

# **AGREEMENT**

**between the**

**BOARD OF EDUCATION  
of the  
PASADENA UNIFIED SCHOOL DISTRICT**

**and**

**PASADENA CHAPTER 434**

**of the**

**CALIFORNIA SCHOOL  
EMPLOYEES ASSOCIATION**

**(OFFICE/TECHNICAL AND PARAPROFESSIONALS)**

**July 1, 2013 through June 30, 2016**

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1     **ARTICLE I: RECOGNITION**  
2

- 3     1.1     The Pasadena Unified School District, (hereinafter referred to as "District") recognizes the  
4             California School Employees Association and Pasadena Chapter 434, (hereinafter referred  
5             to as the "Association") as the sole and exclusive bargaining agent for the classified  
6             employees in the office/technical and paraprofessionals unit classifications identified in  
7             Appendix "A". The Association, in turn, recognizes the Pasadena Unified School District  
8             Governing Board as the duly elected representative of the people and agrees to negotiate  
9             with the Governing Board's appointed representatives.  
10
- 11    1.2     Excluded from the Association bargaining unit, are all substitute, short-term, part-time  
12             playground positions, apprentices, professional experts, students, limited term and  
13             provisional employees, as well as employees serving in positions designated as  
14             confidential, supervisory or management, or in any other district bargaining unit.  
15
- 16                 1.2.1     Part-time playground positions shall not be a part of the classified service,  
17                             where the employee is not otherwise employed in a classified position.  
18                             Part-time playground positions shall be considered a part of the classified  
19                             service when the employee in the position also works in the same school  
20                             district in a classified position.  
21
- 22    1.3     Newly created positions on which the Association and District cannot agree regarding  
23             inclusion or exclusion from the unit shall be submitted to the Public Employment Relations  
24             Board for clarification.  
25

## ARTICLE II: DEFINITIONS

- 2.1 "Anniversary Date" shall mean the date upon which an employee is granted an earned salary increment. This is the first day of the pay period next following completion of the required probationary period of service.
- 2.2 "Class" or "Classification" shall mean a group of positions sufficiently similar in duties and responsibilities that the same descriptive title may be used to designate each position allocated to the class; substantially the same requirements of education, experience, knowledge, and ability are demanded of incumbents; substantially the same tests of fitness may be used in choosing qualified appointees; and the same salary range may be applied with equity.
- 2.3 "Demotion" shall mean a change in assignment of an employee from a position in one class to a position in another class that is allocated to a lower maximum salary rate.
- 2.4 "Fiscal Year" shall mean the period from July 1 through June 30.
- 2.5 "Incumbent" shall mean an employee assigned to a position and who is currently serving in, or on leave, from the position.
- 2.6 "Permanent Employee" shall mean a regular employee who successfully completes an initial probationary period.
- 2.7 "Probationary Period" shall mean the trial period immediately following an original or promotional appointment to a permanent position from an eligibility list, which shall be not more than 130 days of paid service rendered to the District. Upon the written mutual agreement of the Association and the District, a unit member's probationary period may be extended by an additional ninety (90) days; said extensions shall be considered on a case by case basis and an extension agreement shall not be considered precedent-setting for future instances.
- 2.8 "Promotion" shall mean a change in the assignment of an employee from a bargaining unit position in one class to a vacant bargaining unit position in another class with a higher maximum salary rate.
- 2.9 "Seniority" (In Class) shall mean the hire date as a regular classified employee of the Pasadena Unified School District. Authorized military leave does not constitute a break in seniority. Where unit members have equal class seniority, which may affect any personnel action or benefit, layoff determination shall be made by lot.
- 2.10 "Working Hours" shall mean all hours in paid status, exclusive of overtime.
- 2.11 "Employee, Bargaining Unit Member" shall mean an employee who is included in the appropriate unit as defined in Article I and therefore covered by the terms and provisions of this Agreement.

- 1 2.12 "Day" shall mean a day on which the District office is open for business.
- 2
- 3 2.13 "Immediate Administrator", "Immediate Supervisor" shall mean the administrative or
- 4 supervisory employee who is the immediate supervisor of the employee.
- 5
- 6 2.14 "Workday" shall mean a day on which classified employees are required to render service
- 7 to the District.
- 8
- 9 2.15 "Hourly Rate of Pay" means the daily rate of pay divided by eight.
- 10
- 11 2.16 "Board" shall mean the Board of Trustees or its designated representative(s).
- 12
- 13 2.17 "District" shall mean the Pasadena Unified School District.
- 14
- 15 2.18 "Superintendent" shall mean the chief administrative officer of the District or designee.
- 16
- 17 2.19 "Association" shall mean Chapter 434 of the California School Employees Association.
- 18 District correspondence to the Association as used in this Agreement shall be sent to the
- 19 Chapter President, or his/her designee.
- 20
- 21 2.20 "Regular Employee" is any employee, whether permanent, probationary, full-time, or part-
- 22 time, who is not a restricted, substitute, temporary, limited term, short-term or student
- 23 employee.
- 24
- 25 2.21 "Flexible Hours" pertains to the following classification, which is subject to night shift
- 26 assignments at the discretion of the District: School Security Officer.
- 27

1     **ARTICLE III: DISTRICT RIGHTS**  
2

- 3     3.1     The Association understands and agrees that the Pasadena Board of Education retains all  
4             its powers and authority to direct and control to the full extent of the law. Included in, but  
5             not limited to, those duties and powers that are the exclusive rights to: direct the work of its  
6             employees, determine the methods, means, and services to be provided, establish the  
7             educational philosophy goals and objectives, insure the rights and educational  
8             opportunities of students, determine the staffing patterns, determine the number and kinds  
9             of personnel required, determine the classification of positions, maintain the efficiency of  
10            the District operation, determine the curriculum, build, move or modify the facilities, develop  
11            a budget, develop and implement budget procedures, determine the methods of raising  
12            revenue, and contract out work in accordance with the law. In addition, the District retains  
13            the right to hire, classify, assign, transfer, evaluate, promote, terminate, and discipline  
14            employees and to take action on any matter in the event of an emergency. Emergency is  
15            defined as an act of God or other crises of serious magnitude that the District cannot  
16            ignore.  
17
- 18     3.2     The exercise of the foregoing powers, rights, authority, duties and responsibilities by the  
19             District, the adoption of policies, rules, regulations, and practices in furtherance thereof,  
20             and the use of judgment and discretion in connection therewith shall be limited only by the  
21             specific and express terms of this Agreement, and then only to the extent such specific and  
22             express terms are in conformance with the laws of the State of California.  
23
- 24     3.3     The Board of Education retains its right to amend, modify or rescind policies and practices  
25             in cases of emergencies that exist with respect to the operations of the schools in the  
26             District. The determination of whether or not an emergency exists is solely within the  
27             discretion of the Superintendent or his/her designee.  
28
- 29     3.4     The Association will refrain from organizing, implementing, or participating in any work  
30             stoppages, slowdowns, strike activities or other concerted actions which purpose is to  
31             interfere with or obstruct the normal operations of the Pasadena Schools during the term of  
32             this Agreement.  
33
- 34     3.5     The Association recognizes the duty and obligation of its officers and representatives to  
35             comply with the provisions of this Agreement and to make every effort toward inducing all  
36             employees to do so. In the event of a strike, work stoppage, slowdown, concerted action or  
37             other interference with the operations of the District employees who are represented by the  
38             Association, the Association agrees in good faith to take all necessary steps and cause  
39             these employees to cease such action.  
40
- 41     3.6     The District agrees that it shall not cause or engage in lockout.  
42

## **ARTICLE IV: ASSOCIATION RIGHTS**

- 4.1 The Association may use District facilities subject to the following conditions:
- 4.1.1 All Association business, discussions and activities requiring the use of facilities shall be conducted by unit members or Association officials outside established work hours.
- 4.1.2 The Association may use District facilities upon proper completion and submission of an application and agreement for Use of School Facilities (Civic Center Permit). The Association agrees to comply with the District rules and regulations governing the use of school facilities.
- 4.2 The Association shall have the right to post reasonable notices on bulletin boards provided by the District at each work location/school site in areas frequented by unit members. Such notices shall identify the Association as the sender of the communication, the date of the posting, and carry the name of the Association President.
- 4.3 The Association may use the District mail services for written communication to unit members not to exceed two (2) mailings and one (1) e-mail per week. It will be CSEA's responsibility, not the District's, to ensure that unit members without access to e-mail receive CSEA's e-mail communications. The Association must receive approval of the Superintendent (or designee) before distributing any communications beyond the two (2) mailings and one (1) e-mail per week. Association communications in excess of the two (2) mailings and one (1) e-mail per week that have not been approved in advance will be removed from the mail system without notification to the Association.
- 4.4 Authorized representatives of the Association shall be permitted to transact official Association business with unit members on school/District property before the normal work time, during authorized breaks, meal periods or after the assigned work time. Association representatives shall not in any way interfere with unit members while they are engaged in the performance of their assigned work. Official Association business shall be defined as meetings, solicitations, petitions, grievance investigation, and elections.
- 4.5 The Association representative may be present at any formal step of the Grievance Procedure (Article VII).
- 4.6 Authorized representatives of the Association must receive the approval of the work location/school administrator before contacting unit members on the premises, of District property including schools and other work locations.
- 4.7 The District shall provide the Association with two (2) copies of the Board agenda and attached Board reports for each Board meeting, exclusive of executive session materials.
- 4.8 Upon approval, elected Association chapter delegates shall be given annually up to 15 days of release time, without loss of pay, to attend the Association Annual Conference only. The Association shall supply the names of the delegates and dates of attendance to the



1 District not less than thirty (30) working days prior to the start of the conference. Upon prior  
2 approval, the District shall grant the Association annually up to twenty (20) days of release  
3 time, without loss of pay, for purpose of legitimate Association business that is not in  
4 conflict with the provision of Article VI of this Agreement. Unused release days may not be  
5 carried over into subsequent school years.

6  
7 4.9 The District shall supply each bargaining unit member with one (1) copy of this Agreement.

8  
9 4.10 Each work location shall be provided with two (2) or three (3) mail trays for CSEA Site  
10 Representatives to receive mail for distribution to unit members.

11  
12 4.11 Upon initial employment, the Department of Human Resources shall provide each new  
13 probationary employee with a packet of CSEA recruitment material supplied by the  
14 Association.

15  
16 4.12 School Based Decision Making Committees shall have at least one classified employee  
17 elected by his/her peers at the school site. (Note: said employee may not necessarily be a  
18 member of the CSEA bargaining unit.)

19  
20 4.13 The Association and bargaining unit members are prohibited from using District funds,  
21 services, supplies, or equipment for the purpose of urging the support or defeat of any  
22 ballot measure or candidate, including, but not limited, to the governing board of the  
23 District.

24  
25 4.14 The Association shall have the right to meet, confer and reach agreement on the effects of  
26 the District Calendar as they relate to CSEA Classified employees.  
27

1 **ARTICLE V: ORGANIZATIONAL SECURITY**

2  
3 5.1 **Members of the Association**

4 Any member of the bargaining unit who is a member of the California School Employees  
5 Association, or who has applied for Association membership, may sign and deliver to the  
6 district an assignment form authorizing deduction of union membership dues. The District  
7 shall deduct, in accordance with the Association member's dues, organization dues from  
8 wages of all employees who have submitted a valid dues authorization form to the District.  
9

10 5.1.1 Such authorization for payroll deductions for the payment of membership dues shall  
11 continue in effect until revoked in writing by the employee between June 1 and  
12 September 1 for the following year.  
13

14 5.1.2 However, no such arrangement shall deprive the member of the right to terminate  
15 his or her obligation to the Association within a period of 30 days following the  
16 expiration of this agreement.  
17

18 5.2 **Agency Fee Payers**

19 Except as provided in paragraph 5.3 of this Agreement, the District shall deduct from any  
20 unit member who is not a member of the Association or who does not make an application  
21 for membership within thirty days (30) days from the date of the commencement of duties,  
22 as a condition of continued employment, a service fee to the Association in an amount  
23 allowed by Government Code section 3546 not to exceed the regular periodic dues for the  
24 duration of this Agreement.  
25

26 5.2.1 Upon certification to the District that the Association has complied with the  
27 requirements of State and Federal law (Chicago Teachers Union vs. Hudson (1986)  
28 475 U.S. 292 Cal Code Regs., tit. 8, §32992 (a).) related to notification of non-  
29 member rights, deductions for service fees shall begin no later than the end of the  
30 month following the month in which the authorization is received by the District.  
31

32 5.3 **Religious Obligations**

33 Any unit member of a religious body whose traditional tenets or teachings include  
34 objections to joining or financially supporting employee organizations shall not be required  
35 to join, maintain membership in, or pay service fees to the Association as a condition of  
36 employment; except that such unit member shall pay, in lieu of a service fee, sums equal to  
37 such service fee to one of the following non-religious, non-labor organization, charitable  
38 funds exempt from taxation under Section 501 (c) (3) of Title 26 of the Internal Revenue  
39 Code:

- 40 1. Boys and Girls Clubs of Pasadena
- 41 2. Pasadena Education Foundation
- 42 3. City of Hope  
43

44 5.3.1 Upon the Association's request, any unit member claiming the religious exemption  
45 in Section 5.3 shall, as a condition of continued exemption from the requirements of paying  
46 services fees to the Association, furnish the District with copies of receipts from the charity

1 selected or cancelled checks to the charity selected as proof that such payments have  
2 been made.

3  
4 **5.4 Agency Fee Transmittal to the Association**

5 Dues and service fees withheld by the District shall be transmitted to the Association at the  
6 address specified in writing by the Association for the receipt of such funds. The District  
7 shall not be obligated to put into effect any new, changed, or discontinued deduction until  
8 the pay period commencing thirty-one (31) days after such submission.

9  
10 **5.4.1** Deductions for members of the bargaining unit who commence duties after the  
11 beginning of the year, and therefore, are not subject to deductions until after the  
12 beginning of the school year, shall be prorated in such manner that the employee  
13 will pay the dues or agency fee only in proportion to the number of school months  
14 during the school year in which he/she is a member of the Association or otherwise  
15 subject to the terms of this Article.

16  
17 **5.5 Indemnity**

18 The Association and its parent organization, California School Employees Association,  
19 agrees to indemnify and hold harmless the District, its members, and each member of the  
20 management against any and all costs, losses, or damages because of civil or other action  
21 arising from the administration and implementation of the provisions of this Article,  
22 including, but not limited to, payment of all legal fees and legal costs incurred in defending  
23 against any court action and/ or administrative action before the Public Employment  
24 Relations Board ("PERB") challenging the legality or constitutionality of the agency fee  
25 provisions of this Agreement or their implementation; and, shall have the exclusive right to  
26 decide representation and to determine whether any such action or proceeding referred to  
27 in the above paragraph shall or not be compromised, resisted, tried, or appealed. Any  
28 clerical errors will be corrected by the party making the error, with the provision that if any  
29 such dues or services fees are deducted from the pay of any unit member and remitted to  
30 the Association, the unit member and the District shall not be liable for any refund.

31  
32 **5.6** Under no circumstances shall the District be required to dismiss, or otherwise discipline,  
33 any unit member for failure to fulfill their obligations to pay the fees established herein.

34  
35 **5.7** As a condition of employment, all eligible classified employees must be a dues paying  
36 member or an agency fee payer. If a member claims to be a religious objector, but fails to  
37 meet the provisions of article 5.3, the Association shall request that the District deduct the  
38 established fee from said unit member.

1 **ARTICLE VI: CONCERTED ACTIVITIES**

2  
3 6.1 It is agreed and understood that there will be no strike, work stoppage, slowdown, picketing  
4 or other concerted action or refusal, or failure to faithfully perform job functions and  
5 responsibilities, or other interference with the operations of the District by the Association  
6 and its Chapter 434 or by its officers, agents, or members during the term of this  
7 Agreement, including compliance with the request of other labor organizations to engage in  
8 such activity.  
9

10 6.2 It is agreed and understood that any employee violating this Article may be subject to  
11 discipline up to, and including, termination by the District.  
12

13 6.3 It is understood that in the event this Article is violated, the District shall be entitled to  
14 withdraw any rights, privileges or services provided for in this Agreement or in District  
15 Policy from any employee and/or the Association.  
16

## ARTICLE VII: GRIEVANCE PROCEDURE

### 7.1 General Provisions

7.1.1 A grievant is defined as one or more members of the bargaining unit or the Association on behalf of such members(s) asserting a grievance. A grievance is defined as an allegation by grievant, that the District has violated a specific term of this Agreement and that by reason of such violation his or her rights provided for in this Agreement have been adversely affected. All other matters and disputes of any nature are beyond the scope of these procedures. Also excluded from these procedures are those matters so indicated elsewhere in this Agreement.

7.1.2 The respondent in all cases shall be the District itself rather than any individual. The Association may grieve only with respect to an alleged violation by the District of a term of Article IV (Association Rights), or any other Association right provided for in this Agreement. The filing or pendency of grievance shall not delay or interfere with implementation of any District action during the processing thereof.

### 7.2 Informal Level

Before filing a formal written grievance, the grievant shall meet with his/her immediate administrator in an attempt to resolve it by means of an informal conference.

### 7.3 Formal Level

#### 7.3.1 Level I

7.3.1.1 If a unit member wishes to initiate a formal grievance, he/she must do so: within twenty (20) workdays after the occurrence of the act or omission giving rise to the grievance by presenting such grievance in writing to the immediate administrator or, within ten (10) days after the informal conference (see Section 7.2, above), whichever is longer. If neither the grievant nor the Association had actual or constructive knowledge of the occurrence of the grievable act or omission and could not with the exercise of reasonable diligence have known about it, then the twenty (20) day time limit shall begin to run on the date upon which either the grievant or Association knew or could with reasonable diligence have known of the occurrence.

7.3.1.2 The written statement shall be a clear and concise statement of the grievance, including the specific provisions of the Agreement alleged to have been violated the circumstances involved and the specific remedy sought. The written statement described herein shall be submitted on a Grievance Form provided by the District.

7.3.1.3 Either party may request a personal conference with the other party. The administration shall communicate a decision to the employee in writing within ten (10) workdays after receiving the grievance and such action will terminate Level I.

1 7.3.2 Level II

2  
3 7.3.2.1 In the event the grievant is not satisfied with the decision at Level I, the  
4 grievant may appeal the decision in writing to the Superintendent or his/her  
5 designee within ten (10) workdays after the termination of  
6 Level I.

7  
8 7.3.2.2 This written appeal described herein shall be submitted to Level II on a  
9 Grievance Form provided by the District, and shall include a copy of the  
10 original grievance, the decision rendered at Level I, and a clear, concise  
11 statement of the reasons for the appeal. Either the grievant or the  
12 Superintendent or designee may request a personal conference.

13  
14 7.3.2.3 The Superintendent or designee shall communicate a written decision  
15 within fifteen (15) workdays after receiving the appeal and such a decision  
16 will terminate Level II.

17  
18 7.3.3 Level III

19 7.3.3.1 If the grievant is not satisfied with the Superintendent's decision at Level II,  
20 the employee may exercise one of the following two options: either an  
21 appeal of the Superintendent's decision to the Board of Education; or  
22 request the Association to submit the grievance to binding arbitration.

23  
24 7.3.3.1.1 If the employee appeals to the Board of Education, said  
25 appeal shall be made in writing within ten (10) days of the  
26 receipt of the Superintendent's decision and shall include a  
27 copy of the original grievance, the decision rendered at Level  
28 II, and a clear and concise statement of the reasons for the  
29 appeal.

30  
31 7.3.3.1.2 If the employee requests the Association to submit the  
32 grievance to binding arbitration, said request shall be made in  
33 writing to the Association within ten (10) days of the receipt of  
34 the Superintendent's decision. If the Association concurs with  
35 the employee's request for binding arbitration, the Association  
36 shall, within ten (10) days of receipt of the employee request,  
37 submit a written request to the Superintendent for binding  
38 arbitration of the dispute.

39  
40 7.3.3.2 Board Review If, upon review of the written record, the Board of  
41 Education determines that it is unable to render a decision on appeals  
42 made pursuant to Section 7.3.3.1.1, above, it may reopen the record in  
43 closed session to the parties of interest for the purpose of taking additional  
44 evidence.

45  
46 7.3.3.2.1 The Board shall, in instances of appeals filed pursuant to  
47 Section 7.3.3.1.1, above, communicate a written decision

1 within thirty (30) days after receiving said appeal. The  
2 decision of the Board shall be final and binding on the parties.

3  
4 **7.3.3.3 Binding Arbitration**

5 **7.3.3.3.1** If the Association requests that a grievance be submitted to  
6 binding arbitration pursuant to Section 7.3.3.1.2, above, the  
7 District shall comply with said request, except in cases of  
8 disputed arbitrability hereinafter provided for in Section  
9 7.3.3.3.3, below. It is expressly understood that the only  
10 matters, which are subject to binding arbitration, are  
11 grievances as defined above, and which were processed and  
12 handled in accordance with the limitations and procedures of  
13 this Article.

14  
15 **7.3.3.3.2** Selection of Arbitrator: As soon as possible, the parties shall  
16 attempt to select a mutually acceptable arbitrator. If the  
17 parties are unable to agree upon an arbitrator within ten (10)  
18 days of the request for arbitration, a request for a list of  
19 arbitrators may be submitted to the California State  
20 Conciliation Service. The conduct of the arbitration hearing  
21 shall be governed by the voluntary labor arbitration rules of  
22 the American Arbitration Association.

23  
24 **7.3.3.3.3** Motions to Dismiss: If the District claims that a grievance  
25 should be dismissed because, for example, it falls outside the  
26 scope of the procedure, or was filed or processed in an  
27 untimely manner, or that the dispute has become moot, or  
28 that a party has breached the confidentiality provisions, such  
29 a claim shall, at the option of the District, after the Level II  
30 decision, and without prejudice, be heard and ruled upon: (a)  
31 along with the merits of the case by the same arbitrator or (b)  
32 have the claim first submitted to a separate arbitrator to  
33 determine whether or not the issue is arbitrable, and if so, the  
34 grievance shall be returned to Level I of this procedure for  
35 further processing. In such instances a suitable  
36 stay/continuance between such a ruling and any further  
37 proceedings shall be granted as may be reasonably  
38 necessary.

39  
40 **7.3.3.4 Limitation Upon Arbitrator**

41 **7.3.3.4.1** The arbitrator shall have no power to alter, amend, change,  
42 add to, or subtract from any of the terms of this Agreement,  
43 but shall determine only whether or not there has been a  
44 violation of this Agreement in the respect alleged in the  
45 Grievance. The decision of the arbitrator shall be based  
46 solely upon the evidence and arguments presented to him/her

1 by the respective parties in the presence of each other, and  
2 upon arguments presented in written briefs.

3  
4 7.3.3.4.2 The arbitrator shall not have authority, nor shall he/she  
5 consider it his/her function to decide any issue not submitted  
6 or to so interpret or apply the Agreement as to change what  
7 can fairly be said to have been the intent of the parties as  
8 determined by generally accepted rules of contract  
9 construction.

10  
11 7.3.3.4.3 The arbitrator shall not render a decision or award merely  
12 because in his/her opinion such decision or award is fair or  
13 equitable.

14  
15 7.3.3.4.4 The arbitrator shall have no power to render an award on any  
16 grievance occurring before or after the term of this  
17 Agreement.

18  
19 7.3.3.4.5 The arbitrator may hear and determine only one (1) grievance  
20 at a time unless the District expressly agrees otherwise.  
21 However, both parties will in good faith endeavor to handle in  
22 an expeditious and convenient manner cases which involve  
23 the same, or similar facts and issues.

24  
25 7.3.3.4.6 If the parties cannot agree on a submission agreement, the  
26 arbitrator shall determine the issue(s) by referring to the  
27 written grievance, the answers thereto at each level, and the  
28 terms of this Agreement.

29  
30 7.3.3.4.7 The arbitrator will be without power or authority to make any  
31 decision which requires the commission of an act prohibited  
32 by law, or which is violative of the terms of this Agreement or  
33 the laws of the state and of federal government.

34  
35 7.3.3.5 Arbitrator's Decision

36  
37 7.3.3.5.1 The arbitrator's binding decision shall be in writing and shall  
38 set forth the findings of fact, reasoning and conclusions on  
39 the issues submitted.

40  
41 7.3.3.5.2 The decision of the arbitrator, within the limits herein  
42 prescribed, shall be binding on the parties.

43  
44 7.3.3.5.3 Arbitration Expenses: All costs of binding arbitration,  
45 including but not limited to, per diem expenses, travel and  
46 subsistence expenses, and the cost of any hearing room shall  
47 be borne equally by the Association and the District.



1 7.3.3.6 Failure to Meet Time Limits

2  
3 7.3.3.6.1 If a grievance is not processed by the grievant and  
4 Association in accordance with the time limits set forth in this  
5 Article, it shall not be subject to Level III review and shall be  
6 considered settled on the basis of the decision last made by  
7 the District. If the District fails to respond to the grievance in  
8 a timely manner at any level, the running of its time limit shall  
9 be deemed a denial of the grievance and termination of the  
10 level involved, and the grievant may proceed to the next step.

11  
12 7.3.3.6.2 Time limits hereunder may be lengthened or shortened in any  
13 particular case only by mutual written agreement. The parties  
14 will attempt in good faith to adjust time limit problems which  
15 occur above Level I as a result of the summer recess.

16  
17 7.3.3.7 Association Representation

18  
19 The grievant shall be entitled upon request to representation by the  
20 Association at all grievance meetings as provided for in this Article. In  
21 situations where the Association has not been invited to represent the  
22 grievant, the District shall not agree to a final resolution of the grievance  
23 until the Association has received a copy of the grievance and the  
24 proposed resolution and then has been given the opportunity to state its  
25 views on the matter.

26  
27 7.3.3.8 Reasonable Released Time

28 Grievance meetings normally will be scheduled by the District so as not to  
29 conflict with student services. However, if the meeting is expected to be of  
30 such duration that it would extend beyond the normal business hours of  
31 the District's central office, the District shall provide released time with no  
32 loss of pay to one authorized employee-representative of the Association  
33 so that the session can be accommodated within such business hours.  
34 This shall constitute "reasonable periods of released time" within the  
35 meaning of Government Code Section 3543.1 (c).

36  
37 7.3.3.9 Confidentiality

38 In order to encourage a professional and harmonious disposition of unit  
39 members complaints, it is agreed that from the time a grievance is filed  
40 until it is processed through arbitration, neither the grievant nor the  
41 Association, nor the District shall make public either the grievance or  
42 evidence regarding the grievance.

