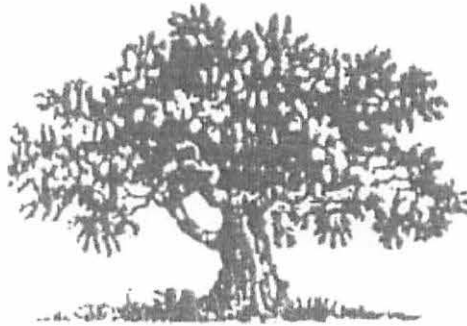


CARMEL UNIFIED SCHOOL DISTRICT

CARMEL, CALIFORNIA



AGREEMENT

CARMEL UNIFIED SCHOOL DISTRICT

AND

THE ASSOCIATION OF CARMEL TEACHERS

July 1, 2021 – June 30, 2024

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ARTICLE I INTRODUCTORY STATEMENTS

A. AGREEMENT

This AGREEMENT, hereinafter referred to as "the Agreement", entered into this 1st day of July 2021 by and between the CARMEL UNIFIED SCHOOL DISTRICT, hereinafter referred to as "District", and the ASSOCIATION OF CARMEL TEACHERS/CTA/NEA, hereinafter referred to as the "Association".

The term "Agreement" as used herein means the written agreement provided under Section 3540.1(h) of the Government Code.

B. RECOGNITION

1. The District recognizes the Association as the exclusive representative for all unit members in the Certificated Unit.
2. The Certificated Unit consists of all unit members in certificated positions set forth as follows:
 - a. Classroom Teacher
 - b. Librarian
 - c. Counselor
 - d. Work-Experience Teacher
 - e. Career Technical Education or other Vocational Education Teacher
 - f. Special Education Teacher
 - g. Certificated Health Specialist
 - h. Speech/Language Therapist
 - i. Exchange Unit Member
 - j. GATE Teacher/Coordinator
 - k. Teacher on Special Assignment
3. This agreement applies only to unit members in the above-described representation unit, and specifically excludes employees in positions set forth as follows:
 - a. Management Employee
 - b. Confidential Employee
 - c. Supervisory Employee
 - d. Summer School Teacher
 - e. Substitute Teacher
 - f. Adult Education Teacher
 - g. Home Teacher
 - h. School Psychologist
 - i. Site Director, Child Development Program
 - j. Teacher, Child Development Program
 - k. Athletic Director
 - l. Social Worker

ARTICLE II SALARIES AND WAGES

A. SALARY

1. Salaries and Wages (Refer to Appendix A)
2. A unit member of the Carmel Unified School District will be placed on the regular teachers' salary schedule at whatever place he/she is entitled because of education and experience under the following provisions:

- a. Full credit will automatically be given for up to ten (10) years of teacher experience. Beginning in the 2022/23 school year the following credit will be granted:

2022/23 Up to eleven (11) years of teacher experience
2023/24 Up to twelve (12) years of teacher experience
2024/25 Up to thirteen (13) years of teacher experience
2025/26 Up to fourteen (14) years of teacher experience
2026/27 Up to fifteen (15) years of teacher experience

In the 2027/28 school year and thereafter, the credit for service shall be given for up to fifteen (15) years of teacher experience. Two (2) partial years of full-time teaching under contract may be counted as a full year of experience if the total number of days taught exceeds 180. Certificated administrators who have been hired to serve in a bargaining unit position following in-district administrative service, shall be provided credit for each year of service to the district as a certificated administrator, plus any prior year teaching experience provided above. (For example, an administrator who has six years of in-district administrative experience and 11 years of prior teaching experience outside of the district, shall be placed on step 17 to start the 2022/23 school year.)

