/or education equivalent to two years of fulltime equivalent paid payroll, attendance reporting or accounting experience including working with an automated financial system.
- College level training in finance, accounting, payroll, business administration or closely related field may be substituted for up to one year of experience on the basis of training.

PHYSICAL DEMANDS

Frequency Key	
None	(1)
Occasional (up to 25% of shift)	(2)
Intermittently (up to 50% of shift)	(3)
Frequently (up to 75% of shift)	(4)

Activity	Frequency		Activity	Frequency
Bend	2		Lift/carry 0-10 lbs	2
Twist	2		Lift/carry 11-25 lbs	3
Squat	2		Lift/carry 26-40 lbs	3
Kneel	2		Lift/carry 41-100 lbs	1
Climb	1		Stand	3
Reach above shoulder	2		Walk	3
Grip/Grasp	3		Sit	4
Extend/Flex Neck	2		Drive	4
Use Right Hand	4		Perform Repetitive Hand Motions	3
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4

THE TRAVIS UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.

For the District: _____ Date: _____

For the Association: _____ Date: _____

Revised TBD

DRAFT

TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TENTATIVE AGREEMENT 10.5.23

TITLE: ~~Accounting Technician~~ Purchasing Payroll Technician **CLASSIFICATION: Classified**

DEPARTMENT: Business Services and Operations **RANGE: 20**

DESCRIPTION OF POSITION

Under the general supervision of the Chief Business Officer and the direct supervision of the Director of Fiscal Services, performs varied duties associated with the processing and completion of accounting transactions and performs technical clerical support for the Accounts Payable, Purchasing and Warehousing, and Payroll operations of the District. This position performs a wide variety of technical clerical functions in payroll, accounts payable, attendance accounting, deposits, fringe benefits, and other related functions of the District as assigned. This position also performs general clerical duties of typing, posting, filing, typing of letters, memos and other related documents in support of the above activities.

REPRESENTATIVE DUTIES

- Collects, collates, files and matches purchase orders, receiving documents and invoices comparing receipt, billing and extension for discrepancy. ***E***
- Prepare disbursement of funds for utilities, conference and travel reimbursements, mileage, petty cash and revolving cash funds. ***E***
- Perform data entry into accounts payable program and order printing of warrants and reports. ***E***
- Disburse paperwork and mail warrants. ***E***
- Verify payment against Prelist. ***E***
- Collect data for state sales and use tax report; prepare warrant and file quarterly paperwork with State Board of Equalization. ***E***
- Procures supplies, materials, services, and equipment for the operation of the District, ensuring that all procurement policies, applicable purchasing practices and standards, and bid processes are met. ***E***
- Reviews, examines, and processes requisitions, purchase orders, and other related documents, including contracts and bid recaps, to ensure compliance with established purchasing procedures, and to confirm funding availability. ***E***
- Provides information and guidance to District departments regarding their purchasing needs, specifications for services, supplies, and equipment, and computerized purchasing system. ***E***
- Obtains quotes for stock and special-order items; researches availability, quality, and price of equipment, services, and supplies. ***E***
- Maintains good working relationships with vendors/contractors; resolves discrepancies and disputes; develops and administers vendor/contractor agreements; negotiates terms and conditions of contracts; maintains related files and databases. ***E***
- Maintain site Petty Cash Fund; audit and replenish funds for other sites. ***E***
- Maintain data for 1099 reporting and audit prior to printing of forms and annual report. ***E***
- Monitor for nonresident withholding and process withholding and reports as necessary. ***E***
- Maintain vendor payment files. ***E***
- Conduct a quarterly review of accounts payable; reverse entries and follow-up as needed with outside agencies or vendor regarding payment. ***E***

- Monitor Purchase Orders and contracts for California Independent Contractor program and file reports with the State. ***E***
- Collects, completes and submits the attendance reports to the appropriate agency for P-1, P-2 and annual report periods. ***E***
- May receive money and prepare deposits. ***E***
- Collect, process and reconcile retiree/COBRA benefit payments on a monthly basis. Notify participants of rate changes, as necessary.
- Cross-trains with other business functions in the department.
- Carries out related duties as assigned.

E = Essential Duties as required by the American with Disabilities Act

EMPLOYMENT STANDARDS

Knowledge of:

- Methods, practices, principles, trends and procedures of school district accounts payable processes; legal mandates, policies, regulations and operational guidelines pertaining to school district accounting practices and procedures and computer-based accounting programs.

Skills and Abilities:

- Passing score on Travis Unified clerical tests and ability to type accurately 40 wpm.
- Perform detailed financial record keeping.
- Make complex calculations quickly and accurately.
- Interpret and apply legal mandates, policies, regulations and operational guidelines to complex financial control processes.
- Understand and carry out oral and written directions.
- Work independently with a minimum of supervision.
- Read and write at a level sufficient for the performance of assigned duties.
- Establish and maintain effective organization and outstanding customer service.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

Experience:

- Any combination of training, experience and/or education equivalent to two years of full-time equivalent paid accounting experience including working with an automated financial system.
- College level training in finance, accounting, business administration or closely related field may be substituted for up to one year of experience on the basis of training.