43  
44 7.3.3.10 No Reprisal

45 There shall be no reprisal against a unit member for filing a grievance or  
46 assisting a grievant in the above procedures.  
47

1 7.3.3.11 Grievance Files

2 The District's records developed for the filing and processing of a  
3 grievance shall be maintained separately from the grievant's personnel file.  
4

5 7.3.3.12 Notification of Witnesses

6 The grievant, or the Association on his/her behalf, shall give the District  
7 two (2) business days advance written notice of any witnesses that will be  
8 reasonably necessary to present testimony on behalf of the grievant at any  
9 formal level of this procedure.  
10

1 **ARTICLE VIII: DISCIPLINARY ACTION**

2  
3 8.1 **Probationary Period and Permanent Status**

4 8.1.1 The probationary period for bargaining unit members of the classified service shall  
5 be not more than 130 days of paid service rendered to the District. The probationary  
6 period of bargaining unit members shall commence on the date of their regular  
7 employment in the classified service of the District, as approved by the Board of  
8 Education.

9  
10 8.1.2 During the assigned probationary period, any employee of the bargaining unit shall  
11 be subject to disciplinary action at the sole discretion of the District, including  
12 termination, and shall not have a right to a hearing with respect thereto.

13  
14 8.1.3 Upon completion of the assigned probationary period by any bargaining unit  
15 member, such member is hereby designated as a permanent employee who shall  
16 be subject to disciplinary action, only for cause, as prescribed in this Article.

17  
18 8.1.4 If either an employee, or the Association, or both, elect to utilize the disciplinary  
19 provisions contained in Personnel Commission Rules and Regulations, the  
20 provisions of Article VIII shall not be available to said employee or Association.

21  
22 8.1.5 The Association shall encourage the use of the contractual disciplinary procedure  
23 (Article VIII), rather than the provisions and procedures established by Personnel  
24 Commission Rules and Regulations.

25  
26 8.2 **Hearings**

27 A permanent bargaining unit member shall be subject to disciplinary action, including  
28 without limitations, demotions, reassignment, suspension, with or without pay, or  
29 termination, for any of the following causes:

30  
31 8.2.1 incompetency or inefficiency;

32  
33 8.2.2 absences and/or repeated tardiness without authority or sufficient reason;

34  
35 8.2.3 insobriety or unauthorized use of narcotics or habit-forming drugs;

36  
37 8.2.4 insubordination;

38  
39 8.2.5 dishonesty;

40  
41 8.2.6 conviction of a felony, any crime involving moral turpitude, or any crime bringing  
42 discredit upon the District;

43  
44 8.2.7 immoral conduct;

45  
46 8.2.8 evident unfitness for service;

- 1 8.2.9 physical or mental condition unfitting him/her for service;
- 2
- 3 8.2.10 violation of, or refusal to obey the school laws of the state or rules and regulations of
- 4 the District;
- 5
- 6 8.2.11 knowing membership in the Communist Party, or any organization that advocates
- 7 the overthrow of federal or state government: "It shall be sufficient cause for the
- 8 dismissal of any public employee when such public employee advocates, or is
- 9 knowingly a member of the Communist Party, or of an organization which during the
- 10 time of his membership he knowingly advocates overthrow of the Government of the
- 11 United States or of any state by force of violence."
- 12
- 13 8.2.12 falsification or violation of the Oath of Allegiance or any other District document;
- 14
- 15 8.2.13 any conduct inimical to the welfare of the School District or the pupils or employees
- 16 thereof;
- 17
- 18 8.2.14 District determination that assigned tasks of the employee are not being performed
- 19 at a level of scope, skill or responsibility to warrant the current classification and/or
- 20 salary.
- 21
- 22 8.3 Any bargaining unit member against whom disciplinary action is initiated by the District
- 23 shall be given written notice by the Department of Human Resources of the specific
- 24 charges against him/her. The notice shall contain a statement of his/her right to a hearing
- 25 on such charges and the time within which such hearing may be requested, which shall be
- 26 not less than five (5) working days after service of the notice on the employee. The
- 27 following shall constitute a waiver of the employee's right to a hearing: failure to request a
- 28 hearing within the time specified; or failure to appear at a requested and scheduled hearing
- 29 before the Board.
- 30
- 31 8.3.1 The employee may exercise one of the following two options with regard to a
- 32 disciplinary hearing: either request a hearing before the Board of Education; or
- 33 request that the Association submit the matter to a hearing officer for processing. If
- 34 the Association concurs with the employee request for utilization of a hearing officer,
- 35 it shall so notify the Superintendent within the time lines provided in Section 8.3,
- 36 above.
- 37
- 38 8.3.2 Notwithstanding the other provisions of these sections, the Board reserves the right
- 39 to determine whether or not the requested hearing shall be conducted by a hearing
- 40 officer, or by the Board of Education itself. If the Association requests a hearing
- 41 before the Board, and the Board elects to use a hearing officer instead, the District
- 42 shall pay for the full costs of said hearing.
- 43
- 44 8.3.3 Except in situations where a unit member's violation of the causes for discipline
- 45 identified in sections 8.2.2 through 8.2.14 warrants immediate disciplinary action,
- 46 the following progressive discipline steps shall be observed: oral counseling, written

counseling, including assistance for improvement, written warning/memo of concern, notice of unsatisfactory service.

8.4 Conduct of Hearing

8.4.1 Board of Education Hearing. If the Board elects to conduct a requested hearing before itself, said hearing shall be conducted in closed session, with the parties of interest present, under provisions established by the Board for such executive session matters. In addition, the employer and the charging party shall be entitled to rights provided for in Section 8.4.3.3, below.

8.4.2 The Board shall, in instances of disciplinary hearings which it conducts, communicate a written decision within thirty (30) days after conducting said hearing. The decision of the Board shall be final and binding on the parties.

8.4.3 Hearing Officer Procedure. If the Association requests and the Board elects to have a disciplinary matter processed before a Hearing Officer, the following provisions shall regulate said hearing process:

8.4.3.1 Hearing Officer

The hearing shall be conducted by a recognized Hearing Officer, selected by the District, from an agency of the State of California, the United States Government, the State of California, the County or other outside consultant recognized by the United States Government, the State of California, or the County.

8.4.3.2 Notice of Hearing

The Department of Human Resources shall set the matter for hearing and shall give the bargaining unit member at least five (5) working days notice by certified mail of the date and place of such hearing.

8.4.3.3 Rights of Employee

The bargaining unit member shall have the right to attend any hearing unless excused by the Hearing Officer, and shall be entitled to the following rights:

8.4.3.3.1 to be represented by counsel;

8.4.3.3.2 to testify under oath;

8.4.3.3.3 to compel the attendance of other employees of the District to testify in his/her behalf;

8.4.3.3.4 to cross-examine all witnesses appearing against him/her and all employees of the District whose actions are in question or who have investigated any of the matters involved in the hearing and whose reports are offered in evidence before the Hearing Officer;

8.4.3.3.5 to request impeachment of any witness;

8.4.3.3.6 to present such affidavits, exhibits and other evidence, as the Hearing Officer deems pertinent to the inquiry;

8.4.3.3.7 to argue his/her case.

8.4.4 The party attempting to substantiate the charges against the bargaining unit member shall be entitled to the same privileges.

#### 8.5 Evidence

The hearing shall be informal and need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of evidence over objection in civil actions. Hearsay evidence may be admitted for any purpose, but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions. The rules of privilege and official or judicial notice shall be effective to the same extent as in civil actions. Irrelevant and repetitious evidence shall be excluded. Oral evidence shall be taken only under oath or affirmation.

#### 8.6 Exclusion of Witnesses

The Hearing Officer may at his/her discretion exclude witnesses not under examination, except the employee and the party attempting to substantiate the charges against the employee, and their respective counsel. When hearing testimony on scandalous or indecent conduct, all persons not having a direct interest in the hearing may be excluded.

#### 8.7 Burden of Proof

The burden of proof shall be upon the party attempting to substantiate the charges.

#### 8.8 Findings and Decision

Upon completion of the hearing, findings of fact and conclusions of law shall be signed and filed by the Hearing Officer, which shall constitute his advisory decision. Written findings and conclusions shall be submitted by the Hearing Officer to the Governing Board through the Superintendent of Schools for its approval. If the Governing Board accepts such findings and conclusions, it need not read the record of the hearing; if it declines to accept such findings and conclusions, it must read the record or hold a new hearing, after which it may adopt the findings and conclusions made by the Hearing Officer, or make its findings and conclusions. Unless the decision of the Board of Education provides otherwise, it shall be effective immediately. Notice of the decision shall be mailed promptly to the employee or his/her counsel or representative. Except for the correction of clerical error, such decision of the Governing Board shall be final and conclusive.

1     8.9     Report of Hearings

2     Hearings may be conducted without a stenographic reporter or phonographic machine  
3     unless the employee requests in writing, at least two (2) full days before the day set for the  
4     hearing, that such hearing be reported or recorded and pays, in advance, the cost or fee for  
5     such reporting or recording as estimated by the Superintendent or his/her authorized  
6     representative.

7  
8     8.10    Transcripts of Hearings

9     Transcripts of hearings shall be furnished to the employee on payment of the cost of  
10    preparing such transcripts. When transcripts are provided by the employees of the District,  
11    the cost shall be determined by the administrator in charge of business affairs of the  
12    District. When transcripts are provided by an independent contractor, the cost will be  
13    established by the independent contractor.

14  
15    8.11    Continuance

16    The Hearing Officer may grant a continuance of any hearing upon such terms as he/she  
17    may deem proper, including in his/her discretion the condition that the employee shall be  
18    deemed to have waived salary for the period of continuance. Any request for continuance  
19    made less than forty-eight (48) hours prior to the time set for the hearing will be denied  
20    unless good cause is shown for the continuance.

21  
22    8.12    Hearing Expenses

23    Except as provided for in Section 8.3.2, above, all costs of the disciplinary hearing,  
24    including but not limited to, per diem expenses, travel and subsistence expenses, and the  
25    cost of any hearing room shall be borne equally by the District and the Association.  
26    However, in the event that the District overturns the Hearing Officer award made in favor of  
27    the employee, as provided for in Section 8.8, above, the District shall pay the entire cost of  
28    the hearing expense.

29  
30    8.13    Exclusion

31    This Article shall not be subject to the Grievance Procedure.

32  
33    8.14    Except for judicial review, the provisions of this Article shall represent the exclusive and  
34    sole contractual remedy available to an employee and the Association on matters of  
35    disciplinary action.

1     **ARTICLE IX: NON-DISCRIMINATION**

2  
3     9.1     Neither the District nor CSEA shall unlawfully interfere with, intimidate, restrain, coerce, or  
4             discriminate against employees because of the exercise of rights to engage or not to  
5             engage in legal CSEA activity.

6  
7     9.2     Neither the District nor the Association shall unlawfully discriminate against a unit member  
8             because of race, religion, creed, color, national origin, ancestry, physical disability, mental  
9             disability, medical condition, age, sex, marital status, or sexual orientation.

10  
11    9.3     Alleged violations of title VII and Title IX of the 1964 Civil Rights Act, as amended in 1972,  
12             shall be excluded from processing under Article VII (Grievance Procedure) of this  
13             Agreement.  
14



1 **ARTICLE X: HOURS AND OVERTIME**

2  
3 10.1 **Workday and Workweek**

4 10.1.1 Except as provided for elsewhere in this Article, the workweek for full-time  
5 employees shall consist of five (5) consecutive days, Monday through Friday, of  
6 eight (8) hours per day and forty (40) hours per week. This Article shall not restrict  
7 the extension of the regular workday or workweek on an approved overtime basis  
8 when such is necessary to carry on the business of the District.  
9

10 10.1.2 The length of the workday shall be designated by the District for each classified  
11 assignment. Except in positions designated as having flexible hours of assignment,  
12 each bargaining unit employee shall be assigned a fixed and ascertainable  
13 minimum number of hours, which shall not be changed without prior notice.  
14

15 10.1.2.1 Except in unusual circumstances, the District shall provide five (5) days  
16 advance written notice for work schedule modifications to the unit member  
17 and the Association.  
18

19 10.2 **Assigned Time**

20 10.2.1 Any reduction in assigned time shall be accomplished in accordance with Layoff,  
21 Article XVI, except those positions identified as having hourly assignments.  
22

23 10.2.2 Any employee in the bargaining unit who works a minimum of thirty (30) minutes or  
24 more per day in excess of his/her regular part-time assignment for a period of  
25 twenty (20) consecutive working days or more shall have his/her regular assignment  
26 adjusted upward to reflect the longer hours, effective with the next pay period.  
27

28 10.2.2.1 Employees who ride school buses to accompany students to and/or from,  
29 before and/or after school, may experience a fluctuation in the employee  
30 daily hours due to an individual student's IEP, or student's attendance at a  
31 particular school. These employee hours may increase or decrease,  
32 based on their actual hours on the bus, and they will be paid for all hours  
33 actually worked. These employees will not be subject to 10.2.2, and 16.2.  
34

35 10.2.3 When additional hours are assigned to a part-time position on a regular basis, the  
36 assignment shall be offered to the employee in the appropriate class with the  
37 greatest bargaining unit seniority. The senior bargaining unit employee shall accept  
38 or reject the offered assignment immediately. If the senior employee declines the  
39 assignment, it shall be offered to the remaining employees in the class in  
40 descending order of bargaining unit seniority until the assignment is made.  
41

1       10.3   Lunch Periods

2       All employees covered by this Agreement shall be entitled to an uninterrupted lunch period  
3       after the employee has been on duty for four (4) consecutive hours. The length of time for  
4       such lunch period shall be for a period of no longer than one (1) hour nor less than one-half  
5       (1/2) hour and shall be scheduled for full-time employees at or about the midpoint of each  
6       work shift. Travel time to and from lunch shall be counted as part of the allowable lunch  
7       period. An employee required to work during his/her lunch period shall receive pay at the  
8       rate of time and one-half for all time worked during the normal lunch period.  
9

10       10.4   Rest Periods

11       10.4.1 All bargaining unit employees shall be granted rest periods which, insofar as  
12       practicable, shall be in the middle of each work period at the rate of fifteen (15)  
13       minutes per four (4) consecutive hours worked. Rest periods of a total of thirty (30)  
14       minutes on evening or special work shifts shall be scheduled to the mutual  
15       convenience of the employees and the supervisors.  
16

17       10.4.2 Rest periods are a part of the regular workday and shall be compensated at the  
18       regular rate of pay for the employee.  
19

20       10.4.3 Without prior written approval of the immediate supervisor, employees assigned to a  
21       regular job site shall not leave said site during rest periods.  
22

23       10.5   Rest Facilities

24       The District shall make available at each work site adequate lunchroom, restroom, and  
25       lavatory facilities for bargaining unit employee use.  
26

27       10.6   Overtime

28       Except as otherwise provided herein, all approved overtime hours as defined in this section  
29       shall be compensated at a rate of pay equal to time and one-half the regular rate of pay of  
30       the employee for all work permitted. Except for employees with an identified flexible work  
31       schedule, approved overtime is defined to include any time worked, at the direction of the  
32       District, in excess of eight (8) hours in any one (1) day or on any one shift, or in excess of  
33       forty (40) hours in any calendar week, whether such hours are worked prior to the  
34       commencement of a regularly assigned starting time or subsequent to the assigned quitting  
35       time.  
36

37       10.6.1 For employees working half time or more, all hours worked beyond the workweek of  
38       five (5) consecutive days shall be compensated at the overtime rate commencing on  
39       the sixth (6th) consecutive day of work.  
40

41       10.6.2 All hours worked on the seventh (7th) consecutive day of work shall be  
42       compensated at the overtime rate.  
43

44       10.6.3 At the time that work is assigned, a unit member shall notify his/her  
45       supervisor/manager if said member reasonably believes that the work assignment  
46       cannot be completed within the remaining work hours.  
47

10.7 Compensatory Time Off

The District shall have the option to approve compensatory time off in lieu of cash compensation for up to sixteen (16) hours of overtime work. Compensatory time off, if approved, shall be granted at the appropriate rate of overtime. When a bargaining unit member is required to work on any holiday, as identified in this Agreement, he/she shall be paid overtime wages, or given compensating time off, for such work, in addition to the regular pay received for the holiday, at the rate of time and one-half his/her regular rate of pay. The District shall investigate the possibility of including the amount of approved and unused compensatory time on the periodic report of accumulated benefits that the District provides to unit members on November 1<sup>st</sup>.

10.7.1 Except in cases when the efficient operation of the District would be adversely affected, compensatory time shall be taken at a time mutually acceptable to the employee in the bargaining unit and the District within twelve (12) months of the date on which it was earned. The District shall pay the employee by warrant in lieu of earned compensatory time not taken by the employee within the twelve (12) month period in which it was earned. Such pay shall be determined at the appropriate overtime rate based on the employee's rate of pay when the compensatory time was earned.

10.8 Holidays

When a bargaining unit member is required to work on any holiday, as identified in this Agreement, he/she shall be paid overtime wages, or given compensating time off, for such work, in addition to the regular pay received for the holiday, at the rate of time and one-half his/her regular rate of pay.

10.9 Overtime - Equal Distribution

The District shall make a good faith effort to provide a bargaining unit member assigned to a particular work site with an opportunity to work overtime or extended hours at that site on a rotative basis within his/her classification. If overtime or extended hours are required in an area or task that necessitates a particular expertise or special knowledge, an employee may be requested to work overtime or extended hours without regard to the rotational concept. Nothing herein shall be construed to limit the ability of the District to require overtime or extended hour service of an employee. An employee who declines a non-mandatory overtime assignment shall revert to the bottom of the rotative list.

10.10 Minimum Call-in Time

Any employee called in to work on a date when the employee is not scheduled to work shall receive a minimum of four (4) hours pay at the appropriate rate of pay under this Agreement. An employee called to work on a day he/she was not scheduled to work (e.g., Saturday, Sunday or Holiday) shall be paid for a minimum of four (4) hours.

10.11 Right of Refusal

Any employee shall have the right to reject any offer or request for overtime or call-back, on call, or call-in except in an extraordinary situation as determined by the immediate supervisor. If an employee rejects a non-mandatory overtime assignment, he/she shall be placed at bottom of the rotative list for the next overtime assignment.

1 10.12 Standby Time

2 All standby time shall be considered as regular hours worked and shall be compensated on  
3 a straight time or overtime basis as are other hours worked under this Agreement.  
4

5 10.13 Call-back Time

6 Any employee called back to work after completion of his/her regular assignment shall be  
7 compensated for at least two (2) hours of work at the overtime rate, irrespective of the  
8 actual time worked.  
9

10 10.14 Work Schedules

11 The work schedule for the current school year is contained in Appendix F.  
12

13 10.14.1 Bargaining unit members with 11-month assignments shall accrue vacation days  
14 and sick leave credit for a full month during July and August, regardless of the  
15 number of days worked in each month, provided they are in regular working status.  
16 During July and August, they shall have a non-working period of 22 days,  
17 regardless of the number of workdays available in the work calendars for each  
18 instance. During July and August, the administrator or supervisor may designate  
19 temporary reassignment to a central office, Summer School site or other District  
20 facility or to work under the temporary supervision of another District administrator  
21 or supervisor.  
22

23 10.15 The bargaining unit member shall notify the immediate administrator of illness or any other  
24 valid reason for failure to report as soon as possible, but normally not later than the  
25 designated starting time for each day.  
26

27 10.16 Bargaining unit members with eleven (11) month assignments shall accrue vacation days  
28 and sick leave credit for a full month during July and August, regardless of the number of  
29 days worked in each month, provided they are in regular working status. During July and  
30 August, they shall have a non-working period of twenty-two (22) days, regardless of the  
31 number of work days available in the work calendars for each instance. During July and  
32 August, the administrator or supervisor may designate temporary reassignment to a central  
33 office, summer school site, or other District facility or to work under the temporary  
34 supervision of another District administrator or supervisor.  
35

36 10.17 A bargaining unit member who is absent for three (3) consecutive days without proper  
37 notification to his/her immediate administrator or site/department time keeper shall be  
38 deemed to have abandoned his/her job and, at the discretion of the District, shall be  
39 processed as a resignation retroactively to the first day of absence.  
40

41 10.18 The specific provisions of this Article shall be the total, sole and exclusive working  
42 conditions available to bargaining unit members on topics contemplated within, or related  
43 to, said provisions.  
44

1 **ARTICLE XI: LEAVES**

2  
3 11.1 **Bereavement Leave**

4 11.1.1 Employees shall be granted leave with full pay in the event the death of any  
5 member of the employee's immediate family. The leave shall be for a period of  
6 three (3) days or five (5) if the employee has to travel out of state, or has to travel  
7 more than 400 miles one way. The immediate family is defined as the mother,  
8 father, grandmother, grandfather, or a grandchild of the employee or of the spouse  
9 of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law,  
10 brother, sister, stepchild, stepmother, stepfather, foster-child, sister-in-law, brother-  
11 in-law or domestic partner of the employee, or any relative living in the immediate  
12 household of the employee. To qualify as a domestic partner, the bargaining unit  
13 member must present an executed Declaration of Domestic Partnership and provide  
14 verification of common residence.

15  
16 11.1.2 Members of the bargaining unit shall be required to contact their immediate  
17 supervisor or department office prior to the start of their regular work shift to request  
18 Bereavement Leave. Failure to do so may result in ineligibility for paid leave and  
19 may be considered to be an unauthorized absence. However the maximum time  
20 allowable to contact the employee's immediate supervisor shall be twenty-four (24)  
21 hours after the start of the employee's regular work shift.

22  
23 11.1.3 Bereavement Leave is not applicable while an employee is on an unpaid leave of  
24 absence.

25  
26 11.1.4 Bereavement Leave is not applicable during unscheduled workdays of employees  
27 working on less than twelve (12) month assignments.

28  
29 11.1.5 Verification of Bereavement Leave upon return from leave: Members of the  
30 bargaining unit shall be required to provide such proof of eligibility for Bereavement  
31 Leave Benefits as may be required by the District. Such proof may consist of a  
32 death certificate, obituary column notice, etc.

33  
34 11.2 **Jury Duty and Official Appearance Leave**

35 11.2.1 An employee shall be entitled to leave without loss of pay only for the mandatory  
36 time the employee is required to perform jury duty; or to appear in court on behalf of  
37 the District on a matter within the scope of District employment.

38  
39 11.2.2 Following proper verification, the District shall pay the employee the difference, if  
40 any, between the amount received for jury duty and the employee's regular rate of  
41 pay. Any meal, mileage, and/or parking allowance provided the employee for jury  
42 duty shall not be considered in the amount received for jury duty.

43  
44 11.2.3 The employee shall notify the immediate administrator upon receipt of the Jury Duty  
45 Notice.  
46

1 11.2.4 An employee shall be granted a leave of absence not to exceed the duration of the  
2 requirements of the jury duty service. Not more than two percent (2%) of the  
3 classified service shall be granted paid Jury Duty Leave at any one time, and  
4 employees summoned for Jury Duty in excess of said two percent (2%) limit shall  
5 be given written verification of said excess by the District.  
6

7 11.2.5 On days the employee is scheduled to serve jury duty or appear in court, in addition  
8 to any notification required by the Court, the employee shall notify the immediate  
9 administrator of illness or any other valid reason for failure to report as soon as  
10 possible, but normally not later than the designated starting time for each work day,  
11 in order to qualify for illness leave or other applicable leave.  
12

13 11.3 Military Leave

14 Eligible bargaining unit members have a right to receive military leave rights and benefits  
15 pursuant to state and federal law. Such rights may include the receipt of wages, health  
16 insurance benefits, vacations and sick leave benefits, retirement benefits, and  
17 reemployment and reinstatement rights. However, military leave rights are a complex area  
18 of law, which will depend on the specific factual scenario that is presented. As such, rather  
19 than set forth the military leave laws herein, any rights, benefits or burdens under military  
20 leave laws that apply to a unit member and the District will be subject to the then current  
21 requirements of both state and federal law.  
22

23 11.4 Sick Leave

24 11.4.1 Leave of Absence for Illness or Injury:

25 A full-time employee shall be granted one (1) day per month leave of absence for  
26 illness or injury; part-time employee shall receive a prorated leave in the same ratio  
27 as the weekly hours worked bears to forty (40). Full-time employees (regardless of  
28 work assignments) earn one day of sick leave per month worked, and it is  
29 understood by the parties that said one day equals eight hours.  
30

31 11.4.2 At the beginning of each fiscal year, the full amount of sick leave granted under this  
32 Section shall be credited to each employee. Credit for sick leave need not be  
33 accrued prior to taking such leave and such leave may be taken at any time during  
34 the year. However, a new employee of the District shall not be eligible to take more  
35 than six (6) days until the first day of the calendar month after completion of 130  
36 days of actual service with the District.  
37

38 11.4.3 If an employee does not take the full amount of leave allowed in any year under this  
39 Section, the amount not taken shall be accumulated from year to year.  
40

41 11.4.4 If the District has cause to believe that the sick leave privilege may be abused, it  
42 may require a physician's statement at any time, at the expense of the employee.  
43

44 11.4.5 Members of the bargaining unit absent for more than five (5) consecutive assigned  
45 workdays shall be required to submit a medical release from their private physician  
46 to the Department of Human Resources and to receive clearance from the  
47 Department of Human Resources before returning to work.

- 1 11.4.6 Illness due to pregnancy shall be treated as any other illness.
- 2
- 3 11.4.7 The employee's sick leave account shall be reduced by one (1) full day for each full
- 4 day of absence. If the absence is for less than a full day, the sick leave account
- 5 shall be reduced by the fraction used, but the fractions shall be only in one-hour per
- 6 day increments. An employee taking less than a full day of sick leave shall take it
- 7 only by the fractions listed.
- 8
- 9 11.4.8 The District will provide all unit members with an annual report of accumulated
- 10 vacation, accrued sick leave, and earned compensatory time. The report shall be
- 11 issued by November 30 of each year (2008).
- 12
- 13 11.4.9 Each school year a unit member may use up to half (1/2) of his/her days of sick
- 14 leave allowance for immediate family illness. In no event shall said utilization, when
- 15 combined with the immediate family illness provisions of Section 11.10.1, below,
- 16 result in the utilization of more than seven (7) days per year of paid leave for
- 17 immediate family illness.
- 18
- 19 **11.5 Extended Illness Leave for Probationary Employees**
- 20 11.5.1 If a probationary classified employee has utilized all of his/her accumulated sick
- 21 leave and is still absent from his/her duties because of illness or accident for a
- 22 period of five (5) school months or less, then the amount of salary deducted in any
- 23 month shall not exceed the sum which was actually paid a substitute or fifty percent
- 24 (50%) of the salary due him/her during the period of absence, whichever is the
- 25 lesser amount.
- 26
- 27 11.5.2 The five (5) months or less period during which the above deductions occur shall
- 28 begin with the start of regularly paid sick leave provisions for which he/she is
- 29 eligible.
- 30
- 31 11.5.3 A unit member who experiences an extended disability absence requiring surgery,
- 32 hospitalization, or extended medical treatment, shall be required to submit, prior to
- 33 return to active duty, a medical statement indicating an ability to return to his/her
- 34 position classification without restriction or detriment to the unit member's physical
- 35 or emotional well-being.
- 36
- 37 **11.6 Extended Illness Leave for Permanent Employees**
- 38 11.6.1 One-half (1/2) salary is payable for one hundred (100) days, less the number of
- 39 days of accrued earned sick leave previously not used in the fiscal year. Members
- 40 of the bargaining unit who have been employed by the District for five (5) calendar
- 41 years or more shall receive one-half (1/2) salary payable for one hundred (100)
- 42 days following the exhaustion of days of accrued sick leave previously used in the
- 43 fiscal year. The extended sick leave provided for under this Article shall be in
- 44 addition to any other paid leave provided for in this Article and shall be used only
- 45 after the exhaustion of earned accumulated sick leave.
- 46

1 11.6.2 The employee who is granted sick leave under this Article shall, upon termination of  
2 such leave, be returned to his/her position.