- b. Each year of approved successful service to the District, as determined by administrative review, shall move a teacher up one (1) step on the salary schedule.
- c. Improvements to the salary schedule shall be applied to stipends and extra hours prospectively beginning July of the following year. There will be no retroactive pay applied to stipends and extra hours worked.
- d. When any permanent certificated unit member resigns from the District and is re-employed after thirty-nine (39) months, prior service with the District shall be evaluated in the same manner as that of a new teacher for the purposes of determining salary.
- e. Professional growth not to exceed 45 units may be granted for work experience in a field directly related to the content of the teaching assignment at the rate of one (1) professional growth unit for every 300 hours of verified work experience. Requests to receive professional growth units for previous work experience must be submitted to the Superintendent or designee and the Association President. If the Superintendent or designee and Association President mutually agree to either approve or disapprove the request, the matter is settled. Whenever the Superintendent or designee and Association President disagree, the matter will be referred to the Board of Education for a final decision."

- f. If an individual believes they were initially misplaced on the salary schedule, the Association President and the Superintendent, or designee(s), shall confer and reach a resolution, which shall be final.
3. Professional Growth: All courses/in-service training for which a teacher wishes to receive credit must be approved in advance of the first class or activity. Teachers shall use the Request for Approval for Credit form. (Refer to Appendix D for Pre-Approval Form). When a teacher has qualified for placement in a higher salary class, the salary shall be increased above the former salary placement to the appropriate class and step for that teacher's qualifications and experience under the following conditions:
- a. Transcripts relating to pre-approved coursework have been filed in the Human Resources office prior to September 20th for the first semester of the year in which the higher salary is to be granted.
 - b. For salary schedule purposes, courses and semester units shall be described as follows:
 - (1) Courses approved for credit towards movement on the salary schedule shall be for the reason of engaging in continuous and purposeful professional growth (CSTP 6.2).
 - (2) Courses shall be approved when filed in advance in the office of the Superintendent and:
 - (2.1) Are required as a part of an advanced program of an accredited university; or related to the teacher's assignment.
 - (2.2) Are required to complete full certification of the teacher; or,
 - (2.3) Are required as part of a full program approved by the Superintendent; or
 - (2.4) Are offered as part of a District in-service program; or
 - (2.5) Are agreed upon by the Superintendent and teacher, as professionally beneficial to the teacher.
 - c. All matters of appeal relating to the number of units shall be referred to the grievance process.

B. RESERVATIONS TO SALARY SCHEDULE

- 1. Unit members whose sole certificated assignment is at Captain Cooper School and whose assignment is greater than 0.5 FTE shall receive a stipend of 7% of Step1/ Column 1 prorated to their FTE and paid over eleven (11) months in recognition of the additional unique duties required of the Captain Cooper certificated staff. (Note: This stipend is inclusive of any compensation for travel to and from the school site)
- 2. All unit members who serve other than the required number of days as set forth in Article III, B, 1 for their job classification shall receive salary which is not less than that which

bears the same ratio to the established salary for their position as the number of working days required for their job classification.

3. A part-time unit member shall receive that fraction of salary based on his/her normal placement on the salary schedule commensurate with the fraction of the day that the unit member works.
4. Notwithstanding Paragraph 1 above, teachers who serve for one (1) full school semester shall receive not less than one-half (1/2) the annual salary for their position.
5. The payroll period shall be defined as monthly. Salary payments shall be made not later than the last District working day of each month, except January. Salary payments for service in addition to the teacher's regular assignment shall be made not later than the tenth day of the following month's payroll period in which the service was performed.

C. EXTRA-DUTY PAY (STIPENDS)

1. Positions: (Refer to Appendix C)

Varsity	Responsible for Overall Sports Program (JV Coaches and all assistants)
J.V. / Freshman	Responsible for a particular team
Asst. Varsity / Asst. J.V.	Assists either Varsity Coach or JV Coach

The decision to fill a position will be made by Site Administrator and Athletic Director. Not all positions may be filled each year. Unfilled positions may be reallocated to other sports in response to increased student participation. Reallocation requests shall be submitted in writing by the principal and approved by the Superintendent or designee. The term of the approval shall be for one season unless otherwise indicated.

2. A season is determined by period of time from first practice to last contest.
3. Salary:
Salary is set by % of Column I / Step 1 of the teacher's pay schedule as outlined in Appendix C.

