

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, 2022 through June 30, 2025

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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

1 **ARTICLE II: DEFINITIONS**

2
3 2.1 "Anniversary Date" shall mean the date upon which an employee is granted an earned
4 salary increment. This is the first day of the pay period next following completion of the
5 required probationary period of service.
6

7 2.2 "Class" or "Classification" shall mean a group of positions sufficiently similar in duties and
8 responsibilities that the same descriptive title may be used to designate each position
9 allocated to the class; substantially the same requirements of education, experience,
10 knowledge, and ability are demanded of incumbents; substantially the same tests of fitness
11 may be used in choosing qualified appointees; and the same salary range may be applied
12 with equity.
13

14 2.3 "Demotion" shall mean a change in assignment of an employee from a position in one class
15 to a position in another class that is allocated to a lower maximum salary rate.
16

17 2.4 "Fiscal Year" shall mean the period from July 1 through June 30.
18

19 2.5 "Incumbent" shall mean an employee assigned to a position and who is currently serving in,
20 or on leave, from the position.
21

22 2.6 "Permanent Employee" shall mean a regular employee who successfully completes an
23 initial probationary period.
24

25 2.7 "Probationary Period" shall mean the trial period immediately following an original or
26 promotional appointment to a permanent position from an eligibility list, which shall be not
27 more than 130 days of paid service rendered to the District. Upon the written mutual
28 agreement of the Association and the District, a unit member's probationary period may be
29 extended by an additional ninety (90) days; said extensions shall be considered on a case
30 by case basis and an extension agreement shall not be considered precedent-setting for
31 future instances.
32

33 2.8 "Promotion" shall mean a change in the assignment of an employee from a bargaining unit
34 position in one class to a vacant bargaining unit position in another class with a higher
35 maximum salary rate.
36

37 2.9 "Seniority" (In Class) shall mean the hire date as a regular classified employee of the
38 Pasadena Unified School District. Authorized military leave does not constitute a break in
39 seniority. Where unit members have equal class seniority, which may affect any personnel
40 action or benefit, layoff determination shall be made by lot.
41

42 2.10 "Working Hours" shall mean all hours in paid status, exclusive of overtime.
43

44 2.11 "Employee, Bargaining Unit Member" shall mean an employee who is included in the
45 appropriate unit as defined in Article I and therefore covered by the terms and provisions of
46 this Agreement.
47

- 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

1 **ARTICLE IV: ASSOCIATION RIGHTS**

2
3 4.1 The Association may use District facilities subject to the following conditions:

4
5 4.1.1 All Association business, discussions and activities requiring the use of facilities
6 shall be conducted by unit members or Association officials outside established
7 work hours.

8
9 4.1.2 The Association may use District facilities upon proper completion and submission
10 of an application and agreement for Use of School Facilities (Civic Center Permit).
11 The Association agrees to comply with the District rules and regulations governing
12 the use of school facilities.
13

14 4.2 The Association shall have the right to post reasonable notices on bulletin boards provided
15 by the District at each work location/school site in areas frequented by unit members. Such
16 notices shall identify the Association as the sender of the communication, the date of the
17 posting, and carry the name of the Association President.
18

19 4.3 The Association may use the District mail services for written communication to unit
20 members not to exceed two (2) mailings and one (1) e-mail per week. It will be CSEA's
21 responsibility, not the District's, to ensure that unit members without access to e-mail
22 receive CSEA's e-mail communications. The Association must receive approval of the
23 Superintendent (or designee) before distributing any communications beyond the two (2)
24 mailings and one (1) e-mail per week. Association communications in excess of the two (2)
25 mailings and one (1) e-mail per week that have not been approved in advance will be
26 removed from the mail system without notification to the Association.
27

28 4.4 Authorized representatives of the Association shall be permitted to transact official
29 Association business with unit members on school/District property before the normal work
30 time, during authorized breaks, meal periods or after the assigned work time. Association
31 representatives shall not in any way interfere with unit members while they are engaged in
32 the performance of their assigned work. Official Association business shall be defined as
33 meetings, solicitations, petitions, grievance investigation, and elections.
34

35 4.5 The Association representative may be present at any formal step of the Grievance
36 Procedure (Article VII).
37

38 4.6 Authorized representatives of the Association must receive the approval of the work
39 location/school administrator before contacting unit members on the premises, of District
40 property including schools and other work locations.
41

42 4.7 The District shall provide the Association with two (2) copies of the Board agenda and
43 attached Board reports for each Board meeting, exclusive of executive session materials.
44

45 4.8 Upon approval, elected Association chapter delegates shall be given annually up to 15
46 days of release time, without loss of pay, to attend the Association Annual Conference only.
47 The Association shall supply the names of the delegates and dates of attendance to the
48 District not less than thirty (30) working days prior to the start of the conference. Upon prior

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

5
6 4.9 The District shall supply each bargaining unit member with one (1) copy of this Agreement.

7
8 4.10 Each work location shall be provided with two (2) or three (3) mail trays for CSEA Site
9 Representatives to receive mail for distribution to unit members.

10
11 4.11 Upon initial employment, the Department of Human Resources shall provide each new
12 probationary employee with a packet of CSEA recruitment material supplied by the
13 Association.

14
15 4.12 School Based Decision Making Committees shall have at least one classified employee
16 elected by his/her peers at the school site. (Note: said employee may not necessarily be a
17 member of the CSEA bargaining unit.)

18
19 4.13 The Association and bargaining unit members are prohibited from using District funds,
20 services, supplies, or equipment for the purpose of urging the support or defeat of any
21 ballot measure or candidate, including, but not limited, to the governing board of the
22 District.

23
24 4.14 The Association shall have the right to meet, confer and reach agreement on the effects of
25 the District Calendar as they relate to CSEA Classified employees.
26

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

1
2 5.4 Agency Fee Transmittal to the Association

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

8 5.4.1 Deductions for members of the bargaining unit who commence duties after the
9 beginning of the year, and therefore, are not subject to deductions until after the
10 beginning of the school year, shall be prorated in such manner that the employee
11 will pay the dues or agency fee only in proportion to the number of school months
12 during the school year in which he/she is a member of the Association or otherwise
13 subject to the terms of this Article.
14

15 5.5 Indemnity

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

30 5.6 Under no circumstances shall the District be required to dismiss, or otherwise discipline,
31 any unit member for failure to fulfill their obligations to pay the fees established herein.
32

33 5.7 As a condition of employment, all eligible classified employees must be a dues paying
34 member or an agency fee payer. If a member claims to be a religious objector, but fails to
35 meet the provisions of article 5.3, the Association shall request that the District deduct the
36 established fee from said unit member.
37

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

1 **ARTICLE VII: GRIEVANCE PROCEDURE**

2
3 7.1 **General Provisions**

4 7.1.1 A grievant is defined as one or more members of the bargaining unit or the
5 Association on behalf of such members(s) asserting a grievance. A grievance is
6 defined as an allegation by grievant, that the District has violated a specific term of
7 this Agreement and that by reason of such violation his or her rights provided for in
8 this Agreement have been adversely affected. All other matters and disputes of any
9 nature are beyond the scope of these procedures. Also excluded from these
10 procedures are those matters so indicated elsewhere in this Agreement.
11

12 7.1.2 The respondent in all cases shall be the District itself rather than any individual.
13 The Association may grieve only with respect to an alleged violation by the District
14 of a term of Article IV (Association Rights), or any other Association right provided
15 for in this Agreement. The filing or pendency of grievance shall not delay or
16 interfere with implementation of any District action during the processing thereof.
17

18 7.2 **Informal Level**

19 Before filing a formal written grievance, the grievant shall meet with his/her immediate
20 administrator in an attempt to resolve it by means of an informal conference.
21

22 7.3 **Formal Level**

23 7.3.1 **Level I**

24
25 7.3.1.1 If a unit member wishes to initiate a formal grievance, he/she must do so:
26 within twenty (20) workdays after the occurrence of the act or omission
27 giving rise to the grievance by presenting such grievance in writing to the
28 immediate administrator or, within ten (10) days after the informal
29 conference (see Section 7.2, above), whichever is longer. If neither the
30 grievant nor the Association had actual or constructive knowledge of the
31 occurrence of the grievable act or omission and could not with the exercise
32 of reasonable diligence have known about it, then the twenty (20) day time
33 limit shall begin to run on the date upon which either the grievant or
34 Association knew or could with reasonable diligence have known of the
35 occurrence.
36

37 7.3.1.2 The written statement shall be a clear and concise statement of the
38 grievance, including the specific provisions of the Agreement alleged to
39 have been violated the circumstances involved and the specific remedy
40 sought. The written statement described herein shall be submitted on a
41 Grievance Form provided by the District.
42

43 7.3.1.3 Either party may request a personal conference with the other party. The
44 administration shall communicate a decision to the employee in writing
45 within ten (10) workdays after receiving the grievance and such action will
46 terminate Level I.
47

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 Education
41 determines that it is unable to render a decision on appeals made pursuant
42 to Section 7.3.3.1.1, above, it may reopen the record in closed session to
43 the parties of interest for the purpose of taking additional evidence.

44
45 7.3.3.2.1 The Board shall, in instances of appeals filed pursuant to
46 Section 7.3.3.1.1, above, communicate a written decision
47 within thirty (30) days after receiving said appeal. The
48 decision of the Board shall be final and binding on the parties.

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7.3.3.3 Binding Arbitration

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

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

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

7.3.3.4 Limitation Upon Arbitrator

7.3.3.4.1 The arbitrator shall have no power to alter, amend, change, add to, or subtract from any of the terms of this Agreement, but shall determine only whether or not there has been a violation of this Agreement in the respect alleged in the Grievance. The decision of the arbitrator shall be based solely upon the evidence and arguments presented to him/her by the respective parties in the presence of each other, and upon arguments presented in written briefs.

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- 7.3.3.4.2 The arbitrator shall not have authority, nor shall he/she consider it his/her function to decide any issue not submitted or to so interpret or apply the Agreement as to change what can fairly be said to have been the intent of the parties as determined by generally accepted rules of contract construction.
- 7.3.3.4.3 The arbitrator shall not render a decision or award merely because in his/her opinion such decision or award is fair or equitable.
- 7.3.3.4.4 The arbitrator shall have no power to render an award on any grievance occurring before or after the term of this Agreement.
- 7.3.3.4.5 The arbitrator may hear and determine only one (1) grievance at a time unless the District expressly agrees otherwise. However, both parties will in good faith endeavor to handle in an expeditious and convenient manner cases which involve the same, or similar facts and issues.
- 7.3.3.4.6 If the parties cannot agree on a submission agreement, the arbitrator shall determine the issue(s) by referring to the written grievance, the answers thereto at each level, and the terms of this Agreement.
- 7.3.3.4.7 The arbitrator will be without power or authority to make any decision which requires the commission of an act prohibited by law, or which is violative of the terms of this Agreement or the laws of the state and of federal government.

7.3.3.5 Arbitrator's Decision

- 7.3.3.5.1 The arbitrator's binding decision shall be in writing and shall set forth the findings of fact, reasoning and conclusions on the issues submitted.
- 7.3.3.5.2 The decision of the arbitrator, within the limits herein prescribed, shall be binding on the parties.
- 7.3.3.5.3 Arbitration Expenses: All costs of binding arbitration, including but not limited to, per diem expenses, travel and subsistence expenses, and the cost of any hearing room shall be borne equally by the Association and the District.

7.3.3.6 Failure to Meet Time Limits

- 7.3.3.6.1 If a grievance is not processed by the grievant and Association in accordance with the time limits set forth in this

1 Article, it shall not be subject to Level III review and shall be
2 considered settled on the basis of the decision last made by
3 the District. If the District fails to respond to the grievance in
4 a timely manner at any level, the running of its time limit shall
5 be deemed a denial of the grievance and termination of the
6 level involved, and the grievant may proceed to the next step.
7

8 7.3.3.6.2 Time limits hereunder may be lengthened or shortened in any
9 particular case only by mutual written agreement. The parties
10 will attempt in good faith to adjust time limit problems which
11 occur above Level I as a result of the summer recess.
12

13 7.3.3.7 Association Representation

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

22 7.3.3.8 Reasonable Released Time

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

32 7.3.3.9 Confidentiality

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

39 7.3.3.10 No Reprisal

40 There shall be no reprisal against a unit member for filing a grievance or
41 assisting a grievant in the above procedures.
42
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7.3.3.11 Grievance Files

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

7.3.3.12 Notification of Witnesses

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

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 8.2 **Hearings**

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

22
23 8.2.1 incompetency or inefficiency;

24
25 8.2.2 absences and/or repeated tardiness without authority or sufficient reason;

26
27 8.2.3 insobriety or unauthorized use of narcotics or habit-forming drugs;

28
29 8.2.4 insubordination;

30
31 8.2.5 dishonesty;

32
33 8.2.6 conviction of a felony, any crime involving moral turpitude, or any crime bringing
34 discredit upon the District;

35
36 8.2.7 immoral conduct;

37
38 8.2.8 evident unfitness for service;

39
40 8.2.9 physical or mental condition unfitting him/her for service;

41
42 8.2.10 violation of, or refusal to obey the school laws of the state or rules and regulations of
43 the District;

44
45 8.2.11 knowing membership in the Communist Party, or any organization that advocates
46 the overthrow of federal or state government: "It shall be sufficient cause for the
47 dismissal of any public employee when such public employee advocates, or is
48 knowingly a member of the Communist Party, or of an organization which during the

1 time of his membership he knowingly advocates overthrow of the Government of the
2 United States or of any state by force of violence."
3

4 8.2.12 falsification or violation of the Oath of Allegiance or any other District document;
5

6 8.2.13 any conduct inimical to the welfare of the School District or the pupils or employees
7 thereof;
8

9 8.2.14 District determination that assigned tasks of the employee are not being performed
10 at a level of scope, skill or responsibility to warrant the current classification and/or
11 salary.
12

13 8.3 Any bargaining unit member against whom disciplinary action is initiated by the District
14 shall be given written notice by the Department of Human Resources of the specific
15 charges against him/her. The notice shall contain a statement of his/her right to a hearing
16 on such charges and the time within which such hearing may be requested, which shall be
17 not less than five (5) working days after service of the notice on the employee. The
18 following shall constitute a waiver of the employee's right to a hearing: failure to request a
19 hearing within the time specified; or failure to appear at a requested and scheduled hearing
20 before the Board.
21

22 8.3.1 The employee may exercise one of the following two options with regard to a
23 disciplinary hearing: either request a hearing before the Board of Education; or
24 request that the Association submit the matter to a hearing officer for processing. If
25 the Association concurs with the employee request for utilization of a hearing officer,
26 it shall so notify the Superintendent within the timelines provided in Section 8.3,
27 above.
28

29 8.3.2 Notwithstanding the other provisions of these sections, the Board reserves the right
30 to determine whether or not the requested hearing shall be conducted by a hearing
31 officer, or by the Board of Education itself. If the Association requests a hearing
32 before the Board, and the Board elects to use a hearing officer instead, the District
33 shall pay for the full costs of said hearing.
34

35 8.3.3 Except in situations where a unit member's violation of the causes for discipline
36 identified in sections 8.2.2 through 8.2.14 warrants immediate disciplinary action,
37 the following progressive discipline steps shall be observed: Verbal Warning with
38 Conference Summary, Written Warning and Written Reprimand.
39

40 8.4 Conduct of Hearing

41 8.4.1 Board of Education Hearing. If the Board elects to conduct a requested hearing
42 before itself, said hearing shall be conducted in closed session, with the parties of
43 interest present, under provisions established by the Board for such executive
44 session matters. In addition, the employer and the charging party shall be entitled
45 to rights provided for in Section 8.4.3.3, below.
46

1 8.4.2 The Board shall, in instances of disciplinary hearings which it conducts,
2 communicate a written decision within thirty (30) days after conducting said hearing.
3 The decision of the Board shall be final and binding on the parties.
4

5 8.4.3 Hearing Officer Procedure. If the Association requests and the Board elects to have
6 a disciplinary matter processed before a Hearing Officer, the following provisions
7 shall regulate said hearing process:
8

9 8.4.3.1 Hearing Officer

10 The hearing shall be conducted by a recognized Hearing Officer, selected
11 by the District, from an agency of the State of California, the United States
12 Government, the State of California, the County or other outside consultant
13 recognized by the United States Government, the State of California, or
14 the County.
15

16 8.4.3.2 Notice of Hearing

17 The Department of Human Resources shall set the matter for hearing and
18 shall give the bargaining unit member at least five (5) working days notice
19 by certified mail of the date and place of such hearing.
20

21 8.4.3.3 Rights of Employee

22 The bargaining unit member shall have the right to attend any hearing
23 unless excused by the Hearing Officer, and shall be entitled to the
24 following rights:
25

26 8.4.3.3.1 to be represented by counsel;
27

28 8.4.3.3.2 to testify under oath;
29

30 8.4.3.3.3 to compel the attendance of other employees of the District to
31 testify in his/her behalf;
32

33 8.4.3.3.4 to cross-examine all witnesses appearing against him/her and
34 all employees of the District whose actions are in question or
35 who have investigated any of the matters involved in the
36 hearing and whose reports are offered in evidence before the
37 Hearing Officer;
38

39 8.4.3.3.5 to request impeachment of any witness;
40

41 8.4.3.3.6 to present such affidavits, exhibits and other evidence, as the
42 Hearing Officer deems pertinent to the inquiry;
43

44 8.4.3.3.7 to argue his/her case.
45

46 8.4.4 The party attempting to substantiate the charges against the bargaining unit
47 member shall be entitled to the same privileges.
48

1 8.5 Evidence

2 The hearing shall be informal and need not be conducted according to technical rules
3 relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort
4 of evidence on which responsible persons are accustomed to rely in the conduct of serious
5 affairs, regardless of the existence of evidence over objection in civil actions. Hearsay
6 evidence may be admitted for any purpose, but shall not be sufficient in itself to support a
7 finding unless it would be admissible over objection in civil actions. The rules of privilege
8 and official or judicial notice shall be effective to the same extent as in civil actions.
9 Irrelevant and repetitious evidence shall be excluded. Oral evidence shall be taken only
10 under oath or affirmation.
11

12 8.6 Exclusion of Witnesses

13 The Hearing Officer may at his/her discretion exclude witnesses not under examination,
14 except the employee and the party attempting to substantiate the charges against the
15 employee, and their respective counsel. When hearing testimony on scandalous or
16 indecent conduct, all persons not having a direct interest in the hearing may be excluded.
17

18 8.7 Burden of Proof

19 The burden of proof shall be upon the party attempting to substantiate the charges.
20

21 8.8 Findings and Decision

22 Upon completion of the hearing, findings of fact and conclusions of law shall be signed and
23 filed by the Hearing Officer, which shall constitute his advisory decision. Written findings
24 and conclusions shall be submitted by the Hearing Officer to the Governing Board through
25 the Superintendent of Schools for its approval. If the Governing Board accepts such
26 findings and conclusions, it need not read the record of the hearing; if it declines to accept
27 such findings and conclusions, it must read the record or hold a new hearing, after which it
28 may adopt the findings and conclusions made by the Hearing Officer, or make its findings
29 and conclusions. Unless the decision of the Board of Education provides otherwise, it shall
30 be effective immediately. Notice of the decision shall be mailed promptly to the employee
31 or his/her counsel or representative. Except for the correction of clerical error, such
32 decision of the Governing Board shall be final and conclusive.
33

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.
36

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. The workweek for six (6) hour
7 employees shall be a cumulative-thirty (30) hours per week, Monday through Friday.
8 This Article shall not restrict the extension of the regular workday or workweek on
9 an approved overtime basis when such is necessary to carry on the business of the
10 District.