PHYSICAL DEMANDS

Frequency Key	
None	(1)
Occasional (up to 25% of shift)	(2)
Intermittently (up to 50% of shift)	(3)
Frequently (up to 75% of shift)	(4)

Activity	Frequency		Activity	Frequency
Bend	2		Lift/carry 0-10 lbs	2
Twist	2		Lift/carry 11-25 lbs	3
Squat	2		Lift/carry 26-40 lbs	3
Kneel	2		Lift/carry 41-100 lbs	1
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Reach above shoulder	2		Walk	3
Grip/Grasp	4		Sit	4
Extend/Flex Neck	2		Drive	4
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4

THE TRAVIS UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.

For the District: _____ Date: _____

For the Association: _____ Date: _____

Revised February 2021

TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TENTATIVE AGREEMENT 10.5.23

~~3/4/2020~~10/5/23
~~August 2016~~October 2023
FLSA: Non-Exempt
Classification: Classified
Range ~~8~~ 10

FOOD SERVICE WORKER

DEFINITION

Under general supervision, prepares and serves meals to students; maintains food service areas, facilities, and equipment in a clean and sanitary condition; performs daily cash accounting and operation of point of sale terminal/cash register; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned Food Service Site Lead. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the journey-level classification in the food service worker class series responsible for performing the full range of food service preparation and service. In addition, positions are assigned to cashiering services. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Food Service Lead in that the latter is responsible for ordering and receiving the food and for providing technical and functional direction to assigned staff.

ESSENTIAL JOB FUNCITONS

- Prepares and serves food and beverages in accordance with proper food handling methods; warms **and cooks** food in preparation for meal service; prepares food for delivery; prepares special meals as needed.
- Stores orders in appropriate storage areas; transports items to various school locations as needed; ensures adequate amounts of food items are delivered for the day and in preparation for the next day.
- Serves breakfast and lunch meals, al a carte sales, and catering in the cafeteria, snack bar, mobile cart, and/or designated locations.
- Safely operates kitchen equipment and utensils.
- Performs cashiering duties at a point of sale computer terminal/cash register by entering charges and making deposits; researches student account balances.
- Receives and balances monies and prepares daily deposits; maintains appropriate records.
- Packages, counts, and stores unused and leftover food and beverages.
- Performs cleaning duties to ensure work areas and equipment are clean and sanitary; washes, dries, and puts away equipment, utensils, and appliances; sweeps and mops the kitchen area; ensures compliance with kitchen sanitation and safety procedures and regulations.
- Assists with inventory, ordering of food and beverages, and maintains routine records as directed.
- Responds to and resolves issues related to student accounts and balances; communicates with students, parents, and school administrators.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and methods of quantity food preparation, cooking, serving, and storage.
- Basic math to compute food quantities required by prescribed menus and to complete daily cash balances and deposits.
- Care and use of food service equipment.
- Safety and sanitation procedures relating to food preparation and serving.

- Principles and procedures of cash collection and handling.
- Nutritional and educational goals of the District.
- Basic principles of record keeping and file maintenance.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with students, parents, and District staff.

Ability to:

- Prepare high quality food appropriate to the needs of children per established standards.
- Assist in estimating quantities of food required using prepared menus and worksheets.
- Implement the nutritional and educational goals of the District.
- Practice proper food handling procedures and follow sanitation standards.
- Safely and effectively use kitchen equipment and utensils.
- Perform assigned duties in a fast-paced, demanding, time-limited service environment while maintaining composure and customer service standards.
- Make accurate arithmetic computations; accurately process cash transactions.
- Learn, interpret, apply, and explain federal, state, and local laws, regulatory codes, and procedures relevant to assigned area of responsibility.
- Learn and understand the organization and operation of the District as necessary to assume assigned responsibilities.
- Understand and follow oral and written instructions.
- Maintain accurate records.
- Organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Presents self in a highly professional manner to others and understands that honesty and ethics are essential.
- Maintain a positive attitude.
- Ability to communicate with co-workers and other departments with professionalism and respect.
- Maintains a professional relationship with all coworkers, vendor representatives, supervisors, managers, customers, and client representatives.
- Use a computer.
- Provide and understand clear directions and respond to co-workers and customers.
- Pass strength and agility testing prior to employment.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- High school diploma or equivalent. Experience preparing and/or handling food in a commercial or institutional setting is preferred.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of, or ability to obtain, a valid Food Handlers certificate issued by Serv Safe.

PHYSICAL DEMANDS

Must possess mobility to work in a standard food services setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The job involves frequent standing and walking around the kitchen and service areas. Finger dexterity is needed to use knives and other utensils, as well as grasp pans

and other kitchen equipment and to access, enter, and retrieve data using a computer keyboard or calculator. Positions in this classification occasionally bend, reach, stoop, and kneel to prepare and package food; and push and pull carts with foods and other kitchen items. Positions in this classification occasionally lift, move, and carry objects that typically weigh up to 50 pounds, or heavier with the proper use of equipment.

ENVIRONMENTAL ELEMENTS

Employees work in a kitchen/cafeteria environment and are exposed to moderate to loud noise levels, cold and/or hot temperatures, cleaning chemicals, and food allergens.