3  
4 11.6.3 The five (5) months or less period during which the above deductions occur shall  
5 begin with the start of regularly paid sick leave provisions for which he/she is  
6 eligible.

7  
8 11.6.4 A unit member who experiences an extended disability absence requiring surgery,  
9 hospitalization, or extended medical treatment, shall be required to submit, prior to  
10 return to active duty, a medical statement indicating an ability to return to his/her  
11 position classification without restriction or detriment to the unit member's physical  
12 or emotional well-being.

13  
14 11.7 Miscellaneous Sick Leave Provisions

15 11.7.1 Advanced Sick Leave: After six (6) benefit months of employment, the employee,  
16 upon his/her written request, may be advanced the full amount of sick leave  
17 earnable in the balance of the fiscal year after the amount of earned sick leave has  
18 been exhausted. The last salary warrant covering such advanced time is withheld  
19 until the employee has returned to work the number of days advanced. In case the  
20 employee terminates prior to returning to work, the last salary warrant shall be  
21 withheld until necessary adjustments have been made.

22  
23 11.7.2 Interruption of Vacation for Sick Leave: Permanent employees of the District who  
24 become ill while on vacation may change their authorized vacation to sick leave.  
25 This requires an immediate notification to the employee's supervisor and an illness  
26 certificate from a physician at the employee's cost. This provision shall not apply to  
27 9 and 10 month employees for vacation time for Winter and Spring Breaks.

28  
29 11.7.3 Exhaustion of All Sick Leave Entitlement

30 11.7.3.1 A bargaining unit member who exhausts all sick leave, earned or  
31 extended, and all earned vacation and who still is medically unable to  
32 assume the duties of his/her position shall be placed upon a employment  
33 eligibility list for a period of thirty-nine (39) months.

34  
35 11.7.3.2 When the employee is proven medically able to assume the duties of  
36 his/her position, the employee shall notify the Department of Human  
37 Resources at least thirty (30) days prior to proposed return. After  
38 notification, the employer shall recall the employee to the first vacant  
39 position in accordance with his/her placement on the reemployment list in  
40 the employee's classification, if such vacancy occurs in the prescribed  
41 thirty-nine (39) month period.

42  
43 11.7.3.3 Re-employment rights under this Article shall not take precedence over a  
44 re-employment list established as the result of layoffs. When an employee  
45 has been recalled to duty under this Article, he/she shall be fully restored  
46 to all benefits and burdens except that the time lapse shall not be counted  
47 for seniority purposes.



1     11.8   Break in Service

2     11.8.1 No absence under any paid leave provisions of this Article shall be considered as a  
3           break in service for any employee who is in paid status, and all benefits accruing  
4           under the provisions of the agreement shall continue to accrue under such absence.

5  
6     11.8.2 When all available leaves of absences, paid or unpaid, have been exhausted and if  
7           the employee is not medically able to assume the duties of the person's position,  
8           the person shall, if not placed in another position, be placed on a reemployment list  
9           for a period of thirty-nine (39) months. When available, during the thirty-nine (39)  
10          month period the person shall be employed in a vacant position in the class of the  
11          person's previous assignment over all other available candidates. Re-employment  
12          rights under this article shall not take precedence over a re-employment list  
13          established as the result of layoffs.

14  
15    11.8.3 A unit member who experiences an extended disability absence requiring surgery,  
16          hospitalization, or extended medical treatment, shall be required to submit, prior to  
17          return to active duty, a medical statement indicating an ability to return to his/her  
18          position classification without restriction or detriment to the unit member's physical  
19          or emotional well-being.

20  
21    11.9   Industrial Accident and Illness Leave

22    In addition to any other benefits that an employee may be entitled to under the Worker's  
23    Compensation laws of this state, employees shall be entitled to the following (2008):

24    11.9.1 An employee suffering an injury or illness arising out of or in the course and scope  
25          of his/her employment, shall be entitled to a leave not more than sixty (60) working  
26          days in any one (1) fiscal year for the same accident or illness. This leave shall not  
27          be accumulated from year to year, and when any leave will overlap a fiscal year, the  
28          employee shall be entitled to only that amount remaining at the end of the fiscal  
29          year in which the injury or illness occurred.

30  
31    11.9.2 Industrial accident or illness leave shall commence on the first day of absence.

32          11.9.2.1A bargaining unit employee must have served continuously for one  
33               calendar year with the District before the benefits provided by this Section  
34               are made available to the unit member; all service of a bargaining unit  
35               employee prior to the effective date of this Section shall be credited in  
36               determining compliance with the service requirement described herein.

37  
38    11.9.3 Industrial accident or illness leave shall be reduced by one (1) day for each day of  
39          authorized absence regardless of a temporary disability indemnity award.

40  
41    11.9.4 Payment for wages lost on any day shall not, when added to an award granted the  
42          employee under the Worker's Compensation laws of this state, exceed the normal  
43          wage for the day.

44  
45    11.9.5 The industrial accident or illness leave is to be used in lieu of normal sick leave  
46          benefits. When entitlement to industrial accident or illness leave under this Section  
47          has been exhausted, entitlement to other sick leave, vacation, compensatory time

1 off, extended illness leave, or any other accumulated paid leave, may be used  
2 (2008). If, however, an employee is still receiving temporary disability payments  
3 under the Worker's Compensation laws of this state at the time of the exhaustion of  
4 benefits under this Section, he/she shall be entitled to use only so much of his/her  
5 accumulated and available normal sick leave and vacation leave, which, when  
6 added to the Worker's Compensation award, provides for a day's pay at the regular  
7 rate of pay.

8  
9 11.9.6 Any time an employee on Industrial Accident or Illness Leave is able to return to  
10 work, he/she shall be reinstated in his/her position without loss of pay or benefits.

11  
12 11.9.7 Any employee receiving benefits as a result of this Section shall, during periods of  
13 injury or illness, remain within the State of California unless the Board of Trustees  
14 authorizes travel outside the state.

15  
16 11.9.8 A unit member shall be permitted to return to service after an industrial accident or  
17 illness leave involving a temporary disability award only upon presentation of a  
18 release from the authorized Worker's Compensation Insurance carrier physician  
19 certifying the unit member's ability to return to his/her position classification without  
20 restriction or detriment to the unit member's physical or emotional well-being.

21  
22 11.9.8.1 Nothing contained herein shall be construed to limit an employee's right to  
23 utilize the services of his/her private physician for such examination,  
24 provided the employee gives appropriate written notice to the District at  
25 least thirty (30) days prior to said examination. In the event the  
26 employee's personal physician has, prior to the industrial injury,  
27 acknowledged and signed the "Employee Selection of Personal Physician  
28 Form", then the employee may treat with the pre-designated physician  
29 provided said physician strictly adheres to Section 9785 of the  
30 Administrative Director's Rules of Practice and Procedures and follows the  
31 California Industrial Medical Fee Schedule. The District reserves the right  
32 to conduct a second examination by a physician of the District's choice.

33  
34 11.9.9 The Association agrees that it will support and require bargaining unit members to  
35 support all safety precautions instituted by management and will assist  
36 management in developing a safety program.

37  
38 11.9.10 The Association agrees that it will support management programs which will hold  
39 down the incidence of industrial accidents and will not support frivolous industrial  
40 accident claims.

41  
42 11.10 Personal Necessity Leave

43 11.10.1 When taking a personal necessity leave, the unit member shall notify the site  
44 supervisor not later than one (1) workday in advance of the day for which the  
45 absence is requested, unless an emergency makes such advance notification  
46 impossible. A unit member shall be entitled to use, during each school year, a

1 maximum of seven (7) days of the sick leave provided for in Section 11.4 of this  
2 Article for any of the following purposes:

- 3
- 4 11.10.1.1 Death of a member of the unit member's immediate family as defined  
5 in Section 11.1, if leave is required in addition to that provided by  
6 Section 11.1 of this Article.
- 7
- 8 11.10.1.2 An accident involving a unit member's property or the personal  
9 property of the unit member's immediate family, if the accident is  
10 serious in nature, involves circumstances the unit member cannot  
11 reasonably be expected to disregard, and required the attention of the  
12 unit member during working hours.
- 13
- 14 11.10.1.3 Appearance in court or before any administrative tribunal as a litigant,  
15 party or witness under subpoena or valid order to appear. The unit  
16 member must return to work if not required to be absent the entire day.  
17 Each day of necessary attendance, other than the dates specified in a  
18 subpoena, shall be certified to by the clerk or other authorized officer of  
19 the court or by an authorized official of the administrative tribunal. The  
20 unit member shall ask for and collect any witness fee to which he/she  
21 may be entitled, and shall remit same to the District.
- 22
- 23 11.10.1.4 The serious illness of a member or a unit member's immediate family,  
24 which the unit member cannot reasonably be expected to disregard  
25 and which requires the attention of the unit member during working  
26 hours.
- 27
- 28 11.10.1.5 The birth of a child requiring the father to be absent during working  
29 hours.
- 30
- 31 11.10.1.6 Imminent danger to the home of a unit member, occasioned by flood,  
32 fire or similar cause, serious in nature, which the unit member cannot  
33 reasonably be expected to disregard and which requires the attention  
34 of the unit member during working hours.
- 35
- 36 11.10.1.7 Any other personal necessity not identified above provided it meets all  
37 four of the following conditions:
- 38
- 39 11.10.1.7.1 Be serious in nature; and
- 40
- 41 11.10.1.7.2 Be of such nature that it cannot be reasonably handled  
42 outside of school hours; and
- 43
- 44 11.10.1.7.3 Involve circumstances which the employee cannot  
45 reasonably be expected to disregard; and
- 46

1 11.10.1.7.4 Require the attention of the employee during his/her  
2 assigned hours of duty.

3  
4 11.10.2 Personal Necessity Leave must be taken in increments of not less than one hour  
5 per day.

6  
7 11.10.3 A unit member may use two (2) days per year of personal necessity leave to  
8 attend his/her child's school activities.

9  
10 11.10.4 Under all circumstances, a unit member shall verify in writing that the personal  
11 necessity leave was used only for purposes as set forth above.

12  
13 11.10.5 Personal Necessity Leave may not be used for routine personal activities, social  
14 events, occupational investigation, political activities or demonstrations, or any  
15 activity contemplated within the Provisions of Article VI of this Agreement.

16  
17 11.11 General Leaves

18 When no other leaves are available, a leave of absence may be granted to an employee on  
19 a paid or unpaid basis at any time upon any terms acceptable to the District and an  
20 employee. The decision to grant or deny such leave, as well as the conditions and  
21 procedures related to such leaves, shall be excluded from the provisions of Article VII of  
22 this Agreement.

23  
24 11.11.1 Excepting emergencies or extenuating circumstances, no employee will  
25 commence a long term leave other than at the conclusion of a semester.

26  
27 11.11.2 The employee granted a long term leave shall inform the Board of Trustees within  
28 ninety (90) days of the scheduled return date as to his/her intentions to resume  
29 District duties.

30  
31 11.11.3 Employees on leaves without pay shall not be eligible to receive any fringe  
32 benefits such as insurance, retirement benefits, etc. for the duration of the leave.  
33 The employee may maintain coverage for the duration of the leave under the  
34 District employee insurance package by paying the premiums himself/herself as  
35 required by the insurance carrier.

36  
37 11.11.4 Unless otherwise provided in this Section, an employee on a paid or unpaid leave  
38 of absence shall be entitled to: 1) return to the same classification if such  
39 classification still exists, which the person held immediately before  
40 commencement of a leave; 2) receive credit for annual salary increment provided  
41 leave has been on paid status; 3) be reinstated at the same schedule step, but  
42 with a new anniversary increment date if the leave has been on an unpaid status.

43  
44 11.12 Maternity Leave

45 11.12.1 In cases other than physical disability, an employee who is an expectant mother  
46 may request an unpaid leave of absence for maternity purposes, and the District  
47 may grant said leave request. The starting and ending dates of said leave shall

1 be mutually agreed to by the District and the employee. The employee shall  
2 arrange an appointment with her immediate supervisor for replacement service  
3 planning when knowledge of pregnancy has been established, but not later than  
4 ninety (90) days prior to the expected date of delivery. The maximum length of a  
5 maternity leave shall be six (6) months.  
6

7 **11.13 Child-Rearing Leave**

8 11.13.1 Upon request, the Board may provide a male or female classified employee, who  
9 is a natural or adopting parent, an unpaid leave of absence for the purpose of  
10 rearing his/her infant. The employee shall notify the Board that he/she intends to  
11 take such leave at least four (4) weeks prior to the anticipated date on which the  
12 leave is to commence. Such leave shall not exceed six (6) months in duration.  
13

14 11.13.2 Child-Rearing Leave may not be taken consecutively with Maternity Leave unless  
15 approved by the Board.  
16

17 **11.14 Unpaid Leave**

18 Bargaining unit employees may be granted an unpaid personal business leave upon the  
19 approval of the immediate supervisor when the employee demonstrates to his/her  
20 immediate supervisor that the nature of the leave request represents an urgent condition of  
21 necessity to be absent from normal work duties. The maximum period of said unpaid  
22 personal business leave is ten (10) working days. Leave requests of longer duration must  
23 be submitted to the Board of Education, at its sole discretion, for advance approval.  
24

25 **11.15 Family Care and Medical Leave**

26 It is the intent of this provision to be consistent with Government Code section 12945.2 and  
27 the Family and Medical Leave Act of 1993, and it shall be interpreted so that there will be  
28 no violation of those statutes.  
29

30 11.15.1 An employee with more than one (1) year of continuous service with the District,  
31 who has worked at least 1,250 hours during said year and who is eligible for other  
32 leave benefits of this Agreement shall be granted, upon written request, an unpaid  
33 family care leave up to a total of twelve (12) work weeks in any twelve (12) month  
34 period, pursuant to the provisions contained herein. For purposes of this section  
35 the term "family care and medical leave" means either: (a) leave for reason of the  
36 birth of a child of the employee, the placement of a child with an employee in  
37 connection with the adoption of the child or foster care of the child of the  
38 employee, or the serious illness of a child of the employee; (b) leave to care for a  
39 parent or spouse who has a serious health condition; or (c) leave because of  
40 serious health condition that makes the employee unable to perform the functions  
41 of the position of that employee, except for leave taken for disability on account of  
42 pregnancy, childbirth or related medical conditions.  
43

44 11.15.2 An unpaid family care and medical leave shall be treated as any other unpaid  
45 leave. During an unpaid family care and medical leave an employee shall retain  
46 employee status with the District, and such leave shall not constitute a break in

1 service. An employee returning from an unpaid family care and medical leave  
2 shall have no less seniority than when the leave commenced.

3  
4 11.15.3 If an employee's need for an unpaid family care and medical leave is foreseeable,  
5 the employee shall provide the District with at least thirty (30) days advance  
6 notice; for unplanned absences, the employee shall provide the District with  
7 reasonable advance notice of the need for such leave. If the employee's need for  
8 such leave is foreseeable due to a planned medical treatment or supervision, the  
9 employee shall make a reasonable effort to schedule the treatment or supervision  
10 to avoid disruption to the operations of the District.

11  
12 11.15.4 The District requires that an employee's request for an unpaid family care and  
13 medical leave for the purpose of caring for a child, spouse or parent who has a  
14 serious health condition or for the employee's own serious health condition be  
15 supported by a written certification issued by the health care provider of the family  
16 member requiring care. This written certification must include the date on which  
17 the serious health condition commenced and the probable duration of the  
18 condition. For a leave based upon caring for a child, spouse or parent who has a  
19 serious health condition the written certificate must have an estimate of the  
20 amount of time the health care provider believes the employee needs to care for  
21 the individual requiring care, and a statement that the serious health condition  
22 warrants the participation of a family member to provide care during a period of  
23 the treatment or supervision of the individual requiring care. For a leave based on  
24 the employee's own serious health condition, the written certification must include  
25 a statement that the employee is unable to perform the functions of his or her  
26 position. If additional leave is required upon the expiration of the time estimated  
27 by the health care provider, the employee must request such additional leave  
28 again supported by a written certification consistent with the requirements for an  
29 initial certification.

30  
31 11.15.5 In any case in which the District has reason to doubt the validity of the certification  
32 provided pursuant to this section, the District may require, at the District's  
33 expense, that the employee, or as appropriate the employee's spouse, child or  
34 parent, obtain the opinion of a second health care provider. The second health  
35 care provider may not be employed on a regular basis by the District. If the  
36 opinions of the first and second health care provider differ, the District may require  
37 a third opinion, again at the District's expense, from a health care provider  
38 mutually agreed upon by the District and the employee. The third opinion shall be  
39 final and binding.

40  
41 11.15.6 Definitions

42 a. For purposes of this section and consistent with current law, the term "child"  
43 means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of  
44 an employee standing in loco parentis who is either under eighteen (18) years of  
45 age or an adult dependent child.

1 b. For purposes of this section and consistent with current law, the term "parent"  
2 means biological, foster, in-law, or adoptive parent, a stepparent or a legal  
3 guardian.  
4

5 11.15.7 If an employee applies for a family care and medical leave, the employee can  
6 elect, or the District may require, the substitution of paid vacation or other paid  
7 leaves to which the employee is entitled. If such paid leave is substituted, the  
8 employee is required to comply with the contractual requirements for use of such  
9 paid leave.  
10

11 11.15.8 An employee granted a leave under this provision shall have a right to  
12 reinstatement to his/her former classification if such classification still exists, which  
13 the person held immediately before commencement of a leave, with equivalent  
14 benefits, pay, and other working conditions provided by this Agreement. If the  
15 former classification no longer exists, he/she shall be placed in a lower or lateral  
16 classification in which he/she had previously served and in which he/she holds  
17 greater seniority than other incumbents in said class.  
18

19 11.15.9 An employee taking unpaid family care and medical leave pursuant to this section  
20 shall continue to be entitled to participate in District health insurance benefits, if  
21 eligible and if enrolled, to the same extent and under the same conditions as apply  
22 to other eligible, enrolled active employees receiving said benefits. The District may  
23 recover the premium that it paid as required by this subdivision for maintaining  
24 coverage for the employee under the group health plan if both of the following  
25 conditions occur:  
26

27 (a) The employee does not return to District service for a number of days equal to  
28 the duration of the family care and medical leave.  
29

30 (b) The employee's failure to return from leave is for a reason other than the  
31 continuation, recurrence, or onset of a serious health condition that entitles the  
32 employee to family care and medical leave or other circumstances beyond the  
33 control of the employee.  
34

35 11.15.10 Family care and medical leave may be taken in one (1) or more periods. Leave  
36 may be taken in increments of at least one (1) day for recurring medical treatment  
37 certified by a health care provider.  
38

39 11.15.11 This policy shall not be construed to entitle the employee to receive disability  
40 benefits under Part 1 (commencing with Section 3201) of Division 4 of the Labor  
41 Code (Workers Compensation).  
42

43 11.16 Health - Employee Work Restriction

44 The Association recognizes and agrees that the District has a managerial obligation and  
45 right to review medical reports on employees sustaining illness or injuries, either on or off  
46 the job, to determine the employee's physical ability to fulfill the tasks normally assigned to  
47 the classification and for which the employee was hired. The Department of Human

Resources shall make available a form. Bargaining unit employees shall submit this form for medical clearance for illnesses or injuries. The signature of a physician approved by the District will be required. This form will either include, or have attached, a classification description or duty statement to assist the physician in arriving at a decision as to the employee's physical ability to perform assigned tasks. It is understood by the Association that, in accordance with state and federal law, it is a managerial obligation and right to refuse reemployment of a bargaining unit member who cannot perform his or her essential job functions, with or without reasonable accommodations. It is understood by the Association that it is a managerial obligation and right to involuntarily assign a bargaining unit member to sick leave when a physician documents that the employee is physically or mentally unable to perform completely in the classification for which hired. If a bargaining unit member is placed on involuntary sick leave, the District shall, at the employee's request, bear the cost of a second medical opinion in regard to the employee's physical or mental ability to completely perform the assigned duties. The employee is limited in choice of physicians to one who conducts business within Los Angeles County.

11.17 The specific provisions of this Article shall be the total, sole and exclusive working conditions available to bargaining unit members on topics contemplated within, or related to, said provisions.

11.18 Catastrophic Leaves

Any bargaining unit members may apply for and receive catastrophic leave pursuant to the following provisions:

11.18.1 A permanent unit member shall have suffered a severe incapacitating illness or injury which is expected to be for an extended period of time, as certified by the attending physician, and which prevents the unit member from properly performing his/her District duties.

11.18.2 The time off work must create a financial hardship for unit member because he or she exhausted all personnel sick leave, industrial and accident illness leave, compensatory time off, workers compensation benefits, and/or any other paid time.

11.18.3 To be eligible, a unit member must certify that he/she is eligible for catastrophic leave because he/she is unable to work due to the severity of a personal catastrophic illness, by providing written certification issued by his/her attending physician.

11.18.4 Permanent unit member/s may donate up to five (5) days of earned sick leave accrued, if needed, as set forth in article 11.4.1 per calendar year. Initial donations shall be a minimum of the number of hours in a regular workday (i.e. 3 hour employees will contribute one work day of 3 hours; 8 hour employees will contribute one (1) work day of 8 hours). Donations are irrevocable.



- 1 11.18.5 Under no circumstances may a donor contribute sick leave days if in so  
2 doing the donor's own number of sick days falls below ten (10) at the time  
3 of the donation.  
4
- 5 11.18.6 Any requests to receive catastrophic leave must be submitted in writing to  
6 the Director of Human Resources with a copy to the Association, and  
7 include the following detail:  
8
- 9 11.18.6.1 Written verification of the catastrophic illness or injury by a  
10 medical doctor.  
11
- 12 11.18.6.2 The specific number of days being requested.  
13
- 14 11.18.7 The Human Resources Office shall verify that the individual requesting the  
15 withdrawal is suffering from a catastrophic illness or injury, has exhausted all  
16 sick leave and other paid time off (or the date when this will occur)  
17
- 18 11.18.8 Upon the need for catastrophic leave to be donated, the District will conduct  
19 a drawing from the names of members who have indicated their willingness  
20 to contribute, if necessary. Such commitment shall be irrevocable. The first  
21 names drawn will donate a day of sick leave until the required hours have  
22 been obtained. The District will notify the members who have been chosen  
23 to donate sick leave to the qualified member.  
24
- 25 11.18.9 Catastrophic sick leave may be granted up to a maximum of thirty (30) duty  
26 days.  
27
- 28 11.18.10 Any unit member who receives paid catastrophic leave shall first use any  
29 leave credits that he or she continues to accrue on a monthly basis prior to  
30 receiving paid catastrophic leave.  
31
- 32 11.18.11 Days shall be donated without regard to the daily rate of pay of any  
33 participant. Requestors using catastrophic leave days shall receive pay for  
34 that day at the same rate he/she would have received had the requestor  
35 worked that day.  
36
- 37 11.18.12 Any unit member who applies for catastrophic leave shall execute a written  
38 waiver, waiving any right to privacy concerning the communication of the  
39 circumstances and factors contemplated herein to those who will be  
40 requested to donate eligible leave credits, or process said credits.  
41
- 42 11.18.13 The receipt of a donated sick leave credit through catastrophic leave as  
43 defined herein, when combined with other District income, shall not provide  
44 the recipient with a greater monthly District income/fringe benefit contribution  
45 than he/she received immediately prior to the receipt of catastrophic leave.

|    |          |   |
|----|----------|---|
| 1  | 11.18.14 | The catastrophic leave recipient, because he/she remains in paid District       |
| 2  |          | status, shall continue to receive District fringe benefit contributions for the |
| 3  |          | duration of said leave.   |
| 4  |          |   |
| 5  | 11.18.15 | This catastrophic leave section shall not be subject to the provisions of       |
| 6  |          | <b>Article VII (Grievance Procedure)</b> of this Agreement.                     |
| 7  |          |   |
| 8  | 11.18.16 | Once the District has received all required documentation with which to         |
| 9  |          | make a decision to approve or deny the unit member's request for                |
| 10 |          | Catastrophic Leave, it will be the District's responsibility to notify both the |
| 11 |          | unit member and the Association of it decision within a ten work day period     |
| 12 |          | from receipt of the required documentation (2008).                              |
| 13 |          |   |

1 **ARTICLE XII: HOLIDAYS**

2  
3 12.1 The following holiday observances shall be granted to all employees provided said holiday  
4 falls within the beginning and end of the employee's annual District work calendar:

5 New Year's Day  
6 Martin Luther King Day  
7 Presidents Day  
8 Washington's Birthday  
9 Memorial Day  
10 Independence Day  
11 Labor Day  
12 Admission Day (or an alternate day designated by the District)  
13 Veterans Day  
14 Thanksgiving Day  
15 The Day after Thanksgiving Day  
16 Christmas Eve Day  
17 Christmas Day  
18 New Year's Eve Day  
19

20 12.2 Every day appointed by the President of the United States or the Governor of the State of  
21 California as a day of public fast, mourning or thanksgiving shall also be a holiday.

22  
23 12.2.1 "Mourning", as used herein, shall mean a day on which all State offices are closed if  
24 the declaration is made by the Governor, or all Federal and/or State offices are  
25 closed if the declaration is made by the President; or if employees in these  
26 respective offices are granted an in-lieu of holiday when said Day of Mourning is  
27 declared, but the State and/or Federal offices are not closed.

28  
29 12.2.2 If the District and the Association disagree about the intent of such a declaration,  
30 and if litigation is initiated which could affect the District on this subject, the parties  
31 agree they will defer a decision on the matter and abide by the ruling on the matter  
32 issued by a court of competent jurisdiction.

33  
34 12.3 When the holiday falls on a Saturday, the previous Friday shall be deemed to be a holiday.  
35 When the holiday falls on a Sunday, the following Monday shall be deemed to be the  
36 holiday.