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

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

20
21 10.1.3 All twelve month classified employees shall be provided with the option to work a
22 four (4) day work week during the Summer Recess period. All classified employees
23 shall submit a completed and signed "Optional Summer Work Schedule" form to be
24 approved by their immediate supervisor. During the Summer Recess period, the
25 administrator or supervisor may designate temporary reassignment to a central
26 office, Summer School site, or other District facility or to work under the temporary
27 supervision of another District administrator or supervisor.

28
29 10.2 **Assigned Time**

30 10.2.1 Any reduction in assigned time shall be accomplished in accordance with Layoff,
31 Article XVI, except those positions identified as having hourly assignments.

32
33 10.2.2 Any employee in the bargaining unit who works a minimum of thirty (30) minutes or
34 more per day in excess of his/her regular part-time assignment for a period of
35 twenty (20) consecutive working days or more shall have his/her regular assignment
36 adjusted upward to reflect the longer hours, effective with the next pay period.

37
38 10.2.2.1 Employees who ride school buses to accompany students to and/or from,
39 before and/or after school, may experience a fluctuation in the employee
40 daily hours due to an individual student's IEP, or student's attendance at a
41 particular school. These employee hours may increase or decrease,
42 based on their actual hours on the bus, and they will be paid for all hours
43 actually worked. These employees will not be subject to 10.2.2, and 16.2.

44
45 10.2.3 When additional hours are assigned to a part-time position on a regular basis, the
46 assignment shall be offered to the employee in the appropriate class with the
47 greatest bargaining unit seniority. The senior bargaining unit employee shall accept
48 or reject the offered assignment immediately. If the senior employee declines the

1 assignment, it shall be offered to the remaining employees in the class in
2 descending order of bargaining unit seniority until the assignment is made.

3
4 **10.3 Lunch Periods**

5 All employees covered by this Agreement shall be entitled to an uninterrupted lunch period
6 after the employee has been on duty for four (4) consecutive hours. The length of time for
7 such lunch period shall be for a period of no longer than one (1) hour nor less than one-half
8 (1/2) hour and shall be scheduled for full-time employees at or about the midpoint of each
9 work shift. Travel time to and from lunch shall be counted as part of the allowable lunch
10 period. An employee required to work during his/her lunch period shall receive pay at the
11 rate of time and one-half for all time worked during the normal lunch period.
12

13 **10.4 Rest Periods**

14 10.4.1 All bargaining unit employees shall be granted rest periods which, insofar as
15 practicable, shall be in the middle of each work period at the rate of fifteen (15)
16 minutes per four (4) consecutive hours worked. Rest periods of a total of thirty (30)
17 minutes on evening or special work shifts shall be scheduled to the mutual
18 convenience of the employees and the supervisors.
19

20 10.4.2 Rest periods are a part of the regular workday and shall be compensated at the
21 regular rate of pay for the employee.
22

23 10.4.3 Without prior written approval of the immediate supervisor, employees assigned to a
24 regular job site shall not leave said site during rest periods.
25

26 **10.5 Rest Facilities**

27 The District shall make available at each work site adequate lunchroom, restroom, and
28 lavatory facilities for bargaining unit employee use.
29

30 **10.6 Overtime**

31 Except as otherwise provided herein, all approved overtime hours as defined in this section
32 shall be compensated at a rate of pay equal to time and one-half the regular rate of pay of
33 the employee for all work permitted. Except for employees with an identified flexible work
34 schedule, approved overtime is defined to include any time worked, at the direction of the
35 District, in excess of eight (8) hours in any one (1) day or on any one shift, or in excess of
36 forty (40) hours in any calendar week, whether such hours are worked prior to the
37 commencement of a regularly assigned starting time or subsequent to the assigned quitting
38 time.
39

40 10.6.1 For employees working half time or more, all hours worked beyond the workweek of
41 five (5) consecutive days shall be compensated at the overtime rate commencing on
42 the sixth (6th) consecutive day of work.
43

44 10.6.2 All hours worked on the seventh (7th) consecutive day of work shall be
45 compensated at the overtime rate.
46

1 10.6.3 At the time that work is assigned, a unit member shall notify his/her
2 supervisor/manager if said member reasonably believes that the work assignment
3 cannot be completed within the remaining work hours.
4

5 10.7 Compensatory Time Off

6 The District shall have the option to approve compensatory time off in lieu of cash
7 compensation for up to sixteen (16) hours of overtime work. Compensatory time off, if
8 approved, shall be granted at the appropriate rate of overtime. When a bargaining unit
9 member is required to work on any holiday, as identified in this Agreement, he/she shall be
10 paid overtime wages, or given compensating time off, for such work, in addition to the
11 regular pay received for the holiday, at the rate of time and one-half his/her regular rate of
12 pay. The District shall investigate the possibility of including the amount of approved and
13 unused compensatory time on the periodic report of accumulated benefits that the District
14 provides to unit members on November 1st.
15

16 10.7.1 Except in cases when the efficient operation of the District would be adversely
17 affected, compensatory time shall be taken at a time mutually acceptable to the
18 employee in the bargaining unit and the District within twelve (12) months of the
19 date on which it was earned. The District shall pay the employee by warrant in lieu
20 of earned compensatory time not taken by the employee within the twelve (12)
21 month period in which it was earned. Such pay shall be determined at the
22 appropriate overtime rate based on the employee's rate of pay when the
23 compensatory time was earned.
24

25 10.8 Holidays

26 When a bargaining unit member is required to work on any holiday, as identified in this
27 Agreement, he/she shall be paid overtime wages, or given compensating time off, for such
28 work, in addition to the regular pay received for the holiday, at the rate of time and one-half
29 his/her regular rate of pay.
30

31 10.9 Overtime - Equal Distribution

32 The District shall make a good faith effort to provide a bargaining unit member assigned to
33 a particular work site with an opportunity to work overtime or extended hours at that site on
34 a rotative basis within his/her classification. If overtime or extended hours are required in
35 an area or task that necessitates a particular expertise or special knowledge, an employee
36 may be requested to work overtime or extended hours without regard to the rotational
37 concept. Nothing herein shall be construed to limit the ability of the District to require
38 overtime or extended hour service of an employee. An employee who declines a non-
39 mandatory overtime assignment shall revert to the bottom of the rotative list.
40

41 10.10 Minimum Call-in Time

42 Any employee called in to work on a date when the employee is not scheduled to work
43 shall receive a minimum of four (4) hours pay at the appropriate rate of pay under this
44 Agreement. An employee called to work on a day he/she was not scheduled to work (e.g.,
45 Saturday, Sunday or Holiday) shall be paid for a minimum of four (4) hours.
46
47

1 10.11 Right of Refusal

2 Any employee shall have the right to reject any offer or request for overtime or call-back, on
3 call, or call-in except in an extraordinary situation as determined by the immediate
4 supervisor. If an employee rejects a non-mandatory overtime assignment, he/she shall be
5 placed at bottom of the rotative list for the next overtime assignment.
6

7 10.12 Standby Time

8 All standby time shall be considered as regular hours worked and shall be compensated on
9 a straight time or overtime basis as are other hours worked under this Agreement.
10

11 10.13 Call-back Time

12 Any employee called back to work after completion of his/her regular assignment shall be
13 compensated for at least two (2) hours of work at the overtime rate, irrespective of the
14 actual time worked.
15

16 10.14 Work Schedules

17 The work schedule for the current school year is contained in Appendix F.
18

19 10.15 The bargaining unit member shall notify the immediate administrator of illness or any other
20 valid reason for failure to report as soon as possible, but normally not later than the
21 designated starting time for each day.
22

23 10.16 Bargaining unit members with eleven (11) month assignments shall accrue vacation days
24 and sick leave credit for a full month during July and August, regardless of the number of
25 days worked in each month, provided they are in regular working status. During July and
26 August, they shall have a non-working period of twenty-two (22) days, regardless of the
27 number of work days available in the work calendars for each instance. During July and
28 August, the administrator or supervisor may designate temporary reassignment to a central
29 office, summer school site, or other District facility or to work under the temporary
30 supervision of another District administrator or supervisor.
31

32 10.17 A bargaining unit member who is absent for three (3) consecutive days without proper
33 notification to his/her immediate administrator or site/department time keeper shall be
34 deemed to have abandoned his/her job and, at the discretion of the District, shall be
35 processed as a resignation retroactively to the first day of absence.
36

37 10.18 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 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 In the case of an Aunt or Uncle, a unit member will be eligible for one (1) day of
17 bereavement without loss of pay or deduction from other leave benefits found in this
18 Article.

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

26
27 11.1.3 Bereavement Leave is not applicable while an employee is on an unpaid leave of
28 absence.

29
30 11.1.4 Bereavement Leave is not applicable during unscheduled workdays of employees
31 working on less than twelve (12) month assignments.

32
33 11.1.5 Verification of Bereavement Leave upon return from leave: Members of the
34 bargaining unit shall be required to provide such proof of eligibility for Bereavement
35 Leave Benefits as may be required by the District. Such proof may consist of a
36 death certificate, obituary column notice, etc.

37
38 11.2 **Jury Duty and Official Appearance Leave**

39 11.2.1 An employee shall be entitled to leave without loss of pay only for the mandatory
40 time the employee is required to perform jury duty; or to appear in court on behalf of
41 the District on a matter within the scope of District employment.

42
43 11.2.2 Following proper verification, the District shall pay the employee the difference, if
44 any, between the amount received for jury duty and the employee's regular rate of
45 pay. Any meal, mileage, and/or parking allowance provided the employee for jury
46 duty shall not be considered in the amount received for jury duty.

1
2
3

11.2.3 The employee shall notify the immediate administrator upon receipt of the Jury Duty Notice.

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.
48

11.4.6 Illness due to pregnancy shall be treated as any other illness.

1
2 11.4.7 The employee's sick leave account shall be reduced by one (1) full day for each full
3 day of absence. If the absence is for less than a full day, the sick leave account
4 shall be reduced by the fraction used, but the fractions shall be only in one-hour per
5 day increments. An employee taking less than a full day of sick leave shall take it
6 only by the fractions listed.

7
8 11.4.8 The District will provide all unit members with an annual report of accumulated
9 vacation, accrued sick leave, and earned compensatory time. The report shall be
10 issued by November 30 of each year (2008).

11
12 11.4.9 Each school year a unit member may use up to half (1/2) of his/her days of sick
13 leave allowance for immediate family illness. In no event shall said utilization, when
14 combined with the immediate family illness provisions of Section 11.10.1, below,
15 result in the utilization of more than seven (7) days per year of paid leave for
16 immediate family illness.

17
18 11.5 Extended Illness Leave for Probationary Employees

19 11.5.1 If a probationary classified employee has utilized all of his/her accumulated sick
20 leave and is still absent from his/her duties because of illness or accident for a
21 period of five (5) school months or less, then the amount of salary deducted in any
22 month shall not exceed the sum which was actually paid a substitute or fifty percent
23 (50%) of the salary due him/her during the period of absence, whichever is the
24 lesser amount.

25
26 11.5.2 The five (5) months or less period during which the above deductions occur shall
27 begin with the start of regularly paid sick leave provisions for which he/she is
28 eligible.

29
30 11.5.3 A unit member who experiences an extended disability absence requiring surgery,
31 hospitalization, or extended medical treatment, shall be required to submit, prior to
32 return to active duty, a medical statement indicating an ability to return to his/her
33 position classification without restriction or detriment to the unit member's physical
34 or emotional well-being.

35
36 11.6 Extended Illness Leave for Permanent Employees

37 11.6.1 One-half (1/2) salary is payable for one hundred (100) days, less the number of
38 days of accrued earned sick leave previously not used in the fiscal year. Members
39 of the bargaining unit who have been employed by the District for five (5) calendar
40 years or more shall receive one-half (1/2) salary payable for one hundred (100)
41 days following the exhaustion of days of accrued sick leave previously used in the
42 fiscal year. The extended sick leave provided for under this Article shall be in
43 addition to any other paid leave provided for in this Article and shall be used only
44 after the exhaustion of earned accumulated sick leave.

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
48 off, extended illness leave, or any other accumulated paid leave, may be used

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

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

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

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

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

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

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

41 11.10 Personal Necessity Leave

42 11.10.1 When taking a personal necessity leave, the unit member shall notify the site
43 supervisor not later than one (1) workday in advance of the day for which the
44 absence is requested, unless an emergency makes such advance notification
45 impossible. A unit member shall be entitled to use, during each school year, a
46 maximum of seven (7) days of the sick leave provided for in Section 11.4 of this
47 Article for any of the following purposes:
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- 11.10.1.1 Death of a member of the unit member's immediate family as defined in Section 11.1, if leave is required in addition to that provided by Section 11.1 of this Article.
- 11.10.1.2 An accident involving a unit member's property or the personal property of the unit member's immediate family, if the accident is serious in nature, involves circumstances the unit member cannot reasonably be expected to disregard, and required the attention of the unit member during working hours.
- 11.10.1.3 Appearance in court or before any administrative tribunal as a litigant, party or witness under subpoena or valid order to appear. The unit member must return to work if not required to be absent the entire day. Each day of necessary attendance, other than the dates specified in a subpoena, shall be certified to by the clerk or other authorized officer of the court or by an authorized official of the administrative tribunal. The unit member shall ask for and collect any witness fee to which he/she may be entitled, and shall remit same to the District.
- 11.10.1.4 The serious illness of a member or a unit member's immediate family, which the unit member cannot reasonably be expected to disregard and which requires the attention of the unit member during working hours.
- 11.10.1.5 The birth of a child requiring the father to be absent during working hours.
- 11.10.1.6 Imminent danger to the home of a unit member, occasioned by flood, fire or similar cause, serious in nature, which the unit member cannot reasonably be expected to disregard and which requires the attention of the unit member during working hours.
- 11.10.1.7 Any other personal necessity not identified above provided it meets all four of the following conditions:
 - 11.10.1.7.1 Be serious in nature; and
 - 11.10.1.7.2 Be of such nature that it cannot be reasonably handled outside of school hours; and
 - 11.10.1.7.3 Involve circumstances which the employee cannot reasonably be expected to disregard; and

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 Leave for Pregnancy Disability**

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
48 be mutually agreed to by the District and the employee. The employee shall

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

6 Unit members are entitled to use accumulated sick leave as set forth in 11.4 and
7 11.6 for disabilities caused or contributed to by pregnancy, miscarriage, childbirth,
8 and related medical conditions. Such leave shall not be used for child care, child
9 rearing, or preparation for childbearing, but shall be limited to those disabilities as
10 set forth above. The length of such disability leave, including the date on which
11 the leave shall commence and the date on which, the duties are to resumed, shall
12 be determined by the unit member and the unit member's physician.
13

14 11.13 Child Bonding/ Parental Leave

15 11.13.1 Effective January 2017, unit members shall be entitled to parental leave as set
16 forth in this section.
17

18 11.13.2 For purposes of this section, "parental leave" mean leave for the purpose of
19 bonding with the unit members newborn child, or with a newly placed child in the
20 unit member's household for adoption or foster care. Parental leave does not
21 include leave taken for the employee's disability due to pregnancy, childbirth, or
22 related medical conditions.
23

24 11.13.3 Unit members shall use current and accumulated sick leave for parental leave for
25 up to 12 workweeks.
26

27 11.13.4 When a unit member with at least one year of District service has exhausted all
28 current and accumulated sick leave and continue to be absent on account of
29 parental leave, he or she shall be entitled to difference pay for the remainder of
30 the 12 weeks leave.
31

32 11.13.5 The Unit member must give the District at least 30 days' advance written notice of
33 his or her intention to use parental leave and the anticipated dates of the leave
34 except for extenuating circumstances outside the Unit Members control.
35

36 11.13.6 Parental leave must be used with 12 months following the birth or placement of the
37 child. Parental leave must be take in increments of at least 2 weeks' duration;
38 however, the unit member may take parental leave in increments of less than 2
39 weeks on up to two occasions.
40

41 11.13.7 Parental leave under this section runs concurrently with parental (child bonding)
42 leave under the California Family Rights Act (CFRA). The total amount of parent
43 leave may not exceed 12 workweeks in any 12-month period.
44

