

TENTATIVE AGREEMENT
between
San Mateo Union High School District
and
California School Employees Association, Chapter 519

Article 17 SAFETY CONDITIONS OF EMPLOYMENT

17.1 Objective and Obligations of the Parties

CSEA and the District recognize the District's obligations to comply all laws relating to employee safety and health. To accomplish this, the District requires the active participation and assistance of all employees. The District will provide safeguards, programs, and equipment to reduce the potential for accidents and injuries.

17.1.1 Reporting.

CSEA recognizes that the District expects all employees to act safely at all times. To assist with this, the District will provide information contained within the annual Classified Employee Handbook regarding safety procedures and information about how to report hazards and potential hazards. Employees who have made a good faith report of a safety hazard shall be free of reprisal.

17.1.1.1 The District shall make available on its website forms for employees to report unsafe conditions or incidents. The form shall contain information about how to document incidents, report concerns and information about where to submit the form.

17.1.1.2 CSEA recognizes that the District expects employees to immediately report safety hazards to their appropriate supervisor and upon request of the Supervisor, subsequently submit the hazard reporting form, which shall be provided by the Supervisor.

17.1.1.3 If reported safety hazards are not immediately correctable, the site administrator or immediate supervisor will forward the report to Human Resources, as soon as possible, but not later than five (5) working days after receipt of the report.

17.1.1.4 Administration shall respond to the reporting employee, within ten (10) working days as to what action was or will be taken regarding the reported condition. If no action is to be taken, administration shall indicate the reason in writing.

17.1.1.5 Employees shall not be required to work under unsafe conditions. If there is a dispute between an employee and their Supervisor or Site Administrator about the immediate safety of the work environment, the matter shall be submitted to Human Resources for investigation and resolution.

17.5 Use of Cell Phones

17.5.1 CSEA recognizes that the District has a policy that cell phones shall not be used while driving any vehicle or while operating District equipment and that employees who use District cell phones are expected to pull over to a safe location in order to take calls.

17.5.2 CSEA further recognizes that the District has a policy that employees shall not use cell phones for personal use during working hours, except in the event of an emergency and except for incidental use. CSEA and the District agree that Incidental use means brief and infrequent use that does not interfere with the employee's productivity or ability to focus on the job.

Date: _____

DISTRICT

CSEA