37  
38 12.4 A holiday falling within a prescribed student recess period shall be deemed a holiday and  
39 not chargeable as vacation. Regular employees not assigned to work during the Winter  
40 and Spring recess periods shall be compensated for the holidays stipulated in Section 12.1  
41 above, provided said employee is in paid district status on the day immediately preceding  
42 or following the recess period during which a holiday falls.

43  
44 12.5 To be eligible for holiday pay that falls outside of the employee's annual work calendar, the  
45 employee must be in paid status on either the day before or the day after the holiday. (E.g.  
46 a ten (10) month employee working in summer school would be paid for the Independence

1 Day Holiday provided he/she was in paid status the day before or the day after said  
2 holiday.)

3  
4 12.6 The District may substitute any day in lieu of any holiday as provided by law.

5  
6 12.7 The 2013-2014 school calendar for Pasadena Unified School District is contained in  
7 Appendix "D".

8  
9 12.8 One additional holiday designated as a "floating holiday" shall be granted each employee in  
10 the bargaining unit on a date to be mutually agreed to by the employee and his/her  
11 immediate supervisor. The requested "floating holiday" date is to be submitted in writing  
12 by the employee for approval as soon as possible, but in no event less than ten (10) days  
13 in advance.

14  
15 12.9 The specific provisions of this Article shall be the total, sole and exclusive working  
16 conditions available to bargaining unit members or topics contemplated within, or related to,  
17 said provisions.  
18

1     **ARTICLE XIII: VACATION**

2  
3     13.1   All bargaining unit members covered by this Agreement shall be entitled to vacation  
4           benefits as outlined in this Article.

5  
6     13.2   Eligibility - Vacation privileges become an earned right only upon completion of the  
7           bargaining unit member's initially assigned probationary period. Probationary employees  
8           shall not be entitled to vacation benefits upon severance for any reason. If vacation has  
9           been granted prior to rendering required service, the employee's final pay check shall be  
10          reduced accordingly.

11  
12    13.3   Bargaining unit members must work a benefit month to be eligible for earned vacation. A  
13          benefit month is defined as any working month of twenty-two (22) days in which an  
14          employee is in paid status and works twelve (12) or more of those days.

15  
16    13.4   Permanent employees shall not receive cash for earned vacation except upon the occasion  
17          of termination of employment with the District. In such circumstance, the employees will be  
18          compensated for accrued vacation at the employee's current salary rate at the time of  
19          termination.

20  
21    13.5   Vacation benefits are deemed to be earned on a fiscal year basis (July 1 through June 30)  
22          and must be taken, at the latest, within the fiscal year after which the vacation is earned. If  
23          a unit member requests vacation time off and is not permitted to take his or her earned  
24          vacation due to work restrictions caused by District action, the amount not permitted to be  
25          taken due to such work restrictions may be carried forward, for use in  
26          the next fiscal year or be paid for in cash at the option of the Governing Board. To be  
27          eligible for the above- referenced carryover or cash payment, the unit member must have  
28          executed a formal request for the carryover and provided the form to the Director of Human  
29          Resources by, at least, 12 PM the previous business day. If the Director of Human  
30          Resources fails to deny the request by 5 PM of that business day, the request is deemed  
31          approved.

32  
33    13.6   Each eligible bargaining unit member shall submit a written request to his/her immediate  
34          supervisor of the time which he/she desires for vacation; said request shall normally not be  
35          submitted later than ten (10) (2008) days prior to the beginning of the requested vacation  
36          period. An employee who wishes to use earned and available Vacation Leave to add to  
37          Extended Sick Leave in order to receive full salary while on said leave shall submit a  
38          written utilization request form provided by the District. The immediate supervisor shall  
39          normally make a determination of approval or denial within five (5) working days of receipt  
40          of said written request from the employee. Except in critical emergencies, twelve (12)  
41          month employees' vacation requests will not be approved during the ten (10) working day  
42          period prior to the start of the student instructional year.

43  
44    13.7   Payment of vacation pay for earned vacation days is compensated at the employee's  
45          current salary rate at the time the vacation is taken. When an employee is terminated for  
46          any reason, he/she shall receive earned vacation pay prorated to the date of termination.

- 1 13.8 An employee may discontinue vacation leave in order to commence sick leave upon proper  
2 notification and such verification as the District may require and vacation days not used will  
3 be reinstated. Unused vacation, due to District cancellation, shall be restored to the unit  
4 member's vacation entitlement record/account.  
5
- 6 13.9 Nine (9) and ten (10) month employees are required to take their vacation during Winter  
7 and Spring recesses. If additional vacation is accumulated, it must be taken with the  
8 approval of the employee's immediate supervisor during the months that the employee  
9 normally works.  
10
- 11 13.9.1 A holiday prescribed in Section 12.1, above, that falls within an 11 or 12 month  
12 employee's approved vacation shall be compensated as a holiday rather than as  
13 vacation.  
14
- 15 13.10 In order to implement this Article, immediate supervisors may advance vacation days to  
16 nine (9) and ten (10) month employees not to exceed that which they would have normally  
17 earned during their working year.  
18
- 19 13.11 Regularly assigned, part-time employees earn prorated vacation in the same ratio as  
20 regularly assigned hours per week bears to forty.  
21
- 22 13.12 Additional time worked or overtime beyond regular assignment time for regular part-time  
23 employees shall not earn additional vacation entitlement.  
24
- 25 13.13 When more than one employee in a specific work unit, (shop, office) requests vacation for  
26 the same time periods, management has the right to determine who shall receive that  
27 vacation time consistent with the manager's responsibility to provide services. If the  
28 employee requesting the same time period for vacation within the working unit holds the  
29 same classification, seniority shall prevail. If it is apparent, over a twenty-four (24) month  
30 period of time, that two or more employees within the same classification in the same  
31 working unit have consistently requested the same time periods, the immediate supervisor  
32 of that working unit shall then bypass the above seniority provision to allow the employee  
33 with the lesser seniority an opportunity to have the vacation request honored.  
34
- 35 13.14 Vacation benefits for permanent classified employees are as follows:  
36 1-4 years 1.00 days per working month  
37 5-10 years 1.25 days per working month  
38 11 years 1.333 days per working month  
39 12 years 1.416 days per working month  
40 13 years 1.50 days per working month  
41 14 years 1.583 days per working month  
42 15 years 1.666 days per working month  
43
- 44 13.15 The District shall establish standard reporting procedures of vacation records for the  
45 various job sites; said reports shall be submitted to the District Accounting Office which  
46 shall compute and maintain said records.

1 13.16 The specific provisions of this Article shall be the total, sole and exclusive working  
2 conditions available to bargaining unit members or topics contemplated within, or related to,  
3 said provisions.  
4

1 **ARTICLE XIV: TRANSFERS**

2  
3 14.1 **Definitions**

4 14.1.1 Transfer shall be defined as a change of job sites or locations, but within the same  
5 classification.

6  
7 14.1.2 All transfers of personnel shall be approved by the Department of Human  
8 Resources or Governing Board, respectively.  
9

10 14.2 **First Consideration**

11 A unit member may submit a written request on the Classified Employee Request for  
12 Change of Status Form to the Department of Human Resources for a voluntary transfer.  
13 All requests expire on June 30th of the current school year. A new request must be  
14 submitted for each school year.  
15

16 14.3 **Application**

17 An employee may submit a written request to the Department of Human Resources for a  
18 voluntary transfer.  
19

20 14.4 Supervisors, or their designated representatives, who have the vacancy, shall interview all  
21 employees submitting voluntary transfer requests.  
22

23 14.5 The time allowed for transfer from one position to another shall be made depending on the  
24 needs of the program of the current position. The time allowed for movement from a  
25 position in one classification to a position in a different, lateral, classification shall be made  
26 depending on the needs of the program of the current position. When a unit member has  
27 been selected for a new position pursuant to this Section, the District shall transfer the unit  
28 member within a ten (10) work day period, unless the transfer within the ten (10) work day  
29 period would have an adverse impact on the program from which the unit member is  
30 transferring (2008).  
31

32 14.6 **Administrative Transfer**

33 Nothing contained in this Article shall be construed to limit the right of the Superintendent,  
34 at his/her sole discretion, to transfer an employee based upon District needs.  
35

36 14.7 The specific provisions of this Article shall be the total, sole and exclusive working  
37 conditions available to bargaining unit members on topics contemplated within, or related  
38 to, said provisions.  
39



1 **ARTICLE XV; PROMOTION AND POSTING OF VACANCIES**

2  
3 15.1 Definition

4 15.1.1 Promotion shall be defined as a higher classification within the same job family and  
5 within the bargaining unit.

6  
7 15.2 Posting of Notice

8 15.2.1 Notice of all job vacancies shall be posted on bulletin boards in prominent locations  
9 at each District job site, unless an eligibility list of more than three (3) names exists  
10 for the vacant class.

11  
12 15.2.2 The job vacancy notice shall remain posted for a period of six (6) full working days,  
13 during which time employees may file for the vacancy.

14  
15 15.2.3 Any employee in the vacant job family who is on layoff during the posting period  
16 shall be mailed a copy of the posting notice by United States First Class mail on the  
17 date the position is posted.

18  
19 15.3 Notice of Contents

20 The job vacancy notice shall include: the job title, a brief description of the position and  
21 duties, the minimum qualifications required for the position, the assigned job site, the  
22 number of hours per day, regular assigned work shift times, days per week, and months  
23 per year assigned to the position, the salary range and the deadline for filing to fill the  
24 vacancy.

25  
26 15.4 Filing

27 15.4.1 A permanent unit member whose most recent formal evaluation is satisfactory may  
28 file for the vacancy by submitting a District application form to the -Department of  
29 Human Resources within the filing period.

30  
31 15.4.2 The Department of Human Resources shall send a copy of all published recruitment  
32 bulletins to the Association. It is agreed by the Association and the District that  
33 such submission to the Association is a good faith effort by the District to notify  
34 bargaining unit members that a vacancy exists and the Association agrees that it  
35 shall not support a grievance due to a failure to post a recruitment bulletin at a job  
36 site, due to any action or inaction by a bargaining unit member.

37  
38 15.5 A permanent unit member who promotes into a vacancy shall successfully complete  
39 another probationary period in the promotional position. If he/she fails to successfully  
40 complete said probationary period, he/she shall be returned to the classification held  
41 immediately prior to the promotion.

42  
43 15.6 The specific provisions of this Article shall be the total, sole and exclusive working  
44 conditions available to bargaining unit members on topics contemplated within, or related  
45 to, said provisions.

1 **ARTICLE XVI: LAYOFF AND REEMPLOYMENT AND EFFECTS RELATED THERETO**

2  
3 16.1 A layoff shall be defined as a reduction in the work force through: (a) a reduction of  
4 positions: (b) a reduction of hours, or (c) a voluntary demotion to a lower classification in  
5 lieu of layoff.  
6

7 16.2 Reason for Layoff

8 Layoff shall occur for lack of work or lack of funds. Whenever an employee is laid off, the  
9 order of layoff within the class shall be determined by date of hire as a regular Classified  
10 employee of the District. Except for layoff, an unpaid leave of absence or a break in  
11 employment shall create a new hire date. In cases where unit members have the same  
12 District hire date, the employee with least seniority within the classification shall be laid off  
13 first. Seniority within the classification shall be determined by hire date within the  
14 classification. In cases where unit members have equal class seniority, the layoff  
15 determination shall be made by lot. Any District employee whose position is eliminated or  
16 scheduled for layoff or reduction in hours, shall, in order of District seniority, be entitled to  
17 any vacant position at a same or lower range for which they are qualified or for which they  
18 can pass the examination approved by the Personnel Commission. All said District  
19 employees shall be assigned to a special eligibility list for a period of one year for  
20 placement in positions within the District prior to placement of employees on eligibility lists.  
21 Except in cases of waivers approved by the State Board of Education that are not  
22 subsequently overturned by a court of competent jurisdiction, during the term of this current  
23 agreement, the District shall not use voluntary aides to assist certificated personnel in non-  
24 instructional duties in lieu of abolished classified employee positions or in lieu of laid off  
25 classified employee positions. Prior to any layoff of permanent bargaining unit members  
26 being implemented, the District shall first eliminate any substitutes, provisional, limited term  
27 or student help in classifications in which permanent employees are scheduled for layoffs.  
28

29 16.3 Notice of Layoff

30 The District and Association shall meet prior to the issuance of layoff notices to discuss  
31 the circumstances giving rise to the need for layoff. The District shall notify all affected  
32 employees in writing not less than forty-five (45) calendar days prior to the effective date of  
33 layoff. Notice of layoff may be provided by, including, but not limited to, personal service or  
34 certified mail in accordance with applicable law. Any notice of layoff shall specify the  
35 reason for layoff, the identity by name and classification of the employee designated for  
36 layoff, and information on his/her displacement rights, if any, and reemployment rights.  
37 Prior to layoff notices being issued, the District shall provide the Association with seniority  
38 lists of classifications to be affected, including a list of bumping rights of employees subject  
39 to layoff. If the Association wishes to contest said lists, it shall be done within two weeks by  
40 a written appeal plus supporting data to the Superintendent of Schools. The  
41 Superintendent shall render a decision within two weeks after receipt of the Association's  
42 appeal.  
43

44 16.4 Order of Layoff

45 Any layoff shall be effected within a class.  
46

1 16.5 Bumping Rights

2 Any employee laid off from his/her present class may bump into the same or equal class or  
3 the next lowest class in which the employee has previously served and has greater  
4 seniority. The employee may continue to bump into lower classes in which he/she has  
5 accrued seniority in order to avoid layoff.  
6

7 16.6 Re-employment Rights

8 Laid-off employees are eligible for re-employment in the class from which laid off for a  
9 thirty-nine (39) month period and shall be reemployed in the reverse order of layoff. Their  
10 reemployment shall take precedence over other employment in the classifications affected  
11 by said layoffs. During the term of current agreements, the District shall not use  
12 substitutes, provisional, limited term or student help in classifications in which permanent  
13 employees are in laid off status in order to avoid the recall of said laid off employees.  
14

15 16.7 Voluntary Demotion or Voluntary Reduction in Hours

16 Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of  
17 layoff shall, in addition to the thirty-nine (39) months, be granted an additional twenty-four  
18 (24) months of reemployment rights. The District shall consult with the Association before  
19 soliciting voluntary reductions in assigned time by employees.  
20

21 16.8 Notification of Re-employment

22 An employee who is laid off and is subsequently eligible for reemployment shall be notified  
23 in writing by the District. Notice of reemployment may include, but is not limited to, notice  
24 by registered and regular mail.  
25

26 16.9 Employee Notification to the District

27 An employee shall notify the District in writing of his/her intent to accept or refuse  
28 employment within five (5) working days following receipt of the reemployment notice.  
29 Failure by the employee to tender the written notice to the District within five (5) days, as  
30 provided herein, shall be deemed a refusal of employment by said employee. The  
31 laid-off employee may decline two offers of employment before relinquishing his/her  
32 position on the list. If an employee on a reemployment list refuses the second offer of  
33 employment, no additional offers will be made, and the employee shall be considered  
34 unavailable for work and have waived any and all reemployment rights.  
35

36 16.10 Reemployment

37 Employees who accept a position lower than their highest former class shall retain their  
38 original thirty-nine (39) months rights to the higher position.  
39

1 **ARTICLE XVII: PAY AND ALLOWANCES**

2  
3 17.1 **Regular Rate of Pay**

4 The regular rate of pay for each position in the bargaining unit shall be in accordance with  
5 the rates established for each class, as contained in Appendix "D".  
6

7 17.2 **Salaries**

8 Effective July 1, 2007 salary shall increase by the state COLA of 4.52% (2008).  
9

10 17.2.1 Within sixty (60) days of County approval, the employee pay stubs shall: use a  
11 different fringe benefit designation; reflect accumulated sick leave and vacation  
12 benefits on employee pay stubs. Said pay stubs may also reflect accumulated  
13 compensatory time, if the District and the Association mutually agree.  
14

15 17.3 **Paychecks**

16 All regular paychecks of employees in the bargaining unit shall be itemized to include all  
17 deductions.  
18

19 17.3.1 Frequency – Once Monthly. All employees in the bargaining unit shall be paid once  
20 per month payable on or before the last working day of the month. If the normal pay  
21 date falls on a holiday, the paycheck shall be issued on the preceding workday.  
22

23 17.3.2 Payroll Errors. Any payroll error resulting in insufficient payment for an employee in  
24 the bargaining unit shall be corrected, and a supplemental check issued, not later  
25 than five (5) workdays after the District determines that a payroll error has occurred.  
26 The district shall make a determination regarding an alleged payroll error within five  
27 (5) workdays after the employee provides written notice to the Payroll Department  
28 that he /she may have received insufficient payment.  
29

30 17.3.3 Special Payments. Any mileage payment, lodging reimbursement or payroll  
31 adjustment due an employee in the bargaining unit as a result of working out of  
32 class, recomputation of hours, or other reasons other than procedural errors, shall  
33 be made and a supplemental check issued not later than twenty (20) working days  
34 following written notice to the Payroll Department.  
35

36 17.3.4 Notwithstanding any other provision of this Section, the issuance of any regular or  
37 supplementary paychecks as described herein, shall be contingent upon the  
38 continuation of the current payroll services rendered to the District by the Los  
39 Angeles County Department of Education.  
40

41 17.3.5 Any payroll error resulting in an overpayment for an employee in the bargaining unit  
42 of less than \$100 shall be repaid on the following pay day, provided the employee  
43 has been given advance notice of said repayment. Any payroll error resulting in an  
44 overpayment for an employee in the bargaining unit of \$100 or more shall be repaid  
45 after a meeting between the affected employee and the District payroll office. The  
46 purpose of said meeting shall be to try to reach a bilateral agreement on a  
47 repayment plan. In the absence of an agreement, repayment shall be at the rate of

1 20% of the employee's gross salary per month. Full repayment shall be made  
2 within the fiscal year when the overpayment was made, except in the following  
3 circumstances: The overpayment was more than \$200 and it occurred on or after  
4 April 1; under this exception, repayment shall be made at the rate of 20% of the  
5 employee's gross salary per month.  
6

7 **17.4 Promotion**

8 Any employee in the bargaining unit receiving a promotion under the provisions of this  
9 Agreement shall be moved to the range and step of the new class that represents the first  
10 highest dollar amount above the salary being earned prior to promotion.  
11

12 **17.4.1 Salary Placement Upon Reclassification**

13 Any employee in the bargaining unit receiving an upward classification under the  
14 provisions of this agreement shall be moved to the range and step of the new class  
15 that represents the first highest dollar amount above the salary being earned prior to  
16 reclassification. If the employee is eligible for a step increment within ninety (90)  
17 calendar days of the date of upward classification, the dollar value of said  
18 anticipated increment shall be used as the basis for calculating placement at the  
19 next highest dollar amount in the salary range of the promotional class. However, if  
20 one job involves a night shift differential and the other does not, said differential  
21 shall be disregarded in making the range and step calculations contemplated  
22 herein.  
23

24 **17.5 Mileage**

25 **17.5.1** Any employee in the bargaining unit required to use his/her own vehicle on District  
26 business shall be reimbursed at the current IRS reimbursement rate per mile for all  
27 miles driven at the discretion of and on behalf of the District.  
28

29 **17.5.2** Any employee in the bargaining unit who is permitted by the District to use his/her  
30 vehicle, in lieu of using a District vehicle, on District business shall be reimbursed at  
31 the rate current IRS reimbursement rate for all miles driven at the discretion of, and  
32 on behalf of the District (2008).  
33

34 **17.5.3** The mileage computation shall include mileage necessary to return to the  
35 employee's normal job site after the completion of District business.  
36

37 **17.5.4** This amount shall be payable in a separate warrant drawn against District funds  
38 within twenty (20) working days of written submission of the claim by the employee  
39 in the bargaining unit.  
40

41 **17.5.5** Effective July 1, 2002, any employee in the bargaining unit in the following title  
42 positions (title code) shall receive a mileage stipend of fifty dollars \$50.00 per  
43 month:  
44

45 Community Liaison Specialist (279)  
46 Community Specialist-Bilingual (276)  
47 School Community Assistant (688)

School Community Assistant-Bilingual (689)

17.6 Meals

Any employee in the bargaining unit who, as a result of an approved work assignment, must have meals away from the District, shall be reimbursed for the cost of the meal(s) not to exceed the following scale, not later than twenty (20) working days after submission of the expense claim and appropriate receipts:

|           |         |
|-----------|---------|
| Breakfast | \$6.00  |
| Lunch     | \$9.00  |
| Dinner    | \$15.00 |

17.7 Lodging

17.7.1 Any employee in the bargaining unit who, as a result of an approved work assignment, must be lodged away from home overnight shall, following submission of claim and receipts be reimbursed for the full and reasonable costs as approved by the District.

17.7.2 Where possible, the District shall provide advance funds to the employee for such lodging. If advance funds are not available or do not cover the full cost of required lodging, the District shall reimburse the employee for out-of-pocket lodging expenses within twenty (20) working days after the employee has submitted an expense claim with appropriate supporting documentation.

17.8 Longevity

The district agrees to additionally compensate long-service employees in accordance with Article XX (Longevity Increments).

17.9 Step Increments

Nothing contained in this Agreement shall be construed to make the granting of step increments as contained in the salary schedule attached in Appendix "D", automatic from year to year; rather, the subject of step increments shall be a subject of annual negotiations between the parties.

17.10 Salary Placement

17.10.1 During the term of this Agreement, in order for a bargaining unit member to move from one step on the salary schedule to another step, said member must have served at least one full year (12 months) on the previous step.

17.10.2 During the term of this Agreement, Step Placement upon promotion and Step Placement following the completion of the probationary period after promotion shall be handled consistently with past practice of the District.

17.10.3 Upon approval of the Superintendent, at his/her sole discretion, a new employee may be placed on step three (3) of the salary schedule, depending on his/her prior work experience and the District's difficulty in recruiting candidates for vacant positions in that particular class. If a vacant position is eligible for said

1 accelerated step placement, it shall be so indicated in the job announcement for  
2 the vacancy.

3  
4 17.11 Bilingual Clerical Stipend

5 Effective, July 1, 2009, a classified employee assigned to a school site or district  
6 department who regularly uses bilingual/bi-literate skills in the performance of the  
7 employee's job duties shall be eligible for an additional \$40.00/month stipend above his/her  
8 base salary, if approved by the employee's school site principal or department supervisor,  
9 and designated Human Resources representative and provided said employee has  
10 previously passed a District proficiency examination for the required bilingual/bi-literate  
11 skills. The number of employees approved for said stipend at any specific location shall be  
12 a site decision of the principal or department supervisor with approval by Human  
13 Resources.

14  
15 17.12 Night Shift Differential

16 Employees who work half or more of their assigned shift between 6:00 p.m. and 6:00 a.m.  
17 will receive a 5% differential. Beginning January 1, 1988, said differentials shall be applied  
18 to an employee's base salary. The District and the Association shall meet and consult prior  
19 to any widespread or significant changes in the work schedules to which said employees  
20 are now assigned.

21  
22 17.13 Compensation for Assuming Classified Supervisor Duties

23 An employee assigned to temporarily assume the duties of his/her supervisor's  
24 classification for a period of five working days within a 15 calendar day period, shall,  
25 beginning with the sixth (6th) consecutive work day of said temporary service, be paid  
26 retroactively at the step of the supervisory range that is the closest to a ten percent (10%)  
27 increase compared to his/her monthly salary.

28  
29 17.14 If a monthly employee who works less than a twelve (12) month calendar year is hired to  
30 serve in the same classification in a summer school program, he/she shall receive an  
31 hourly salary that is the prorated amount of his/her monthly wage rate. If a monthly  
32 employee who works less than a twelve (12) month calendar and is hired for a summer  
33 school program, he/she shall also earn prorated sick leave and vacation benefits for the  
34 summer assignment.

1 **ARTICLE XVIII: EMPLOYEE EXPENSES AND MATERIALS**

2  
3 18.1 **Uniforms and Materials**

4 Identification badges, provided by the District at no expense to the unit member, shall be  
5 worn by said employees while on District duty unless there is valid reason for not doing so.

6  
7 18.1.1 Uniforms prescribed by the District, and supplied by a uniform  
8 laundry service, shall be provided at no expense to the employee. If the  
9 District decides to discontinue the uniform requirement, it shall give the  
10 Association and affected unit members a written notice (30) thirty workdays  
11 prior. District uniforms shall not be worn except in the performance of  
12 District duties and periods of travel to and from District work.

13  
14 18.1.1.1 Five (5) universal shirts (same color) and one (1) universal jacket (same  
15 color) shall be provided to all security officers throughout the District.

16  
17 18.1.1.2 The District shall replace said uniform shirts and/or jackets when they are no  
18 longer serviceable, or presentable, as determined by the District.

19  
20 18.2 **Tools**

21 18.2.1 The District agrees to provide for the employee's use all power tools, related  
22 equipment, and short-life supplies reasonably necessary to bargaining unit  
23 employees for performance of employment duties, and said tools, equipment and  
24 supplies may only be used for District business.

25  
26 18.2.2 If an employee in the bargaining unit provides hand tools or equipment belonging to  
27 the employee for use in the course of employment, the District agrees to provide a  
28 safe place to store the hand tools and equipment and agrees to pay reasonable  
29 costs incurred as a result of theft or vandalism provided:

30  
31 18.2.2.1 The loss is not otherwise compensated by insurance.

32  
33 18.2.2.2 The loss did not occur due to the negligence of the employee.

34  
35 18.2.2.3 The employee's supervisor has been provided with a listing of the property  
36 being used for the benefit of the District and the employee and supervisor  
37 have agreed to the value of the property being used.

38  
39 18.2.2.4 The loss cannot be defined as a mysterious disappearance of the property.

40  
41 18.2.2.5 The employee does not remove his/her tools from the customary job  
42 site/area without prior written and specific approval of the department  
43 head.  
44



1 18.3 Personal Property

2 18.3.1 Reimbursement shall be made to any unit member for the loss, destruction or  
3 damage of personal property sustained in situations that fall within the scope of  
4 District employment.

5  
6 18.3.1.1 Reimbursement for property other than personal articles, such as  
7 clothing, eyeglasses and watches, shall be made only for articles whose  
8 use has been approved via a District form before the article(s) has been  
9 brought to school, and when the immediate administrator and the unit  
10 member bringing the property have agreed in advance as to the  
11 approximate monetary value of the property.

12  
13 18.3.1.2 No reimbursement shall be made for mysterious disappearance,  
14 accidental damage, or any other loss suffered because of negligence or  
15 lack of supervision by the owner.