45 11.14 Unpaid Leave

46 Bargaining unit employees may be granted an unpaid personal business leave upon the
47 approval of the immediate supervisor when the employee demonstrates to his/her
48

1 immediate supervisor that the nature of the leave request represents an urgent condition of
2 necessity to be absent from normal work duties. The maximum period of said unpaid
3 personal business leave is ten (10) working days. Leave requests of longer duration must
4 be submitted to the Board of Education, at its sole discretion, for advance approval.
5

6 **11.15 Family Care and Medical Leave**

7 It is the intent of this provision to be consistent with Government Code section 12945.2 and
8 the Family and Medical Leave Act of 1993, and it shall be interpreted so that there will be
9 no violation of those statutes.
10

11 11.15.1 An employee with more than one (1) year of continuous service with the District,
12 who has worked at least 1,250 hours during said year and who is eligible for other
13 leave benefits of this Agreement shall be granted, upon written request, an unpaid
14 family care leave up to a total of twelve (12) work weeks in any twelve (12) month
15 period, pursuant to the provisions contained herein. For purposes of this section
16 the term "family care and medical leave" means either: (a) leave for reason of the
17 birth of a child of the employee, the placement of a child with an employee in
18 connection with the adoption of the child or foster care of the child of the
19 employee, or the serious illness of a child of the employee; (b) leave to care for a
20 parent or spouse who has a serious health condition; or (c) leave because of
21 serious health condition that makes the employee unable to perform the functions
22 of the position of that employee, except for leave taken for disability on account of
23 pregnancy, childbirth or related medical conditions.
24

25 11.15.2 An unpaid family care and medical leave shall be treated as any other unpaid
26 leave. During an unpaid family care and medical leave an employee shall retain
27 employee status with the District, and such leave shall not constitute a break in
28 service. An employee returning from an unpaid family care and medical leave
29 shall have no less seniority than when the leave commenced.
30

31 11.15.3 If an employee's need for an unpaid family care and medical leave is foreseeable,
32 the employee shall provide the District with at least thirty (30) days advance
33 notice; for unplanned absences, the employee shall provide the District with
34 reasonable advance notice of the need for such leave. If the employee's need for
35 such leave is foreseeable due to a planned medical treatment or supervision, the
36 employee shall make a reasonable effort to schedule the treatment or supervision
37 to avoid disruption to the operations of the District.
38

39 11.15.4 The District requires that an employee's request for an unpaid family care and
40 medical leave for the purpose of caring for a child, spouse or parent who has a
41 serious health condition or for the employee's own serious health condition be
42 supported by a written certification issued by the health care provider of the family
43 member requiring care. This written certification must include the date on which
44 the serious health condition commenced and the probable duration of the
45 condition. For a leave based upon caring for a child, spouse or parent who has a
46 serious health condition the written certificate must have an estimate of the
47 amount of time the health care provider believes the employee needs to care for
48 the individual requiring care, and a statement that the serious health condition

1 warrants the participation of a family member to provide care during a period of
2 the treatment or supervision of the individual requiring care. For a leave based on
3 the employee's own serious health condition, the written certification must include
4 a statement that the employee is unable to perform the functions of his or her
5 position. If additional leave is required upon the expiration of the time estimated
6 by the health care provider, the employee must request such additional leave
7 again supported by a written certification consistent with the requirements for an
8 initial certification.
9

10 11.15.5 In any case in which the District has reason to doubt the validity of the certification
11 provided pursuant to this section, the District may require, at the District's
12 expense, that the employee, or as appropriate the employee's spouse, child or
13 parent, obtain the opinion of a second health care provider. The second health
14 care provider may not be employed on a regular basis by the District. If the
15 opinions of the first and second health care provider differ, the District may require
16 a third opinion, again at the District's expense, from a health care provider
17 mutually agreed upon by the District and the employee. The third opinion shall be
18 final and binding.
19

20 11.15.6 Definitions

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

25 b. For purposes of this section and consistent with current law, the term "parent"
26 means biological, foster, in-law, or adoptive parent, a stepparent or a legal
27 guardian.
28

29 11.15.7 If an employee applies for a family care and medical leave, the employee can
30 elect, or the District may require, the substitution of paid vacation or other paid
31 leaves to which the employee is entitled. If such paid leave is substituted, the
32 employee is required to comply with the contractual requirements for use of such
33 paid leave.
34

35 11.15.8 An employee granted a leave under this provision shall have a right to
36 reinstatement to his/her former classification if such classification still exists, which
37 the person held immediately before commencement of a leave, with equivalent
38 benefits, pay, and other working conditions provided by this Agreement. If the
39 former classification no longer exists, he/she shall be placed in a lower or lateral
40 classification in which he/she had previously served and in which he/she holds
41 greater seniority than other incumbents in said class.
42

43 11.15.9 An employee taking unpaid family care and medical leave pursuant to this section
44 shall continue to be entitled to participate in District health insurance benefits, if
45 eligible and if enrolled, to the same extent and under the same conditions as apply
46 to other eligible, enrolled active employees receiving said benefits. The District may
47 recover the premium that it paid as required by this subdivision for maintaining

1 coverage for the employee under the group health plan if both of the following
2 conditions occur:

3
4 (a) The employee does not return to District service for a number of days equal to
5 the duration of the family care and medical leave.

6
7 (b) The employee's failure to return from leave is for a reason other than the
8 continuation, recurrence, or onset of a serious health condition that entitles the
9 employee to family care and medical leave or other circumstances beyond the
10 control of the employee.

11
12 11.15.10 Family care and medical leave may be taken in one (1) or more periods. Leave
13 may be taken in increments of at least one (1) day for recurring medical treatment
14 certified by a health care provider.

15
16 11.15.11 This policy shall not be construed to entitle the employee to receive disability
17 benefits under Part 1 (commencing with Section 3201) of Division 4 of the Labor
18 Code (Workers Compensation).

19
20 11.16 Health - Employee Work Restriction

21 The Association recognizes and agrees that the District has a managerial obligation and
22 right to review medical reports on employees sustaining illness or injuries, either on or off
23 the job, to determine the employee's physical ability to fulfill the tasks normally assigned to
24 the classification and for which the employee was hired. The Department of Human
25 Resources shall make available a form. Bargaining unit employees shall submit this form
26 for medical clearance for illnesses or injuries. The signature of a physician approved by the
27 District will be required. This form will either include, or have attached, a classification
28 description or duty statement to assist the physician in arriving at a decision as to the
29 employee's physical ability to perform assigned tasks. It is understood by the Association
30 that, in accordance with state and federal law, it is a managerial obligation and right to
31 refuse reemployment of a bargaining unit member who cannot perform his or her essential
32 job functions, with or without reasonable accommodations. It is understood by the
33 Association that it is a managerial obligation and right to involuntarily assign a bargaining
34 unit member to sick leave when a physician documents that the employee is physically or
35 mentally unable to perform completely in the classification for which hired. If a bargaining
36 unit member is placed on involuntary sick leave, the District shall, at the employee's
37 request, bear the cost of a second medical opinion in regard to the employee's physical or
38 mental ability to completely perform the assigned duties. The employee is limited in choice
39 of physicians to one who conducts business within Los Angeles County.

40
41 11.17 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
45 11.18 Catastrophic Leaves

46 Any bargaining unit members may apply for and receive catastrophic leave pursuant to the
47 following provisions:
48

- 1 11.18.10 Any unit member who receives paid catastrophic leave shall first use any
2 leave credits that he or she continues to accrue on a monthly basis prior to
3 receiving paid catastrophic leave.
4
- 5 11.18.11 Days shall be donated without regard to the daily rate of pay of any
6 participant. Requestors using catastrophic leave days shall receive pay for
7 that day at the same rate he/she would have received had the requestor
8 worked that day.
9
- 10 11.18.12 Any unit member who applies for catastrophic leave shall execute a written
11 waiver, waiving any right to privacy concerning the communication of the
12 circumstances and factors contemplated herein to those who will be
13 requested to donate eligible leave credits, or process said credits.
14
- 15 11.18.13 The receipt of a donated sick leave credit through catastrophic leave as
16 defined herein, when combined with other District income, shall not provide
17 the recipient with a greater monthly District income/fringe benefit contribution
18 than he/she received immediately prior to the receipt of catastrophic leave.
19 11.18.14 The catastrophic leave recipient, because he/she remains in paid District
20 status, shall continue to receive District fringe benefit contributions for the
21 duration of said leave.
22
- 23 11.18.15 This catastrophic leave section shall not be subject to the provisions of
24 **Article VII (Grievance Procedure)** of this Agreement.
25
- 26 11.18.16 Once the District has received all required documentation with which to
27 make a decision to approve or deny the unit member's request for
28 Catastrophic Leave, it will be the District's responsibility to notify both the
29 unit member and the Association of it decision within a ten work day period
30 from receipt of the required documentation (2008).
31

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 Juneteenth (June 19th)
- 20 Cesar Chavez Day

21
22 12.2 Every day appointed by the President of the United States or the Governor of the State of
23 California as a day of public fast, mourning or thanksgiving shall also be a holiday.

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

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

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

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

45
46 12.5 To be eligible for holiday pay that falls outside of the employee's annual work calendar, the
47 employee must be in paid status on either the day before or the day after the holiday. (E.g.
48 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
- 19 12.10 Juneteenth
20 Bargaining unit-members who work Juneteenth 2021 shall be compensated in the form of a
21 floating holiday to be used by December 31st of 2022.
22

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.

47 13.8 An employee may discontinue vacation leave in order to commence sick leave upon proper
48 notification and such verification as the District may require and vacation days not used will

1 be reinstated. Unused vacation, due to District cancellation, shall be restored to the unit
2 member's vacation entitlement record/account.

3
4 13.9 Nine (9) and ten (10) month employees are required to take their vacation during Winter
5 and Spring recesses. If additional vacation is accumulated, it must be taken with the
6 approval of the employee's immediate supervisor during the months that the employee
7 normally works.

8
9 13.9.1 A holiday prescribed in Section 12.1, above, that falls within an 11 or 12 month
10 employee's approved vacation shall be compensated as a holiday rather than as
11 vacation.

12
13 13.10 In order to implement this Article, immediate supervisors may advance vacation days to
14 nine (9) and ten (10) month employees not to exceed that which they would have normally
15 earned during their working year.

16
17 13.11 Regularly assigned, part-time employees earn prorated vacation in the same ratio as
18 regularly assigned hours per week bears to forty.

19
20 13.12 Additional time worked or overtime beyond regular assignment time for regular part-time
21 employees shall not earn additional vacation entitlement.

22
23 13.13 When more than one employee in a specific work unit, (shop, office) requests vacation for
24 the same time periods, management has the right to determine who shall receive that
25 vacation time consistent with the manager's responsibility to provide services. If the
26 employee requesting the same time period for vacation within the working unit holds the
27 same classification, seniority shall prevail. If it is apparent, over a twenty-four (24) month
28 period of time, that two or more employees within the same classification in the same
29 working unit have consistently requested the same time periods, the immediate supervisor
30 of that working unit shall then bypass the above seniority provision to allow the employee
31 with the lesser seniority an opportunity to have the vacation request honored.

32
33 13.14 Vacation benefits for permanent classified employees are as follows:

34	1-4 years	1.00 days per working month
35	5-10 years	1.25 days per working month
36	11 years	1.333 days per working month
37	12 years	1.416 days per working month
38	13 years	1.50 days per working month
39	14 years	1.583 days per working month
40	15 years	1.666 days per working month

41
42 13.15 The District shall establish standard reporting procedures of vacation records for the
43 various job sites; said reports shall be submitted to the District Accounting Office which
44 shall compute and maintain said records.

45
46 13.16 The specific provisions of this Article shall be the total, sole and exclusive working
47 conditions available to bargaining unit members or topics contemplated within, or related to,
48 said provisions.

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 emailed to all employees and posted outside
9 Human Resources for the general public, and shall be posted on school site bulletin
10 boards.
11

12 15.2.2 The job vacancy notice shall remain posted for a period of ten (10) full working
13 days, during which time employees shall 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 notified of the vacancy. During the exit interview, employees subject to
17 layoff will be advised how to access classified vacancies in the District.
18

19 15.2.4 Lateral transfer within the same classification will be provided an interview prior to
20 final selection pursuant to Article 15.4.
21

22 15.3 Notice of Contents

23 The job vacancy notice shall include: the job title, a brief description of the position and
24 duties, the minimum qualifications required for the position, the assigned job site, the
25 number of hours per day, regular assigned work shift times, days per week, and months
26 per year assigned to the position, the salary range and the deadline for filing to fill the
27 vacancy.
28

29 15.4 Filing

30 15.4.1 A permanent unit member whose most recent formal evaluation is satisfactory may
31 file for the vacancy by submitting a District application form to the Department of
32 Human Resources within the filing period.
33

34 15.4.2 The Department of Human Resources shall send via email a copy of all published
35 recruitment bulletins to the Association. It is agreed by the Association and the
36 District that such submission to the Association is a good faith effort by the District
37 to notify bargaining unit members that a vacancy exists and the Association agrees
38 that it shall not support a grievance due to a failure to post a recruitment bulletin at a
39 job site, due to any action or inaction by a bargaining unit member.
40

41 15.5 A permanent unit member who promotes into a vacancy shall successfully complete
42 another probationary period in the promotional position. If he/she fails to successfully
43 complete said probationary period, he/she shall be returned to the classification held
44 immediately prior to the promotion.
45

46 15.6 The specific provisions of this Article shall be the total, sole and exclusive working
47 conditions available to bargaining unit members on topics contemplated within, or related
48 to, said provisions.
49

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 District. All said District employees shall be
19 assigned to a special eligibility list for a period of one year for placement in positions within
20 the District prior to placement of employees on eligibility lists. Except in cases of waivers
21 approved by the State Board of Education that are not subsequently overturned by a court
22 of competent jurisdiction, during the term of this current agreement, the District shall not
23 use voluntary aides to assist certificated personnel in non-instructional duties in lieu of
24 abolished classified employee positions or in lieu of laid off classified employee positions.
25 Prior to any layoff of permanent bargaining unit members being implemented, the District
26 shall first eliminate any substitutes, provisional, limited term or student help in
27 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 the
31 circumstances giving rise to the need for layoff. The District shall notify all affected
32 employees in writing not less than sixty (60) 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 For school year 2022-2023 the District shall increase all classified unit members salary
9 schedules by 10% effective July 1, 2022.
10

11 For school year 2022-2023 the District shall pay 5% off schedule payment on all unit
12 member salary schedules, timeline to be determined. All unit members hired after July 1,
13 2022 shall receive a prorated amount of 5% off schedule based on hire date, timeline to be
14 determined.
15

16 In the event the District grants an on-salary schedule percentage increase for 2022-2023 to
17 any other represented unit, the classified bargaining unit shall receive the same on salary
18 schedule percentage increase as well as the same effective date. This clause shall not be
19 affected by agreements arrived at prior to the effective date of this Agreement.
20

21 17.2.1 Within sixty (60) days of County approval, the employee pay stubs shall: use a
22 different fringe benefit designation; reflect accumulated sick leave and vacation
23 benefits on employee pay stubs. Said pay stubs may also reflect accumulated
24 compensatory time, if the District and the Association mutually agree.
25

26 17.3 **Paychecks**

27 All regular paychecks of employees in the bargaining unit shall be itemized to include all
28 deductions.
29

30 17.3.1 Frequency – Once Monthly. All employees in the bargaining unit shall be paid once
31 per month payable on or before the last working day of the month. If the normal pay
32 date falls on a holiday, the paycheck shall be issued on the preceding workday.
33

34 17.3.2 Payroll Errors. Any payroll error resulting in insufficient payment for an employee in
35 the bargaining unit shall be corrected, and a supplemental check issued, not later
36 than five (5) workdays after the District determines that a payroll error has occurred.
37 The district shall make a determination regarding an alleged payroll error within five
38 (5) workdays after the employee provides written notice to the Payroll Department
39 that he /she may have received insufficient payment.
40

41 17.3.3 Special Payments. Any mileage payment, lodging reimbursement or payroll
42 adjustment due an employee in the bargaining unit as a result of working out of
43 class, recomputation of hours, or other reasons other than procedural errors, shall
44 be made and a supplemental check issued not later than twenty (20) working days
45 following written notice to the Payroll Department.
46

47 17.3.4 Notwithstanding any other provision of this Section, the issuance of any regular or
48 supplementary paychecks as described herein, shall be contingent upon the

1 continuation of the current payroll services rendered to the District by the Los
2 Angeles County Department of Education.

3
4 17.3.5 Any payroll error resulting in an overpayment for an employee in the bargaining unit
5 of less than \$100 shall be repaid on the following pay day, provided the employee
6 has been given advance notice of said repayment. Any payroll error resulting in an
7 overpayment for an employee in the bargaining unit of \$100 or more shall be repaid
8 after a meeting between the affected employee and the District payroll office. The
9 purpose of said meeting shall be to try to reach a bilateral agreement on a
10 repayment plan. In the absence of an agreement, repayment shall be at the rate of
11 20% of the employee's gross salary per month. Full repayment shall be made
12 within the fiscal year when the overpayment was made, except in the following
13 circumstances: The overpayment was more than \$200 and it occurred on or after
14 April 1; under this exception, repayment shall be made at the rate of 20% of the
15 employee's gross salary per month.

16
17 17.4 Promotion

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

21
22 17.4.1 Salary Placement Upon Reclassification

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

33
34 17.5 Mileage

35 17.5.1 Any employee in the bargaining unit required to use his/her own vehicle on District
36 business shall be reimbursed at the current IRS reimbursement rate per mile for all
37 miles driven at the discretion of and on behalf of the District.