DRAFT

TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TENTATIVE AGREEMENT – 10/2/23

TITLE: ~~**Lead Store Keeper**~~**Keeper** Warehouse and Purchasing Lead **CLASSIFICATION: Classified**

DEPARTMENT: Business Services Range: ~~17~~18

BASIC FUNCTION AND RESPONSIBILITY

Under the administrative oversight of the ~~Assistant Superintendent of Business Services, the supervision of the Coordinator – Food Services/Purchasing/ Warehouse~~Child Nutrition and Warehouse Manager, responsible for selecting and purchasing quality products for Child Nutrition and other departments. ~~Your r~~Responsibilities will include processing purchase orders, negotiating with suppliers, tracking orders, creating, and maintaining an inventory, and quality assurance. ~~, p~~Performs and oversees the functions of receiving, shipping, ~~delivery~~delivery, and warehousing for the District. Acts in a Lead capacity to run the Warehouse on a day-to-day basis. ~~personnel.~~ This role will work with staff across departments, including Child Nutrition.

ESSENTIAL JOB FUNCTIONS

- Coordinates the operation of the Warehouse.
- Coordinates Child Nutrition orders.
- Research, select, and purchase quality products.
- Process requisitions and update order statuses.
- Acting in a Lead capacity, directs other Store Keepers.
- Maintains all records for the operation of the Warehouse.
- ~~Receives, counts, stores and distributes goods.~~
- ~~Processes~~ Prepares and completes forms, purchase orders, shipping documents, inventory records and vendor documentation, to assure a completed audit trail for all goods.
- Schedules and/or delivers goods or requisitioned stores to sites and departments.
- Moves stores, goods or equipment at school sites as required.
- Assess the quality of stock received and escalate any discrepancies to suppliers and management.
- Transports for Child Nutrition.
- Confers with vendors and transport regarding claims, pricing, materials, specifications, quotations, bids.
- Works with fixed assets.
- Coordinates the distribution of POs with sites.
- Works closely with other storekeepers to ensure proper segregation of duties.
- ~~Collects and transports cafeteria receipts and makes bank deposits of same.~~
- ~~Carries out other~~ Performs related duties as assigned.

ADDITIONAL JOB FUNCTIONS

- Assists in shelving and maintaining inventoried stores.
- Assists in rotating stock.
- Assists Maintenance personnel as requested and may substitute as a utility person as required.

EMPLOYMENT STANDARDS

Requires knowledge of:

- Methods and principles of shipping, receiving, and warehouse operations.

Requires ability to:

- Read and write at a level sufficient for the performance of assigned duties.
- Understand and carry out oral and written directions.
- Calculate, using simple mathematics, quantities, extensions, and prices of stock that is accounted for in different unit packaging.
- Drive a forklift and delivery truck. (Must maintain both a valid California Class C Driver's License and OSHA Lift-Truck Operations Certification during the term of employment)
- Operate light maintenance equipment.
- Work independently with a minimum of supervision.
- Schedule and direct the work of others.
- Issue clear and concise directions to others.
- Interpret directions and effectively adjust to new situations.
- Prepare, compile and maintain accurate records.
- Establish and maintain effective work relationships with those contacted in the performance of required duties

Experience:

- Three years' experience in the supervision and/or operation of a warehouse is preferred.

PHYSICAL DEMANDS

The physical requirements indicated below are necessary to perform the essential job functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Sufficient vision to read printed material, see distant objects with clarity, judge distances and spatial relationships and identify and distinguish objects.
- Sufficient hearing to hear conversation in person, on the telephone, and hear sounds clearly up to 20 feet.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone and when addressing groups.
- Ability to exert up to 90 pounds of force to push, pull, lift, drag, or otherwise move objects.
- This type of work requires frequent and continuous standing, walking, and sitting for extended periods of time.
- Sufficient mobility to climb ladders, move about the work area, and move between work sites.
- Sufficient manual dexterity to grasp and or manipulate both large and small objects, operate hand tools, and perform filing and record keeping operations.
- Employees in this classification work in warehouse and outdoor environments.

~~12/2000~~
10/2023

TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TENTATIVE AGREEMENT 10/2/23

FLSA: Non-Exempt
Range: ~~12~~14

SPECIAL EDUCATION OFFICE CLERK

DEFINITION

Under general supervision, provides a variety of office support activities to the special education department and school sites, including word processing, data entry, student information database system maintenance, telephone and counter reception, tracking, and filing; provides information and assistance to students, parents, and the general public; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned administrator. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This classification is responsible for performing a variety of administrative and office support duties. This classification requires communications skills and knowledge of district and school operations. Employees at this level learn and perform the full range of duties as assigned working within prescribed procedures and exercising limited judgment. This class is distinguished from the Secretary in that the latter is responsible for performing a broad range of secretarial and administrative support duties and/or for coordinating daily operations of a multi-faceted assignment. It is expected that this classification will substitute for the Secretary in his/her absence.

ESSENTIAL FUNCTIONS

Performs office administrative duties to support District operations, including word processing, filing, preparing records and basic reports, and ordering and maintaining office and other related supplies.

- Answers and screens telephone calls and directs callers to appropriate staff as necessary; greets and assists students, parents, and other visitors at the front counter and directs to appropriate locations and/or staff; and responds to complaints and requests for information with exceptional customer service.
- Reviews forms, reports, records, and files and verifies completeness and conformance with established District and/or school regulations and procedures.
- Prepares, copies, collates, and distributes a variety of documents; gathers, assembles, updates, and distributes a variety of District or school specific information, forms, records, and data as requested; ensures proper filing of copies.
- Processes required paperwork for students registering and leaving the school; sends or requests student records, including special education records for current and former students.
- Utilizes SEIS, Aeries or other assigned databases to input data, create queries, transfer data between databases, and produces a variety of lists, charts, tables, files, records, and reports; verifies and ensures accuracy, completeness, and integrity of computerized data and reports.
- Receives, opens, time stamps, sorts, and distributes incoming and interdepartmental mail.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic terminology, processes, and operations of an assigned area.
- Applicable State and local laws, regulatory codes, ordinances, and procedures relevant to an assigned area of responsibility.
- Research, reporting, and recordkeeping methods, techniques, and procedures.
- Interpersonal skills emphasizing tact, patience, and courtesy.