16  
17 18.3.1.3 Personal automobiles or the like shall be covered by this Section to the  
18 extent that the damage or loss shall have occurred on District property,  
19 or off campus if the damage occurs during the performance of District  
20 directed duties. Examples of such damage or loss are slashed tires or  
21 stolen batteries.

22  
23 18.3.1.4 The maximum reimbursement shall not exceed \$200.00 for each  
24 incident, nor shall the reimbursement be less than \$20.00, provided the  
25 property is not covered by the unit member's insurance.

26  
27 18.4 Medical Examinations

28 The District reserves the right to require medical examinations of employees at any time; or  
29 of candidates as a condition of initial employment. If the District designates the  
30 physician(s) to perform said examination(s), it shall pay for the cost of said exam. If the  
31 District allows the employee or candidate to choose his/her own examining physician, then  
32 the employee or candidate shall pay for the cost of said exam.

33  
34 18.5 The specific provisions of this Article shall be the total, sole and exclusive working  
35 conditions available to bargaining unit members on topics contemplated within, or related  
36 to, said provisions.  
37

## ARTICLE XIX: CLASSIFICATION

### 19.1 Placement in Class

Every bargaining unit position shall be placed in a class.

### 19.2 New Positions or Classes of Positions

All new positions or classes of positions, created at the right of the District, unless specifically exempted by law or the provisions of this agreement, shall be assigned to the bargaining unit if the class description describes duties performed by employees in the bargaining unit or which by the nature of the duties should reasonably be assigned to the bargaining unit.

### 19.3 Incumbent Rights

When an entire class of positions is reclassified, the incumbents in the positions shall be entitled to serve in the new position. When a position or positions less than the total class is/or, reclassified, incumbents in the positions who have been in the positions (2) years or more shall be reallocated to the higher class. If an incumbent in such a position has not served in the position for two (2) (2008) years or more, then the position shall be open for examination.

### 19.4 Short-Term Substitute Employees

An individual employed in a replacement, temporary, limited term or substitute capacity shall be excluded from the unit.

### 19.5 Reclassification & Salary Reallocations

During the term of the Agreement, the Association and the District agree that no reclassification or salary range reallocations of individual bargaining unit positions will occur, except as may be mutually agreed to by the parties.

### 19.6 Long Term Absences

In instances when a bargaining unit member experiences a long term absence, and he/she is replaced during said absence by another bargaining unit member by assigning the latter to work out of classification in a replacement capacity, said replacement employee shall be allowed, at the District's discretion, to work out of classification for whatever period of time is necessary until the absent employee returns to service.

### 19.7 Vacant Position

In instances when a bargaining unit position becomes vacant and cannot be promptly filled on a permanent basis pursuant to the rules and regulations of the Personnel Commission and the District, the District may, at its discretion, temporarily fill such vacancy by assigning another bargaining unit member to work out of classification to fill said vacant position on an interim basis for whatever period of time is necessary until the vacancy is filled permanently, providing a good faith effort is being made to fill said vacancies.

1 **ARTICLE XX: LONGEVITY INCREMENTS**

2  
3 20.1 All bargaining unit members shall be eligible for four (4) longevity service increments, as  
4 described herein: one after seven (7) complete years of continuous, satisfactory service  
5 with the District as a bargaining unit employee, another after twelve (12) complete years of  
6 continuous, satisfactory service with the District as a bargaining unit employee; another  
7 after seventeen (17) complete years of continuous and satisfactory service with the District  
8 as a bargaining unit employee, and the last after twenty-four (24) complete years of  
9 continuous and satisfactory service with the District as a bargaining unit employee.

10  
11 20.2 The longevity increments described herein shall be in the amounts listed below, per month  
12 of District service and shall be paid at the beginning of the eighth (8<sup>th</sup>), thirteenth (13<sup>th</sup>),  
13 eighteenth (18<sup>th</sup>) and twenty-fifth (25<sup>th</sup>) years of service, respectively.

14  
15 20.2.1 In the 8<sup>th</sup> year the longevity increment shall be \$40.00 per month.

16  
17 20.2.2 In the 13<sup>th</sup> year the longevity increment shall be \$65.00 per month.

18  
19 20.2.3 In the 18<sup>th</sup> year the longevity increment shall be \$90.00 per month.

20  
21 20.2.4 In the 25<sup>th</sup> year the longevity increment shall be \$105.00 per month.

22  
23 20.3 The specific provisions of this Article shall be the total, sole and exclusive working  
24 conditions available to bargaining unit members on topics contemplated within, or related  
25 to, said provisions.  
26

1 **ARTICLE XXI: EARLY RETIREMENT BENEFIT**

2  
3 21.1 Members of the bargaining unit having served in the District a minimum of fifteen (15)  
4 continuous years may opt for early retirement if they meet the following qualifications:

5  
6 21.1.1 if age sixty (60) or more, must have fifteen (15) continuous years of service in the  
7 Pasadena Unified School District;

8  
9 21.1.2 if age fifty-five (55) to fifty-nine (59), must have twenty-five (25) continuous years of  
10 service in the Pasadena Unified School District;

11  
12 21.1.3 be a member of the Blue Shield Self-funded Plan or Kaiser or any current District  
13 health plan which will allow early retirement privileges.

14  
15 21.2 Upon acceptance of early retirement by the bargaining unit member, the District agrees to  
16 pay eighty percent (80%) of the individual bargaining unit member's District health  
17 insurance premium until age sixty-five (65) or the employee becomes eligible for Medicare,  
18 whichever occurs first.

19  
20 21.3 The specific provisions of this Article shall be the total, sole and exclusive working  
21 conditions available to bargaining unit members on topics contemplated within, or related  
22 to, said provisions.  
23

1 **ARTICLE XXII: PROFESSIONAL GROWTH**

2  
3 22.1 **Eligibility for Participation in the Professional Growth Program**

4 A bargaining unit member may apply for professional growth after twelve (12) calendar  
5 months of full-time satisfactory service as a regular District employee. Full-time is defined  
6 as employment in one position six (6) hours per day, or more.

7  
8 22.2 **Evaluation of Course Work**

9 The Department of Human Resources shall evaluate all course work and major fields of  
10 study for professional growth credit.

11  
12 22.3 **Criteria for Evaluation**

13 The Department of Human Resources shall review all proposed course work submitted and  
14 make a determination as to whether that course work meets the following criteria:

15  
16 22.3.1 specifically related to the employee's classification;

17  
18 22.3.2 is taken at an accredited institution; and

19  
20 22.3.3 whether the general education course work is within the employee's occupational  
21 field and/or will assist the employee in meeting degree requirements. The intent of  
22 this provision is to allow course work which will be of direct benefit to the District and  
23 is either specifically related to the employee's current job classification or related to  
24 the specific area of the employee's occupational field.

25  
26 22.4 **Professional Growth Incentive Increment(s) for Bargaining Unit Employees**

27 22.4.1 An increment for professional growth shall be earned upon completion of fifteen (15)  
28 equivalent semester units of approved course work.

29  
30 22.4.2 Unit members currently receiving a professional growth increment shall continue to  
31 receive the increment at previously agreed to amounts. For credits received after  
32 July 1, 2003, for approved coursework the increment allowed shall be an additional  
33 three percent (3%) monthly above base salary, on July 1 following the completion of  
34 the approved course work described in Article 22.

35  
36 **Example**

37 Year 1: Bargaining unit member has a base monthly salary of \$2,000 and  
38 completes 15 units of approved course work. Effective July 1, following the  
39 completion of the 15 units, the employee shall receive a monthly professional  
40 growth increment of \$60 (\$2,000 x 3%).

41 Year 10: Classified employee now has a base salary of \$3,000 and completes a  
42 second set of 15 units of approved course work. Effective July 1 following the  
43 completion of the second 15 units, the employee's monthly professional growth  
44 increment will total \$150 (\$3,000 x 3% = \$90, plus \$60 received for completing the  
45 first 15 units).

46 Professional growth salary increment amounts as described herein shall be  
47 calculated on the amount of a unit member's base monthly salary on the July 1

following the completion of the approved course work as described in section 22.4.1 above.

22.4.3 Required:

1.0 unit CPR and First Aid shall be maintained (Required of all classifications)

22.5 District Professional Growth Orientation

The District Orientation Course shall be facilitated by the Department of Human Resources. This orientation shall indicate how each employee's position furthers the goals of the District. District Orientation shall be offered once a year in the Fall and shall include segments presented by the Personnel Commission and by CSEA.

22.6 Retroactivity Not Allowed

Units earned prior to July 1, 1973, are not applicable to this program.

22.7 Course Approval

22.7.1 In order to be assured that course work taken by the bargaining unit member will be accepted for credit for the professional growth increments, the bargaining unit member shall submit his/her written proposal to take a particular course or courses to the Department of Human Resources prior to taking such a course or courses. The Department of Human Resources shall evaluate the proposal and shall inform the employee whether the proposed course or courses are acceptable. Failure to do so may result in course disapproval, at the discretion of the Department of Human Resources. Where courses have not received prior approval by the Department of Human Resources, the Department of Human Resources shall evaluate such courses to determine, at its sole and exclusive discretion, whether they meet the criteria and intent of this Article. Any unit member who changes his/her job title can submit courses for specific course credit if he/she had received prior written approval of said classes by the Department of Human Resources prior to the title change.

22.7.1.1 The District shall process written proposals from unit members within 45 days of submission.

22.7.2 It is the responsibility of the bargaining unit member to apply for the professional growth credit and verify completion of course work prior to June 30 of each year with the Department of Human Resources. Course work verified after June 30 shall be credited at the start of the following fiscal year. The maximum ceiling for professional growth base salary increments during an employee's service in the District shall be twelve percent (12%), or four (4) increments of three percent (3%) each, for approved and verified non-degree course work, as established herein. An additional three percent (3%) base salary increment shall be granted upon completion of fifteen (15) units above and beyond obtaining an AA Degree, providing the employee has declared a major, and the employee's demonstrated courses of study are towards a Bachelor's Degree. An additional three percent (3%) base salary increment shall be granted upon obtaining a Bachelor's Degree in

the employee's occupational field, or other District-approved major field of study. The absolute maximum ceiling of eighteen percent (18%), is based upon the philosophy of encouraging the employee to seek a degree, not mere units of course work, in a field that will directly benefit both the individual and the District.

22.7.3 Official transcripts or an instructor's signature covering work offered to fulfill requirements for the professional growth increment must be completed and on file by June 30 in the Department of Human Resources.

22.7.3.1 Under normal circumstances, verified course work completions submitted by June 30 will be processed by the District prior to the following December 1.

22.8 Kinds of Credit Allowed

22.8.1 All courses must receive a minimum of a "C" grade in order to receive credit for the course. If letter grades are not given for a course, a letter of satisfactory completion signed by the instructor is required.

22.8.2 All professional growth credit shall be computed in semester hours. College credit in terms of quarter hours will be translated into semester hours by using the following formula: double quarter credit, divide by three (3).

22.8.3 For noncredit courses taken at accredited institutions, fifteen (15) hours of work shall be equivalent to one (1) semester unit of credit.

22.8.4 A credit of .5 (half a unit) shall be earned for each one day approximately eight (8) hours workshop attended. A maximum of two such workshops to be credited with each 15 unit increment. Such workshops shall not be applied if during normal work hours or where compensation is offered by the district.

22.8.5 All college credits or degrees shall be earned at an institution that is accredited by the Western Association of Schools and Colleges, or regional affiliate thereof.

22.9 Prior to August 1<sup>st</sup>, the District and the Association shall form a Joint Committee of equal representation to consult regarding ways to maintain/improve the efficient operation of this Article.

22.10 The specific provisions of this Article shall be the total, sole and exclusive working conditions available to bargaining unit members on topics contemplated within, or related to, said provisions.

1 **ARTICLE XXIII: PERSONNEL FILES**

- 2
- 3 23.1 Such employee files as necessary for the efficient management of the District shall be kept
- 4 by the Department of Human Resources, and/or at an employee's job site. An employee
- 5 may review his/her personnel file and may respond to the documents on file. Personnel
- 6 files are confidential and shall be available for inspection only to other employees of the
- 7 District when necessary for the proper administration of the District's affairs and the
- 8 supervision of the employee, the employee, persons authorized by the employee, the
- 9 Superintendent, and those authorized by the Superintendent. The review will be made in
- 10 the presence of the designated administrator responsible for personnel files.
- 11
- 12 23.2 The personnel file of each employee shall be maintained at the central administration
- 13 office.
- 14
- 15 23.3 Employees shall be provided with copies of any derogatory written material before it is
- 16 placed in the employee's personnel file. The employee shall have the right to attach a
- 17 written response to any derogatory material. An employee's signature on said material, if
- 18 requested, shall not be construed to necessarily represent the employee's agreement with
- 19 the content of said material.
- 20
- 21 23.4 An employee shall have the right to examine and/or obtain copies of any material from said
- 22 employee's personnel file with the exception of material that includes ratings, reports, or
- 23 records which were obtained prior to the employment of the employee involved. All
- 24 personnel files shall be kept in confidence and shall be available for inspection only to other
- 25 employees of the District when actually necessary in the proper administration of the
- 26 District's affairs or the supervision of the employee.
- 27
- 28 23.5 Any person who places written material or drafts written material for placement in an
- 29 employee's file shall sign the material and signify the date on which such material was
- 30 drafted. Such material, if placed in the Department of Human Resources files, shall bear
- 31 the date of said placement.
- 32
- 33 23.6 After an employee receives two (2) consecutive years of completely satisfactory written
- 34 evaluations, derogatory written warnings and written reprimand documents which are not
- 35 current (older than 24 months) and not relevant (concerning a behavior or
- 36 infraction which has not been repeated or is not ongoing) shall be sealed in an employees'
- 37 personnel file upon request. Sealed documents may be unsealed pursuant to court order
- 38 or the agreement of the employee. Performance evaluations shall not be sealed. Failure
- 39 of the District to comply with the provisions of this subsection in a timely manner shall not
- 40 be grievable under the provisions of Article VII of this Agreement.
- 41
- 42 23.7 The specific provisions of this Article shall be the total, sole and exclusive working
- 43 conditions available to bargaining unit members on topics contemplated within, or related
- 44 to, said provisions.
- 45



1 **ARTICLE XXIV: EMPLOYMENT BENEFITS**

2  
3 24.1.1 The District shall provide the medical, dental and life insurance benefits as described in  
4 Appendix "B" and the District shall make the monthly coverage contributions (tenthly) as  
5 described in Appendix "C". Unless modified by a subsequent agreement between the  
6 parties, the District's sole fringe benefit obligation shall be as described in Appendix "C".  
7

8 24.2 Members of the bargaining unit working a minimum of six (6) hours per day shall be entitled  
9 to utilize the payroll deduction process in order to purchase the following benefits for  
10 themselves only:  
11

12 24.2.1 Group Life Insurance, \$10,000 (2008) limit.  
13

14 24.2.2 Additional decreasing term life insurance.  
15

16 24.2.3 Income Protection Insurance.  
17

18 24.2.4 Not less than \$10.00 per month (tenthly) for tax sheltered annuities approved by the  
19 District and subject to the regulation of the Internal Revenue Service.  
20

21 24.2.5 Vision Care (employee only).  
22

23 24.3 Effective, January 1, 1986, unit members working less than six (6) hours per day shall be  
24 allowed to utilize the payroll deduction process in order to purchase, at his/her expense, the  
25 income protection insurance, group life insurance (\$7,500.00 limit), decreasing term life  
26 insurance, and a \$10.00/month (tenthly) minimum TSA approved by the District and subject  
27 to IRS regulations.  
28

29 24.4 The parties agree to request that the Insurance Review Committee investigate the  
30 ramifications of possible future change to a calendar year premium cycle.  
31

32 24.5 The District Insurance Committee shall look at the possibility and implications of making  
33 fringe benefit coverage available to a part-time employee at his/her cost.  
34

1 **ARTICLE XXV: SAFETY**

2  
3 25.1 The District shall attempt to comply with all health, safety and sanitation requirements of  
4 the California State Occupational Safety and Health Act Regulations where applicable to  
5 District standards.

6  
7 25.2 The specific provisions of this Article shall be the total, sole and exclusive working  
8 conditions available to bargaining unit members on topics contemplated within, or related  
9 to, said provisions.

10  
11 25.3 The District and the Association agree to support and participate in the establishment of a  
12 PUSD Employee Safety Committee.

13  
14 25.4 A bargaining unit member required to operate a District vehicle in the normal course of  
15 his/her duties shall be obligated to immediately inform the Department of Human  
16 Resources of any lapse, suspension, limitation or revocation of his/her driving license;  
17 failure to provide said notification shall result in disciplinary action by the District.

18  
19 25.5 A bargaining unit member who encounters the licensure problems contemplated in item  
20 25.4 above may be demoted, placed on paid or unpaid leave of absence, assigned to  
21 alternative District duties, or any combination thereof; in severe circumstances, the  
22 employee may be dismissed.  
23

1 **ARTICLE XXVI: PROCEDURES FOR EVALUATION**

2  
3 26.1 Evaluation procedures for employees covered by this Agreement shall be as follows:

4  
5 26.2 **Probationary Employees**

6 26.2.1 Regular probationary employees shall receive at least two (2) formal, written  
7 performance reports, on District approved forms during the probationary period.  
8 Said minimum of two evaluation reports during the probationary period shall  
9 normally be completed not later than the end of the second (2) month of service and  
10 at the end of the fifth (5) month of service.

11  
12 26.2.2 The performance report forms described herein shall be completed and signed by  
13 the employee's Supervisor. (The Supervisor is defined as the person who  
14 oversees, reviews or checks the daily work of the employee, or the one who is most  
15 closely acquainted with the employee's work). An unsatisfactory evaluation of a unit  
16 member shall be reviewed by the Administrator to whom the Supervisor is  
17 responsible prior to an evaluation conference between the employee and the  
18 Supervisor. The formal performance report form shall contain information bearing  
19 on employee performance related to the evaluation criteria established by the  
20 District. The data gathered relative to employee appraisal shall be in conformity  
21 with the evaluatee's job description as prescribed by the District.

22  
23 26.2.3 The performance report shall contain an appraisal of the employee's performance  
24 and, as appropriate, commendations or specific suggestions for the improvement of  
25 the evaluatee's performance.

26  
27 26.2.4 The evaluatee shall receive a written copy of the performance report forms  
28 described herein at a personal conference conducted by the evaluator, and proof of  
29 the transmission of the rating to the evaluatee shall be established by the evaluator.  
30 The evaluatee may attach a written response to the performance evaluation. Such  
31 written response by the employee shall be reviewed by the Administrator to whom  
32 the Supervisor is responsible prior to placement in the evaluatee's personnel file.  
33 An employee's signature on his/her performance report shall not be construed to  
34 necessarily represent the employee's agreement with the content of said evaluation.

35  
36 26.2.5 The evaluator's judgment and recommendations contained in evaluation appraisals  
37 shall not be subject to the Grievance Procedure contained in this Agreement.

38  
39 26.3 **Permanent Employees**

40 26.3.1 Regular permanent employees shall receive at least one formal written performance  
41 report on District approved forms each year. Normally, these reports shall be  
42 completed by the end of each year's service. A permanent employee may be  
43 evaluated by his/her Supervisor at any other time if exemplary or unsatisfactory  
44 service is performed, but shall be evaluated by the Immediate Administrator within a  
45 reasonable length of time after unsatisfactory service is performed. Except in cases  
46 of prolonged absence, if an employee does not receive an annual performance  
47 evaluation in writing within thirty (30) working days of the end of his/her year of

1 service, the employee's performance for that annual period shall be deemed  
2 satisfactory.

3  
4 26.3.2 The performance report forms described herein shall be completed and signed by  
5 the employee's Supervisor, and an unsatisfactory evaluation of a unit member shall  
6 be reviewed by the Administrator to whom the Supervisor is responsible prior to an  
7 evaluation conference between the employee and the Supervisor. The formal  
8 performance report form shall contain information bearing on employee  
9 performance related to the evaluation criteria established by the District. The data  
10 gathered relative to employee appraisal shall be in conformity with the evaluatee's  
11 job description as prescribed by the District.

12  
13 26.3.3 The performance report shall contain an appraisal of the employee's performance  
14 and, as appropriate, commendations or specific suggestions for the improvement of  
15 the evaluatee's performance.

16  
17 26.3.4 The evaluatee shall receive a written copy of the performance report forms  
18 described herein at a personal conference conducted by the evaluator, and proof of  
19 the transmission of the report to the evaluatee shall be established by the evaluator.  
20 The evaluatee may attach a written response to the performance evaluation. Such  
21 written response by the employee shall be reviewed by the Supervisor to whom the  
22 Immediate Administrator is responsible prior to placement in the evaluatee's  
23 personnel file. An employee's signature on his/her evaluation shall not be  
24 construed to necessarily represent the employee's agreement with the content of  
25 said evaluation.

26  
27 26.3.5 The evaluator's judgment and recommendations contained in evaluation appraisals  
28 shall not be subject to the Grievance Procedure contained in this Agreement.

29  
30 26.4 The current District evaluation form shall not be changed by the District without prior  
31 consultation with the Association.

32  
33 26.5 Effective with the 2002-03 school year, revised evaluation forms shall be used for all  
34 bargaining unit members. Said forms shall include instructions and procedures for  
35 completion.

36  
37 26.6 The specific provisions of this Article shall be the total, sole and exclusive working  
38 conditions available to bargaining unit members on topics contemplated within, or related  
39 to, said provisions.  
40

1 **ARTICLE XXVII: SECURITY OFFICERS**

2  
3 27.1 **Security Officers**

4 The District shall require all district security officers receive ongoing security training as  
5 mandated by California law (2008).  
6

7 27.2 **Mandated Guard Cards**

8 The validity and expiration date of mandated guard cards of all security personnel shall be  
9 maintained by the Department of Human Resources. The District shall make a good faith  
10 effort to send notification of expiration to each security officer a minimum of thirty (30)  
11 calendar days prior to said expiration date. It is the responsibility of the security officer to  
12 provide proof of current certification to the Human Resources Department (2008).  
13

14 27.3 **District Security Officer Overtime Protocol**

15 It is the District's intent to ensure the safety and welfare of students and staff at all time.  
16 Opportunities for District Security Overtime may arise from a school site event, or from a  
17 District sponsored event. When at all possible, all events shall ensure a balance of male  
18 and female District Security Officers. All opportunities for overtime must be presented in  
19 advance to, and approved by, the District at the CWAS (Child Welfare, Attendance and  
20 Safety office.)  
21

22 **Site Based Events:**

23 The District recognizes that the Security Officers assigned to a school site are best able to  
24 ensure the safety and welfare of students and staff at that event, as they are most familiar  
25 with the students, staff and facilities of the site. Accordingly, overtime possibilities at any  
26 site-based events shall always be offered first to the bargaining unit member with the  
27 greatest seniority assigned to that particular work site. If that Security Officer declines the  
28 non-mandatory overtime assignment, the District shall offer the assignment to the site-  
29 based District Security Officer with the next greatest seniority. If all Officers at the site have  
30 declined, then the offer shall move to the District Security Officer Seniority Staff List  
31 excluding the site personnel who have already turned down working the event.  
32

33 **District Based Events:**

34 All requests for District Security Officer overtime for an event sponsored by the District will  
35 be offered to a member from the District Security Officer Seniority Staff List, in order of  
36 seniority.  
37

38 The District Security Officer Seniority Staff List is comprised of bargaining unit members, in  
39 order of their seniority. All requests for overtime from this list (both site-based and District  
40 based) will be offered in a rotational order to an Officer with the greatest seniority first, to  
41 the newest Officer last, and will return to the top of the list once all Officers have been  
42 offered an opportunity for overtime, or at the beginning of the school year. This list shall be  
43 maintained by the CWAS office.  
44

1 **ARTICLE XXVIII: SUMMER SCHOOL**

2  
3 28.1 **Summer School**

4 Summer School shall be defined as employment of a unit member when the official  
5 calendar year ends, until the day prior to the scheduled return date of the unit member.

6  
7 All applicants must meet the qualifications established by the Personnel Commission.

8  
9 It is the intent of the District to post positions no later than four (4) weeks prior to the end of  
10 the regular school year. All applicants will be notified of hiring status two (2) weeks prior to  
11 the end of the regular school year.

12  
13 28.2 **Summer School Assignments**

14  
15 Summer School assignment shall be defined as those temporary assignments established  
16 by the Board of Education for the recess period outside of the regular school year.

17  
18 Compensation and benefits shall be the same as the regular work year pay scale, but will  
19 be specific to the assignment and may be pro-rated according to hours worked.

20 Appointments to these positions shall be made on the basis of seniority of bargaining unit  
21 members who are: permanent employees, qualified to perform the duties of the position,  
22 and not otherwise employed during these periods.  
23

1     **ARTICLE XXIX: SUPPORT OF AGREEMENT**

2

3     29.1   The District and the Association agree that it is to their mutual benefit to encourage the

4           resolution of differences through the meet and negotiation process. Therefore, it is agreed

5           that the Association will support this Agreement for its term and will not appear before any

6           public bodies to seek change or improvement in any matter subject to the meet and

7           negotiation process except by mutual agreement of the District and the Association.

8

1     **ARTICLE XXX: EFFECT OF AGREEMENT**  
2

3     30.1   It is understood and agreed that the specific provisions contained in this Agreement shall  
4           prevail over: present and past District practices, procedures and regulations; over state  
5           laws to the extent permitted by state law; and over current or future Personnel Commission  
6           rules, regulations and procedures to the extent that said rules, regulations and procedures  
7           may be inconsistent with the terms of this Agreement, or may deal with matters related to  
8           Government Code Section 3543.2 in particular, or the provisions of the Educational  
9           Employment Relations Act, in general. Except as expressly provided by specific provisions  
10          in this Agreement, all lawful practices, procedures and regulations are discretionary with  
11          the District.  
12



1     **ARTICLE XXXI: SAVINGS**

2

3     31.1    If any provisions of this Agreement are held by the highest court of the State or by a

4            Federal Court of competent jurisdiction to be contrary to law, then such provision will be

5            deemed invalid, to the extent permitted by such court decision, but all other provisions or

6            applications shall continue in full force and effect.