38
39 17.5.2 Any employee in the bargaining unit who is permitted by the District to use his/her
40 vehicle, in lieu of using a District vehicle, on District business shall be reimbursed at
41 the rate current IRS reimbursement rate for all miles driven at the discretion of, and
42 on behalf of the District (2008).

43
44 17.5.3 The mileage computation shall include mileage necessary to return to the
45 employee's normal job site after the completion of District business.

1 17.5.4 This amount shall be payable in a separate warrant drawn against District funds
2 within twenty (20) working days of written submission of the claim by the employee
3 in the bargaining unit.

4
5 17.5.5 Effective July 1, 2002, any employee in the bargaining unit in the following title
6 positions (title code) shall receive a mileage stipend of fifty dollars \$50.00 per
7 month:

8
9 Community Liaison Specialist (279)
10 Community Specialist-Bilingual (276)
11 School Community Assistant (688)
12 School Community Assistant-Bilingual (689)
13

14 17.6 Meals

15 Any employee in the bargaining unit who, as a result of an approved work assignment, 15
16 must have meals away from the District, shall be reimbursed for the cost of the meal(s) not
17 to exceed the allowable District reimbursement amounts not to exceed forty (\$40.00) daily.
18

19
20 17.7 Lodging

21 17.7.1 Any employee in the bargaining unit who, as a result of an approved work
22 assignment, must be lodged away from home overnight shall, following submission
23 of claim and receipts be reimbursed for the full and reasonable costs as approved
24 by the District.
25

26 17.7.2 Where possible, the District shall provide advance funds to the employee for such
27 lodging. If advance funds are not available or do not cover the full cost of required
28 lodging, the District shall reimburse the employee for out-of-pocket lodging
29 expenses within twenty (20) working days after the employee has submitted an
30 expense claim with appropriate supporting documentation.
31

32 17.8 Longevity

33 The district agrees to additionally compensate long-service employees in accordance with
34 Article XX (Longevity Increments).
35

1 17.9 Step Increments

2 Nothing contained in this Agreement shall be construed to make the granting of step
3 increments as contained in the salary schedule attached in Appendix "D", automatic from
4 year to year; rather, the subject of step increments shall be a subject of annual negotiations
5 between the parties.
6

7 The 7th Step on the CSEA salary schedule shall be increased by 1% effective January 1,
8 2019.
9

10 The District will increase Step 7 by 2% for a total increase of 5% between Step and Step 7
11 effective July 1, 2021.
12

13 17.10 Salary Placement

14 17.10.1 During the term of this Agreement, in order for a bargaining unit member to move
15 from one step on the salary schedule to another step, said member must have
16 served at least one full year (12 months) on the previous step.
17

18 17.10.2 During the term of this Agreement, Step Placement upon promotion and Step
19 Placement following the completion of the probationary period after promotion shall
20 be handled consistently with past practice of the District
21

22
23 17.10.3 Upon approval of the Superintendent, at his/her sole discretion, a new employee
24 may be placed on step three (3) of the salary schedule, depending on his/her prior
25 work experience and the District's difficulty in recruiting candidates for vacant
26 positions in that particular class. If a vacant position is eligible for said accelerated
27 step placement, it shall be so indicated in the job announcement for the vacancy.
28
29

30 17.11 Bilingual Clerical Stipend

31 Effective, July 1, 2009, a classified employee assigned to a school site or district
32 department who regularly uses bilingual/bi-literate skills in the performance of the
33 employee's job duties shall be eligible for an additional \$40.00/month stipend above his/her
34 base salary, if approved by the employee's school site principal or department supervisor,
35 and designated Human Resources representative and provided said employee has
36 previously passed a District proficiency examination for the required bilingual/bi-literate
37 skills. The number of employees approved for said stipend at any specific location shall be
38 a site decision of the principal or department supervisor with approval by Human
39 Resources.
40

41 17.12 Night Shift Differential

42 Employees who work half or more of their assigned shift between 6:00 p.m. and 6:00 a.m.
43 will receive a 5% differential. Beginning January 1, 1988, said differentials shall be applied
44 to an employee's base salary. The District and the Association shall meet and consult prior
45 to any widespread or significant changes in the work schedules to which said employees
46 are now assigned.
47

48 17.13 Compensation for Assuming Classified Supervisor Duties

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

7 17.14 If a monthly employee who works less than a twelve (12) month calendar year is hired to
8 serve in the same classification in a summer school program, he/she shall receive an
9 hourly salary that is the prorated amount of his/her monthly wage rate. If a monthly
10 employee who works less than a twelve (12) month calendar and is hired for a summer
11 school program, he/she shall also earn prorated sick leave and vacation benefits for the
12 summer assignment.
13

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 laundry
8 service, shall be provided at no expense to the employee. If the District
9 decides to discontinue the uniform requirement, it shall give the Association
10 and affected unit members a written notice (30) thirty workdays prior.
11 District uniforms shall not be worn except in the performance of District
12 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 \$500 for each incident,
24 nor shall the reimbursement be less than \$50.00, provided the property
25 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

1 **ARTICLE XIX: CLASSIFICATION**

2
3 19.1 **Placement in Class**

4 Every bargaining unit position shall be placed in a class.

5
6 19.2 **New Positions or Classes of Positions**

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

12
13 19.3 **Incumbent Rights**

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

20
21 19.4 **Short-Term Substitute Employees**

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

24
25 19.5 **Reclassification & Salary Reallocations**

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

29
30 19.6 **Long Term Absences**

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

36
37 19.7 **Vacant Position**

38 In instances when a bargaining unit position becomes vacant and cannot be promptly filled
39 on a permanent basis, the District may, at its discretion, temporarily fill such vacancy by
40 assigning another bargaining unit member to work out of classification to fill said vacant
41 position on an interim basis. The District shall provide a good faith effort to fill said
42 vacancies within 120 days.

1 **ARTICLE XX: LONGEVITY INCREMENTS**

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

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

14 20.2.1 In the 8th year the longevity increment shall be \$40.00 per month.

15 20.2.2 In the 13th year the longevity increment shall be \$65.00 per month.

16 20.2.3 In the 18th year the longevity increment shall be \$90.00 per month.

17 20.2.4 In the 25th year the longevity increment shall be \$105.00 per month.
18

19 20.3 The specific provisions of this Article shall be the total, sole and exclusive working
20 conditions available to bargaining unit members on topics contemplated within, or related
21 to, said provisions.
22

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 ($\$2,000 \times 3\%$).

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 \times 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

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

3
4 **22.4.3 Required:**

5 1.0 unit CPR and First Aid shall be maintained (Required of all classifications)
6

7 **22.5 District Professional Growth Orientation**

8 The District Orientation Course shall be facilitated by the Department of Human Resources.
9 This orientation shall indicate how each employee's position furthers the goals of the
10 District. District Orientation shall be offered once a year in the Fall. This training shall
11 include segments presented by CSEA.
12

13 **22.6 Retroactivity Not Allowed**

14 Units earned prior to July 1, 1973, are not applicable to this program.
15

16 **22.7 Course Approval**

17 **22.7.1** In order to be assured that course work taken by the bargaining unit member will be
18 accepted for credit for the professional growth increments, the bargaining unit
19 member shall submit his/her written proposal to take a particular course or courses
20 to the Department of Human Resources prior to taking such a course or courses.
21 The Department of Human Resources shall evaluate the proposal and shall inform
22 the employee whether the proposed course or courses are acceptable. Failure to
23 do so may result in course disapproval, at the discretion of the Department of
24 Human Resources. Where courses have not received prior approval by the
25 Department of Human Resources, the Department of Human Resources shall
26 evaluate such courses to determine, at its sole and exclusive discretion, whether
27 they meet the criteria and intent of this Article. Any unit member who changes
28 his/her job title can submit courses for specific course credit if he/she had received
29 prior written approval of said classes by the Department of Human Resources prior
30 to the title change.
31

32 **22.7.1.1** The District shall process written proposals from unit members within 45
33 days of submission.
34

35 **22.7.2** It is the responsibility of the bargaining unit member to apply for the professional
36 growth credit and verify completion of course work prior to June 30 of each year
37 with the Department of Human Resources. Course work verified after June 30 shall
38 be credited at the start of the following fiscal year. The maximum ceiling for
39 professional growth base salary increments during an employee's service in the
40 District shall be twelve percent (12%), or four (4) increments of three percent (3%)
41 each, for approved and verified non-degree course work, as established herein. An
42 additional three percent (3%) base salary increment shall be granted upon
43 completion of fifteen (15) units above and beyond obtaining an AA Degree,
44 providing the employee has declared a major, and the employee's demonstrated
45 courses of study are towards a Bachelor's Degree. An additional three percent
46 (3%) base salary increment shall be granted upon obtaining a Bachelor's Degree in
47 the employee's occupational field, or other District-approved major field of study.
48 The absolute maximum ceiling of eighteen percent (18%), is based upon the

1 philosophy of encouraging the employee to seek a degree, not mere units of course
2 work, in a field that will directly benefit both the individual and the District.

3
4 22.7.3 Official transcripts or an instructor's signature covering work offered to fulfill
5 requirements for the professional growth increment must be completed and on file
6 by June 30 in the Department of Human Resources.

7
8 22.7.3.1 Under normal circumstances, verified course work completions submitted
9 by June 30 will be processed by the District prior to the following
10 December 1.

11
12 22.8 Kinds of Credit Allowed

13 22.8.1 All courses must receive a minimum of a "C" grade in order to receive credit for the
14 course. If letter grades are not given for a course, a letter of satisfactory completion
15 signed by the instructor is required.

16
17 22.8.2 All professional growth credit shall be computed in semester hours. College credit
18 in terms of quarter hours will be translated into semester hours by using the
19 following formula: double quarter credit, divide by three (3).

20
21 22.8.3 For noncredit courses taken at accredited institutions, fifteen (15) hours of work
22 shall be equivalent to one (1) semester unit of credit.

23
24 22.8.4 A credit of .5 (half a unit) shall be earned for each one day approximately eight (8)
25 hours workshop attended. A maximum of two such workshops to be credited with
26 each 15 unit increment. Such workshops shall not be applied if during normal work
27 hours or where compensation is offered by the district.

28
29 22.8.5 All college credits or degrees shall be earned at an institution that is accredited by
30 the Western Association of Schools and Colleges, or regional affiliate thereof.

31
32 22.9 Prior to August 1st, the District and the Association shall form a Joint Committee of equal
33 representation to consult regarding ways to maintain/improve the efficient operation of this
34 Article.

35
36 22.10 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 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.

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 24.1.2 The District shall pay any increases to Health and Welfare Benefits for 2022-2023
9 (October 1, 2022-September 30, 2023).
10

11 24.2 Members of the bargaining unit working a minimum of six (6) hours per day shall be entitled
12 to utilize the payroll deduction process in order to purchase the following benefits for
13 themselves only:
14

15 24.2.1 Group Life Insurance, \$10,000 (2008) limit.
16

17 24.2.2 Additional decreasing term life insurance.
18

19 24.2.3 Income Protection Insurance.
20

21 24.2.4 Not less than \$10.00 per month (tenthly) for tax sheltered annuities approved by the
22 District and subject to the regulation of the Internal Revenue Service.
23

24 24.2.5 Vision Care (employee only).
25

26 24.3 Effective, January 1, 1986, unit members working less than six (6) hours per day shall be
27 allowed to utilize the payroll deduction process in order to purchase, at his/her expense, the
28 income protection insurance, group life insurance (\$7,500.00 limit), decreasing term life
29 insurance, and a \$10.00/month (tenthly) minimum TSA approved by the District and subject
30 to IRS regulations.
31

32 24.4 The parties agree to request that the Insurance Review Committee investigate the
33 ramifications of possible future change to a calendar year premium cycle.
34

35 24.5 The District Insurance Committee shall look at the possibility and implications of making
36 fringe benefit coverage available to a part-time employee at his/her cost.
37

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

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

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

23 The Summer School list is comprised of bargaining unit members, in the order of their
24 seniority. All requests for summer school positions will be offered in a rotational order with
25 the greatest seniority first to the newest applicant last, and will return to the top of the list
26 once all applicants have been offered an opportunity for summer school employment. This
27 list shall be maintained by Human Resources. Employees who work with students that
28 require specialized educational services are exempt.
29
30

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; Board rules and regulations to the extent
6 permitted by State law. Except as expressly provided by specific provisions in this
7 Agreement, all lawful practices, procedures and regulations are discretionary with the
8 District.
9

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 2022-2023, 2023-2024, 2024-2025 school years.
17 The parties agree to commence negotiations on reopeners no later than October 1 of each
18 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

Pasadena Unified School District
Tentative Agreement with
California School Employee Association
Pasadena Chapter 434 (CSEA)
November 8, 2022

ARTICLE XXXIII: DURATION AND SIGNATURES

33.1 This Agreement shall become effective upon adoption by the District and the Association. This Agreement shall remain in full force and effect up to and including June 30, 2025. Notwithstanding the contractual expiration date, the salary schedule year shall remain July 1-June 30, unless the parties subsequently negotiate a change in said salary schedule year.

Pasadena Unified School District:

Date: 11/08/2022



Sarah Rudchenko, Ed.D.

California School Employee Association:

Date: 11/08/2022



Shañada Thornton
CSEA Chapter President



Jessica González
CSEA Labor Relations Representative

CSEA BARGAINING UNIT CLASSIFICATIONS

- Accountant, Junior
- Accounts Payable Specialist
- Accounts Payable/Receivable Clerk
- Adult Education Transition Technician
- Application Support Assistant
- ASB Bookkeeper
- Assessment Center - Data Technician
- Assessment Center Technician
- Associate Human Resources Analyst
- Attendance Specialist
- Behavioral Health Administrative Services Coordinator
- Behavioral Health Liaison Specialist
- Behavioral Interventionist-Applied Behavior Analysis
- Benefits Specialist
- Benefits Technician
- Bilingual Technician
- Braille Transcriber
- Buyer
- Case Manager/Healthy Start
- Career Financial Aid Advisor
- Ceramic Lab Technician
- Child Welfare & Attendance Worker
- Children's Services Assistant I
- Children's Services Assistant II
- Classified Personnel Technician
- Clerk
- Clerk Typist
- College & Career Center Technician
- Communications Assistant
- Community Advocate
- Community Liaison Specialist
- Community Liaison Specialist Bilingual
- Computer Learning Specialist
- Credential Services Specialist
- Database Specialist
- Data Control Clerk-Reg
- Data Control Clerk I
- Data Control Technician
- District Ed Center Receptionist
- District Registrar
- District Security Officer
- District Translator/Interpreter
- Early Return to Work Specialist
- EDP Operations Specialist
- Educational Media Assistant
- Eligibility Technician
- Emergency Preparedness Coordinator
- Expediter/Receiving Technician
- Family Advocate/Healthy Start
- Fiscal Services Technician
- Food Service Program Technician

- Health Assistant - LVN
- Health Clerk
- Health Technician - RN
- Human Resources Assistant
- Human Resources Position Control Technician
- Infant Care Aide
- Instructional Aide
- Instructional Aide/Advance Path
- Instructional Aide/Assistive Tech
- 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 Program
- Instructional Aide/SUCCESS
- Instructional/Clerical Assistant/Bilingual
- Interpreter/Aide for the Deaf
- ITS Help Desk Technician
- ITS Help Desk Technician, Lead
- ITS Systems Analyst
- Leaves Analyst
- Licensed Vocational Nurse
- Library Coordinator
- Limited Term-Substitute Clerical
- Worker
- 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
- Transitional Kindergarten Assistant
- Transportation Scheduler/Dispatcher
- Truancy Intervention and Prevention Specialist
- Web Design Specialist
- Workers' Compensation Technician
- Youth Leader Elementary - Learns
- Youth Leader Secondary - Learns

The following classifications are inactive as of March 21, 2017

- Site Leader Elementary - Learns
- Site Leader Secondary - Learns
- Youth Leader Elementary - Learns
- Youth Leader Secondary - Learns
- College & Career Center Technician
- Secretary I
- Staff Assistant
- Associate Human Resources Analyst
- Child Welfare & Attendance Worker
- Ceramic Lab Technician
- EDP Operations Specialist
- Educational Media Assistant
- Expediter/Receiving Technician
- Infant Care Aide
- Instructional Aide/PE
- Instructional Aide/Assistive Tech
- Instructional Aide/Automotive
- Instructional Aide/In-House Suspension
- Instructional Aide/SUCCESS
- Programmer Analyst I
- Programmer Analyst II
- Programmer Trainee
- Technology Cluster Liaison
- PBX Operator

FRINGE BENEFITS

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

The current available plans are:

- Blue Shield PPO
- Blue Shield HMO
- Kaiser
- Dental Plan – Delta Dental PPO
- Unum Life Insurance

IMPORTANT NOTE: INDUSTRIAL INJURY OR ILLNESS

In the event of an industrial injury or illness, unit members(s) 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 Worker's 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 Human Resources Department, Non-Industrial Leaves and Worker's Compensation desk at ext. 88775.