- English usage, spelling, vocabulary, grammar, and punctuation.
- Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Techniques for providing a high level of service by effectively dealing with parents, students, and District staff.

Ability to:
- Perform a variety of diverse clerical duties in support of an assigned area.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently or from brief instructions.
- Organize and maintain highly detailed, confidential student records, files, and databases.
- File materials alphabetically, chronologically, and numerically.
- Input and retrieve data from a computer with sufficient speed and accuracy.
- Understand, interpret, and respond with courtesy and sensitivity to the needs of families from culturally diverse backgrounds.
- Prepare clear, complete, and concise reports.
- Interpret, apply, explain, and ensure compliance with District policies, procedures, and regulations.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Operate modern office equipment including computer equipment and specialized software application programs.
- Work in a fast-paced office environment; organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be Equivalent to graduation from high school and two (2) years of general office clerical experience.

PHYSICAL DEMANDS
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL ELEMENTS
Employees work in an office environment with moderate to loud noise levels and controlled temperature conditions. Employees may interact with upset staff, students, parents, and/or the public in interpreting and enforcing departmental policies and procedures.

Approved: XX/XX/XX

TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TENTATIVE AGREEMENT 10.2.23

TITLE: Temporary Vehicle Driver
DEPARTMENT: Transportation

CLASSIFICATION: Classified
Range: 13

DESCRIPTION OF POSITION

This position allows a Bus Driver job candidate to receive all required training necessary to obtain a Class B Driver's License, Bus Driver's Certificate, and Medical Examiner's Certificate while rendering services to the District. This is a six-month, temporary position only.

Upon the completion of this position in a six-month period, and obtaining a Class B Driver's License, Bus Driver's Certificate, and Medical Examiner's Certificate, the candidate will automatically be transferred to the position of Bus Driver, as defined by the relevant job description. Pursuant to the Collective Bargaining Agreement, the candidate will undergo a probationary period of six (6) months in a Bus Driver position.

Candidates for this position will transport students in a district vehicle (van, car) to meet home-to-school transportation needs.

DIRECTLY RESPONSIBLE TO:
Transportation Supervisor or designee

REPRESENTATIVE DUTIES

- Trains/drives for five hours during AM and PM shifts daily. In the event of an emergency, may be asked to drive a midday shift.
- Completes all necessary training to become a school bus driver with a California Department of Education School authorized bus instructor.
- Drives an authorized vehicle within the prescribed route(s) in accordance with time schedules, picking up and releasing students at designated stops.
- Oversees the loading and unloading of students, releasing students to authorized individuals, and assures that all safety precautions are followed.
- Escorts and assists students on and off school district vehicles.
- Conducts safety and operational inspection of assigned vehicles at least twice a day.
- Assures maintenance of the district vehicle to keep it in safe and clean operating condition; reports needed mechanical repairs; services the vehicle with gas and oil; checks tires and battery; cleans windshields and headlights; washes vehicle; follows security precautions.
- Monitors students with special health conditions while in the district vehicle; is aware and alert to any signs of difficulty following prescribed instructions and procedures; administers first aid as needed; and calls for emergency assistance.
- Operates a special vehicle ramp; loads and unloads students in wheelchairs on and off the district vehicle; verifies operational safety of wheelchairs (including safety belts, tires, and brakes); permits only properly functioning wheelchairs on the district vehicle; and secures the wheelchair(s).

- Ensures proper operation of the computerized global positioning system unit assigned to each driver and appropriately operates the mobile radio equipment on the vehicle in order to sustain communication with the Transportation Dispatcher.
- Maintains good order and proper discipline among students on district vehicles. Follows district policies regarding resolving disputes among students, documenting situations that arise in the transportation of students, and disciplining students. Assists supervisor in communication with principals regarding disciplinary issues.
- Develops and maintains appropriate relationships with parents and the public using appropriate interpersonal communication skills at the onset and duration of designated routes.
- Maintains a variety of records as required by law including daily vehicle reports, mileage, routing, maintenance, and cleaning logs.
- Attends professional development opportunities to maintain appropriate licensing, and develops skills necessary to meet student needs.
- Other job duties as assigned.

E = Essential Duties as required by the Americans with Disabilities Act.

MINIMUM QUALIFICATIONS

- Valid and appropriate California State Driver's license Class C or higher.
- Safe driving record and two years of driving experience.
- High school diploma or equivalent.
- Safe driving practices sufficient to recognize problems and take safe evasive action.
- Basic understanding of state laws, rules, and regulations pertaining to pupil transportation.
- Knowledge of and understanding of how to apply first-aid practices.
- Sufficient reading skills to understand and give written instructions.
- Sufficient math skills to record vehicle information and make arithmetic calculations.
- Sufficient communication skills to maintain positive relationships within a work team and with students.
- Carry out oral and written directions.
- Ability to work cooperatively with students, parents, and other school personnel.
- ~~Obtain and maintain a Red Cross First Aid Certificate prior to employment.~~Red Cross First Aid Certificate (required for all) and CPR Certificate (if required) or ability to obtain certificate within 3 months. Must maintain and renew certification.