7

1 **ARTICLE XXXII: COMPLETION OF MEET AND NEGOTIATION**

2  
3 32.1 The parties acknowledge that during the negotiations which resulted in this Agreement,  
4 each had the unlimited right and opportunity to make requests and proposals with respect  
5 to any subject or matter not removed by law from the area of collective bargaining and that  
6 all the understandings and agreements arrived at between the parties after the exercise of  
7 that right and opportunity are set forth in this Agreement. Therefore, the District and the  
8 Association, for the life of this Agreement, each voluntarily and unqualifiedly waives the  
9 right, and each agrees that the other shall not be obligated, to bargain collectively with  
10 respect to any subject or matter not specifically referred to or covered in this Agreement,  
11 even though such subject or matter may not have been within the knowledge or  
12 contemplation of either or both of the parties at the time they negotiated or signed this  
13 Agreement.  
14

15 32.2 The parties agree that Salary and Benefits and two (2) other articles each of their choice  
16 may be reopened for negotiations for the 2013-2014, 2014-2015 and the 2015-2016 school  
17 years. The parties agree to commence negotiations on reopeners no later than October 1  
18 of each year of reopeners.  
19

20 32.3 The District and the Association shall form a joint committee to meet and discuss items of  
21 concern related to the working conditions of unit members assigned to work with special  
22 education students. Said meetings shall be held on a continuing basis and at times that  
23 are mutually agreeable to the committee. The focus of the discussions shall be the safety  
24 of unit members working in said assignments, as well as any other special education topics  
25 that are mutually agreeable.  
26  
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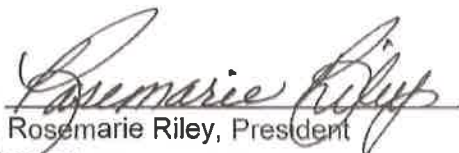
1 **ARTICLE XXXIII: DURATION AND SIGNATURES**

2  
3 33.1 This Agreement shall become effective upon adoption by the District and the Association.  
4 This Agreement shall remain in full force and effect up to and including June 30, 2016.  
5 Notwithstanding the contractual expiration date, the salary schedule year shall remain July  
6 1-June 30 unless the parties subsequently negotiate a change in said salary schedule  
7 year.  
8  
9

10  
11 Adopted by formal action of the  
12 Board on May 22, 2014  
13

Ratified by vote of the  
Association on April 30, 2014

14  
15  
16  
17 by   
18 Scott Phelps, President  
19 Board of Education

by   
Rosemarie Riley, President  
CSEA Chapter #434

## CSEA BARGAINING UNIT CLASSIFICATIONS

- ♦ Accts Payable Specialist
- ♦ Accts Payable/Receivable Clerk
- ♦ Application Support Assistant
- ♦ ASB Bookkeeper
- ♦ Assessment Cntr-Data Tech
- ♦ Assessment Center Technician
- ♦ Associate Human Resources Analyst

- ♦ Behavioral Health Admin.Serv Crdn.
- ♦ Behavioral Health Liaison Specialist
- ♦ Behavioral Interven. Applied B.A.
- ♦ Benefits Specialist
- ♦ Benefits Technician
- ♦ Bilingual Technician
- ♦ Braille Transcriber
- ♦ Buyer

- ♦ Case Manager/Healthy Start
- ♦ Child Welfare & Attendance Worker
- ♦ Children's Services Assistant I
- ♦ Children's Services Assistant II
- ♦ Classified Personnel Technician
- ♦ Clerk
- ♦ Clerk, Intermediate
- ♦ Clerk Typist
- ♦ College & Career Center Tech
- ♦ Community Advocate
- ♦ Community Liaison Specialist
- ♦ Community Liaison Spec./Bilingual
- ♦ Computer Learning Specialist
- ♦ Credential Service Specialist

- ♦ Data Control Clerk-Reg
- ♦ Data Control Clerk I
- ♦ Data Control Technician
- ♦ District Registrar
- ♦ District Security Officer
- ♦ District Translator/Interpreter

- ♦ Early Return to Work Specialist
- ♦ EDP Operations Specialist
- ♦ Educational Media Assistant
- ♦ Electronics Technician
- ♦ Eligibility Technician
- ♦ Emergency Preparedness Coord.
- ♦ Expediter/Receiving Technician

- ♦ Family Advocate/Healthy Start
- ♦ Fiscal Service Technician
- ♦ Food Service Program Technician

- ♦ Health Assistant - LVN
- ♦ Health Clerk
- ♦ Health Technician – RN
- ♦ Human Resources Assistant

- ♦ Human Resources Position Control Tech.

- ♦ Infant Care Aide
- ♦ Instructional Aide
- ♦ Instructional Aide-Advance Path
- ♦ Instructional Aide-Assistive Technology
- ♦ Instructional Aide-Automotive Technology
- ♦ Instructional Aide-Bilingual
- ♦ Instructional Aide-Braille
- ♦ Instructional Aide-Computer Lab
- ♦ Instructional Aide-In-House Suspension
- ♦ Instructional Aide-PE
- ♦ Instructional Aide-Special Education
- ♦ Instructional Aide-Special Programs
- ♦ Instructional Aide-SUCCESS
- ♦ Instructional-Clerical Assistant-Bilingual-Spanish
- ♦ Interpreter/Aide for the Deaf
- ♦ ITS Help Desk Technician
- ♦ ITS Help Desk Technician, Lead

- ♦ Library Coordinator

- ♦ Network Administrator
- ♦ Network Operator
- ♦ Network Specialist
- ♦ Nutrition Education Activities Assistant

- ♦ Office Manager

- ♦ PBX Operator
- ♦ Program Assistant
- ♦ Programmer Analyst I
- ♦ Programmer Analyst II
- ♦ Programmer Trainee
- ♦ Purchasing Assistant
- ♦ Purchasing Technician

- ♦ Registrar
- ♦ Research Technician

- ♦ School Community Assistant
- ♦ School Community Assistant/Bilingual
- ♦ Secretary I
- ♦ Secretary II
- ♦ Senior Clerk Typist
- ♦ Senior Community Advocate
- ♦ Senior Human Resources Assistant
- ♦ Site Leader Elementary-LEARNS
- ♦ Site Leader Secondary-LEARNS

- ♦ Speech-Language Pathology Assistant
- ♦ Staff Assistant
- ♦ Substance Abuse Intervention Specialist

- ♦ Technology Cluster Liaison
- ♦ Television Producer/Director
- ♦ Therapeutic Behavioral Services Coordinator
- ♦ Transportation/Scheduler Dispatcher

The following classifications are inactive as of July 2014:

- Accts Payable/Receivable Clerk
- Associate Human Resources Analyst
- Behavioral Health Liaison Specialist
- Benefits Specialist
- Bilingual Technician
- Community Advocate
- Data Control Clerk I
- Early Return to Work Specialist
- EDP Operations Specialist
- Educational Media Assistant
- Electronics Technician
- Emergency Preparedness Coord.
- Expediter/Receiving Technician
- Health Technician – RN
- Infant Care Aide
- Instructional Aide-Advance Path
- Instructional Aide-Automotive Technology
- Instructional Aide-Braille
- Instructional Aide-In-House Suspension
- Instructional Aide-PE
- Instructional Aide-SUCCESS
- Network Operator
- ITS Help Desk Technician
- ITS Help Desk Technician, Lead
- PBX Operator
- Programmer Analyst
- Programmer Analyst II
- Programmer Trainee
- Purchasing Assistant
- Secretary I
- Site Leader Elementary-LEARNS
- Site Leader Secondary-LEARNS
- Technology Cluster Liaison

**FRINGE BENEFITS**

**The District shall provide the following fringe benefits for unit members as described in Article XXIV:**

- Blue Shield Medical Insurance
- Delta Dental Insurance
- Prescription Drugs
- Unum Disability, Life and Long Term Care Insurance

OR

- Kaiser Medical Insurance
- Delta Dental Insurance
- Unum Disability, Life and Long Term Care Insurance

\*\*\*\*\*

**IMPORTANT NOTE: INDUSTRIAL INJURY OR ILLNESS**

In the event of an industrial injury or illness, unit member are directed to report the incident or illness to the office manager or his/her immediate supervisor. Also, unit members are required to complete and sign the Employee's Claim for Workers' Compensation Benefits form and return it to the office manager or his/her immediate supervisor. Should you have any questions regarding your claim, please contact the District's Risk Management Unit at (626) 396-3600 x 88117.

**FRINGE BENEFITS**

The District shall make the following monthly coverage contributions (tenths) as described in Article XXIV:

- (a) Medical, Prescription, Dental and Life Insurance - \$1,151.64

# APPENDIX "D"

## Pasadena Unified School District Official Calendar for the 2013-2014 School Year

Revised 08/26/13

| SUMMER SCHOOL                          |           |         |         |          |     |                     |     |     |          |     |     |     |     |     |     |          |          |     |     |          | Teacher<br>Work<br>Days | Student<br>Days |     |     |
|--|-----------|---------|---------|----------|-----|---------------------|-----|-----|----------|-----|-----|-----|-----|-----|-----|----------|----------|-----|-----|----------|-------------------------|-----------------|-----|-----|
|  | Mon       | Tue     | Wed     | Thu      | Fri | Mon                 | Tue | Wed | Thu      | Fri | Mon | Tue | Wed | Thu | Fri | Mon      | Tue      | Wed | Thu | Fri      |                         |                 |     |     |
| Summer School<br>JUN 3 - JUN 28        | Jun<br>3  | 4       | 5       | 6        | 7   | S<br>10 11 12 13 14 |     |     |          |     | 17  | 18  | 19  | 20  | 21  | 24       | 25       | 26  | 27  | 28       | 11                      | 11              |     |     |
| Summer School<br>JULY 1 - JULY 26      | Jul<br>1  | 2       | 3       |          | 5   | 8                   | 9   | 10  | 11       | 12  | 15  | 16  | 17  | 18  | 19  | 22       | 23       | 24  | 25  | 26       | 13                      | 13              |     |     |
| Summer School<br>JULY 29 - AUG 9       |           |         |         | Aug<br>1 | 2   | 5                   | 6   | 7   | 8        | 9   |     |     |     |     |     |          |          |     |     |          |                         |                 |     |     |
| FIRST SEMESTER                         |           |         |         |          |     |                     |     |     |          |     |     |     |     |     |     |          |          |     |     |          | Total Days :            |                 | 24  | 24  |
| 1st School Month<br>AUG 12 - SEP 6     | Aug<br>12 | #<br>13 | A<br>14 | 15       | 16  | 19                  | 20  | 21  | 22       | 23  | 26  | 27  | 28  | 29  | 30  | Sep<br>2 | 3        | 4   | 5   | 6        | 19                      | 17              |     |     |
| 2nd School Month<br>SEP 9 - OCT 4      | 9         | 10      | 11      | 12       | 13  | 16                  | 17  | 18  | 19       | 20  | 23  | 24  | 25  | 26  | 27  | 30       | Oct<br>1 | 2   | 3   | 4        | 20                      | 20              |     |     |
| 3rd School Month<br>OCT 7 - NOV 1      | 7         | 8       | 9       | 10       | 11  | 14                  | 15  | 16  | 17       | 18  | 21  | 22  | 23  | 24  | 25  | 28       | 29       | 30  | 31  | Nov<br>1 | 20                      | 20              |     |     |
| 4th School Month<br>NOV 4 - NOV 29     | 4         | 5       | 6       | 7        | 8   | 11                  | 12  | 13  | 14       | 15  | 18  | 19  | 20  | 21  | 22  | 25       | 26       | 27  | 28  | 29       | 16                      | 15              |     |     |
| 5th School Month<br>DEC 2 - DEC 27     | Dec<br>2  | 3       | 4       | 5        | 6   | 9                   | 10  | 11  | 12       | 13  | 16  | 17  | 18  | 19  | 20  | 23       | 24       | 25  | 26  | 27       | 15                      | 15              |     |     |
| Total Days First Semester:             |           |         |         |          |     |                     |     |     |          |     |     |     |     |     |     |          |          |     |     |          |                         |                 | 90  | 87  |
| 6th School Month<br>DEC 30 - JAN 24    | Jan<br>30 | 31      | 1       | 2        | 3   | 6                   | 7   | 8   | 9        | 10  | 13  | 14  | 15  | 16  | 17  | 20       | 21       | 22  | 23  | 24       | 14                      | 13              |     |     |
| 7th School Month<br>JAN 27 - FEB 21    | 27        | 28      | 29      | 30       | 31  | Feb<br>3            | 4   | 5   | 6        | 7   | 10  | 11  | 12  | 13  | 14  | 17       | 18       | 19  | 20  | 21       | 18                      | 18              |     |     |
| 8th School Month<br>FEB 24 - MAR 21    | 24        | 25      | 26      | 27       | 28  | Mar<br>3            | 4   | 5   | 6        | 7   | 10  | 11  | 12  | 13  | 14  | 17       | 18       | 19  | 20  | 21       | 15                      | 15              |     |     |
| 9th School Month<br>MAR 24 - APR 18    | 24        | 25      | 26      | 27       | 28  | Apr<br>3            | 1   | 2   | 3        | 4   | 7   | 8   | 9   | 10  | 11  | 14       | 15       | 16  | 17  | 18       | 20                      | 19              |     |     |
| 10th School Month<br>APR 21 - MAY 16   | 21        | 22      | 23      | 24       | 25  | 28                  | 29  | 30  | May<br>1 | 2   | 5   | 6   | 7   | 8   | 9   | 12       | 13       | 14  | 15  | 16       | 20                      | 20              |     |     |
| 11th School Month<br>MAY 19 - MAY 30   | 19        | 20      | 21      | 22       | 23  | 26                  | 27  | 28  | 29       | 30  |     |     |     |     |     |          |          |     |     |          | 9                       | 8               |     |     |
| Total Days Second Semester:            |           |         |         |          |     |                     |     |     |          |     |     |     |     |     |     |          |          |     |     |          |                         |                 | 96  | 93  |
| Total Days In 2013 - 2014 School Year: |           |         |         |          |     |                     |     |     |          |     |     |     |     |     |     |          |          |     |     |          |                         |                 | 186 | 180 |

### SPECIAL DATES

|                 |  |              |   |
|-----------------|--|--------------|---|
| July 4          | Independence Day (Schools & Offices Closed)  | Jun 12       | Beginning of Summer School  |
| Aug 5           | Admission Day (Schools & Offices Closed)   | Jul 19       | Last Day of Summer School   |
| Sep 2           | Labor Day (Schools & Offices Closed)   | Jul 25       | First Day for 11-Month Unit Members   |
| Aug 22 - Sep 26 | Back-to-School Night (Minimum Day)*  | Aug 6        | First Day for 10 1/2 Month Unit Members   |
| Aug 22          | Jefferson  | Aug 12       | Teachers on Duty, Staff Development Day (SBCP)  |
| Aug 29          | Elliot, Marshall, & Wilson   | Aug 13       | Teacher Driven Day, Pupil Free Day #  |
| Sep 11          | Norma Coombs, Don Benito, Madison, McKinley, Sierra Madre  | Aug 14       | Beginning of First Semester, First Day for Students   |
| Sep 12          | Altadena, Cleveland, Field, Franklin, Hamilton, Jackson, Longfellow, Roosevelt, San Rafael, Sierra Madre MS, & Washington MS | Aug 30       | Shortened Day for Overbanked Minutes  |
| Sep 17          | Washington ES, Webster, & Willard  | Oct 18       | Teachers on Duty, Staff Development Day (SBCP); Parent Conference Day for Elementary & Middle Schools |
| Sep 18          | Focus Point, PHS & Rose City   | Nov 6-7      | Rose City High School Final Exams - Shortened Day   |
| Sep 19          | Blair & Muir   | Nov 26       | Shortened Day for Over Banked Minutes   |
| Sep 26          | PALS   | Dec 17       | Shortened Day for Over Banked Minutes (9-12) Schools  |
| Nov 11          | Veterans Day (Schools & Offices Closed)  | Dec 20       | Shortened Day for Over Banked Minutes (K-8) Schools & Rose City                                       |
| Nov 27-29       | Thanksgiving Recess  | Dec 18-20    | High School Final Exams - Shortened Day for High Schools  |
| Dec 23          | First Day of Winter Recess   | Dec 20       | First Semester Ends   |
| Jan 3           | End of Winter Recess   | Jan 6        | Staff Dev Day (SBCP); Pupil Free Day  |
| Jan 7           | Students Return From Winter Recess   | Jan 7        | Beginning of Second Semester  |
| January 20      | Martin L. King, Jr. Day  | Feb 26-28    | Rose City High School Final Exams - Shortened Day   |
| February 10     | President Lincoln Day  | Mar 14       | Shortened Day for Over Banked Minutes (If necessary)  |
| February 17     | President Washington Day   | Mar 31       | Staff Dev Day; Pupil Free Day   |
| March 17-21     | Spring Recess  | Apr 2 May 22 | Open House (Minimum Day)*   |
| May 26          | Memorial Day (Schools & Offices Closed)  | Apr 2        | Muir, PHS & Rose City   |
|                 |  | Apr 3        | PALS  |
|                 |  | Apr 9        | Focus Point   |
|                 |  | Apr 29       | Altadena, Franklin, & Jackson   |
|                 |  | Apr 30       | Blair   |
|                 |  | May 1        | Elliot, Washington MS, Wilson   |
|                 |  | May 7        | Madison, McKinley, Roosevelt, & Washington ES   |
|                 |  | May 8        | Cleveland, Don Benito, Field, Hamilton, Jefferson, Norma Coombs                                       |
|                 |  |              | Longfellow, San Rafael, Sierra Madre, Webster, & Willard  |
|                 |  | May 14       | Sierra Madre MS   |
|                 |  | May 22       | Marshall  |
|                 |  | May 27-29    | High School Final Exams - Shortened Day for High Schools  |
|                 |  | May 28-29    | Rose City High School Final Exams - Shortened Day   |
|                 |  | May 29       | Last Day for Students- Shortened Day for Elementary & Middle Schools                                  |
|                 |  | May 30       | Last Day for Teachers, Pupil Free Day   |
|                 |  | Jun 9        | Last Day for 10 1/2 & 11 month Unit Members   |

|         |   |
|---------|---|
| Legend: |   |
| ■       | = Schools are closed                    |
| ○       | = Staff Dev Days (SBCP); Pupil Free Day |
| △       | = Parent Conference Day                 |
| #       | = Teacher Driven Day; Pupil Free Day    |
| A       | = First Day for Students                |
| B       | = Beginning of Second Semester          |
| S       | = First Day of Summer School            |
| *       | = School Holiday                        |

**Pasadena Unified School District**  
**Official Calendar for the 2014-2015 School Year\*\***

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| SUMMER SCHOOL                          |           |     |     |     |     |          |     |     |     |     |          |     |     |     |     |     |     |     |     |     | Teacher<br>Work<br>Days | Student<br>Days |
|--|-----------|-----|-----|-----|-----|----------|-----|-----|-----|-----|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------------------|-----------------|
|  | Mon       | Tue | Wed | Thu | Fri | Mon      | Tue | Wed | Thu | Fri | Mon      | Tue | Wed | Thu | Fri | Mon | Tue | Wed | Thu | Fri |                         |                 |
| Summer School<br>JUN 2 - JUN 27        | Jun<br>2  | 3   | 4   | 5   | 6   | 9        | 10  | 11  | 12  | 13  | 16       | 17  | 18  | 19  | 20  | 23  | 24  | 25  | 26  | 27  | 15                      | 15              |
| Summer School<br>JUN 30 - JULY 25      | JUL<br>30 | 1   | 2   | 3   |     | 7        | 8   | 9   | 10  | 11  | 14       | 15  | 16  | 17  | 18  | 21  | 22  | 23  | 24  | 25  | 9                       | 9               |
| Summer School<br>JULY 28 - AUG 14      |           | 28  | 29  | 30  | 31  | AUG<br>1 | 4   | 5   | 6   | 7   |          |     |     |     |     |     |     |     |     |     | 0                       | 0               |
| FIRST SEMESTER                         |           |     |     |     |     |          |     |     |     |     |          |     |     |     |     |     |     |     |     |     | Total Days :            | 24              |
| 1st School Month<br>AUG 11 - SEP 5     | 11        | 12  | 13  | 14  | 15  | 18       | 19  | 20  | 21  | 22  | 25       | 26  | 27  | 28  | 29  | 2   | 3   | 4   | 5   |     | 16                      | 14              |
| 2nd School Month<br>SEP 8 - OCT 3      | 8         | 9   | 10  | 11  | 12  | 15       | 16  | 17  | 18  | 19  | 22       | 23  | 24  | 25  | 26  | 29  | 30  | 1   | 2   | 3   | 20                      | 20              |
| 3rd School Month<br>OCT 6 - OCT 31     | 6         | 7   | 8   | 9   | 10  | 13       | 14  | 15  | 16  | 17  | 20       | 21  | 22  | 23  | 24  | 27  | 28  | 29  | 30  | 31  | 20                      | 19              |
| 4th School Month<br>NOV 3 - NOV 28     | Nov<br>3  | 4   | 5   | 6   | 7   | 10       |     | 12  | 13  | 14  | 17       | 18  | 19  | 20  | 21  | 24  | 25  | 26  | 27  | 28  | 14                      | 14              |
| 5th School Month<br>DEC 1 - DEC 26     | Dec<br>1  | 2   | 3   | 4   | 5   | 8        | 9   | 10  | 11  | 12  | 15       | 16  | 17  | 18  | 19  | 22  | 23  | 24  | 25  | 26  | 15                      | 15              |
| Total Days First Semester:             |           |     |     |     |     |          |     |     |     |     |          |     |     |     |     |     |     |     |     |     | 85                      | 82              |
| 6th School Month<br>DEC 29 - JAN 23    |           |     |     |     |     | Jan<br>5 | 6   | 7   | 8   | 9   | 12       | 13  | 14  | 15  | 16  | 19  | 20  | 21  | 22  | 23  | 14                      | 13              |
| 7th School Month<br>JAN 26 - FEB 20    | 26        | 27  | 28  | 29  | 30  | Feb<br>2 | 3   | 4   | 5   | 6   | 9        | 10  | 11  | 12  | 13  | 16  | 17  | 18  | 19  | 20  | 18                      | 18              |
| 8th School Month<br>FEB 23 - MAR 20    | 23        | 24  | 25  | 26  | 27  | Mar<br>2 | 3   | 4   | 5   | 6   | 9        | 10  | 11  | 12  | 13  | 16  | 17  | 18  | 19  | 20  | 15                      | 15              |
| 9th School Month<br>MAR 23 - APR 17    | 23        | 24  | 25  | 26  | 27  | 30       | 31  | 1   | 2   | 3   | 6        | 7   | 8   | 9   | 10  | 13  | 14  | 15  | 16  | 17  | 20                      | 19              |
| 10th School Month<br>APR 20 - MAY 15   | 20        | 21  | 22  | 23  | 24  | 27       | 28  | 29  | 30  | 1   | 4        | 5   | 6   | 7   | 8   | 11  | 12  | 13  | 14  | 15  | 20                      | 20              |
| 11th School Month<br>MAY 18 - JUN 12   | 18        | 19  | 20  | 21  | 22  | 25       | 26  | 27  | 28  | 29  | Jun<br>1 | 2   | 3   | 4   | 5   | 8   | 9   | 10  | 11  | 12  | 14                      | 13              |
| Total Days Second Semester:            |           |     |     |     |     |          |     |     |     |     |          |     |     |     |     |     |     |     |     |     | 101                     | 98              |
| Total Days In 2014 - 2015 School Year: |           |     |     |     |     |          |     |     |     |     |          |     |     |     |     |     |     |     |     |     | 186                     | 180             |

|              |   |
|--------------|---|
| July 4       | Independence Day (Schools & Offices Closed)   |
| Aug 8        | Admission Day (Schools & Offices Closed)  |
| Sep 1        | Labor Day (Schools & Offices Closed)  |
| Aug 27-Oct 2 | Back-to-School Night (Minimum Day)  |
| Aug 27       | Jefferson   |
| Sep 10       | Elliot, Focus Point & Marshall  |
| Sep 11       | Sierra Madre MS, Washington MS & Wilson   |
| Sep 16       | Norma Coombs, Don Benito, Madison & Sierra Madre ES   |
| Sep 17       | Alladena, Cleveland, Field, Franklin, Hamilton, Jackson<br>Longfellow, McKinley, Roosevelt            |
| Sep 18       | PALS, San Rafael, Washington ES, Webster & Willard  |
| Oct 1        | PHS & Rose City   |
| Oct 2        | Blair & Muir  |
| Nov 11       | Veterans Day (Schools & Offices Closed)   |
| Nov 24-28    | Thanksgiving Recess   |
| Dec 22       | First Day of Winter Recess  |
| Jan 2        | End of Winter Recess  |
| Jan 6        | Students Return From Winter Recess  |
| Jan 19       | Martin L. King, Jr. Day (Schools & Offices Closed)  |
| Feb 13       | Lincoln's Birthday (Schools & Offices Closed)   |
| Feb 18       | Presidents Day (Schools & Offices Closed)   |
| Mar 16-20    | Spring Recess   |
| Apr 1-May 7  | Open House (Minimum Day)  |
| Apr 1        | Muir, PHS & Rose City   |
| Apr 2        | PALS  |
| Apr 8        | Focus Point   |
| Apr 29       | Blair & Marshall  |
| Apr 30       | Elliot, Sierra Madre MS, Washington MS, Wilson  |
| May 5        | Alladena, Franklin, & Jackson   |
| May 6        | Cleveland, Madison, McKinley, Roosevelt, & Washington Elementary                                      |
| May 7        | Norma Coombs, Don Benito, Field, Hamilton, Jefferson  |
| May 25       | Longfellow, San Rafael, Sierra Madre ES, Webster & Willard<br>Memorial Day (Schools & Offices Closed) |

**SPECIAL DATES**

|           |  |
|-----------|--|
| Jun 4     | Beginning of Summer School                                   |
| Jul 11    | Last Day of Summer School                                    |
| Jul 30    | First Day for 11-Month Unit Members                          |
| Aug 11    | First Day for 10 1/2 Month Unit Members                      |
| Aug 14    | Teachers on Duty, Staff Develop Day (SBCP) Pupil Free Day #  |
| Aug 15    | Teacher Driven Day, Pupil Free Day #                         |
| Aug 18    | Beginning of First Semester, First Day for Students          |
| Oct 17    | Staff Develop. Day (SBCP) for High Schools, Pupil Free Day # |
|           | Parent Conference Day for Elementary & Middle Schools;       |
| Nov 12-13 | Rose City Final Exams - Shortened Day for Rose City          |
| Dec 16    | Shortened Day for Over Banked Minutes High Schools           |
| Dec 19    | Shortened Day for Over Banked Minutes (K-8)                  |
| Dec 17-19 | High School Final Exams - Shortened Day for High Schools     |
| Dec 19    | First Semester Ends  |
| Jan 5     | Staff Dev Day (SBCP); Pupil Free Day                         |
| Jan 6     | Beginning of Second Semester                                 |
| Mar 3-4   | Rose City Final Exams - Shortened Day for Rose City          |
| Mar 13    | Shortened Day for Over Banked Minutes (if necessary)         |
| Mar 31    | Staff Dev Day; Pupil Free Day                                |
| Jun 2-4   | High School Final Exams - Shortened Day for High Schools     |
| Jun 3-4   | Rose City Final Exams - Shortened Day for Rose City          |
| Jun 4     | Last Day for Students - Shortened Day                        |
| Jun 5     | Last Day for Teachers, Teacher Driven Day, Pupil Free Day #  |
| Jun 16    | Last Day for 10 1/2 & 11 month Unit Members                  |