FRINGE BENEFITS

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

- (a) Medical, Prescription, Dental and Life Insurance

**Tentative Agreement
January 22, 2021**

APPENDIX D-2 & APPENDIX D-3

**CHILD DEVELOPMENT PROGRAMS
OFFICIAL CALENDAR**

2023-2024 School Year

July 1	First Day for 12-month Child Development Unit Members
July 4	Independence Day
August 4	Admission Day
August 7	First Day for 10-month Child Development Unit Members; Staff Development Day, Pupil Free Day (10-month Child Development Unit Members)**
August 8	Staff Development Day, Pupil Free Day (10-month Child Development Unit Members)**
August 9	First Day for 10-month Child Development Unit Members; Teacher Driven, Pupil Free Day (10-month & 12-month Child Development Unit Members)
August 10	Parent Orientation Day, Pupil Free Day (10-month & 12-month Child Development Unit Members)
August 11	First Day for 10-month Child Development Students
September 4	Labor Day
November 10	Veterans Day
November 20-24	Thanksgiving Break (10-month Child Development Unit Members)
November 22-24	Thanksgiving Holiday (12-month Child Development Unit Members)
December 22-January 5	Winter Break (10-month Child Development Unit Members)
December 22	Christmas Eve (12-month Child Development Unit Members)
December 25	Christmas Day (12-month Child Development Unit Members)
December 29	New Year's Eve (12-month Child Development Unit Members)
January 1	New Year's Day (12-month Child Development Unit Members)
January 15	Martin Luther King, Jr. Day
February 12	Lincoln's Birthday
February 19	Presidents Day
March 29	Cesar Chavez Day (10-month Child Development Unit Members)
April 1-5	Spring Break (10-month Child Development Unit Members)
May 27	Memorial Day
May 31	Last Day for 10-month Child Development Students
June 3	Last Day for 10-month Child Development Unit Members; Teacher Driven, Pupil Free Day (10-month Child Development Unit Members)
June 28	Last Day for 12-month Child Development Unit Members

United Teachers of Pasadena
Dated: January 22, 2021

DocuSigned by:
Allison Steppes
6355EB3E4A4E485
Allison Steppes, Ed.D, President

DocuSigned by:
Alvin Nash
F3703CB793604D0...
Alvin Nash, Bargaining Chairperson

Pasadena Unified School District
Dated: January 22, 2021

DocuSigned by:
Steve Miller
C830B7113167ACE
Steve Miller, Ed.D. Chief Human Resources Officer

Pasadena Unified School District
 Official Calendar for the 2022-2023 School Year
 CHILD DEVELOPMENT PROGRAMS - 10 MONTHS

FIRST SEMESTER																Teacher Work Days	Student Days					
	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri							
JUL 25 - AUG 5	25	26	27	28	29	Aug 1	2	3	4													
1st School Month AUG 8 - SEP 2	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31	Sep 1	2	19	17
2nd School Month SEP 5 - SEP 30		6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	19	19
3rd School Month OCT 3 - OCT 28	Oct 3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	20	20
4th School Month OCT 31 - NOV 25	31	Nov 1	2	3	4	7	8	9	10		14	15	16	17	18						14	14
5th School Month NOV 28 - DEC 23	28	29	30	1	2	Dec 5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	19	19
DEC 26 - JAN 6	26	27	28	29	30	Jan 1	2	3	4	5											0	0
SECOND SEMESTER																Total Days First Semester:	91	89				
6th School Month JAN 9 - FEB 3	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31	Feb 1	2	3	19	19
7th School Month FEB 6 - MAR 3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	Mar 1	2	3	18	18
8th School Month MAR 6 - MAR 31	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	19	19
9th School Month APR 3 - APR 28						10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	15	15
10th School Month MAY 1 - MAY 26	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	20	20
11th School Month MAY 29 - JUN 2	29	30	31	1	2																4	3
Total Days Second Semester:																95	94					
Total Days in 2022 - 2023 School Year:																186	183					
SUMMER SCHOOL 2023																						
Summer School JUN 5 - JUN 23						S 5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	11	11
Summer School JUN 26 - JUL 14	26	27	28	29	30	3	4	5	6	7	10	11	12	13	14						13	13
Total Days In 2023 Summer School:																24	24					

DS
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AN

DS
SM

- Jul 4 Independence Day (Schools & Offices Closed)
- Aug 5 Admission Day (Schools & Offices Closed)
- Sep 5 Labor Day (Schools & Offices Closed)
- Nov 11 Veterans Day (Schools & Offices Closed)
- Nov 21-25 Thanksgiving Break (Schools Closed)
- Nov 23-25 Thanksgiving Holiday (Offices Closed)
- Dec 23 - Jan 6 Winter Break (Schools Closed)
- Dec 23 Christmas Eve
(Children's Centers & Offices Closed)
- Dec 28 Christmas Day
(Children's Centers & Offices Closed)
- Dec 30 New Year's Eve
(Children's Centers & Offices Closed)
- Jan 2 New Year's Day
(Children's Centers & Offices Closed)
- Jan 9 Students Return From Winter Break
- Jan 16 Martin L. King, Jr. Day (Schools & Offices Closed)
- Feb 13 Lincoln's Birthday (Schools & Offices Closed)
- Feb 20 President's Day (Schools & Offices Closed)
- Mar 31 Cesar Chavez Day (Schools Closed)
- April 3-7 Spring Break (Schools Closed)
- May 29 Memorial Day (Schools & Offices Closed)

SPECIAL DATES

- Aug 9 First Day for 10-Month Child Development Unit Members; Teacher Driven; Pupil Free Day#
- Aug 10 Parent Orientation Day; Pupil Free Day
- Aug 11 First Day for 10-Month Child Development Students A
- Jun 1 Last Day for 10-Month Child Development Students
- Jun 2 Last Day for 10-Month Child Development Unit Members; Teacher Driven Day; Pupil Free Day#

SUMMER SCHOOL 2023

- Jun 7 Beginning of Summer School S
- Jun 16 & 30 Schools Closed
- Jun 19 Juneteenth Holiday (Schools & Office Closed)
- Jul 4 Independence Day (Schools & Offices Closed)
- Jul 14 Last Day of Summer School S

Legend:

- = Schools are closed
- = Staff Dev Days (SBCP); Pupil Free Day
- △ = Parent Conference Day
- # = Unit Member 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 2022-2023 School Year
CHILD DEVELOPMENT PROGRAMS - 12 MONTHS**

SUMMER 2022																		Teacher Work Days	Student Days								
	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri							
JUL 1 - JUL 22					Jul 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	18	19	20	21	22	15	16
1st School Month JUL 25 - AUG 8	25	26	27	28	29	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	11	11
Total Days In 2022 Summer:																		25	26								

DS
AS
AN
SM

FIRST SEMESTER																		Teacher Work Days	Student Days									
1st School Month AUG 9 - SEP 2	#	A														Sep										19	17	
2nd School Month SEP 5 - SEP 30	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	19	19	
3rd School Month OCT 3 - OCT 28	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	20	20
4th School Month OCT 31 - NOV 25	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	17	17	
5th School Month NOV 28 - DEC 23	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	19	19	
DEC 26 - JAN 6	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	7	7	
Total Days First Semester:																		101	99									
SECOND SEMESTER																		Teacher Work Days	Student Days									
6th School Month JAN 9 - FEB 3	B															Feb										19	19	
7th School Month FEB 6 - MAR 3	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	18	18	
8th School Month MAR 6 - MAR 31	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	19	19	
9th School Month APR 3 - APR 28	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	20	20
10th School Month MAY 1 - MAY 28	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	20	20
11th School Month MAY 29 - JUN 2	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	4	4	
Total Days Second Semester:																		100	100									

SUMMER 2023																		Teacher Work Days	Student Days									
Summer School JUN 5 - JUN 30	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	19	19
Total Days In 2023 Summer:																		19	19									
Total Days In 2022 - 2023 School Year:																		246	244									

- Jul 4 Independence Day (Schools & Offices Closed)
- Sep 5 Labor Day (Schools & Offices Closed)
- Nov 11 Veterans Day (Schools & Offices Closed)
- Nov 24-25 Thanksgiving Holiday (Children's Centers & Offices Closed)
- Dec 23 Christmas Eve Holiday (Children's Centers & Offices Closed)
- Dec 26 Christmas Day Holiday (Children's Centers & Offices Closed)
- Dec 30 New Year's Eve Holiday (Children's Centers & Offices Closed)
- Jan 2 New Year's Day Holiday (Children's Centers & Offices Closed)
- Jan 16 Martin L. King, Jr. Day (Schools & Offices Closed)
- Feb 13 Lincoln's Birthday (Schools & Offices Closed)
- Feb 20 Presidents Day (Schools & Offices Closed)
- Mar 31 Cesar Chavez Day (Children's Centers Closed)
- May 31 Memorial Day (Schools & Offices Closed)
- June 19 Juneteenth (Children's Centers Closed)

- SPECIAL DATES**
- Jul 1, 2022 First Day for 12-Month Child Development Members
 - Aug 9 Teacher Driven; Pupil Free Day#
 - Aug 10 Parent Orientation Day; Pupil Free Day
 - Jun 30 Last Day for 12-Month Child Development Unit Members

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



PASADENA UNIFIED SCHOOL DISTRICT

Official Calendar

School Year 2023 – 2024

July						
S	M	T	W	T	F	S
						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					

teacher work days: 0
student school days: 0

Date	Events
07/04	Holiday: Fourth of July
07/24	First Day 11-Month UTP

August						
S	M	T	W	T	F	S
		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		

teacher work days: 18
student school days: 14

Date	Events
08/02	First Day 10.5-Month UTP
08/04	Holiday: Admissions Day
08/07	Teachers on Duty, Staff Dev, Pupil Free
Aug 8-9	Staff Dev, Pupil Free
08/10	Teacher Driven, Pupil Free
08/11	Optional PD Day
08/14	First Day for STUDENTS
08/14	First day of 1st Semester
Aug 23-31	See Back to School Schedule

September						
S	M	T	W	T	F	S
					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

teacher work days: 19
student school days: 19

Date	Events
09/04	Holiday: Labor Day
09/22	Optional PD Day: Pupil Free
Sep 7-27	See Back to School Schedule

October						
S	M	T	W	T	F	S
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				

teacher work days: 22
student school days: 21

Date	Events
10/12	RCHS shortened day (quarterly exams)
10/13	Pupil Free
10/13	Parent Conf (Elementary & Middle)
10/13	Staff Dev (High School)

November						
S	M	T	W	T	F	S
			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		

teacher work days: 16
student school days: 16

Date	Events
11/10	Holiday: Veteran's Day
Nov 20-24	Holiday: Thanksgiving Break

December						
S	M	T	W	T	F	S
					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						

teacher work days: 15
student school days: 15

Date	Events
12/15	High School shortened day (banked mins)
Dec 19-21	High School shortened days (finals)
12/19	RCHS shortened day (banked mins)
Dec 20-21	RCHS shortened days (finals)
12/21	K-8: shortened day (banked mins)
12/21	Last day of 1st Semester
12/22	First Day of Winter Break

January						
S	M	T	W	T	F	S
						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			

teacher work days: 17
student school days: 17

Date	Events
01/05	Last Day of Winter Break
01/08	Students return from Winter Break
01/08	First day of 2nd Semester
01/15	Holiday: Martin L. King Jr Day

February						
S	M	T	W	T	F	S
				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		

teacher work days: 19
student school days: 19

Date	Events
02/12	Lincoln's Birthday
02/19	Presidents Day
02/29	Leap Year

March						
S	M	T	W	T	F	S
					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						

teacher work days: 20
student school days: 20

Date	Events
03/15	RCHS shortened day (quarterly exams)
03/28	K-8: shortened day (over banked min)
03/27	See Open House Schedule
03/29	Holiday: Cesar Chavez Day

April						
S	M	T	W	T	F	S
						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				

teacher work days: 17
student school days: 17

Date	Events
Apr 1-5	Spring Break
Apr 18-24	See Open House Schedule

May						
S	M	T	W	T	F	S
			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	

teacher work days: 22
student school days: 22

Date	Events
May 1-16	See Open House Schedule
05/27	Memorial Day
May 29-31	High School shortened days (finals)
May 30-31	RCHS shortened days (finals)
05/31	Last day for STUDENTS
05/31	Shortened day for K-8

June						
S	M	T	W	T	F	S
						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						

teacher work days: 1
student school days: 0

Date	Events
06/03	Last Day for Teachers, Pupil Free
06/13	Last day for 10.5 & 11 Month UTP
06/19	Holiday: Juneteenth
	SUMMER SCHOOL / ESY:
06/06	First Day Summer School / ESY
	No School: 6/19, 6/21, 6/28, 7/4
07/12	Last Day Summer School / ESY



PASADENA UNIFIED SCHOOL DISTRICT

School Year 2023 – 2024

Back to School Night & Open House

Back-to-School Night (Minimum Day)

August						
S	M	T	W	T	F	S
		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		

September						
S	M	T	W	T	F	S
					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

School	Date
Altadena ES	08/31
Blair	08/23
CIS	10/08
Don Benito ES	08/23
Eliot	09/07
Field ES	08/30
Hamilton ES	08/30
Jackson ES	09/20
Longfellow ES	08/23
Madison ES	08/31
Marshall	09/07
McKinley	09/14
Muir	08/23
Norma Coombs ES	08/23
Octavia E Butler	09/07
PALS	08/23
PHS	08/23
Rose City	09/27
San Rafael ES	09/20
Sierra Madre ES	08/23
Sierra Madre MS	08/24
Washinton ES	08/23
Webster ES	08/31
Willard ES	08/31

Open House (Minimum Day)

March						
S	M	T	W	T	F	S
					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						

April						
S	M	T	W	T	F	S
	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				

May						
S	M	T	W	T	F	S
			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	

School	Date
Altadena ES	04/18
Blair	04/18
CIS	04/18
Don Benito ES	05/02
Eliot	04/18
Field ES	05/02
Hamilton ES	04/18
Jackson ES	05/02
Longfellow ES	05/16
Madison ES	05/16
Marshall	05/15
McKinley	05/02
Muir	05/09
Norma Coombs ES	05/15
Octavia E Butler	04/18
PALS	04/18
PHS	03/27
Rose City	03/27
San Rafael ES	05/02
Sierra Madre ES	05/02
Sierra Madre MS	05/09
Washinton ES	05/01
Webster ES	05/15
Willard ES	05/02

Pasadena Unified School District
Official Calendar for the 2022-2023 School Year

FIRST SEMESTER																Teacher Work Days	Student Days					
	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri							
JUL 25 - AUG 5	25	26	27	28	29	Aug 1	2	3	4	5												
1st School Month AUG 6 - SEP 2	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31	Sep 1 2	19	17	
2nd School Month SEP 5 - SEP 30	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	19	18
3rd School Month OCT 3 - OCT 28	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	20	19
4th School Month OCT 31 - NOV 25	31	1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	14	14
5th School Month NOV 26 - DEC 23	28	29	30	1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	19	19
DEC 26 - JAN 6	26	27	28	29	30	Jan 2	3	4	5	6											0	0
SECOND SEMESTER																Total Days First Semester:						
6th School Month JAN 9 - FEB 3	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31	1	2	3	19	19
7th School Month FEB 6 - MAR 3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	1	2	3	18	18
8th School Month MAR 6 - MAR 31	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	19	18
9th School Month APR 3 - APR 28	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	15	16
10th School Month MAY 1 - MAY 26	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	20	20
11th School Month MAY 29 - JUN 2	29	30	31	1	2																4	3
Total Days Second Semester:																95	93					
Total Days in 2022 - 2023 School Year:																186	180					

SUMMER SCHOOL 2023																							
Summer School JUN 5 - JUN 23						S 5	6	7	8	9	12	13	14	15	16	18	19	20	21	22	23	11	10
Summer School JUN 26 - JUL 14	26	27	28	29	30	3	4	5	6	7	10	11	12	13	14							13	12
Total Days in 2023 Summer School:																24	22						

Aug 5	Admission Day (Schools & Offices Closed)
Sep 5	Labor Day (Schools & Offices Closed)
Aug 24 - Sep 29	Back-to-School Night (Minimum Day)
Aug 18	Sierra Madre MS (revised)
Aug 24	Blair, CIS (at Wilson), Norma Coombs, Don Benito, Longfellow (revised), Muir, PALS, & Sierra Madre ES
Sep 1	Willard
Sep 8	Octavia Butler, Elliot, & Marshall
Sep 14	Madison
Sep 16	McKinley
Sep 20	Washington ES & Webster
Sep 21	Alladena, Field, Hamilton, Jackson, & San Rafael
Sep 29	Focus Point, PHS, & Rose City
Oct 5	CIS
Nov 11	Veterans Day (Schools & Offices Closed)
Nov 21-25	Thanksgiving Break (Schools Closed)
Dec 23 - Jan 6	Winter Break (Schools Closed)
Dec 23 & 26	Christmas Eve & Christmas Day (Offices Closed)
Dec 30 & Jan 2	New Year's Eve & New Year's Day (Office Closed)
Jan 16	Martin L. King, Jr. Day (Schools & Offices Closed)
Feb 13	Lincoln's Birthday (Schools & Offices Closed)
Feb 20	Presidents Day (Schools & Offices Closed)
Mar 31	Cesar Chavez Day (Schools & Offices Closed)
April 3-7	Spring Break (Schools Closed)
Mar 29 - May 18	Open House (Minimum Day)
Mar 29	PHS & Rose City
Apr 12	Focus Point
Apr 20	Octavia Butler, CIS, Elliot, Hamilton, & PALS
Apr 28	Blair
May 3	Madison & Washington ES
May 4	Alladena, Don Benito, Field, Jackson, McKinley, San Rafael, Sierra Madre ES, & Willard
May 11	Muir & Sierra Madre MS
May 17	Norma Coombs, Marshall, & Webster
May 18	Longfellow (revised)
May 29	Memorial Day (Schools & Offices Closed)

Jul 28	First Day for 11-Month Unit Members
Aug 4	First Day for 10 1/2-Month Unit Members
Aug 9	10-Month Unit Members on Duty, Staff Develop Day (SBCP) Pupil Free Day
Aug 10	Unit Member Driven Day, Pupil Free Day #
Aug 11	Beginning of First Semester, First Day for Students A
Sep 23	Staff Development Day, Pupil Free Day
Oct 13	Rose City Quarterly Exams - Shortened Day for Rose City
Oct 14	Staff Develop. Day (SBCP) for High Schools, Pupil Free Day
Oct 14	Parent Conference Day for Elementary & Middle Schools
Dec 16	Shortened Day for Over Banked Minutes (High Schools)
Dec 20	Shortened Day for Over Banked Minutes (Rose City)
Dec 20-22	High School Final Exams - Shortened Day for High Schools
Dec 21-22	Rose City Final Exams - Shortened Day for Rose City
Dec 22	Shortened Day for Over Banked Minutes (K-8)
Dec 22	Fall Semester Ends
Jan 9	First day of Second Semester B
Mar 17	Rose City Quarterly Exams - Shortened Day for Rose City
Mar 24	Staff Development Day, Pupil Free Day
Mar 30	Shortened Day for Over Banked Minutes
May 30 - June 1	High School Final Exams - Shortened Day for High Schools
May 31 - June 1	Rose City Final Exams - Shortened Day for Rose City
Jun 1	Last Day for Students - Shortened Day (K-8)
Jun 2	Last Day for 10-Month Unit Members, Unit Member Driven Day, Pupil Free #
Jun 14	Last Day for 10 1/2 & 11-month Unit Members