EDUCATION AND CREDENTIALS

- 12 years of education with diploma or GED (General Education Diploma).
- Must maintain a driving record that assures insurability by the District's carrier.

EMPLOYMENT STANDARDS

Knowledge of:

- Safe and defensive driving practices.
- School district geography.
- Basic first aid procedures.
- Basic record keeping and report preparation techniques.
- Interpersonal skills using patience, tact, and courtesy.
- Health and safety regulations.
- Oral and written communication skills.

SKILLS AND ABILITIES

- Read and write at a level sufficient for the performance of assigned duties.
- Understand and carry out oral and written directions.
- Perform detailed work requiring a high level of accuracy.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Schedule and conduct effective instruction and behind-the-wheel training programs for bus drivers.

DRAFT

PHYSICAL REQUIREMENTS

Frequency Key	
None	(1)
Occasional (up to 25% of shift)	(2)
Intermittently (up to 50% of shift)	(3)
Frequently (up to 75% of shift)	(4)

Activity	Frequency		Activity	Frequency
Bend	3		Lift/carry 0-10 lbs	2
Twist	3		Lift/carry 11-25 lbs	3
Squat	3		Lift/carry 26-40 lbs	3
Kneel	3		Lift/carry 41-100 lbs	1
Climb	2		Stand	3
Reach above shoulder	2		Walk	3
Grip/Grasp	3		Sit	4
Extend/Flex Neck	2		Drive	3
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4

THE TRAVIS UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.

For the District: _____ Date: _____

For the Association: _____ Date: _____

Approved: XX/XX/XX

TRAVIS UNIFIED SCHOOL DISTRICT

TENTATIVE AGREEMENT 10.2.23

TITLE: Transportation Dispatcher
DEPARTMENT: Business Services and Operations

CLASSIFICATION:
Classified

Range: ~~13~~16

DESCRIPTION OF POSITION:

Under general supervision, assists in developing and coordinating the District's student transportation ~~the direction and supervision of the Transportation Coordinator,~~ schedules and services; operates a two-way radio system to communicate with School Bus Drivers in the field; operates school buses in the transportation of students on designated routes within an established time schedule and on field trips; cleans, refuels, and performs safety checks and inspections on assigned vehicles; and performs related duties as assigned. ~~prepares routes for the transportation of students to and from school sites; coordinates and assigns field trips; receives, transmits, and monitor radio communications; coordinates, receives applications and payment, and prepares bus passes. Drive a school bus on home-to-school routes as necessary.~~

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Transportation Supervisor. Exercises no supervision of staff.

CLASS CHARACTERISTICS
This classification is assigned to assist the Transportation Supervisor with development of routes and schedules, as well as dispatching communications to drivers. Incumbents are expected to be proficient in the operation of all classes of vehicles in the District's bus transportation fleet. Work requires skill in interacting with students of various ages and backgrounds. This class is distinguished from the School Bus Driver in that the latter is primarily responsible for operating a school bus.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only) ~~**REPRESENTATIVE DUTIES:**~~
~~*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*~~

- Operates a ~~2 way~~ two-way radio system to ~~to receive, transmit, and monitor radio~~ communications with drivers and dispatch buses. ~~to, from and between school bus drivers.~~ ~~E~~
-
- ~~Monitors transportation schedules and routing operations to ensure compliance with service~~

needs and to maximize transportation effectiveness; Assists in preparing bus routes and schedules; evaluates routes and loading zone for safety and compliance; determines need for extra duty and overtime; dispatches school bus drivers on established routes and onschedules field trips and estimate costs for field and related trips. E

- Calls and assigns substitute school bus drivers as required. E
- Works closely with the Transportation Coordinator on the development or revision of bus routes and stop locations, as well as on the auditing of routes. E
- Prepares routes for bidding. E
- Operates computer system coordinate all routing, bus pass, and field trip information, using transportation specific software programs (Transtraks). E
- Makes special arrangements for alternate drop off of special education students when responsible parties are not available to receive students. E
- Responds and assists parents and other public inquiries regarding routes, schedules and field trips.
- Maintains route maps and trip sheets in an accurate and current condition. E
- Maintains daily logs including radio communications, trip rosters, vehicle breakdowns, accidents, substitute and extra assignment sheets, and spare bus usage. E
- Handles cash receipts and deposits for payments of transportation fees; prepares and distributes bus passes. E
- Verifies confidential information provided by parents to determine eligibility for free and reduced fees for bus passes. E
- Schedules billing on a timely basis for collection of bus pass fees. E
- Tracks and maintains a database for student discipline citations; matches citations to parent copies and files. f
- Pre-trip, drive and clean a school bus as needed. Maintain order and discipline among passengers. E
- Attend job related in-service. E
- Updates and maintains accurate records related to vehicles and drivers; ensures proper and current licenses for school bus drivers; compiles data for departmental planning and training.
- Reviews, downloads, and saves videos from cameras on the buses.
- Makes and issues bus passes.
- Communicates with parents, school administrators, law enforcement, and other officials and resolves issues or concerns as needed; resolves and responds to parent and community complaints; collaborates with and advises schools, special needs department, and others regarding the coordination of transportation activities.
- Operates a school bus to transport students to and from home, school, or other District sites over designated routes in accordance with specified time schedules and regulations and laws related to student transportation; oversees the loading, seating, and unloading of students from buses; assists students on and off buses as needed; escorts children across streets and roadways, stopping traffic as necessary.
- Maintains order and safety and enforces District rules for student behavior on school buses; prepares reports on student behavior and notifies parents of problem behavior or if students were ill.
- Assists students with special needs in accessing and departing from buses, including using wheelchair lifts to load students onto buses and securing and tying down students using restraint harnesses and child seats.
- Operates a school bus in transporting students, teachers, and parents to and from field trips; assists in loading and unloading supplies and equipment; maintains security of school buses while attending events and on field trips; ensures compliance with departure and arrival times.