Note: Due to the district's interest in promoting student participation in extracurricular activities, including interscholastic sports, extra-duty pay stipends may be reapportioned (split) when additional personnel is needed to properly supervise the activity. In such cases, the total value of the reapportioned stipends shall not exceed the value of the original stipend. Reapportionment requests shall be submitted in writing by the principal and approved by the Superintendent or designee. The term of the approval shall be for one season unless otherwise indicated. The value of any reapportioned stipend shall clearly be identified in the contract signed by the employee.

D. DEPARTMENT CHAIRPERSON PAY

Each Academic Department Chairperson and all Grade Level Reps shall receive an annual stipend at the rate of 4% of Column 1/Step 1 of the certificated salary schedule. All other Department Chairpersons shall receive an annual stipend at the rate of 2% of Column 1/Step 1 of the certificated salary schedule. There will no longer be stipends for departments of one effective July 1, 2008. See Appendix C.

E. SINGLE PERIOD SUBSTITUTE BY REGULAR STAFF

Full or part-time teachers who serve at the request of the principal during their preparation period to cover another teacher's class as a substitute shall be paid the teacher hourly rate for each occurrence rounded to the nearest half-hour. An elementary teacher who covers his or her own class at the request of the principal during a preparation period shall be paid the teacher hourly rate for each occurrence rounded to the nearest half hour. Certificated unit members, not regularly assigned to a classroom, who serve at the request of the principal during their own preparation period shall be paid the teacher hourly rate for up to two daily occurrences.

F. PAYROLL DEDUCTION

1. Any unit member who is a member of the Association, or who has applied for membership, may sign and deliver to the District an assignment authorizing deduction of unified membership dues. Such authorization shall continue in effect from year to year unless revoked, in writing, between June 1 and June 30. Pursuant to such authorization, the District shall deduct from the regular salary check of the teacher, appropriate amounts pro-rated to complete payments by the end of the teacher's contract.
2. With respect to all sums for membership dues deducted by the District pursuant to authorization of the unit member, the District agrees to recommend to the Monterey County Office of Education to remit such monies to the Association, accompanied by an alphabetical list of teachers for whom such deductions have been made.
3. The Association agrees to furnish any information needed by the District to fulfill the provisions of this article.
4. Upon appropriate written authorization from the unit member, the District shall deduct from the salary of any unit member and make appropriate remittance for annuities, credit union payments, charitable donations, or any other plans or programs approved by the Association, the Board, and the Monterey County Office of Education.
5. The Association shall indemnify, defend, and hold the District harmless from any claims made of any nature and against lawsuit instituted against the District arising from its deduction for the dues, insurance, or benefit programs of the Association. Such defense shall include reasonable attorney's fees.

This provision shall not apply against any District provided fringe benefit program.

ARTICLE III
CONDITIONS OF EMPLOYMENT

A. UNIT MEMBER DUTIES

1. Unit members shall have the professional responsibility to arrive prior to the beginning of the teacher's assignment and to stay a reasonable period of time after the end of the teacher's assignment to fulfill adequately the responsibilities required of the teacher.
2. Each unit member shall also be at school as required for purposes of conference with parents, for faculty meetings, for supervision of non-classroom activities, and for the performance of other professional duties.

All full-time unit members are expected to accept a full share of the normal duties for supervision of non-classroom activities. School principals making such assignments shall limit unit members to no more than forty (40) hours of service each school year, excluding such activities as faculty, department, parent and curriculum meetings.

3. Each classroom teacher shall have a thirty (30) consecutive minute duty-free lunch period during the student lunch period. Bargaining unit members who are not classroom teachers shall have a thirty (30) consecutive minute duty-free lunch period, at or about the middle of their workday, to be agreed upon with the site administrator to meet student needs.
4. Each part-time unit member shall be responsible for the supervision of non-classroom activities as assigned by the school principal. The total hours assigned during any school year shall not exceed a pro rata portion of the hours assigned to full-time unit members. Part-time unit members shall attend department and faculty meetings at their assigned school, unless excused by the principal.
5. Teacher assigned to two (2) or more schools (full or part-time basis) will attend the faculty meetings when requested by the principal. The unit members specified herein shall not normally be expected to attend more than one faculty meeting per week except when necessitated by traditional program activities.
6. A full-time assignment at the secondary level (grades 6-12) shall consist of five (5) teaching periods.
7. Elementary classroom teachers (grades 1-5) shall have two and one-half (2.50) hours of preparation time per week unless there are irresolvable scheduling problems at the building level.
8. In addition to the 186-school day work year, the site principal may assign additional work days to certificated employees paid at their per diem rate as follows:

 High School Counselor: Up to 10 days.
 Middle School Counselor: Up to 6 days.
 Certificated School Nurse: Up to 1 day.
9. Prior to the implementation of new or revised offerings, the District will make every attempt to meet the following conditions:

- a. Both the student and teacher editions of all required textbooks shall be available to each teacher instructing in the program one week prior to the start of school.
- b. Single copies of all support materials to be utilized in the course, other than that generated by the teacher, shall be provided one week prior to the start of school.
- c. Teachers hired subsequent to August 15, and who are to be involved in the implementation of items 9a and 9b above, shall receive all pertinent materials immediately upon hire.

B. SCHOOL CALENDAR (Refer to Appendix D)

1. The school term shall consist of one hundred eighty (180) teaching days plus six (6) additional days:

- a. Two (2) additional workdays
 - one (1) teacher workday
 - one (1) floating teacher workday prior to the first day of school

Note: If the building principal requires staff members to be on duty as a total faculty on the floating teacher workday, a majority vote of the faculty shall determine the date.

- b. One (1) staff orientation/association meeting / site faculty meeting day
- c. Two (2) mandatory staff development workdays
- d. One (1) grade level/department, or special group planning workday

The content and organization will be determined by the principal

If the building principal requires staff members to be on duty as a total faculty, a majority vote of the faculty shall determine the first teacher workday.

In the event the state suspends or eliminates all or any significant amount of the funding for staff development (buyback days), the district will not be obligated to continue the mandatory staff development days. Any associated reduction in the work year will be reflected in a per diem adjustment to the salary schedule.

This agreement does not provide the district with any additional rights to re-assign the purpose of those days, for example, operate school.

2. Elementary teachers may have up to ten (10) shortened days [five (5) per semester and secondary school teachers may have up to five (5) shortened days per year for the purpose of parent/teacher conferences.

The total amount of expected conference time for teachers will be equal to the amount of time the students are released from school on the shortened day. It is assumed that conferences will be scheduled for an average of thirty (30) minutes per conference at the elementary level and fifteen (15) minutes per conference at the secondary level.

If the District provides fewer than ten (10) minimum days for elementary, or fewer than five (5) for secondary (the days shall be consecutive), the following formula will be used to determine the appropriate amount of teacher release time:

Example:

- 12:30 – 3:00 p.m. = 2 ½ hours = 5 conferences per day for elementary; or
- 10 conferences per day for secondary

If the amount of release time is not sufficient for a teacher to complete all required conferences in the designated number of days provided, the teacher may choose to be compensated at the certificated hourly rate (as stipulated on the certificated salary schedule) for up to 2 ½ hours for each extra day required (up to the maximum of five (5) per semester); or may choose to have the district provide a half-day substitute in order for the teacher to accomplish all parent/teacher conferences.

Example:

If there are 4 minimum days assigned for conferences in the spring.

- Teachers with 20 or fewer conferences will complete them in the allotted amount of time.
- A teacher with 21 conferences would receive a ½-hour of pay, or ½-hour of release time.
- A teacher with 25 conferences, or more, would receive 2 ½ hours of pay, or a half-day substitute for release time.

[Note: The total of district provided minimum and release days shall not exceed five (5) per semester.]