SUMMER SCHOOL 2023	
Jun 7	Beginning of Summer School S
Jun 16 & 30	Schools Closed
Jun 19	Juneteenth Holiday (Schools & Offices Closed)
Jul 4	Independence Day (Schools & Offices Closed)
Jul 14	Last Day of Summer School S

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

DS
AS

DS
AN

DS
SM

PASADENA UNIFIED SCHOOL DISTRICT
OFFICE/TECHNICAL AIDES - CLASSIFIED PERSONNEL
Effective July 1, 2022

Appendix - E

POSITION TITLE	TITLE CODE	RANGE	SCHED	FTE*	Hourly	Salary Steps						
					Step 1	1	2	3	4	5	6	7
Accountant, Junior	396	36	N	Monthly 75% (+)	\$ 23.62	4,094	4,302	4,523	4,751	4,995	5,244	5,510
			D	Hourly & 75% (-)	\$ 25.54	4,423	4,654	4,883	5,136	5,392	5,667	5,954
Accounts Payable Specialist	117	34	N	Monthly 75% (+)	\$ 22.48	3,896	4,094	4,302	4,523	4,751	4,995	5,250
			D	Hourly & 75% (-)	\$ 24.33	4,215	4,423	4,654	4,883	5,136	5,392	5,665
Accounts Payable Technician	770	30	N	Monthly 75% (+)	\$ 20.41	3,531	3,711	3,896	4,094	4,302	4,523	4,754
			D	Hourly & 75% (-)	\$ 22.06	3,820	4,012	4,215	4,423	4,654	4,883	5,134
Accounts Payable/Receivable Clerk	111	24	N	Monthly 75% (+)	\$ 17.72	3,072	3,202	3,364	3,531	3,711	3,896	4,095
			D	Hourly & 75% (-)	\$ 18.98	3,291	3,463	3,632	3,820	4,012	4,215	4,430
Adult Education Transition Technician	677	26	N	Monthly 75% (+)	\$ 18.47	3,202	3,364	3,531	3,711	3,896	4,094	4,303
			D	Hourly & 75% (-)	\$ 19.98	3,463	3,632	3,820	4,012	4,215	4,423	4,649
Adult English Learner Bilingual Technician	173	26	N	Monthly 75% (+)	\$ 18.47	3,202	3,364	3,531	3,711	3,896	4,094	4,303
			D	Hourly & 75% (-)	\$ 19.98	3,463	3,632	3,820	4,012	4,215	4,423	4,649
Application Support Assistant	342	36	N	Monthly 75% (+)	\$ 23.62	4,094	4,302	4,523	4,751	4,995	5,244	5,510
			D	Hourly & 75% (-)	\$ 25.54	4,423	4,654	4,883	5,136	5,392	5,667	5,954
ASB Bookkeeper	113	28	N	Monthly 75% (+)	\$ 19.42	3,364	3,531	3,711	3,896	4,094	4,302	4,522
			D	Hourly & 75% (-)	\$ 20.96	3,632	3,820	4,012	4,215	4,423	4,654	4,890
Assessment Center - Data Technician	284	32	N	Monthly 75% (+)	\$ 21.41	3,711	3,896	4,094	4,302	4,523	4,751	4,992
			D	Hourly & 75% (-)	\$ 23.16	4,012	4,215	4,423	4,654	4,883	5,136	5,394
Assessment Center Technician*	283	21	N	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			D	Hourly & 75% (-)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
Associate Human Resources Analyst	323	44	N	Monthly 75% (+)	\$ 28.83	4,995	5,244	5,511	5,788	6,082	6,391	6,718
			D	Hourly & 75% (-)	\$ 31.13	5,392	5,667	5,954	6,258	6,574	6,904	7,253
Attendance Specialist	652	37	N	Monthly 75% (+)	\$ 24.23	4,200	4,414	4,634	4,872	5,116	5,378	5,650
			D	Hourly & 75% (-)	\$ 26.18	4,538	4,767	5,006	5,267	5,528	5,812	6,107
Behavioral Health Administrative Services Coordin	864	35	N	Monthly 75% (+)	\$ 23.09	4,001	4,200	4,414	4,634	4,872	5,116	5,377
			D	Hourly & 75% (-)	\$ 24.93	4,323	4,538	4,767	5,006	5,267	5,528	5,811
Behavioral Health Liaison Specialist	862	31	N	Monthly 75% (+)	\$ 20.90	3,625	3,804	4,001	4,200	4,414	4,634	4,869
			D	Hourly & 75% (-)	\$ 22.55	3,908	4,114	4,323	4,538	4,767	5,006	5,261
Behavioral Interventionist-Applied Behavior Analy	861	29	N	Monthly 75% (+)	\$ 19.91	3,451	3,625	3,804	4,001	4,200	4,414	4,639
			D	Hourly & 75% (-)	\$ 21.49	3,727	3,908	4,114	4,323	4,538	4,767	5,013
Benefits Specialist	841	34	N	Monthly 75% (+)	\$ 22.48	3,896	4,094	4,302	4,523	4,751	4,995	5,250
			D	Hourly & 75% (-)	\$ 24.33	4,215	4,423	4,654	4,883	5,136	5,392	5,665
Benefits Technician	840	26	N	Monthly 75% (+)	\$ 18.47	3,202	3,364	3,531	3,711	3,896	4,094	4,303
			D	Hourly & 75% (-)	\$ 19.98	3,463	3,632	3,820	4,012	4,215	4,423	4,649
Bilingual Technician	174	31	N	Monthly 75% (+)	\$ 20.90	3,625	3,804	4,001	4,200	4,414	4,634	4,869
			D	Hourly & 75% (-)	\$ 22.55	3,908	4,114	4,323	4,538	4,767	5,006	5,261

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POSITION TITLE	TITLE CODE	RANGE	SCHED	FTE*	Hourly	Salary Steps						
					Equiv. Step 1	1	2	3	4	5	6	7
Braille Transcriber	269	34	N	Monthly 75% (+)	\$ 22.48	3,896	4,094	4,302	4,523	4,751	4,995	5,250
			D	Hourly & 75% (-)	\$ 24.33	4,215	4,423	4,654	4,883	5,136	5,392	5,665
Buyer	206	37	N	Monthly 75% (+)	\$ 24.23	4,200	4,414	4,634	4,872	5,116	5,378	5,650
			D	Hourly & 75% (-)	\$ 26.18	4,538	4,767	5,006	5,267	5,528	5,812	6,107
Career Financial Aid Advisor	772	31	N	Monthly 75% (+)	\$ 20.90	3,625	3,804	4,001	4,200	4,414	4,634	4,869
			D	Hourly & 75% (-)	\$ 22.55	3,908	4,114	4,323	4,538	4,767	5,006	5,261
Case Manager/Healthy Start	427	23	N	Monthly 75% (+)	\$ 17.72	3,072	3,122	3,280	3,451	3,625	3,804	3,996
			D	Hourly & 75% (-)	\$ 18.54	3,213	3,376	3,546	3,727	3,908	4,114	4,324
Ceramic Lab Technician*	245	16	N	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			D	Hourly & 75% (-)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
Child Welfare & Attendance Worker	280	31	N	Monthly 75% (+)	\$ 20.90	3,625	3,804	4,001	4,200	4,414	4,634	4,869
			D	Hourly & 75% (-)	\$ 22.55	3,908	4,114	4,323	4,538	4,767	5,006	5,261
Children's Services Assistant I*	251	7	J	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			K	Hourly & 75% (-)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
Children's Services Assistant II*	248	11	J	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			K	Hourly & 75% (-)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
Classified Personnel Technician	624	26	N	Monthly 75% (+)	\$ 18.47	3,202	3,364	3,531	3,711	3,896	4,094	4,303
			D	Hourly & 75% (-)	\$ 19.98	3,463	3,632	3,820	4,012	4,215	4,423	4,649
Clerk*	386	12	N	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			D	Hourly & 75% (-)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
Clerk Typist*	811	18	N	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			D	Hourly & 75% (-)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
College & Career Center Technician	642	24	N	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			D	Hourly & 75% (-)	\$ 18.98	3,291	3,463	3,632	3,820	4,012	4,215	4,430
Communications Assistant, Bilingual	295	26	N	Monthly 75% (+)	\$ 18.47	3,202	3,364	3,531	3,711	3,896	4,094	4,303
			D	Hourly & 75% (-)	\$ 19.98	3,463	3,632	3,820	4,012	4,215	4,423	4,649
Community Advocate	240	23	N	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			D	Hourly & 75% (-)	\$ 18.54	3,213	3,376	3,546	3,727	3,908	4,114	4,324
Community Liaison Specialist	279	31	N	Monthly 75% (+)	\$ 20.90	3,625	3,804	4,001	4,200	4,414	4,634	4,869
			D	Hourly & 75% (-)	\$ 22.55	3,908	4,114	4,323	4,538	4,767	5,006	5,261
Community Liaison Specialist Bilingual	276	31	N	Monthly 75% (+)	\$ 20.90	3,625	3,804	4,001	4,200	4,414	4,634	4,869
			D	Hourly & 75% (-)	\$ 22.55	3,908	4,114	4,323	4,538	4,767	5,006	5,261
Computer Learning Specialist*	287	22	N	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			D	Hourly & 75% (-)	\$ 18.07	3,134	3,291	3,463	3,632	3,820	4,012	4,216
Credential Services Specialist	614	44	N	Monthly 75% (+)	\$ 28.83	4,995	5,244	5,511	5,788	6,082	6,391	6,718
			D	Hourly & 75% (-)	\$ 31.13	5,392	5,667	5,954	6,258	6,574	6,904	7,253

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POSITION TITLE	TITLE				Hourly	Salary Steps						
	CODE	RANGE	SCHED	FTE*	Equiv. Step 1	1	2	3	4	5	6	7
Database Specialist	346	42	N	Monthly 75% (+)	\$ 27.41	4,751	4,995	5,244	5,511	5,788	6,082	6,392
			D	Hourly & 75% (-)	\$ 29.62	5,136	5,392	5,667	5,954	6,258	6,574	6,909
Data Control Clerk I	338	28	N	Monthly 75% (+)	\$ 19.42	3,364	3,531	3,711	3,896	4,094	4,302	4,522
			D	Hourly & 75% (-)	\$ 20.96	3,632	3,820	4,012	4,215	4,423	4,654	4,890
Data Control Clerk-Reg	316	24	N	Monthly 75% (+)	\$ 17.72	3,072	3,202	3,364	3,531	3,711	3,896	4,095
			D	Hourly & 75% (-)	\$ 18.98	3,291	3,463	3,632	3,820	4,012	4,215	4,430
Data Control Technician	340	32	N	Monthly 75% (+)	\$ 21.41	3,711	3,896	4,094	4,302	4,523	4,751	4,992
			D	Hourly & 75% (-)	\$ 23.16	4,012	4,215	4,423	4,654	4,883	5,136	5,394
District Education Center Receptionist	627	24	N	Monthly 75% (+)	\$ 17.72	3,072	3,202	3,364	3,531	3,711	3,896	4,095
			D	Hourly & 75% (-)	\$ 18.98	3,291	3,463	3,632	3,820	4,012	4,215	4,430
District Registrar	325	28	N	Monthly 75% (+)	\$ 19.42	3,364	3,531	3,711	3,896	4,094	4,302	4,522
			D	Hourly & 75% (-)	\$ 20.96	3,632	3,820	4,012	4,215	4,423	4,654	4,890
District Security Officer	855	27	N	Monthly 75% (+)	\$ 18.93	3,280	3,451	3,625	3,804	4,001	4,200	4,412
			D	Hourly & 75% (-)	\$ 20.47	3,546	3,727	3,908	4,114	4,323	4,538	4,769
District Translator/Interpreter	175	34	N	Monthly 75% (+)	\$ 22.48	3,896	4,094	4,302	4,523	4,751	4,995	5,250
			D	Hourly & 75% (-)	\$ 24.33	4,215	4,423	4,654	4,883	5,136	5,392	5,665
EDP Operations Specialist	347	40	N	Monthly 75% (+)	\$ 26.10	4,523	4,751	4,995	5,244	5,511	5,788	6,082
			D	Hourly & 75% (-)	\$ 28.18	4,883	5,136	5,392	5,667	5,954	6,258	6,575
Educational Media Assistant ^A	361	16	N	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			D	Hourly & 75% (-)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
Eligibility Technician	615	26	N	Monthly 75% (+)	\$ 18.47	3,202	3,364	3,531	3,711	3,896	4,094	4,303
			D	Hourly & 75% (-)	\$ 19.98	3,463	3,632	3,820	4,012	4,215	4,423	4,649
Expediter/Receiving Technician	501	30	N	Monthly 75% (+)	\$ 20.41	3,531	3,711	3,896	4,094	4,302	4,523	4,754
			D	Hourly & 75% (-)	\$ 22.06	3,820	4,012	4,215	4,423	4,654	4,883	5,134
Family Advocate/Healthy Start [*]	428	18	N	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			D	Hourly & 75% (-)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
Fiscal Services Technician	116	30	N	Monthly 75% (+)	\$ 20.41	3,531	3,711	3,896	4,094	4,302	4,523	4,754
			D	Hourly & 75% (-)	\$ 22.06	3,820	4,012	4,215	4,423	4,654	4,883	5,134
Food Service Program Technician	231	44	N	Monthly 75% (+)	\$ 28.83	4,995	5,244	5,511	5,788	6,082	6,391	6,718
			D	Hourly & 75% (-)	\$ 31.13	5,392	5,667	5,954	6,258	6,574	6,904	7,253
GED Testing Coordinator	420	34	N	Monthly 75% (+)	\$ 22.48	3,896	4,094	4,302	4,523	4,751	4,995	5,250
			D	Hourly & 75% (-)	\$ 24.33	4,215	4,423	4,654	4,883	5,136	5,392	5,665
Health Assistant - LVN	431	35	N	Monthly 75% (+)	\$ 23.09	4,001	4,200	4,414	4,634	4,872	5,116	5,377
			D	Hourly & 75% (-)	\$ 24.93	4,323	4,538	4,767	5,006	5,267	5,528	5,811
Health Clerk [*]	432	18	N	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			D	Hourly & 75% (-)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
Health Technician - RN	426	42	N	Monthly 75% (+)	\$ 27.41	4,751	4,995	5,244	5,511	5,788	6,082	6,392
			D	Hourly & 75% (-)	\$ 29.62	5,136	5,392	5,667	5,954	6,258	6,574	6,909

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POSITION TITLE	TITLE CODE	RANGE	SCHED	FTE*	Hourly Equiv. Step 1	Salary Steps						
						1	2	3	4	5	6	7
Human Resources Assistant*	613	20	N	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			D	Hourly & 75% (-)	\$ 17.72	3,072	3,134	3,291	3,463	3,632	3,820	4,015
Human Resources Position Control Technician	617	34	N	Monthly 75% (+)	\$ 22.48	3,896	4,094	4,302	4,523	4,751	4,995	5,250
			D	Hourly & 75% (-)	\$ 24.33	4,215	4,423	4,654	4,883	5,136	5,392	5,665
Infant Care Aide*	247	16	J	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			K	Hourly & 75% (-)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
Instructional Aide*	394	11	J	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			K	Hourly & 75% (-)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
Instructional Aide/Advance Path*	288	22	N	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			D	Hourly & 75% (-)	\$ 18.07	3,134	3,291	3,463	3,632	3,820	4,012	4,216
Instructional Aide/Assistive Tech*	405	21	J	Monthly 75% (+)	\$ 16.67	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			K	Hourly & 75% (-)	\$ 18.00	3,121	3,280	3,444	3,616	3,799	3,989	4,191
Instructional Aide/Automotive Technology*	391	18	N	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			D	Hourly & 75% (-)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
Instructional Aide/Bilingual*	381	13	J	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			K	Hourly & 75% (-)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
Instructional Aide/Braille	267	24	N	Monthly 75% (+)	\$ 17.72	3,072	3,202	3,364	3,531	3,711	3,896	4,095
			D	Hourly & 75% (-)	\$ 18.98	3,291	3,463	3,632	3,820	4,012	4,215	4,430
Instructional Aide/Computer Lab*	286	20	J	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			K	Hourly & 75% (-)	\$ 17.72	3,072	3,197	3,364	3,528	3,709	3,894	4,093
Instructional Aide/In-House Suspension*	393	11	J	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			K	Hourly & 75% (-)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
Instructional Aide/PE*	395	11	J	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			K	Hourly & 75% (-)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
Instructional Aide/Special Education*	265	18	J	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			K	Hourly & 75% (-)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
Instructional Aide/Special Program*	289	22	N	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			D	Hourly & 75% (-)	\$ 18.07	3,134	3,291	3,463	3,632	3,820	4,012	4,216
Instructional Aide/SUCCESS*	249	11	J	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			K	Hourly & 75% (-)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
Instructional/Clerical Assistant/Bilingual*	382	18	J	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			K	Hourly & 75% (-)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
Interpreter/Aide for the Deaf	403	24	N	Monthly 75% (+)	\$ 17.72	3,072	3,202	3,364	3,531	3,711	3,896	4,095
			D	Hourly & 75% (-)	\$ 18.98	3,291	3,463	3,632	3,820	4,012	4,215	4,430
ITS Help Desk Technician	356	41	N	Monthly 75% (+)	\$ 26.74	4,634	4,872	5,116	5,378	5,650	5,936	6,237
			D	Hourly & 75% (-)	\$ 28.91	5,006	5,267	5,528	5,812	6,103	6,410	6,735