- Plans, organizes, and implements student safety and pupil transportation vehicle evacuation drills; evacuates buses in emergencies following District rules and procedures; reports emergencies by radio and administers basic first aid and Cardiopulmonary Resuscitation (CPR) as needed; instructs students on bus safety and emergency evacuations.
- Performs required pre- and post-trip maintenance and safety checks and inspections on assigned vehicles and completes reports; notifies supervisor and mechanical maintenance staff of defects and needed repairs; maintains vehicle operation records and logs, including fuel consumption, driving hours, and mileage records; cleans and washes bus interior and exterior, sweeps, refuels, and performs equipment checks on assigned vehicles.
- Attends in-services and safety meetings as assigned.
- Perform related duties as assigned.

~~*E = Essential duties as required by the Americans with Disabilities Act.*~~

Transportation Dispatcher	1

DRAFT

~~EDUCATION AND CREDENTIALS~~

~~Minimum Qualifications:~~

- ~~High school diploma or equivalent~~
- ~~A valid CDL with endorsements A or B with P and S~~
- ~~A valid school bus driver certificate~~
- ~~A valid First Aid/Red Cross certificate, or endorsement by the CHP~~
- ~~Must maintain a driving record that assures insurability by the District's carrier~~

~~KNOWLEDGE, SKILLS AND ABILITIES~~

~~Requires Knowledge of:~~

- ~~Computer systems and transportation software (Transtraks)~~
- ~~FCC rules and regulations as they pertain to school bus operations~~
- ~~Safe driving practices~~
- ~~Proper lifting techniques~~

~~Requires Ability to:~~

- ~~See and read~~
- ~~Hear and understand speech at normal levels; ability to communicate so others will clearly understand~~
- ~~Operate a variety of office machines~~
- ~~Prioritize and coordinate work flow to meet deadlines~~
- ~~Prepare and maintain accurate accounts and otherfiscal records~~
- ~~Establish and maintain effective communications with staff and parents~~
- ~~Operate a two-way radio~~
- ~~Learn and apply pertinent FCC rules and regulations~~
- ~~Read and interpret road and street maps~~
- ~~Prepare accurate reports and correspondence~~
- ~~Operate a computer system and related transportation specific software (Transtraks)~~
- ~~Perform work requiring a high level of accuracy~~
- ~~Interpersonal skills using tact, patience, and courtesy~~
- ~~Establish and maintain effective work relationships with those contacted in the performance of required duties~~

QUALIFICATIONS

Knowledge of:

- Operate of a two-way radio and dispatching techniques.
- Provisions of the California Motor Vehicle Code, the Education Code, and District and California Highway Patrol (CHP) regulations applicable to the operation of vehicles in the transportation of children.
- Safe driving practices as set forth by the CHP and the State Department of Education.
- Proper operation of school buses of various sizes.
- Basic first aid and CPR procedures and methods.
- Applicable federal, state, and local laws, regulatory codes, and procedures relevant to assigned area of responsibility.

- Principles of record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the parents, students, and District staff.

Ability to:

- Operate a radio to dispatch vehicles and communicate with drivers.
- Assist in planning and developing driver routes and schedules.
- Skillfully operate school buses of various sizes safely and efficiently over designated routes.
- Monitor, encourage, and ensure student compliance with school and District policies and regulations.
- Observe and control student behavior according to approved policies and procedures.
- Lift and restrain students according to approved policies and procedures.
- Follow designated routes and time schedules.
- Read and interpret maps and determine efficient routes to/from destinations.
- Maintain assigned vehicle in a clean and safe operating condition.
- Recognize equipment malfunctions and take appropriate action.
- Observe legal and defensive driving practices and maintain a safe driving record.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and CPR.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files and record-keeping systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- High school diploma or equivalent and three (3) years of school bus operations and/or transportation experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Class B Driver's License with passenger (P), school buses (S), and air brake endorsements.
- Ability to obtain a California Special Drivers Certificate issued by the California Highway Patrol.
- Ability to obtain American Red Cross First Aid Certificate and CPR Certificate. Must maintain and renew certification per the American Red Cross guidelines.
- Current Department of Motor Vehicles (DMV) Medical Certificate DMV 51A with DMV DL51 Medical Examination Report.

PHYSICAL DEMANDS

Must possess mobility to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work and to climb and descend vehicles; vision abilities required include close vision, color vision, distance vision, peripheral vision, use of both eyes, and the ability to adjust focus; and hearing and speech to communicate in person and over the telephone or radio. The job involves work requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate vehicles, objects, tools, or controls. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work vehicles. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees primarily work in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing District policies and procedures.