**Legend:**

|   |   |
|---|---|
| ☐ | = Schools are closed                    |
| ○ | = Staff Dev Days (SBCP); Pupil Free Day |
| △ | = Parent Conference Day                 |
| # | = Teacher Driven Day; Pupil Free Day    |
| A | = First Day for Students                |
| B | = Beginning of Second Semester          |
| S | = First Day of Summer School            |
| * | = School Holiday                        |



**Pasadena Unified School District**  
**Official Calendar for the 2015-2016 School Year\*\***

SCB  
 FW  
 Ym

| SUMMER SCHOOL                     |          |     |          |     |     |          |     |     |     |     |     |     |     |     |     |     |     | Teacher<br>Work<br>Days | Student<br>Days |     |    |    |
|-----------------------------------|----------|-----|----------|-----|-----|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------------------|-----------------|-----|----|----|
|                                   | Mon      | Tue | Wed      | Thu | Fri | Mon      | Tue | Wed | Thu | Fri | Mon | Tue | Wed | Thu | Fri | Mon | Tue | Wed                     | Thu             | Fri |    |    |
| Summer School<br>JUN 1 - JUN 26   | Jun<br>1 | 2   | 3        | 4   | 5   | 8        | 9   | 10  | 11  | 12  | 15  | 16  | 17  | 18  | 19  | 22  | 23  | 24                      | 25              | 26  | 11 | 11 |
| Summer School<br>JUN 29 - JULY 24 | 29       | 30  | Jul<br>1 | 2   | 3   | 6        | 7   | 8   | 9   | 10  | 13  | 14  | 15  | 16  | 17  | 20  | 21  | 22                      | 23              | 24  | 13 | 13 |
| Summer School<br>JULY 27 - AUG 7  | 27       | 28  | 29       | 30  | 31  | Aug<br>3 | 4   | 5   | 6   |     |     |     |     |     |     |     |     |                         |                 |     |    |    |

| FIRST SEMESTER                      |     |    |    |    |    |      |   |    |    |    |    |    |    |    |    |    | Total Days : |     |    |    |    | 24       | 24 |    |    |
|-------------------------------------|-----|----|----|----|----|------|---|----|----|----|----|----|----|----|----|----|--------------|-----|----|----|----|----------|----|----|----|
| 1st School Month<br>AUG 10 - SEP 4  | Aug | 10 | 11 | 12 | 13 | # 14 | A | 17 | 18 | 19 | 20 | 21 | 24 | 25 | 26 | 27 | 28           | Sep | 31 | 1  | 2  | 3        | 4  | 17 | 15 |
| 2nd School Month<br>SEP 7 - OCT 2   |     |    | 8  | 9  | 10 | 11   |   | 14 | 15 | 16 | 17 | 18 | 21 | 22 | 23 | 24 | 25           |     | 28 | 29 | 30 | Oct<br>1 | 2  | 19 | 19 |
| 3rd School Month/<br>OCT 5 - OCT 30 |     | 5  | 6  | 7  | 8  | 9    |   | 12 | 13 | 14 | 15 | 16 | 19 | 20 | 21 | 22 | 23           |     | 26 | 27 | 28 | 29       | 30 | 20 | 19 |
| 4th School Month<br>NOV 3 - NOV 27  | Nov | 3  | 4  | 5  | 6  |      |   | 9  | 10 |    | 12 | 13 | 16 | 17 | 18 | 19 | 20           |     | 23 | 24 | 25 | 26       | 27 | 14 | 14 |
| 5th School Month<br>NOV 30 - DEC 25 | Dec | 30 | 1  | 2  | 3  | 4    |   | 7  | 8  | 9  | 10 | 11 | 14 | 15 | 16 | 17 | 18           |     | 21 | 22 | 23 | 24       | 25 | 15 | 15 |
| 5th School Month<br>DEC 28 - JAN 1  |     | 28 | 29 | 30 | 31 |      |   |    |    |    |    |    |    |    |    |    |              |     |    |    |    |          |    | 0  | 0  |




| Total Days First Semester:           |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 85 | 82 |    |    |    |    |    |
|--------------------------------------|-----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 6th School Month<br>JAN 4 - JAN 29   | 4   | 5  | 6  | 7  | 8  | 11 | 12 | 13 | 14 | 15 | 18 | 19 | 20 | 21 | 22 | 25 | 26 | 27 | 28 | 29 | 19 | 18 |    |
| 7th School Month<br>FEB 1 - FEB 26   | Feb | 1  | 2  | 3  | 4  | 5  | 8  | 9  | 10 | 11 | 12 | 15 | 16 | 17 | 18 | 19 | 22 | 23 | 24 | 25 | 26 | 18 | 18 |
| 8th School Month<br>FEB 29 - MAR 25  | Mar | 29 | 1  | 2  | 3  | 4  | 7  | 8  | 9  | 10 | 11 | 14 | 15 | 16 | 17 | 18 | 21 | 22 | 23 | 24 | 25 | 15 | 15 |
| 9th School Month<br>MAR 28 - APR 22  | Apr | 28 | 29 | 30 | 31 | 1  | 4  | 5  | 6  | 7  | 8  | 11 | 12 | 13 | 14 | 15 | 18 | 19 | 20 | 21 | 22 | 20 | 19 |
| 10th School Month<br>APR 25 - MAY 20 | May | 25 | 26 | 27 | 28 | 29 | 2  | 3  | 4  | 5  | 6  | 9  | 10 | 11 | 12 | 13 | 16 | 17 | 18 | 19 | 20 | 20 | 20 |
| 11th School Month<br>MAY 23 - JUN 17 | Jun | 23 | 24 | 25 | 26 | 27 | 30 | 31 | 1  | 2  | 3  | 6  | 7  | 8  | 9  | 10 | 13 | 14 | 15 | 16 | 17 | 9  | 8  |

Total Days Second Semester: 101 98  
 Total Days in 2014 - 2015 School Year: 186 180

**SPECIAL DATES**

|                        |  |
|------------------------|--|
| Jul 3                  | Independence Day (Schools & Offices Closed)  |
| Aug 7                  | Admission Day (Schools & Offices Closed)   |
| Sep 7                  | Labor Day (Schools & Offices Closed)   |
| <u>Aug 26 - Oct 1</u>  | <u>Back-to-School Night (Minimum Day)</u>  |
| Aug 28                 | Jefferson  |
| Sep 9                  | Elliot & Marshall  |
| Sep 10                 | Sierra Madre MS, Washington MS, & Wilson   |
| Sep 18                 | Cleveland, Norma Coombs, Don Benito, Franklin<br>& Sierra Madre ES   |
| Sep 17                 | Altadena, Field, McKinley, San Rafael, Washington ES,<br>Webster & Willard   |
| Sep 24                 | Blair, Focus Point, PHS & Rose City  |
| Oct 1                  | Muir & PALS  |
| Nov 11                 | Veterans Day (Schools & Offices Closed)  |
| Nov 23-27              | Thanksgiving Recess  |
| Dec 21                 | First Day of Winter Recess   |
| Jan 1                  | End of Winter Recess   |
| Jan 5                  | Students Return From Winter Recess   |
| Jan 18                 | Martin L. King, Jr. Day (Schools & Offices Closed)   |
| Feb 12                 | Lincoln's Birthday (Schools & Offices Closed)  |
| Feb 15                 | Presidents Day (Schools & Offices Closed)  |
| Mar 14-18              | Spring Recess  |
| <u>Mar 30 - May 25</u> | <u>Open House (Minimum Day)</u>  |
| Mar 30                 | Muir, PALS, PHS & Rose City  |
| Apr 6                  | Focus Point  |
| Apr 27                 | Blair & Marshall   |
| Apr 28                 | Elliot, Washington MS, Wilson  |
| May 3                  | Franklin, & Jackson  |
| May 4                  | Cleveland, Madison, Roosevelt, & Washington ES   |
| May 5                  | Altadena, Norma Coombs, Don Benito, Field, Hamilton,<br>Jefferson, Longfellow, McKinley, San Rafael,<br>Sierra Madre ES, Webster & Willard |
| May 25                 | Sierra Madre MS  |
| May 30                 | Memorial Day (Schools & Offices Closed)  |

|              |  |
|--------------|--|
| Jun 10       | Beginning of Summer School                                   |
| July 17      | Last Day of Summer School                                    |
| July 29      | First Day for 11-Month Unit Members                          |
| Aug 10       | First Day for 10 1/2 Month Unit Members                      |
| Aug 13       | Teachers on Duty, Staff Develop Day (SBCP) Pupil Free Day #  |
| Aug 14       | Teacher Driven Day, Pupil Free Day #                         |
| Aug 17       | Beginning of First Semester, First Day for Students          |
| Oct 16       | Staff Develop. Day (SBCP) for High Schools, Pupil Free Day # |
| Oct 18       | Parent Conference Day for Elementary & Middle Schools;       |
| Dec 15       | Shortened Day for Over Banked Minutes (9-12)                 |
| Dec 16-18    | High School Final Exams - Shortened Day for High Schools     |
| Dec 18       | Shortened Day for Over Banked Minutes (K-8)                  |
| Dec 18       | Fall Semester Ends   |
| Jan 4        | Staff Dev Day (SBCP); Pupil Free Day                         |
| Jan 5        | First day of Second Semester                                 |
| Mar 11       | Shortened Day for Over Banked Minutes (if necessary)         |
| Mar 31       | Staff Dev Day; Pupil Free Day                                |
| May 31-Jun 2 | High School Final Exams - Shortened Day for High Schools     |
| Jun 2        | Last Day for students - Shortened Day                        |
| Jun 3        | Last Day for Teachers, Teacher Driven Day, Pupil Free Day #  |
| Jun 14       | Last Day for 10 1/2 & 11 month Unit Members                  |

| Legend:   |   |
|---|---|
|  | = Schools are closed                    |
|  | = Staff Dev Days (SBCP); Pupil Free Day |
|  | = Parent Conference Day                 |
| #   | = Teacher Driven Day; Pupil Free Day    |
| A   | = First Day for Students                |
| B   | = Beginning of Second Semester          |
| S   | = First Day of Summer School            |
| *   | = School Holiday                        |

PASADENA UNIFIED SCHOOL DISTRICT  
OFFICE/TECHNICAL AND AIDES - CLASSIFIED PERSONNEL  
Effective January 1, 2014

\*Key: a) 75% or more, other than Instructional Aides  
b) Less than 75%, other than Instructional Aides  
c) 75% or more, Instructional Aides  
d) Less than 75%, Instructional Aides

Step 7 equals 2.0% over Step 6

| POSITION TITLE  | TITLE<br>CODE | RANGE | Hourly<br>Equiv.<br>Step 1 | Salary Steps |       |       |       |       |       |       |
|---|---------------|-------|----------------------------|--------------|-------|-------|-------|-------|-------|-------|
|   |               |       |                            | 1            | 2     | 3     | 4     | 5     | 6     | 7     |
|   |               |       |                            |              |       |       |       |       |       |       |
| Accounts Payable Specialist                           | 117           | 34    | a) 18.34                   | 3,179        | 3,339 | 3,508 | 3,688 | 3,874 | 4,073 | 4,154 |
|   |               |       | b) 19.84                   | 3,438        | 3,607 | 3,795 | 3,982 | 4,188 | 4,397 | 4,484 |
| Accounts Payable/Receivable Clerk                     | 111           | 24    | a) 14.35                   | 2,486        | 2,612 | 2,743 | 2,880 | 3,027 | 3,179 | 3,242 |
|   |               |       | b) 15.48                   | 2,684        | 2,823 | 2,962 | 3,116 | 3,272 | 3,438 | 3,507 |
| Application Support Assistant                         | 342           | 36    | a) 19.26                   | 3,339        | 3,508 | 3,688 | 3,874 | 4,073 | 4,277 | 4,362 |
|   |               |       | b) 20.82                   | 3,607        | 3,795 | 3,982 | 4,188 | 4,397 | 4,621 | 4,713 |
| ASB Bookkeeper  | 113           | 28    | a) 15.82                   | 2,743        | 2,880 | 3,027 | 3,179 | 3,339 | 3,508 | 3,579 |
|   |               |       | b) 17.10                   | 2,962        | 3,116 | 3,272 | 3,438 | 3,607 | 3,795 | 3,871 |
| Assessment Center - Data Technician                   | 283           | 32    | a) 17.46                   | 3,027        | 3,179 | 3,339 | 3,508 | 3,688 | 3,874 | 3,951 |
|   |               |       | b) 18.88                   | 3,272        | 3,438 | 3,607 | 3,795 | 3,982 | 4,188 | 4,271 |
| Assessment Center Technician                          | 284           | 21    | a) 13.32                   | 2,309        | 2,423 | 2,546 | 2,676 | 2,813 | 2,955 | 3,014 |
|   |               |       | b) 14.41                   | 2,496        | 2,620 | 2,752 | 2,892 | 3,039 | 3,187 | 3,251 |
| Associate Human Resources Analyst                     | 323           | 44    | a) 23.51                   | 4,073        | 4,277 | 4,494 | 4,720 | 4,960 | 5,212 | 5,317 |
|   |               |       | b) 25.38                   | 4,397        | 4,621 | 4,855 | 5,103 | 5,361 | 5,630 | 5,742 |
| Behavioral Health Administrative Services Coordinator | 864           | 35    | a) 18.82                   | 3,263        | 3,424 | 3,599 | 3,779 | 3,973 | 4,172 | 4,255 |
|   |               |       | b) 20.33                   | 3,525        | 3,700 | 3,887 | 4,083 | 4,295 | 4,508 | 4,599 |
| Behavioral Health Liaison Specialist                  | 862           | 31    | a) 17.05                   | 2,955        | 3,101 | 3,263 | 3,424 | 3,599 | 3,779 | 3,854 |
|   |               |       | b) 18.39                   | 3,187        | 3,355 | 3,525 | 3,700 | 3,887 | 4,083 | 4,164 |
| Behavioral Interventionist-Applied Behavior Analysis  | 861           | 29    | a) 16.23                   | 2,813        | 2,955 | 3,101 | 3,263 | 3,424 | 3,599 | 3,671 |
|   |               |       | b) 17.53                   | 3,039        | 3,187 | 3,355 | 3,525 | 3,700 | 3,887 | 3,967 |
| Benefits Specialist                                   | 841           | 34    | a) 18.34                   | 3,179        | 3,339 | 3,508 | 3,688 | 3,874 | 4,073 | 4,154 |
|   |               |       | b) 19.84                   | 3,438        | 3,607 | 3,795 | 3,982 | 4,188 | 4,397 | 4,484 |
| Benefits Technician                                   | 840           | 26    | a) 15.06                   | 2,612        | 2,743 | 2,880 | 3,027 | 3,179 | 3,339 | 3,406 |
|   |               |       | b) 16.28                   | 2,823        | 2,962 | 3,116 | 3,272 | 3,438 | 3,607 | 3,680 |
| Bilingual Technician                                  | 174           | 31    | a) 17.05                   | 2,955        | 3,101 | 3,263 | 3,424 | 3,599 | 3,779 | 3,854 |
|   |               |       | b) 18.39                   | 3,187        | 3,355 | 3,525 | 3,700 | 3,887 | 4,083 | 4,164 |

**PASADENA UNIFIED SCHOOL DISTRICT  
OFFICE/TECHNICAL AND AIDES - CLASSIFIED PERSONNEL  
Effective January 1, 2014**

\*Key: a) 75% or more, other than Instructional Aides  
b) Less than 75%, other than Instructional Aides  
c) 75% or more, Instructional Aides  
d) Less than 75%, Instructional Aides

Step 7 equals 2.0% over Step 6

| POSITION TITLE                         | TITLE<br>CODE | RANGE | Hourly   | Salary Steps |       |       |       |       |       |       |
|--|---------------|-------|----------|--------------|-------|-------|-------|-------|-------|-------|
|  |               |       | Equiv.   |              |       |       |       |       |       |       |
|  |               |       | Step 1   | 1            | 2     | 3     | 4     | 5     | 6     | 7     |
| Braille Transcriber                    | 269           | 34    | a) 18.34 | 3,179        | 3,339 | 3,508 | 3,688 | 3,874 | 4,073 | 4,154 |
|  |               |       | b) 19.84 | 3,438        | 3,607 | 3,795 | 3,982 | 4,188 | 4,397 | 4,484 |
| Buyer                                  | 206           | 37    | a) 19.76 | 3,424        | 3,599 | 3,779 | 3,973 | 4,172 | 4,385 | 4,472 |
|  |               |       | b) 21.35 | 3,700        | 3,887 | 4,083 | 4,295 | 4,508 | 4,739 | 4,834 |
| Case Manager/Healthy Start             | 427           | 23    | a) 13.99 | 2,423        | 2,546 | 2,676 | 2,813 | 2,955 | 3,101 | 3,163 |
|  |               |       | b) 15.12 | 2,620        | 2,752 | 2,892 | 3,039 | 3,187 | 3,355 | 3,422 |
| Ceramic Lab Technician                 | 245           | 16    | a) 11.76 | 2,039        | 2,142 | 2,247 | 2,366 | 2,486 | 2,612 | 2,665 |
|  |               |       | b) 12.72 | 2,205        | 2,313 | 2,430 | 2,555 | 2,684 | 2,823 | 2,879 |
| Child Welfare & Attendance Worker      | 280           | 31    | a) 17.05 | 2,955        | 3,101 | 3,263 | 3,424 | 3,599 | 3,779 | 3,854 |
|  |               |       | b) 18.39 | 3,187        | 3,355 | 3,525 | 3,700 | 3,887 | 4,083 | 4,164 |
| Children's Services Assistant I        | 251           | 7     | a) 9.61  | 1,667        | 1,749 | 1,835 | 1,929 | 2,028 | 2,135 | 2,177 |
|  |               |       | b) 10.40 | 1,804        | 1,891 | 1,987 | 2,089 | 2,193 | 2,304 | 2,349 |
| Children's Services Assistant II       | 248           | 11    | a) 10.58 | 1,835        | 1,929 | 2,028 | 2,135 | 2,238 | 2,355 | 2,402 |
|  |               |       | b) 11.46 | 1,987        | 2,089 | 2,193 | 2,304 | 2,421 | 2,545 | 2,596 |
| Classified Personnel Technician        | 624           | 26    | a) 15.06 | 2,612        | 2,743 | 2,880 | 3,027 | 3,179 | 3,339 | 3,406 |
|  |               |       | b) 16.28 | 2,823        | 2,962 | 3,116 | 3,272 | 3,438 | 3,607 | 3,680 |
| Clerk                                  | 386           | 12    | a) 10.66 | 1,849        | 1,941 | 2,039 | 2,142 | 2,247 | 2,366 | 2,413 |
|  |               |       | b) 11.53 | 1,998        | 2,097 | 2,205 | 2,313 | 2,430 | 2,555 | 2,608 |
| Clerk Typist                           | 811           | 18    | a) 12.36 | 2,142        | 2,247 | 2,366 | 2,486 | 2,612 | 2,743 | 2,797 |
|  |               |       | b) 13.34 | 2,313        | 2,430 | 2,555 | 2,684 | 2,823 | 2,962 | 3,022 |
| College & Career Center Technician     | 642           | 24    | a) 14.35 | 2,486        | 2,612 | 2,743 | 2,880 | 3,027 | 3,179 | 3,242 |
|  |               |       | b) 15.48 | 2,684        | 2,823 | 2,962 | 3,116 | 3,272 | 3,438 | 3,507 |
| Community Advocate                     | 240           | 23    | a) 13.99 | 2,423        | 2,546 | 2,676 | 2,813 | 2,955 | 3,101 | 3,163 |
|  |               |       | b) 15.12 | 2,620        | 2,752 | 2,892 | 3,039 | 3,187 | 3,355 | 3,422 |
| Community Liaison Specialist           | 279           | 31    | a) 17.05 | 2,955        | 3,101 | 3,263 | 3,424 | 3,599 | 3,779 | 3,854 |
|  |               |       | b) 18.39 | 3,187        | 3,355 | 3,525 | 3,700 | 3,887 | 4,083 | 4,164 |
| Community Liaison Specialist Bilingual | 276           | 31    | a) 17.05 | 2,955        | 3,101 | 3,263 | 3,424 | 3,599 | 3,779 | 3,854 |
|  |               |       | b) 18.39 | 3,187        | 3,355 | 3,525 | 3,700 | 3,887 | 4,083 | 4,164 |

**PASADENA UNIFIED SCHOOL DISTRICT  
OFFICE/TECHNICAL AND AIDES - CLASSIFIED PERSONNEL  
Effective January 1, 2014**

\*Key: a) 75% or more, other than Instructional Aides  
b) Less than 75%, other than Instructional Aides  
c) 75% or more, Instructional Aides  
d) Less than 75%, Instructional Aides

Step 7 equals 2.0% over Step 6

| <u>POSITION TITLE</u>              | <u>TITLE<br/>CODE</u> | <u>RANGE</u> | Hourly   | Salary Steps |       |       |       |       |       |       |
|------------------------------------|-----------------------|--------------|----------|--------------|-------|-------|-------|-------|-------|-------|
|                                    |                       |              | Equiv.   |              |       |       |       |       |       |       |
|                                    |                       |              | Step 1   | 1            | 2     | 3     | 4     | 5     | 6     | 7     |
| Computer Learning Specialist       | 287                   | 22           | a) 13.65 | 2,366        | 2,486 | 2,612 | 2,743 | 2,880 | 3,027 | 3,088 |
|                                    |                       |              | b) 14.74 | 2,555        | 2,684 | 2,823 | 2,962 | 3,116 | 3,272 | 3,338 |
| Credential Services Specialist     | 614                   | 44           | a) 23.51 | 4,073        | 4,277 | 4,494 | 4,720 | 4,960 | 5,212 | 5,317 |
|                                    |                       |              | b) 25.38 | 4,397        | 4,621 | 4,855 | 5,103 | 5,361 | 5,630 | 5,742 |
| Data Control Clerk-Reg             | 316                   | 24           | a) 14.35 | 2,486        | 2,612 | 2,743 | 2,880 | 3,027 | 3,179 | 3,242 |
|                                    |                       |              | b) 15.48 | 2,684        | 2,823 | 2,962 | 3,116 | 3,272 | 3,438 | 3,507 |
| Data Control Clerk I               | 338                   | 28           | a) 15.82 | 2,743        | 2,880 | 3,027 | 3,179 | 3,339 | 3,508 | 3,579 |
|                                    |                       |              | b) 17.10 | 2,962        | 3,116 | 3,272 | 3,438 | 3,607 | 3,795 | 3,871 |
| Data Control Technician            | 340                   | 32           | a) 17.46 | 3,027        | 3,179 | 3,339 | 3,508 | 3,688 | 3,874 | 3,951 |
|                                    |                       |              | b) 18.88 | 3,272        | 3,438 | 3,607 | 3,795 | 3,982 | 4,188 | 4,271 |
| District Registrar                 | 325                   | 28           | a) 15.82 | 2,743        | 2,880 | 3,027 | 3,179 | 3,339 | 3,508 | 3,579 |
|                                    |                       |              | b) 17.10 | 2,962        | 3,116 | 3,272 | 3,438 | 3,607 | 3,795 | 3,871 |
| District Security Officer          | 855                   | 27           | a) 15.44 | 2,676        | 2,813 | 2,955 | 3,101 | 3,263 | 3,424 | 3,492 |
|                                    |                       |              | b) 16.69 | 2,892        | 3,039 | 3,187 | 3,355 | 3,525 | 3,700 | 3,775 |
| District Translator/Interpreter    | 175                   | 34           | a) 18.34 | 3,179        | 3,339 | 3,508 | 3,688 | 3,874 | 4,073 | 4,154 |
|                                    |                       |              | b) 19.84 | 3,438        | 3,607 | 3,795 | 3,982 | 4,188 | 4,397 | 4,484 |
| Early Return to Work Specialist    | 839                   | 46           | a) 24.68 | 4,277        | 4,494 | 4,720 | 4,960 | 5,212 | 5,478 | 5,587 |
|                                    |                       |              | b) 26.67 | 4,621        | 4,855 | 5,103 | 5,361 | 5,630 | 5,917 | 6,037 |
| EDP Operations Specialist          | 347                   | 40           | a) 21.28 | 3,688        | 3,874 | 4,073 | 4,277 | 4,494 | 4,720 | 4,815 |
|                                    |                       |              | b) 22.99 | 3,982        | 4,188 | 4,397 | 4,621 | 4,855 | 5,103 | 5,205 |
| Educational Media Assistant        | 361                   | 16           | a) 11.76 | 2,039        | 2,142 | 2,247 | 2,366 | 2,486 | 2,612 | 2,665 |
|                                    |                       |              | b) 12.72 | 2,205        | 2,313 | 2,430 | 2,555 | 2,684 | 2,823 | 2,879 |
| Eligibility Technician             | 615                   | 26           | a) 15.06 | 2,612        | 2,743 | 2,880 | 3,027 | 3,179 | 3,339 | 3,406 |
|                                    |                       |              | b) 16.28 | 2,823        | 2,962 | 3,116 | 3,272 | 3,438 | 3,607 | 3,680 |
| Emergency Preparedness Coordinator | 51                    | 46           | a) 24.68 | 4,277        | 4,494 | 4,720 | 4,960 | 5,212 | 5,478 | 5,587 |
|                                    |                       |              | b) 26.67 | 4,621        | 4,855 | 5,103 | 5,361 | 5,630 | 5,917 | 6,037 |

**PASADENA UNIFIED SCHOOL DISTRICT  
OFFICE/TECHNICAL AND AIDES - CLASSIFIED PERSONNEL  
Effective January 1, 2014**

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b) Less than 75%, other than Instructional Aides  
c) 75% or more, Instructional Aides  
d) Less than 75%, Instructional Aides