PASADENA UNIFIED SCHOOL DISTRICT
OFFICE/TECHNICAL AIDES - CLASSIFIED PERSONNEL
Effective July 1, 2022

POSITION TITLE	TITLE			FTE*	Hourly	Salary Steps						
	CODE	RANGE	SCHED		Equiv.	Step 1	1	2	3	4	5	6
ITS Help Desk Technician, Lead	357	45	N	Monthly 75% (+)	\$ 29.52	5,116	5,378	5,650	5,936	6,237	6,548	6,881
			D	Hourly & 75% (-)	\$ 31.91	5,528	5,812	6,103	6,410	6,738	7,080	7,439
ITS Systems Specialist	358	49	N	Monthly 75% (+)	\$ 32.60	5,650	5,936	6,237	6,548	6,883	7,235	7,599
			D	Hourly & 75% (-)	\$ 35.21	6,103	6,410	6,738	7,080	7,440	7,811	8,208
LEARNs Program Specialist	335	34	N	Monthly 75% (+)	\$ 22.48	3,896	4,094	4,302	4,523	4,751	4,995	5,250
			D	Hourly & 75% (-)	\$ 24.33	4,215	4,423	4,654	4,883	5,136	5,392	5,665
Leaves Analyst	842	44	N	Monthly 75% (+)	\$ 28.83	4,995	5,244	5,511	5,788	6,082	6,391	6,718
			D	Hourly & 75% (-)	\$ 31.13	5,392	5,667	5,954	6,258	6,574	6,904	7,253
Library Coordinator	422	23	N	Monthly 75% (+)	\$ 17.72	3,072	3,122	3,280	3,451	3,625	3,804	3,996
			D	Hourly & 75% (-)	\$ 18.54	3,213	3,376	3,546	3,727	3,908	4,114	4,324
Licensed Vocational Nurse	430	35	N	Monthly 75% (+)	\$ 23.09	4,001	4,200	4,414	4,634	4,872	5,116	5,377
			D	Hourly & 75% (-)	\$ 24.93	4,323	4,538	4,767	5,006	5,267	5,528	5,811
Limited Term-Substitute Clerical Worker*	388	12	D	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			D	Hourly & 75% (-)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
Network Administrator	348	38	N	Monthly 75% (+)	\$ 24.84	4,302	4,523	4,751	4,995	5,244	5,511	5,787
			D	Hourly & 75% (-)	\$ 26.86	4,654	4,883	5,136	5,392	5,667	5,954	6,256
Network Operator	343	34	N	Monthly 75% (+)	\$ 22.48	3,896	4,094	4,302	4,523	4,751	4,995	5,250
			D	Hourly & 75% (-)	\$ 24.33	4,215	4,423	4,654	4,883	5,136	5,392	5,665
Network Specialist	890	49	N	Monthly 75% (+)	\$ 32.60	5,650	5,936	6,237	6,548	6,883	7,235	7,599
			D	Hourly & 75% (-)	\$ 35.21	6,103	6,410	6,738	7,080	7,440	7,811	8,208
Nutrition Education Activities Assistant*	504	20	N	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			D	Hourly & 75% (-)	\$ 17.72	3,072	3,134	3,291	3,463	3,632	3,820	4,015
Office Manager	333	28	N	Monthly 75% (+)	\$ 19.42	3,364	3,531	3,711	3,896	4,094	4,302	4,522
			D	Hourly & 75% (-)	\$ 20.96	3,632	3,820	4,012	4,215	4,423	4,654	4,890
Parent Community Liaison/Bilingual	275	31	N	Monthly 75% (+)	\$ 20.90	3,625	3,804	4,001	4,200	4,414	4,634	4,869
			D	Hourly & 75% (-)	\$ 22.55	3,908	4,114	4,323	4,538	4,767	5,006	5,261
Payroll Technician	112	30	N	Monthly 75% (+)	\$ 20.41	3,531	3,711	3,896	4,094	4,302	4,523	4,754
			D	Hourly & 75% (-)	\$ 22.06	3,820	4,012	4,215	4,423	4,654	4,883	5,134
PBX Operator*	612	18	N	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			D	Hourly & 75% (-)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
Program Assistant	334	24	N	Monthly 75% (+)	\$ 17.72	3,072	3,202	3,364	3,531	3,711	3,896	4,095
			D	Hourly & 75% (-)	\$ 18.98	3,291	3,463	3,632	3,820	4,012	4,215	4,430
Programmer Analyst I	354	42	N	Monthly 75% (+)	\$ 27.41	4,751	4,995	5,244	5,511	5,788	6,082	6,392
			D	Hourly & 75% (-)	\$ 29.62	5,136	5,392	5,667	5,954	6,258	6,574	6,909
Programmer Analyst II	345	44	N	Monthly 75% (+)	\$ 28.83	4,995	5,244	5,511	5,788	6,082	6,391	6,718
			D	Hourly & 75% (-)	\$ 31.13	5,392	5,667	5,954	6,258	6,574	6,904	7,253

PASADENA UNIFIED SCHOOL DISTRICT
OFFICE/TECHNICAL AIDES - CLASSIFIED PERSONNEL
Effective July 1, 2022

POSITION TITLE	TITLE			FTE*	Hourly	Salary Steps						
	CODE	RANGE	SCHED		Step 1	1	2	3	4	5	6	7
Programmer Trainee	355	32	N	Monthly 75% (+)	\$ 21.41	3,711	3,896	4,094	4,302	4,523	4,751	4,992
			D	Hourly & 75% (-)	\$ 23.16	4,012	4,215	4,423	4,654	4,883	5,136	5,394
Purchasing Assistant*	639	22	N	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			D	Hourly & 75% (-)	\$ 18.07	3,134	3,291	3,463	3,632	3,820	4,012	4,216
Purchasing Technician	638	24	N	Monthly 75% (+)	\$ 17.72	3,072	3,202	3,364	3,531	3,711	3,896	4,095
			D	Hourly & 75% (-)	\$ 18.98	3,291	3,463	3,632	3,820	4,012	4,215	4,430
Receptionist*	611	22	N	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			D	Hourly & 75% (-)	\$ 18.07	3,134	3,291	3,463	3,632	3,820	4,012	4,216
Registrar	651	26	N	Monthly 75% (+)	\$ 18.47	3,202	3,364	3,531	3,711	3,896	4,094	4,303
			D	Hourly & 75% (-)	\$ 19.98	3,463	3,632	3,820	4,012	4,215	4,423	4,649
Research Technician	670	42	N	Monthly 75% (+)	\$ 27.41	4,751	4,995	5,244	5,511	5,788	6,082	6,392
			D	Hourly & 75% (-)	\$ 29.62	5,136	5,392	5,667	5,954	6,258	6,574	6,909
Return to Work Specialist	839	46	N	Monthly 75% (+)	\$ 30.27	5,244	5,511	5,788	6,082	6,391	6,718	7,059
			D	Hourly & 75% (-)	\$ 32.70	5,667	5,954	6,258	6,574	6,904	7,256	7,625
School Community Assistant*	688	18	N	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			D	Hourly & 75% (-)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
School Community Assistant Bilingual*	689	18	N	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			D	Hourly & 75% (-)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
Secretary I*	694	22	N	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			D	Hourly & 75% (-)	\$ 18.07	3,134	3,291	3,463	3,632	3,820	4,012	4,216
Secretary II	120	28	N	Monthly 75% (+)	\$ 19.42	3,364	3,531	3,711	3,896	4,094	4,302	4,522
			D	Hourly & 75% (-)	\$ 20.96	3,632	3,820	4,012	4,215	4,423	4,654	4,890
Senior Clerk Typist*	814	22	N	Monthly 75% (+)	\$ 17.72	3,072	3,226	3,387	3,556	3,734	3,921	4,117
			D	Hourly & 75% (-)	\$ 18.07	3,134	3,291	3,463	3,632	3,820	4,012	4,216
Senior Community Advocate	241	31	N	Monthly 75% (+)	\$ 20.90	3,625	3,804	4,001	4,200	4,414	4,634	4,869
			D	Hourly & 75% (-)	\$ 22.55	3,908	4,114	4,323	4,538	4,767	5,006	5,261
Senior Human Resources Assistant	719	26	N	Monthly 75% (+)	\$ 18.47	3,202	3,364	3,531	3,711	3,896	4,094	4,303
			D	Hourly & 75% (-)	\$ 19.98	3,463	3,632	3,820	4,012	4,215	4,423	4,649
Speech-Language Pathology Assistant	404	35	N	Monthly 75% (+)	\$ 23.09	4,001	4,200	4,414	4,634	4,872	5,116	5,377
			D	Hourly & 75% (-)	\$ 24.93	4,323	4,538	4,767	5,006	5,267	5,528	5,811
Staff Assistant	672	42	N	Monthly 75% (+)	\$ 27.41	4,751	4,995	5,244	5,511	5,788	6,082	6,392
			D	Hourly & 75% (-)	\$ 29.62	5,136	5,392	5,667	5,954	6,258	6,574	6,909
Substance Abuse Intervention Specialist	437	40	N	Monthly 75% (+)	\$ 26.10	4,523	4,751	4,995	5,244	5,511	5,788	6,082
			D	Hourly & 75% (-)	\$ 28.18	4,883	5,136	5,392	5,667	5,954	6,258	6,575
Technology Cluster Liaison	539	45	N	Monthly 75% (+)	\$ 29.52	5,116	5,378	5,650	5,936	6,237	6,548	6,881
			D	Hourly & 75% (-)	\$ 31.91	5,528	5,812	6,103	6,410	6,738	7,080	7,439
Television Producer/Director	711	42	N	Monthly 75% (+)	\$ 27.41	4,751	4,995	5,244	5,511	5,788	6,082	6,392
			D	Hourly & 75% (-)	\$ 29.62	5,136	5,392	5,667	5,954	6,258	6,574	6,909

PASADENA UNIFIED SCHOOL DISTRICT
OFFICE/TECHNICAL AIDES - CLASSIFIED PERSONNEL
Effective July 1, 2022

POSITION TITLE	TITLE			FTE*	Hourly Equiv. Step 1	Salary Steps						
	CODE	RANGE	SCHED			1	2	3	4	5	6	7
Therapeutic Behavioral Services Coordinator	863	36	N	Monthly 75% (+)	\$ 23.62	4,094	4,302	4,523	4,751	4,995	5,244	5,510
			D	Hourly & 75% (-)	\$ 25.54	4,423	4,654	4,883	5,136	5,392	5,667	5,954
Transitional Kindergarten Assistant	299	27	N	Monthly 75% (+)	\$ 18.93	3,280	3,451	3,625	3,804	4,001	4,200	4,412
			D	Hourly & 75% (-)	\$ 20.47	3,546	3,727	3,908	4,114	4,323	4,538	4,769
Transportation Scheduler/Dispatcher	793	36	N	Monthly 75% (+)	\$ 23.62	4,094	4,302	4,523	4,751	4,995	5,244	5,510
			D	Hourly & 75% (-)	\$ 25.54	4,423	4,654	4,883	5,136	5,392	5,667	5,954
Truancy Intervention and Prevention Specialist	439	136	N	Monthly 75% (+)	\$ 23.53	4,078	4,263	4,456	4,659	4,871	5,093	5,431
			D	Hourly & 75% (-)	\$ 25.42	4,406	4,606	4,815	5,034	5,262	5,502	5,869
Volunteer Program Specialist	332	24	N	Monthly 75% (+)	\$ 17.72	3,072	3,202	3,364	3,531	3,711	3,896	4,095
			D	Hourly & 75% (-)	\$ 18.98	3,291	3,463	3,632	3,820	4,012	4,215	4,430
Web Design Specialist	353	45	N	Monthly 75% (+)	\$ 29.52	5,116	5,378	5,650	5,936	6,237	6,548	6,881
			D	Hourly & 75% (-)	\$ 31.91	5,528	5,812	6,103	6,410	6,738	7,080	7,439
Workers' Compensation Technician	838	46	N	Monthly 75% (+)	\$ 30.27	5,244	5,511	5,788	6,082	6,391	6,718	7,059
			D	Hourly & 75% (-)	\$ 32.70	5,667	5,954	6,258	6,574	6,904	7,256	7,625

***FTE:**

Monthly 75% (+) means: Monthly employees at 75% FTE or higher shall qualify for district contributed benefits plans.


Hourly & 75% (-) means: Monthly employees less than 75% FTE and all hourly employees qualify for a benefits plan at full cost to the employee.

PASADENA UNIFIED SCHOOL DISTRICT
PASADENA, CALIFORNIA
Human Resources

MEMORANDUM

TO: Leadership Personnel &
Classified Personnel

DATE: May 30, 2023

FROM: Sarah Rudchenko, Ed. D. 
Director of Human Resources

SUBJECT: 2023-2024 Classified Work Calendar – CSEA

CLASSIFIED BARGAINING UNIT

Mths	No. pd days	Start Date	End Date
09	194	Monday, August 14, 2023	Friday, May 31, 2024
10	207	Wednesday, August 2, 2023	Monday, June 10, 2024
10.5	219	Tuesday, August 1, 2023	Wednesday, June 26, 2024
11*	225	Tuesday, August 1, 2023	Friday, June 28, 2024
12	244	Monday, July 3, 2023	Friday, June 28, 2024

***Section 10.16**

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

**Memorandum of Understanding
Between
California School Employees Association and its Pasadena Chapter 434
And
Pasadena Unified School District**

2023-2024 Work Calendars

The Pasadena Unified School District (the District) and California School Employees Association and its Pasadena Chapter 434 (CSEA) have met and agreed to the Classified Work Calendars for the 2023-2024 year. See attached Calendars for 9, 10, 10.5, 11, and 12-month employees.

Notwithstanding contrary language in Section 10.16 of the agreement between the District and CSEA, for the 2023-2024 school year, bargaining unit members with eleven (11) month assignments shall be assigned a work schedule that reflects a combine twenty-one (21) non-work days in July 2023 (July 3, 2023 – July 31, 2023). All other provisions of Section 10.16 shall continue to apply.

This agreement is subject to approval by both the Board of Education for the District and CSEA. Further, this agreement shall not be precedent setting for either party.

Date: 7-20-2023

Date: 7/20/2023

CALIFORNIA SCHOOL EMPLOYEE ASSOC.

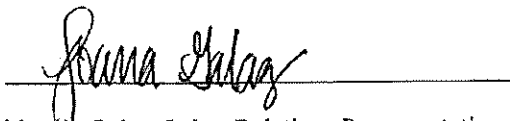


Shahada Thornton, President

PASADENA UNIFIED SCHOOL DISTRICT



Sergio Capal, Ed. D.
Chief Human Resources Officer




Natalie Galaz, Labor Relations Representative

PASADENA UNIFIED SCHOOL DISTRICT
PASADENA, CALIFORNIA
Human Resources

MEMORANDUM

TO: Leadership Personnel &
Classified Personnel

DATE: May 30, 2023

FROM: Sarah Rudchenko, Ed. D. 
Director of Human Resources

SUBJECT: 2023-2024 Classified Work Calendar – CSEA

CLASSIFIED BARGAINING UNIT

Mths	No. pd days	Start Date	End Date
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***Section 10.16**

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

CSEA - 9-Months Calendar for 182 Actual Work Days:(182WD+12 MV)=194, 194+13 Holidays=207 Paid Days
2023-2024 School Calendar

Mo.	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Work Days	Holidays	Mandatory Vacation	Total Paid Days					
Jul	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31						0	0	0	0				
Aug		1	2	3	4	7	8	9	10	11	W					14	15	16	17	18	21	22	23	24	25	28	29	30	31	14	0	0	14	
Sep					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	CSD		25	26	27	28	29	20	1	0	21				
Oct	2	3	4	5	6	9	10	11	12	CSD		15	16	17	18	19	20	23	24	25	26	27	30	31	22	0	0	22						
Nov			1	2	3	6	7	8	9	10	13	14	15	16	17	MV			20	21	22	23	24	27	28	29	30	16	3	3	22			
Dec					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	MV			25	26	27	28	29	15	3	3	21		
Jan	MV				NWD	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			17	2	3	22					
Feb				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29		19	2	0	21					
Mar					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	20	1	0	21					
Apr	MV				NWD	NWD	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30			17	0	3	20					
May			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	W					27	28	29	30	31	22	1	0	23
Jun	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						0	0	0	0					

Total Work Days:	182	13	12	207
Mandatory Vacation:	12			

Need to Plot: Work Days: 194
Mandatory Vacation* 12

HOLIDAY *	Dates	
	Observed	Days
Labor Day	09/04	Monday
Veterans Day	11/10	Friday
Thanksgiving	11/23 & 11/24	Thurs. & Fri
Christmas	12/22 & 12/25	Fri. & Mon.
New Year's	12/29 & 01/01	Fri. & Mon.
Martin L. King	01/15	Monday
Lincoln's Day	02/12	Monday
President's Day	02/19	Monday
Cesar Chavez Day	03/29	Friday
Memorial Day	05/27	Monday

NWD : Non-Work Days	3
CSD : Classified Staff Development	2
W : First day or last day for students	
: Work Days	182
: Legal Holidays	13
MV : Mandatory Vacation	12
FH : Floating Holiday (Recommend use on 11/22)	1
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 - 10-Months Calendar for 195 Actual Work Days:(195WD+12MV=207, 207+14 Holidays=221 Paid Days)
2023-2024 School Calendar