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TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TENTATIVE AGREEMENT 10.2.23

TITLE: Bus Driver/~~Trainer~~Instructor
DEPARTMENT: Transportation

CLASSIFICATION: Classified
RANGE: 16

DESCRIPTION OF POSITION

Under the general supervision of the ~~Asst. Superintendent of Business & Operations and~~ Transportation Supervisor, operates a school bus over designated routes to transport student; organize and conduct instruction and behind-the-wheel training and refresher training for District bus drivers. To perform duties of a bus driver related to special assigned schedules and other related work as required.

REPRESENTATIVE DUTIES

- Drives a bus on a daily basis over designated routes picking up and discharging students in accordance with specified time schedules. E
- Transport students and staff on special trips to various locations within the state. E
- Ensure student safety and ~~M~~maintain order among students while on the bus and while at bus stops. E
- Follow specified start up and shut down procedures before and after each run. E
- Maintain bus cleanliness in accordance with district guidelines. E
- Prepare log and reports as directed. E
- May be included on the trip assignment rotation list(s) at the discretion of the ~~Lead Bus Driver~~Transportation Supervisor. E
- Determine appropriate action in potential or real medical emergency situations according to established guidelines and administer first aid to passengers as needed. E
- Conduct required daily safety inspections of buses, inspecting interior, exterior and engine of the vehicles. E
- Report major mechanical malfunctions or other problems as required. E
- Maintain mileage, logs, time records, and related records. E
- Maintain required in-service hours needed and required by law to maintain current school bus driver's license. E
- Maintain current knowledge of driving, training and safety requirements. E
- Determine and provide instruction on appropriate action in potential or real medical emergency situations according to established guidelines and administer first aid to passengers as needed. E
- Attend safety meetings; driver education and safety programs as directed. E
- Maintain effective communications with co-workers, supervisor, and dispatcher. E
- Provide instruction and assist bus drivers in the performance of their duties; including safety meetings and driver education programs. E
- Document driver knowledge, skills and performance standards related to efficiency, safety and legality. E
- Coordinate training activities with the ~~Asst. Superintendent of Business & Operations and~~ Transportation Supervisor. E
- Assist in routine departmental functions as requested. E
- May investigate accidents, and may monitor performance of evacuation exercises if requested by ~~Asst. Superintendent of Business & Operations and~~ Transportation Supervisor. E
- Conduct driver check-in to be sure all routes are covered, make fog calls to determine if conditions require a delay, check driver logs and mileage sheets to for accuracy, general record keeping, etc. E

DRAFT

- Provide bus driver training and instruction for drivers to maintain in-service and renewal training requirements. E
- Maintain driver training records in accordance with State requirements and district policies. E
- Perform other duties as assigned.

E = Essential Duties as required by the Americans with Disabilities Act.

EDUCATION AND CREDENTIALS

- 12 years of education with diploma or GED (General Education Diploma).
- Two years of experience as a school bus driver.
- Valid CDL with B, P, S endorsements and current medical certificate.
- Must maintain a driving record that assures insurability by the District's carrier.
- Red Cross First Aid Certificate (required for all) and CPR Certificate (if required) or ability to obtain certificate within 3 months. Must maintain and renew certification.

EMPLOYMENT STANDARDS

Knowledge of:

- Safe and defensive driving practices.
- Proper operation of a school bus.
- Applicable traffic and student transportation laws, codes, and regulations (CA Motor Vehicle Code and Education Code).
- State and local traffic laws and regulations.
- School district geography.
- Basic first aid procedures.
- Basic record keeping and report preparation techniques.
- Interpersonal skills using patience, tact, and courtesy.
- Health and safety regulations.
- Oral and written communication skills.

SKILLS AND ABILITIES

- Read and write at a level sufficient for the performance of assigned duties.
- Understand and carry out oral and written directions.
- Perform detailed work requiring a high level of accuracy.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Schedule and conduct effective instruction and behind-the-wheel training programs for bus drivers.

PHYSICAL REQUIREMENTS

Frequency Key	
None	(1)
Occasional (up to 25% of shift)	(2)
Intermittently (up to 50% of shift)	(3)
Frequently (up to 75% of shift)	(4)

Activity	Frequency		Activity	Frequency
Bend	3		Lift/carry 0-10 lbs	2
Twist	3		Lift/carry 11-25 lbs	3
Squat	3		Lift/carry 26-40 lbs	3
Kneel	3		Lift/carry 41-100 lbs	1
Climb	2		Stand	3
Reach above shoulder	2		Walk	3
Grip/Grasp	3		Sit	4
Extend/Flex Neck	2		Drive	3
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4

THE TRAVIS UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.

For the District: _____ Date: _____

For the Association: _____ Date: _____

Approved: September 5, 2013

TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TENTATIVE AGREEMENT 10.5.23

TITLE: Bus Assistant
DEPARTMENT: Transportation

CLASSIFICATION: Classified
RANGE: ~~9~~109

DESCRIPTION OF POSITION

Under the direction and supervision of the Supervisor of Transportation, monitor students' behavior and assists the school bus driver to maintain appropriate student behavior on school buses transporting special education students to and from school.

REPRESENTATIVE DUTIES

- Assist the bus driver in maintaining good student conduct on the bus. E
- Make sure students do not undo their seat belts and leave their seats while the bus is moving. E
- Assists in loading and unloading passenger and special equipment on and off the bus. E
- Assist students from bus to school and school to bus, as needed. E
- Work with teachers and parents in implementing behavior management techniques to reduce inappropriate behaviors on the school bus. E
- Report students with inappropriate or unacceptable behavior to the proper authority, and complete required forms. E
- Provide specified medical support for students on board the bus. E
- Assist driver in conducting emergency evacuations. E
- Other job-related duties as assigned.