Step 7 equals 2.0% over Step 6

| POSITION TITLE                              | TITLE<br>CODE | RANGE | Hourly<br>Equiv.<br>Step 1 | Salary Steps |       |       |       |       |       |       |
|---|---------------|-------|----------------------------|--------------|-------|-------|-------|-------|-------|-------|
|   |               |       |                            | 1            | 2     | 3     | 4     | 5     | 6     | 7     |
|   |               |       |                            |              |       |       |       |       |       |       |
| Expediter/Receiving Technician              | 501           | 30    | a) 16.64                   | 2,880        | 3,027 | 3,179 | 3,339 | 3,508 | 3,688 | 3,762 |
|   |               |       | b) 17.99                   | 3,116        | 3,272 | 3,438 | 3,607 | 3,795 | 3,982 | 4,062 |
| Family Advocate/Healthy Start               | 428           | 18    | a) 12.36                   | 2,142        | 2,247 | 2,366 | 2,486 | 2,612 | 2,743 | 2,797 |
|   |               |       | b) 13.34                   | 2,313        | 2,430 | 2,555 | 2,684 | 2,823 | 2,962 | 3,022 |
| Fiscal Services Technician                  | 116           | 30    | a) 16.64                   | 2,880        | 3,027 | 3,179 | 3,339 | 3,508 | 3,688 | 3,762 |
|   |               |       | b) 17.99                   | 3,116        | 3,272 | 3,438 | 3,607 | 3,795 | 3,982 | 4,062 |
| Food Service Program Technician             | 231           | 44    | a) 23.51                   | 4,073        | 4,277 | 4,494 | 4,720 | 4,960 | 5,212 | 5,317 |
|   |               |       | b) 25.38                   | 4,397        | 4,621 | 4,855 | 5,103 | 5,361 | 5,630 | 5,742 |
| Health Assistant - LVN                      | 431           | 35    | a) 18.82                   | 3,263        | 3,424 | 3,599 | 3,779 | 3,973 | 4,172 | 4,255 |
|   |               |       | b) 20.33                   | 3,525        | 3,700 | 3,887 | 4,083 | 4,295 | 4,508 | 4,599 |
| Health Clerk                                | 432           | 18    | a) 12.36                   | 2,142        | 2,247 | 2,366 | 2,486 | 2,612 | 2,743 | 2,797 |
|   |               |       | b) 13.34                   | 2,313        | 2,430 | 2,555 | 2,684 | 2,823 | 2,962 | 3,022 |
| Health Technician - RN                      | 426           | 42    | a) 22.35                   | 3,874        | 4,073 | 4,277 | 4,494 | 4,720 | 4,960 | 5,059 |
|   |               |       | b) 24.15                   | 4,188        | 4,397 | 4,621 | 4,855 | 5,103 | 5,361 | 5,469 |
| Human Resources Assistant                   | 613           | 20    | a) 12.98                   | 2,247        | 2,366 | 2,486 | 2,612 | 2,743 | 2,880 | 2,939 |
|   |               |       | b) 14.02                   | 2,430        | 2,555 | 2,684 | 2,823 | 2,962 | 3,116 | 3,179 |
| Human Resources Position Control Technician | 617           | 34    | a) 18.34                   | 3,179        | 3,339 | 3,508 | 3,688 | 3,874 | 4,073 | 4,154 |
|   |               |       | b) 19.84                   | 3,438        | 3,607 | 3,795 | 3,982 | 4,188 | 4,397 | 4,484 |
| Infant Care Aide                            | 247           | 16    | a) 11.98                   | 2,078        | 2,186 | 2,295 | 2,415 | 2,538 | 2,666 | 2,719 |
|   |               |       | b) 12.98                   | 2,247        | 2,361 | 2,479 | 2,607 | 2,743 | 2,877 | 2,934 |
| Instructional Aide                          | 394           | 11    | a) 10.58                   | 1,835        | 1,929 | 2,028 | 2,135 | 2,238 | 2,355 | 2,402 |
|   |               |       | b) 11.46                   | 1,987        | 2,089 | 2,193 | 2,304 | 2,421 | 2,545 | 2,596 |
| Instructional Aide/Advance Path             | 288           | 22    | a) 13.65                   | 2,366        | 2,486 | 2,612 | 2,743 | 2,880 | 3,027 | 3,088 |
|   |               |       | b) 14.74                   | 2,555        | 2,684 | 2,823 | 2,962 | 3,116 | 3,272 | 3,338 |
| Instructional Aide/Assistive Tech           | 405           | 21    | a) 13.59                   | 2,355        | 2,469 | 2,593 | 2,722 | 2,858 | 3,001 | 3,061 |
|   |               |       | b) 14.68                   | 2,545        | 2,676 | 2,809 | 2,949 | 3,097 | 3,252 | 3,317 |
| Instructional Aide/Automotive Technology    | 391           | 18    | a) 12.61                   | 2,186        | 2,295 | 2,415 | 2,538 | 2,666 | 2,794 | 2,851 |
|   |               |       | b) 13.62                   | 2,361        | 2,479 | 2,607 | 2,743 | 2,877 | 3,025 | 3,086 |

**PASADENA UNIFIED SCHOOL DISTRICT  
OFFICE/TECHNICAL AND AIDES - CLASSIFIED PERSONNEL  
Effective January 1, 2014**

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b) Less than 75%, other than Instructional Aides  
c) 75% or more, Instructional Aides  
d) Less than 75%, Instructional Aides

Step 7 equals 2.0% over Step 6

| POSITION TITLE                             | TITLE<br>CODE | RANGE | Hourly   | Salary Steps |       |       |       |       |       |       |
|--|---------------|-------|----------|--------------|-------|-------|-------|-------|-------|-------|
|  |               |       | Equiv.   |              |       |       |       |       |       |       |
|  |               |       | Step 1   | 1            | 2     | 3     | 4     | 5     | 6     | 7     |
| Instructional Aide/Bilingual               | 381           | 13    | a) 11.15 | 1,929        | 2,028 | 2,135 | 2,238 | 2,355 | 2,469 | 2,517 |
|  |               |       | b) 12.06 | 2,089        | 2,193 | 2,304 | 2,421 | 2,545 | 2,676 | 2,730 |
| Instructional Aide/Braille                 | 267           | 24    | a) 14.63 | 2,538        | 2,666 | 2,794 | 2,939 | 3,086 | 3,242 | 3,307 |
|  |               |       | b) 15.82 | 2,743        | 2,877 | 3,025 | 3,177 | 3,338 | 3,504 | 3,574 |
| Instructional Aide/Computer Lab            | 286           | 20    | a) 13.25 | 2,295        | 2,415 | 2,538 | 2,666 | 2,794 | 2,939 | 2,997 |
|  |               |       | b) 14.31 | 2,479        | 2,607 | 2,743 | 2,877 | 3,025 | 3,177 | 3,240 |
| Instructional Aide/In-House Suspension     | 393           | 11    | a) 10.58 | 1,835        | 1,929 | 2,028 | 2,135 | 2,238 | 2,355 | 2,402 |
|  |               |       | b) 11.46 | 1,987        | 2,089 | 2,193 | 2,304 | 2,421 | 2,545 | 2,596 |
| Instructional Aide/PE                      | 395           | 11    | a) 10.58 | 1,835        | 1,929 | 2,028 | 2,135 | 2,238 | 2,355 | 2,402 |
|  |               |       | b) 11.46 | 1,987        | 2,089 | 2,193 | 2,304 | 2,421 | 2,545 | 2,596 |
| Instructional Aide/Special Education       | 265           | 18    | a) 12.61 | 2,186        | 2,295 | 2,415 | 2,538 | 2,666 | 2,794 | 2,851 |
|  |               |       | b) 13.62 | 2,361        | 2,479 | 2,607 | 2,743 | 2,877 | 3,025 | 3,086 |
| Instructional Aide/Special Program         | 289           | 22    | a) 13.65 | 2,366        | 2,486 | 2,612 | 2,743 | 2,880 | 3,027 | 3,088 |
|  |               |       | b) 14.74 | 2,555        | 2,684 | 2,823 | 2,962 | 3,116 | 3,272 | 3,338 |
| Instructional Aide/SUCCESS                 | 249           | 11    | a) 10.58 | 1,835        | 1,929 | 2,028 | 2,135 | 2,238 | 2,355 | 2,402 |
|  |               |       | b) 11.46 | 1,987        | 2,089 | 2,193 | 2,304 | 2,421 | 2,545 | 2,596 |
| Instructional/Clerical Assistant/Bilingual | 382           | 18    | a) 12.61 | 2,186        | 2,295 | 2,415 | 2,538 | 2,666 | 2,794 | 2,851 |
|  |               |       | b) 13.62 | 2,361        | 2,479 | 2,607 | 2,743 | 2,877 | 3,025 | 3,086 |
| Interpreter/Aide for the Deaf              | 403           | 24    | a) 14.63 | 2,538        | 2,666 | 2,794 | 2,939 | 3,086 | 3,242 | 3,307 |
|  |               |       | b) 15.82 | 2,743        | 2,877 | 3,025 | 3,177 | 3,338 | 3,504 | 3,574 |
| ITS Help Desk Technician                   | 356           | 41    | a) 21.81 | 3,779        | 3,973 | 4,172 | 4,385 | 4,607 | 4,840 | 4,937 |
|  |               |       | b) 23.56 | 4,083        | 4,295 | 4,508 | 4,739 | 4,977 | 5,227 | 5,331 |
| ITS Help Desk Technician, Lead             | 357           | 45    | a) 24.07 | 4,172        | 4,385 | 4,607 | 4,840 | 5,086 | 5,340 | 5,447 |
|  |               |       | b) 26.02 | 4,508        | 4,739 | 4,977 | 5,227 | 5,494 | 5,773 | 5,889 |
| LEARNS Program Specialist                  | 335           | 34    | a) 18.34 | 3,179        | 3,339 | 3,508 | 3,688 | 3,874 | 4,073 | 4,154 |
|  |               |       | b) 19.84 | 3,438        | 3,607 | 3,795 | 3,982 | 4,188 | 4,397 | 4,484 |

**PASADENA UNIFIED SCHOOL DISTRICT  
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d) Less than 75%, Instructional Aides

Step 7 equals 2.0% over Step 6

| POSITION TITLE                           | TITLE<br>CODE | RANGE | Hourly   | Salary Steps |       |       |       |       |       |       |
|--|---------------|-------|----------|--------------|-------|-------|-------|-------|-------|-------|
|  |               |       | Equiv.   |              |       |       |       |       |       |       |
|  |               |       | Step 1   | 1            | 2     | 3     | 4     | 5     | 6     | 7     |
| Library Coordinator                      | 422           | 23    | a) 13.99 | 2,423        | 2,546 | 2,676 | 2,813 | 2,955 | 3,101 | 3,163 |
|  |               |       | b) 15.12 | 2,620        | 2,752 | 2,892 | 3,039 | 3,187 | 3,355 | 3,422 |
| Limited Term-Substitute Clerical Worker  | 388           | 12    |          |              |       |       |       |       |       |       |
|  |               |       | b) 11.53 |              |       |       |       |       |       |       |
| Network Administrator                    | 348           | 38    | a) 20.25 | 3,508        | 3,688 | 3,874 | 4,073 | 4,277 | 4,494 | 4,582 |
|  |               |       | b) 21.90 | 3,795        | 3,982 | 4,188 | 4,397 | 4,621 | 4,855 | 4,951 |
| Network Operator                         | 343           | 34    | a) 18.34 | 3,179        | 3,339 | 3,508 | 3,688 | 3,874 | 4,073 | 4,154 |
|  |               |       | b) 19.84 | 3,438        | 3,607 | 3,795 | 3,982 | 4,188 | 4,397 | 4,484 |
| Network Specialist                       | 890           | 49    | a) 26.58 | 4,607        | 4,840 | 5,086 | 5,340 | 5,612 | 5,899 | 6,016 |
|  |               |       | b) 28.72 | 4,977        | 5,227 | 5,494 | 5,773 | 6,067 | 6,370 | 6,498 |
| Nutrition Education Activities Assistant | 504           | 20    | a) 12.98 | 2,247        | 2,366 | 2,486 | 2,612 | 2,743 | 2,880 | 2,939 |
|  |               |       | b) 14.02 | 2,430        | 2,555 | 2,684 | 2,823 | 2,962 | 3,116 | 3,179 |
| Office Manager                           | 333           | 28    | a) 15.82 | 2,743        | 2,880 | 3,027 | 3,179 | 3,339 | 3,508 | 3,579 |
|  |               |       | b) 17.10 | 2,962        | 3,116 | 3,272 | 3,438 | 3,607 | 3,795 | 3,871 |
| PBX Operator                             | 612           | 18    | a) 12.36 | 2,142        | 2,247 | 2,366 | 2,486 | 2,612 | 2,743 | 2,797 |
|  |               |       | b) 13.34 | 2,313        | 2,430 | 2,555 | 2,684 | 2,823 | 2,962 | 3,022 |
| Program Assistant                        | 334           | 24    | a) 14.35 | 2,486        | 2,612 | 2,743 | 2,880 | 3,027 | 3,179 | 3,242 |
|  |               |       | b) 15.48 | 2,684        | 2,823 | 2,962 | 3,116 | 3,272 | 3,438 | 3,507 |
| Programmer Analyst I                     | 354           | 42    | a) 22.35 | 3,874        | 4,073 | 4,277 | 4,494 | 4,720 | 4,960 | 5,059 |
|  |               |       | b) 24.15 | 4,188        | 4,397 | 4,621 | 4,855 | 5,103 | 5,361 | 5,469 |
| Programmer Analyst II                    | 345           | 44    | a) 23.51 | 4,073        | 4,277 | 4,494 | 4,720 | 4,960 | 5,212 | 5,317 |
|  |               |       | b) 25.38 | 4,397        | 4,621 | 4,855 | 5,103 | 5,361 | 5,630 | 5,742 |
| Programmer Trainee                       | 355           | 32    | a) 17.46 | 3,027        | 3,179 | 3,339 | 3,508 | 3,688 | 3,874 | 3,951 |
|  |               |       | b) 18.88 | 3,272        | 3,438 | 3,607 | 3,795 | 3,982 | 4,188 | 4,271 |
| Purchasing Assistant                     | 639           | 22    | a) 13.65 | 2,366        | 2,486 | 2,612 | 2,743 | 2,880 | 3,027 | 3,088 |
|  |               |       | b) 14.74 | 2,555        | 2,684 | 2,823 | 2,962 | 3,116 | 3,272 | 3,338 |

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Step 7 equals 2.0% over Step 6

| POSITION TITLE                       | TITLE<br>CODE | RANGE | Hourly<br>Equiv.<br>Step 1 | Salary Steps |       |       |       |       |       |       |
|--------------------------------------|---------------|-------|----------------------------|--------------|-------|-------|-------|-------|-------|-------|
|                                      |               |       |                            | 1            | 2     | 3     | 4     | 5     | 6     | 7     |
|                                      |               |       |                            |              |       |       |       |       |       |       |
| Purchasing Technician                | 638           | 24    | a) 14.35                   | 2,486        | 2,612 | 2,743 | 2,880 | 3,027 | 3,179 | 3,242 |
|                                      |               |       | b) 15.48                   | 2,684        | 2,823 | 2,962 | 3,116 | 3,272 | 3,438 | 3,507 |
| Registrar                            | 651           | 26    | a) 15.06                   | 2,612        | 2,743 | 2,880 | 3,027 | 3,179 | 3,339 | 3,406 |
|                                      |               |       | b) 16.28                   | 2,823        | 2,962 | 3,116 | 3,272 | 3,438 | 3,607 | 3,680 |
| Research Technician                  | 670           | 42    | a) 22.35                   | 3,874        | 4,073 | 4,277 | 4,494 | 4,720 | 4,960 | 5,059 |
|                                      |               |       | b) 24.15                   | 4,188        | 4,397 | 4,621 | 4,855 | 5,103 | 5,361 | 5,469 |
| School Community Assistant           | 688           | 18    | a) 12.36                   | 2,142        | 2,247 | 2,366 | 2,486 | 2,612 | 2,743 | 2,797 |
|                                      |               |       | b) 13.34                   | 2,313        | 2,430 | 2,555 | 2,684 | 2,823 | 2,962 | 3,022 |
| School Community Assistant Bilingual | 689           | 18    | a) 12.36                   | 2,142        | 2,247 | 2,366 | 2,486 | 2,612 | 2,743 | 2,797 |
|                                      |               |       | b) 13.34                   | 2,313        | 2,430 | 2,555 | 2,684 | 2,823 | 2,962 | 3,022 |
| Secretary I                          | 694           | 22    | a) 13.65                   | 2,366        | 2,486 | 2,612 | 2,743 | 2,880 | 3,027 | 3,088 |
|                                      |               |       | b) 14.74                   | 2,555        | 2,684 | 2,823 | 2,962 | 3,116 | 3,272 | 3,338 |
| Secretary II                         | 120           | 28    | a) 15.82                   | 2,743        | 2,880 | 3,027 | 3,179 | 3,339 | 3,508 | 3,579 |
|                                      |               |       | b) 17.1                    | 2,962        | 3,116 | 3,272 | 3,438 | 3,607 | 3,795 | 3,871 |
| Senior Clerk Typist                  | 814           | 22    | a) 13.65                   | 2,366        | 2,486 | 2,612 | 2,743 | 2,880 | 3,027 | 3,088 |
|                                      |               |       | b) 14.74                   | 2,555        | 2,684 | 2,823 | 2,962 | 3,116 | 3,272 | 3,338 |
| Senior Community Advocate            | 241           | 31    | a) 17.05                   | 2,955        | 3,101 | 3,263 | 3,424 | 3,599 | 3,779 | 3,854 |
|                                      |               |       | b) 18.39                   | 3,187        | 3,355 | 3,525 | 3,700 | 3,887 | 4,083 | 4,164 |
| Senior Human Resources Assistant     | 719           | 26    | a) 15.06                   | 2,612        | 2,743 | 2,880 | 3,027 | 3,179 | 3,339 | 3,406 |
|                                      |               |       | b) 16.28                   | 2,823        | 2,962 | 3,116 | 3,272 | 3,438 | 3,607 | 3,680 |
| Site Leader Elementary - Learns      | 131           | 26    | a) 15.06                   | 2,612        | 2,743 | 2,880 | 3,027 | 3,179 | 3,339 | 3,406 |
|                                      |               |       | b) 16.28                   | 2,823        | 2,962 | 3,116 | 3,272 | 3,438 | 3,607 | 3,680 |
| Site Leader Secondary - Learns       | 132           | 26    | a) 15.06                   | 2,612        | 2,743 | 2,880 | 3,027 | 3,179 | 3,339 | 3,406 |
|                                      |               |       | b) 16.28                   | 2,823        | 2,962 | 3,116 | 3,272 | 3,438 | 3,607 | 3,680 |
| Speech-Language Pathology Assistant  | 404           | 35    | a) 18.82                   | 3,263        | 3,424 | 3,599 | 3,779 | 3,973 | 4,172 | 4,255 |
|                                      |               |       | b) 20.33                   | 3,525        | 3,700 | 3,887 | 4,083 | 4,295 | 4,508 | 4,599 |
| Staff Assistant                      | 672           | 42    | a) 22.35                   | 3,874        | 4,073 | 4,277 | 4,494 | 4,720 | 4,960 | 5,059 |
|                                      |               |       | b) 24.15                   | 4,188        | 4,397 | 4,621 | 4,855 | 5,103 | 5,361 | 5,469 |



PASADENA UNIFIED SCHOOL DISTRICT  
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c) 75% or more, Instructional Aides  
d) Less than 75%, Instructional Aides

Step 7 equals 2.0% over Step 6

| POSITION TITLE                              | TITLE<br>CODE | RANGE | Hourly   | Salary Steps |       |       |       |       |       |       |
|---|---------------|-------|----------|--------------|-------|-------|-------|-------|-------|-------|
|   |               |       | Equiv.   |              |       |       |       |       |       |       |
|   |               |       | Step 1   | 1            | 2     | 3     | 4     | 5     | 6     | 7     |
| Substance Abuse Intervention Specialist     | 437           | 40    | a) 21.28 | 3,688        | 3,874 | 4,073 | 4,277 | 4,494 | 4,720 | 4,815 |
|   |               |       | b) 22.99 | 3,982        | 4,188 | 4,397 | 4,621 | 4,855 | 5,103 | 5,205 |
| Technology Cluster Liaison                  | 539           | 45    | a) 24.07 | 4,172        | 4,385 | 4,607 | 4,840 | 5,086 | 5,340 | 5,447 |
|   |               |       | b) 26.02 | 4,508        | 4,739 | 4,977 | 5,227 | 5,494 | 5,773 | 5,889 |
| Television Producer/Director                | 711           | 42    | a) 22.35 | 3,874        | 4,073 | 4,277 | 4,494 | 4,720 | 4,960 | 5,059 |
|   |               |       | b) 24.15 | 4,188        | 4,397 | 4,621 | 4,855 | 5,103 | 5,361 | 5,469 |
| Therapeutic Behavioral Services Coordinator | 863           | 36    | a) 19.26 | 3,339        | 3,508 | 3,688 | 3,874 | 4,073 | 4,277 | 4,362 |
|   |               |       | b) 20.82 | 3,607        | 3,795 | 3,982 | 4,188 | 4,397 | 4,621 | 4,713 |
| Transportation Scheduler/Dispatcher         | 793           | 36    | a) 19.26 | 3,339        | 3,508 | 3,688 | 3,874 | 4,073 | 4,277 | 4,362 |
|   |               |       | b) 20.82 | 3,607        | 3,795 | 3,982 | 4,188 | 4,397 | 4,621 | 4,713 |
| Youth Leader Elementary - Learns            | 892           | 16    | a) 11.98 | 2,078        | 2,186 | 2,295 | 2,415 | 2,538 | 2,666 | 2,719 |
|   |               |       | b) 12.98 | 2,247        | 2,361 | 2,479 | 2,607 | 2,743 | 2,877 | 2,934 |
| Youth Leader Secondary - Learns             | 893           | 16    | a) 11.98 | 2,078        | 2,186 | 2,295 | 2,415 | 2,538 | 2,666 | 2,719 |
|   |               |       | b) 12.98 | 2,247        | 2,361 | 2,479 | 2,607 | 2,743 | 2,877 | 2,934 |

**PASADENA UNIFIED SCHOOL DISTRICT**  
**PASADENA, CALIFORNIA**  
*Human Resources*

**MEMORANDUM**

**TO:** Leadership Personnel &  
Classified Personnel

**DATE:** June 23, 2014

**FROM:** Yolanda Mendoza, Chief Human Resources Officer 

**SUBJECT:** 2014-2015 Classified Work Calendar - CSEA

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**CLASSIFIED BARGAINING UNIT**

| <b>Mths</b> | <b>No. wk days</b> | <b>Start Date</b>       | <b>End Date</b>         |
|-------------|--------------------|-------------------------|-------------------------|
| 09          | 194                | Friday, August 15, 2014 | Thursday, June 4, 2015  |
| 10          | 207                | Monday, August 4, 2014  | Thursday, June 11, 2015 |
| 12          | 246                | Tuesday, July 1, 2014   | Tuesday, June 30, 2015  |

YM/dm: June 23, 2014

## CSEA WORK CALENDAR

**9 MONTHS** Calendar for 194 Work Days (207 Paid Days 194 Work Days, 12 Holidays)

| 2014-2015  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | Monthly Totals |    |
|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----------------|----|
|  | 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             |    |
| Jul  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                | 0  |
| Aug  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                | 12 |
| Sep  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                | 21 |
| Oct  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                | 23 |
| Nov  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                | 14 |
| Dec  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                | 15 |
| Jan  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                | 19 |
| Feb  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                | 18 |
| Mar  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                | 17 |
| Apr  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                | 22 |
| May  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                | 20 |
| Jun  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                | 3  |
| H=Holiday  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |
| FH=Floating Holiday                                    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |
| MV=Mandatory Vacation                                  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |
| =Weekend   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |
| =No such day in month                                  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |
| =Non-Work Days   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |
| =Classified Staff Development                          |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |
| =First day or last day for students                    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |
| W =Work Days   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |
| Type a W in the cell for each scheduled work day.      |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |
| The Monthly Totals field will automatically calculate. |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |
| Need to Plot: Work Days 194                            |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |
| Mandatory Vacation* 11                                 |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |
| *11 days plotted during Winter & Spring Break          |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |
| TOTAL WORK DAYS 184                                    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |
| Holidays 12  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |
| Floating Holiday 1                                     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |
| Mandatory Vacation 10                                  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |
| TOTAL PAID DAYS 207                                    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |

FH=Floating Holiday - Please note that it is strongly encouraged that you use your floating holiday (FH) on the day noted in yellow, but it is your choice to designate when it is taken.

## CSEA WORK CALENDAR

**10 MONTHS** Calendar for 207 Work Days (221 Paid Days 207 Work Days, 13 Holidays)

| 2014-2015                                     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | Monthly Totals |    |
|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----------------|----|
|   | 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             |    |
| Jul   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                | 0  |
| Aug   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                | 19 |
| Sep   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                | 21 |
| Oct   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                | 23 |
| Nov   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                | 14 |
| Dec   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                | 15 |
| Jan   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                | 19 |
| Feb   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                | 18 |
| Mar   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                | 17 |
| Apr   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                | 22 |
| May   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                | 20 |
| Jun   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                | 9  |
| H=Holiday                                     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |
| FH=Floating Holiday                           |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |
| MV=Mandatory Vacation                         |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |
| =Weekend                                      |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |
| =No such day in month                         |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |
| Need to Plot: Work Days 219                   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |
| Mandatory Vacation* 11                        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |
| *11 days plotted during Winter & Spring Break |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |
| TOTAL WORK DAYS 197                           |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |
| TOTAL PAID DAYS 221                           |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |
| Holidays 13                                   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |
| Floating Holiday 1                            |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |
| Mandatory Vacation 10                         |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |
| TOTAL PAID DAYS 221                           |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                |    |

FH=Floating Holiday - Please note that it is strongly encouraged that you use your floating holiday (FH) on the day noted in yellow, but it is your choice to designate when it is taken.

CSEA WORK CALENDAR

12 MONTHS Calendar for 248 Work Days (261 Paid Days 248 Work Days, 14 Holidays)

| 2014-2015 | 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 | Monthly Totals |
|-----------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----------------|
| Jul       | w | w | w | H |   |   | w | w | w | w  |    |    |    | w  | w  | w  | w  |    |    | w  | w  | w  | w  | w  | w  | w  | w  | w  | w  | w  | w  | 23             |
| Aug       | w |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 20             |
| Sep       | H | w | w | w | w |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 21             |
| Oct       | w | w | w |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 23             |
| Nov       |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 17             |
| Dec       | w | w | w | w |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 20             |
| Jan       | H | w |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 20             |
| Feb       |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 18             |
| Mar       |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 22             |
| Apr       | w | w | w |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 22             |
| May       | w |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 20             |
| Jun       | w | w | w | w |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 22             |

Need to Plot: Work Days 246

TOTAL WORK DAYS 248

☐ =Non-Work Days

Mandatory Vacation\* 0

Holidays 14

H=Holiday

FH=Floating Holiday

MV=Mandatory Vacation

=Weekend

=No such day in month

W =Work Days

Type a W in the cell for each scheduled work day.

The Monthly Totals field will automatically calculate.

Floating Holiday 0

Mandatory Vacation 0

TOTAL PAID DAYS 262