Mo.	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Work Days	Holidays	Mandatory Vacation	Total Paid Days	
Jul	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31						0	0	0	0
Aug		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		21	1	0	22	
Sep					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	20	1	0	21	
Oct	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				22	0	0	22	
Nov			1	2	3	6	7	8	9	10	13	14	15	16	17	MV	MV	MV			20	21	22	23	24	16	3	3	22	
Dec					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	15	3	3	21	
Jan	MV	MV	MV	NWD		8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			17	2	3	22	
Feb				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29		19	2	0	21	
Mar					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	20	1	0	21	
Apr	MV	MV	MV	NWD	NWD	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				17	0	3	20	
May			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	22	1	0	23	
Jun	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						6	0	0	6	

HOLIDAY*	Dates	
	Observed	Days
Admission Day	08/04	Friday
Labor Day	09/04	Monday
Veterans Day	11/10	Friday
Thanksgiving	11/23 & 11/24	Thurs. & Fri
Christmas	12/22 & 12/25	Fri. & Mon.
New Year's	12/29 & 01/01	Fri. & Mon.
Martin L. King	01/15	Monday
Lincoln's Day	02/12	Monday
President's Day	02/19	Monday
Cesar Chavez Day	03/29	Friday
Memorial Day	05/27	Monday

NWD : Non-Work Days	-3
CS D : Classified Staff Development	2
WV : First day or last day for students	
: Work Days	195
: Legal Holidays	14
MV : Mandatory Vacation	12
FH : Floating Holiday (Recommend use on 11/22)	1
Total Paid Days:	221

Total Work Days:	195	14	12	221
Mandatory Vacation:	12			
Need to Plot: Work Days:	207			
Mandatory Vacation* 12				

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 - 10.5-Months Calendar for 207 Actual Work Days: (207WD+12MV=219, 219+15 Holidays=234 Paid Days)
2023-2024 School Calendar

Mo.	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Work Days	Holidays	Mandatory Vacation	Total Paid Days								
Jul	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31	0	0									
Aug		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	22	1	0	23				
Sep					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	20	1	0	21			
Oct	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			22	0	0	22				
Nov			1	2	3	6	7	8	9	10	13	14	15	16	17	MV	MV	MV	20	21	22	23	24	27	28	29	30	16	3	3	22	
Dec					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	MV	MV	MV	25	26	27	28	29	15	3	3	21
Jan	MV	MV	MV	NWD	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31				17	2	3	22			
Feb				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	19	2	0	21				
Mar					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	20	1	0	21			
Apr	MV	MV	MV	NWD	NWD	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30			17	0	3	20				
May			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	22	1	0	23			
Jun	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					17	1	0	18				
											Total Work Days:					207	15	12	234													
											Mandatory Vacation:					12																

HOLIDAY*	Dates	
	Observed	Days
Admission Day	08/04	Friday
Labor Day	09/04	Monday
Veterans Day	11/10	Friday
Thanksgiving	11/23 & 11/24	Thurs. & Fri
Christmas	12/22 & 12/25	Fri. & Mon.
New Year's	12/29 & 01/01	Fri. & Mon.
Martin L. King	01/15	Monday
Lincoln's Day	02/12	Monday
President's Day	02/18	Monday
Cesar Chavez Day	03/29	Friday
Memorial Day	05/27	Monday
Juneteenth	06/19	Wednesday

NWD : Non-Work Days	-3
CSD : Classified Staff Development	2
W : First day or last day for students	
Work Days	207
Legal Holidays	15
MV : Mandatory Vacation	12
FH : Floating Holiday (Recommend use on 11/22): Floating	1
Total Paid Days:	234

Need to Plot: Work Days: 219
Mandatory Vacation* 12

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-11-Months Calendar for 212 Actual Work Days:(212WD+12MV=224, 224+15 Holidays=239 Paid Days)
2023-2024 School Calendar**

Mo.	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Work Days	Holidays	Mandatory Vacation	Total Paid Days	
Jul	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31						0	0	0	
Aug		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		22	1	0	23	
Sep					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	20	1	0	21	
Oct	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				22	0	0	22	
Nov			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		19	3	0	22	
Dec					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	15	3	3	21	
Jan		MV	MV	MV	MV	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			17	2	4	23	
Feb				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29		19	2	0	21	
Mar					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	20	1	0	21	
Apr	MV	MV	MV	MV	MV	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				17	0	5	22	
May				1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	22	1	0	23
Jun	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						19	1	0	20	
																									Total Work Days:	212	15	12	239	
																									Mandatory Vacation:	12				

HOLIDAY*	Dates	
	Observed	Days
Admission Day	08/04	Friday
Labor Day	09/04	Monday
Veterans Day	11/10	Friday
Thanksgiving	11/23 & 11/24	Thurs. & Fri
Christmas	12/22 & 12/25	Fri. & Mon.
New Year's	12/29 & 01/01	Fri. & Mon.
Martin L. King	01/15	Monday
Lincoln's Day	02/12	Monday
President's Day	02/18	Monday
Cesar Chavez Day	03/29	Friday
Memorial Day	05/27	Monday
Juneteenth	06/19	Wednesday

NWD : Non-Work Days	0
CSB : Classified Staff Development	2
W : First day or last day for students	
Work Days	212
Legal Holidays	15
MV : Mandatory Vacation	12
FH : Floating Holiday (Recommend use on 11/22): Floating	1
Total Paid Days:	239

Need to Plot: Work Days: 224
Mandatory Vacation* 12

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-12-Months Calendar for 244 Work Days:(244 WD+0 MV=244, 244 +16 Holidays=260 Paid Days)
2023-2024 School Calendar**

Mo.	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Work Days	Holidays	Mandatory Vacation	Total Paid Days	
Jul	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31						20	1	0	21
Aug		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		22	1	0	23	
Sep					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	20	1	0	21	
Oct	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			22	0	0	22		
Nov			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	19	3	0	22		
Dec					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	18	3	0	21	
Jan	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	28	30	31		21	2	0	23		
Feb				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	19	2	0	21		
Mar					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	20	1	0	21	
Apr	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30			22	0	0	22		
May				1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	22	1	0	23
Jun	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						19	1	0	20	
																									Total Work Days:	244	16	0	260	
																									Mandatory Vacation:	0				

HOLIDAY*	Dates	
	Observed	Days
Independence Day	07/04	Tuesday
Admission Day	08/04	Friday
Labor Day	09/04	Monday
Veterans Day	11/10	Friday
Thanksgiving	11/23 & 11/24	Thurs. & Fri
Christmas	12/22 & 12/25	Fri. & Mon.
New Year's	12/29 & 01/01	Fri. & Mon.
Martin L. King	01/15	Monday
Lincoln's Day	02/12	Monday
President's Day	02/19	Monday
Cesar Chavez Day	03/29	Friday
Memorial Day	05/27	Monday
Juneteenth	06/19	Wednesday

NWD : Non-Work Days	
CS D : Classified Staff Development	2
W : First day or last day for students	
: Work Days	244
: Legal Holidays	16
MV : Mandatory Vacation	0
FH : Floating Holiday (Recommend use on 11/22)	1
Total Paid Days:	260

Need to Plot: Work Days: 244
Mandatory Vacation* 0

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.



PASADENA UNIFIED SCHOOL DISTRICT

Human Resources

Classified Professional Growth Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Work Site: _____ Job Title: _____

Phone: _____ Email: _____

Date of hire as a monthly employee: _____ EID No.: _____ FTE% working: _____

Are you pursuing a degree? YES NO If yes, which degree and in what field? _____

I wish to take, or am presently enrolled in, the following courses, if needed please attach additional page(s):

Courses

Course #	Title for Course	Credit (Units)	(Check)		Non-credit (hrs)	School	Beginning & Ending Dates of Course	Approved/ Not Approved	Reason
			Semester	Quarter					

(Please provide a copy of the complete catalog description for each course listed)

Disclaimer and Signature

Eligibility: A Classified employee may apply for Professional Growth after 12 calendar months of full-time recent satisfactory service as a district employee based on district records. Please refer to Article XXII of the CSEA contract for full details.

I understand:

- All courses must specifically relate to my classification.
- All courses must be taken at a recognized institution.
- A general education course is acceptable if it is in my occupational field and /or will assist me in meeting degree requirements.
- A general education course taken for a degree requirement will be approved only if the degree to be obtained is within my occupational field.
- A course is acceptable only if a grade of "C" or better is received.
- A course taken must be verified by official transcripts.
- Credit will not be allowed on any course for which I have received a stipend, or any course taken during district working hours.

By signing below, I acknowledge I have read Article XXII of the CSEA contract and have a full understanding of all requirements needed to apply, and if approved, continue in the program.

Signature: _____ Date: _____

PASADENA UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES DEPT

CLASSIFIED EMPLOYEE REQUEST FOR TRANSFER and/or REINSTATEMENT FORM

DATE: _____

FOR SCHOOL YEAR: _____

This request expires on June 30th of the current school year. For consideration of most requests, a current satisfactory evaluation must be on file. Probationary employees are not eligible for transfers.

CURRENT JOB TITLE: _____

REQUESTING ONE OF THE FOLLOWING:

- Transfer to another school site or department – (specify site or dept) _____
- Additional Hours in current classification _____
- Reinstatement request after separation to the classification of: _____
- Lateral transfer to classification of: _____

NAME: _____ SOC.SEC.# OR EID# _____

ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____

CURRENT WORK SITE: _____

SIGNATURE: _____ DATE: _____

COMMENTS:

FOR OFFICE USE ONLY:	
<input type="checkbox"/> ELIGIBLE	Reason _____
<input type="checkbox"/> NOT ELIGIBLE	Reason _____
Director of Human Resources _____ Date: _____	

PASADENA UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL PERFORMANCE REPORT

Name: _____ Position: _____ Site: _____

Check appropriate boxes: Probationary Employee Permanent Employee Unscheduled Evaluation Scheduled Evaluation Date: _____

PERFORMANCE DIMENSIONS

Check the phrases in each column that most nearly describe the employee's performance over the period covered by the evaluation.

I. QUALITY OF WORK consists of the neatness and correctness with which duties are performed.

A. NEATNESS

- Work is consistently presentable.
- Work is occasionally unacceptable or needs to be done again.
- Work is often unacceptable or needs to be done again.

B. CORRECTNESS

- Work is consistently correctly done.
- Work is of acceptable quality.
- Work contains numerous errors.

Comments: _____

II. JOB KNOWLEDGE consists of the job information, application of correct and efficient methods, and skills the employee has for satisfactory performance.

A. JOB INFORMATION

- All phases of job are completely understood.
- Most common phases of job are understood.
- Knowledge about key aspects of job is inadequate.

B. METHODS

- Consistently applies sound, effective and efficient methods in performance of work; work completed sooner than expected.
- Methods used are typically effective and efficient; work done in allotted time.
- Methods are ineffective.

C. SKILLS

- Possesses all needed skills at level of job requirements.
- Most skills satisfactory, some need improvement.
- One or more needed skills are absent or less than acceptable.

Comments: _____

III. ATTENDANCE AND PUNCTUALITY consists of being at work on time.

A. ATTENDANCE

- Attendance is perfect or nearly so.
- Attendance is satisfactory; work is not adversely affected by absences.
- Attendance was marked by one or two extensive absences during the period of evaluation. Reason: _____
- Absences are excessive: more than ten (10) instances of one or more days' absence on an annual basis during evaluation period; work suffered.

B. PUNCTUALITY

- Consistently at work by time work day starts.
- Occasionally tardy.
- Frequency of tardiness is cause for concern and can stand improvement.
- Frequently not at work on time; adversely affecting job performance.

Comments: _____

IV. WORK CHARACTERISTICS are individual behaviors and responses regarding the areas below.

A. INITIATIVE & RESOURCEFULNESS

- Independently identifies needs, and problems are solved: is self starter.
- Employee typically initiates required action and solves problems independently.
- Needs are overlooked or assistance is required.

C. ATTITUDE

- Positive feeling about work is presented to others consistently; willing to improve and suggest new ideas; enjoys other people; speaks well of work and school district.
- Positive attitude typically displayed; job dissatisfaction seldom apparent.
- Demonstrates an attitude of "get the job done and go home." Seldom comments on anything unless specifically asked. Will help others when asked.
- Finds fault with others and complains. Negative or hostile attitude; consistent dissatisfaction with or open dislike for job is apparent.

E. TEAMWORK

- Always gives and receives cooperation. Coordinates work well with co-workers and others. Is considerate and understanding.
- Does the required job and is generally cooperative. Is usually considerate and understanding of others.
- Usually cooperates with others but is sometimes inconsiderate and difficult to get along with. Complains frequently.
- Is frequently uncooperative and unpleasant. Does not work well with others. Is frequently inconsiderate or irritable.

Comments: _____

B. ADAPTABILITY TO STRESS OR CHANGE

- Stress or change are consistently dealt with satisfactorily.
- Employee usually keeps his/her composure.
- Does not react well in a crisis situation. Stressful situations or change are met with other ineffective behavior.

D. PRIORITIZING

- Prioritizes so that most important things always get done; changing demands are typically met.
- Prioritizing occasionally neglected, resulting in important tasks not being completed.
- Ineffective prioritizing frequently results in tasks not being completed.

F. ABILITY TO BE FLEXIBLE

- Readily adapts to new procedures, duties and unusual happenings. Handles immediate situations smoothly.
- Usually responds well to new procedures, duties, and unusual happenings. Might show strain in a crisis.
- Resists and needs prodding to change procedures, duties or unusual situations. Is slow to adapt.

V. **WORKING RELATIONSHIPS** are the courtesy and tact, discretion, and effective oral communication that an employee displays at work.

A. COURTESY AND TACT

- Courtesy and tact are consistently demonstrated to an exceptional degree.
- Courtesy and tact are usually displayed towards others.
- Some comments or actions offend others.
- Behavior often seen as tactless or discourteous; others often choose to "avoid" rather than deal with behavior.

B. DISCRETION

- There are no known violations of job related confidentiality, nor other inappropriate discussions of job matters.
- There are no serious violations of confidentiality.
- There is evidence that required confidentiality was not observed.

C. ORAL COMMUNICATION

- Communicates very effectively orally; attention to other speakers is apparent.
- Communicates effectively orally; usually seen as attentive.
- Talks too much or not enough to get the job done.

Comments: _____

VI. **DEPENDABILITY** is getting required work done with a minimum of supervision following oral and written instructions.

A. SUPERVISION REQUIRED

- Absolute minimum supervision is required.
- Very little supervision is required to ensure that work is completed.
- Supervision is often required in order to get assigned work done.

B. FOLLOWING ORAL & WRITTEN INSTRUCTIONS

- Instructions consistently followed; employee typically needs instructions only once.
- Instructions are followed with minimal repetition necessary, few errors.
- Instructions occasionally not followed and/or needs occasionally to be repeated.
- Instructions are frequently not followed and/or frequently need to be repeated.

C. TIME MANAGEMENT

- Always completes work required in the allotted time.
- Occasionally does not complete work required in the allotted time.
- Rarely completes work required in the allotted time.

Comments: _____

VII. **USE AND CARE OF EQUIPMENT** is the correct operation and maintenance of equipment expected of employee using it.

A. OPERATION AND MAINTENANCE

- Equipment is used with appropriate care and maintenance, resulting in superior work product and prolonged equipment life.
- Normal and reasonable good judgement is exercised; equipment is not abused.
- Assigned equipment is used carelessly, resulting in poorer work product and costly maintenance.

B. SKILL & USE OF MECHANICAL EQUIPMENT

- Uses equipment efficiently and effectively; is well coordinated.
- Uses equipment effectively, but not always efficiently. Performs work in a neat manner.
- Adequately handles equipment, but tends to be sloppy, unorganized or inefficient. On occasion(s) may mistreat equipment.
- Lacks coordination. Unable to operate equipment effectively and efficiently. Tends to be accident-prone.

Comments: _____

VIII. **SAFETY AND SANITATION** consists of safety practices and also includes proper sanitation procedures and personal hygiene.

A. SAFETY PRACTICES

- Safe working procedures are followed; potential hazards are handled effectively; has accident-free history.
- Generally follows safe working procedures; some minor accidents; occasionally takes potentially unsafe shortcuts.
- Does not follow safe working procedures; has frequent accidents; inappropriate actions are taken in emergency situation.

B. SANITATION

- Consistently uses approved sanitation procedures; spots unsanitary conditions and seeks to correct.
- Sanitation practices inconsistent; care needs to be taken to keep standards consistently satisfactory.

C. PERSONAL HYGIENE

- Is always neat, clean and well-groomed.
- Usually is clean and adequately groomed.
- Poor grooming habits.

Comments: _____

SUMMARY RATING

- Exceeds Standards*
- Meets Standards*
- Requires Improvement*
(Goals & improvement program attached)
- Unsatisfactory*

PROBATIONARY EMPLOYEES ONLY

- I DO recommend this employee be granted permanent status.
- I DO NOT recommend this employee be granted permanent status.

*All summary ratings shall have statements of fact(s).

I have received and read a copy of the foregoing report and have had an opportunity to discuss it with my supervisor. My signature below does not necessarily mean I agree with the evaluation. This evaluation will be placed in my personnel file.

Signature of Employee

Title

Date

Signature of Rater/Supervisor

Title

Date

Signature of Reviewer/Administrator

Title

Date

- I disagree with this evaluation and intend to respond in writing. I will submit a written statement within ten (10) days to be attached to this form.
- I request a review of this evaluation by the next-level administrator.

PASADENA UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL GOALS AND IMPROVEMENT PROGRAM

Name: _____ Position: _____ Site: _____

Check appropriate boxes: Probationary Employee Permanent Employee Unscheduled Evaluation Scheduled Evaluation Date: _____

I. Summary Rating Comments (Required):

II. Record progress achieved in attaining previously set goals or improvement programs.

III. Record specific work performance deficiencies or job behavior requiring improvement or correction.

IV. Record specific goals or improvement programs to be undertaken during the next evaluation period.

Signature of Employee

Title

Date

Signature of Rater/Supervisor

Title

Date