E = Essential Duties as required by the Americans with Disabilities Act.

EDUCATION AND CREDENTIALS

Minimum Qualifications:

- Red Cross First Aid Certificat~~ion~~ (required for all) and CPR Certificate (if required) or ability to obtain certificate within 3 months. Must maintain and renew certification.

KNOWLEDGE OF

- Knowledge of and ability to assist students with various special needs and related equipment.
- Knowledge of general school bus passenger safety.

SKILLS AND ABILITIES

- Must be physically able to assist in lifting students.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Ability to direct, motivate, listen and encourage students.

DRAFT

PHYSICAL REQUIREMENTS

Frequency Key	
None	(1)
Occasional (up to 25% of shift)	(2)
Intermittently (up to 50% of shift)	(3)
Frequently (up to 75% of shift)	(4)

Activity	Frequency		Activity	Frequency
Bend	2		Lift/carry 0-10 lbs	2
Twist	2		Lift/carry 11-25 lbs	3
Squat	2		Lift/carry 26-40 lbs	3
Kneel	2		Lift/carry 41-100 lbs	1
Climb	1		Stand	3
Reach above shoulder	2		Walk	3
Grip/Grasp	3		Sit	4
Extend/Flex Neck	2		Drive	1
Use Right Hand	4		Perform Repetitive Hand Motions	3
Use Left Hand	4		Keyboarding/Mouse Work	1
Ability to See	4		Ability to Hear	4

THE TRAVIS UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.

For the District: _____ Date: _____

For the Association: _____ Date: _____

Date Approved: ~~02/12/08~~10/2023

TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners

TENTATIVE AGREEMENT 10/2/23

TBD~~August 2016~~
FLSA: Non-Exempt
Classification: Classified
Range ~~17~~ 18

HEALTH CARE SPECIALIST

BASIC FUNCTION AND RESPONSIBILITY

Under the administrative direction of the manager in charge of Educational Services, or designee, the general supervision of the site Principal and the direct supervision of the District Nurse, provides first aid and a variety of health care services prescribed by a physician, and performs related clerical duties. This position performs the same functions as the Health Technician, but in addition performs higher-level health related services for students, both at a single site and at other district sites.

ESSENTIAL JOB FUNCTIONS

- Provides a variety of specialized health care and first aid for students such as, administration of medications, catheterization, oral suctioning, and gastrostomy tube feedings.
- Provides health care and first aid for students, including such things as basic first aid; emergency procedures such as CPR and Heimlich maneuver, bandaging, taking temperatures, providing first aid to students during seizures per district protocol.
- Administers medications to students as authorized by physician and parent.
- Secures, interprets, and records required student immunization information.
- Alerts District Nurse to possible health related concerns.
- Recognizes symptoms of communicable diseases and notifies District Nurse. Distributes parent notification when appropriate.
- Assists students with diabetes management plans as prescribed by physician's orders, including monitoring blood glucose levels administering insulin via pump or injection.
- Prepares and reviews various health related reports, correspondence and records with the district nurse.
- At the primary work location, maintains current and accurate health records on each student.
- Carries out other clerical functions and related duties as assigned.

ADDITIONAL JOB FUNCTIONS

- Assists district nurse by providing resources for health education.
- May assist district nurse with hearing, vision, dental, and scoliosis screening.
- Site may be itinerant based on the needs of~~d~~ the district.

EMPLOYMENT STANDARDS

Requires Knowledge of:

- Basic elements of good English usage, spelling, and arithmetic.
- Knowledge of specialized medical and first aid practices.
- Basic clerical functions; filing, word processing, data entry.

Requires Ability to:

- Read and write in English at a level sufficient for the performance of assigned duties.

- Understand and carry out oral and written directions.
- Work independently with a minimum of supervision.
- Respond appropriately and effectively in emergency situations.
- Operate standard office equipment, communication devices, and health care equipment.
- Apply relevant education codes, federal, State and county policies regarding health care.
- Prepare and compile accurate records
- Understand and apply the principles of confidentiality and professional ethics.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

Certifications: All must be valid during the term of employment.

- California Licensed Vocational Nurse or Registered Nurse certification
- Approved First Aid certification
- Approved CPR certification
- California Driver's License

Desired Training/Experience:

- Completion of two or more years of nursing or related health care experience
- Training or education in child growth or development

PHYSICAL DEMANDS

The physical requirements indicated below are necessary to perform the essential job functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Sufficient vision to read printed material, see distant objects with clarity, judge distances and spatial relationships and identify and distinguish objects.
- Sufficient hearing to hear conversation in person, on the telephone, and hear sounds clearly up to 20 feet.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone and when addressing groups.
- Ability to exert up to 30 pounds of force to push, pull, drag, or otherwise move objects.
- This type of work requires frequent and continuous standing, walking, and sitting for extended periods of time and requires very frequent reaching, kneeling, squatting and stretching.
- Sufficient manual dexterity and/or mobility to grasp and or manipulate objects, move about the work area, move around the work site, and move between work sites.
- Employees in this classification work in a standard office environment and classrooms as well as frequently transition between sites being exposed to the environment.