3. The District will (re)establish a School Calendar Advisory Committee, which will include two representatives selected by the ACT President and will:
 - Advise the District and its unit member organizations
 - Review the proposed school calendar in advance of finalization
 - Identify any potential problems or conflicts
 - Identify the impact of any changes to the calendar
 - Suggest improvements regarding calendar structure
 - Identify ways to proactively avoid calendar conflicts

C. UNIT MEMBER TRAVEL

Unit members who are required to use their own automobiles to perform required duties shall be reimbursed at the rate allowed for Internal Revenue Service deduction purposes (rounded down to the nearest cent). A unit member assigned to more than one (1) site shall be reimbursed for actual mileage from his/her first assignment of the day to any subsequent assignment(s).

Itinerant staff assigned to Captain Cooper will be reimbursed one-way mileage (26 miles) from the District Office on each occasion that they travel to Captain Cooper as part of their official duties.

D. UNIT MEMBER ORIENTATION

An Association of Carmel Teachers meeting shall be scheduled for one (1) hour during the all-District orientation program to be held prior to the opening day of school, for the purpose of conducting organization business.

E. PROFESSIONAL DUES AND PAYROLL DEDUCTIONS

1. Any unit member who is a member of the Association, CTA/NEA, or who has applied for membership, may sign and deliver to the Association/CTA an assignment authorizing deduction of Association membership dues, initiation fees and general assessments of the Association. The Association shall notify the District in writing whether an employee has authorized dues deductions. The District shall rely on the information provided by the Association/CTA in making dues deductions. Pursuant to such authorization, the District shall deduct one tenth of such dues from the regular salary check of the unit member each month for ten (10) months. Deductions for unit members who sign such authorization after the commencement of the school year shall be appropriately pro-rated to complete payments by the end of the school year.
2. With respect to all sums deducted by the District pursuant to paragraph 1 above, the District agrees to remit promptly such monies to the Association accompanied by an alphabetical list of unit members for whom such deductions have been made, categorizing them as to membership or non- membership in the Association and indicating any changes in personnel from the list previously furnished.
3. Any revocation of union membership shall fall under the purview of the Association. In the event a unit member wishes to revoke their membership, the District shall refer them to the Association.
4. The Association agrees to furnish any information needed by the District to fulfill the provisions of this Article.
5. The Association agrees to defend, indemnify and hold harmless the District from any claims arising from and/or pertaining to the District's implementation of this Article III.E and the amount of fee deducted. In addition, should the District be required to institute any action to enforce any provision of this Article III, E, the Association shall defray the costs of such action.

F. ENGLISH LANGUAGE DEVELOPMENT (ELD) AND SPECIALLY DESIGNED ACADEMIC INSTRUCTION IN ENGLISH (SDAIE) AUTHORIZATION

In order to be in compliance with state laws and regulations, all teachers are required to have the appropriate English Learner authorization (generally CLAD or BCLAD).

Upon employment with CUSD, teachers who are not appropriately authorized to provide instruction to English Learners are required to enroll in an authorization program and shall complete the authorization within 24 months of employment (within the first year of employment, the CUSD teacher must either secure their English Learner authorization or renew their Emergency CLAD or BCLAD Permit as required by the California Commission on Teacher Credentialing).

ARTICLE IV
UNIT MEMBER HEALTH AND WELFARE BENEFITS
(Refer to Appendix B for current coverage information)

- A. The District shall provide eligible certificated unit members, qualified retirees, and early retirees (except as noted in Section V - Early Retirement) with health, dental, and vision insurance coverage. The District shall provide each certificated unit member with a written description of coverage.

The District shall provide eligible certificated unit members with a unit member Assistance Program.

The District shall provide eligible certificated unit members with an Internal Revenue Code Section 125 plan.

B. ELIGIBILITY

	At least 0.75 to 1.00 FTE	At least 0.50 to 0.74 FTE	Less than 0.49 FTE
Health Insurance	District contributes up to and including full family coverage	District contributes up through unit member plus 1	No coverage
Dental Insurance	Unit member and all qualified dependents	District contributes up through unit member plus 1	No coverage
Vision Insurance	Unit member and all qualified dependents	District contributes up through unit member plus 1	No coverage
Unit member Assistance Program	Unit member and all qualified dependents	Unit member and all qualified dependents	Unit member and all qualified dependents

C. DISTRICT SHARE OF UNIT MEMBER BENEFIT COSTS

1. The district agrees to pay the following insurance premium amounts:
(Refer to Appendix B for current year information)
2. The District will make every effort to advise the Association of insurance plan renewal rates within 10 working days following the District being informed.

CONTINUATION OF BENEFITS

1. Insurance benefits may be continued at the unit member's expense under the following conditions:
 - a. During a Board-approved unpaid leave of absence for not more than one (1) year.
 - b. When a COBRA event occurs.
 - c. For retirees beyond age sixty-six (66) or for employees starting after July 1, 2015, after coverage under IV, E, 1 has terminated.
3. Payments shall be made directly to the District for the full amount of the coverage. Failure to make monthly payments shall result in termination of the insurance coverage.

D. RETIREES

1. For retirees, health, dental and vision insurance coverage shall be paid by the District for the retiree and dependents covered at the time of retirement as long as a covered dependent remains eligible. Coverage shall continue until the retiree reaches his/her sixty-sixth (66th) birthday. The District contribution shall not exceed the negotiated cap paid by the District for current bargaining unit members.
2. Employees whose first day of employment with the District is on July 1, 2015 or after and who meet eligibility requirements, will receive retiree benefits until the retiree reaches his/her sixty-fifth (65th) birthday. Employees whose first day of employment with the District is prior to July 1, 2015 and who meet eligibility requirements, shall continue to receive retiree benefits until the age of sixty-six (66).
3. For retirees whose first date of paid service to the District is June 1, 2018 or before, to be eligible for retiree health and welfare benefits, the retiree shall have served the District for five (5) consecutive years immediately prior to retirement. Interruption of the consecutive five (5) years by an approved unpaid leave of absence for not more than one (1) year shall necessitate an additional year of active service. Retiree must be receiving retirement benefits from STRS.
4. For retirees whose first date of paid service with the District is after June 1, 2018, and who have served the District for ten (10) consecutive years immediately prior to retirement, the District shall pay for health, dental, and vision insurance for the employee only not to exceed the negotiated cap for employee only paid by the District for current bargaining unit members. Interruption of the consecutive ten (10) years of service by an approved unpaid leave of absence for not more than one (1) year shall necessitate an additional year of active service. Retiree must be receiving retirement benefits from STRS.
5. For retirees whose first date of paid service with the District is after June 1, 2018, and who have served the District for fifteen (15) consecutive years immediately prior to retirement, the District shall pay for health, dental, and vision insurance for the retiree and dependents covered at the time of retirement as long as the covered dependent(s) remains eligible. The District payment shall not exceed the negotiated cap paid by the District for current bargaining unit members. Interruption of the consecutive fifteen (15) years of service by an approved unpaid leave of absence for not more than one (1) year shall necessitate an additional year of active service. Retiree must be receiving retirement benefits from STRS.

E. UNIT MEMBER ASSISTANCE PROGRAM

1. Bargaining unit members shall be eligible to participate in a unit member Employee Assistance Program (EAP). The purpose of the program is to assist unit members and family members in times of personal or family difficulties that may affect the work performance of the unit member. There shall be no cost to the unit members for the plan benefits.
2. It is the responsibility of the District to implement the program and insure that the unit member's participation in the program shall not jeopardize job security or opportunities for promotional advancement.

3. It is the responsibility of the unit member who has a physical, mental, and/or emotional problem, which is affecting or may affect job performance, to seek early intervention and appropriate treatment.
4. The confidentiality of individuals participating in the unit member Employee Assistance Program shall be strictly preserved.
5. The District shall provide each certificated unit member with a written description of the services available through the EAP.

G. HEALTH INSURANCE ADVISORY COMMITTEE

The District and the Association hereby agree to establish a Health Insurance Advisory Committee. The purpose of the Committee shall be to advise the District and its unit member organizations on the following matters:

- The availability of various kinds of insurance coverage and plans
- The relative cost of insurance coverage and plans
- The selection of specific insurance coverage and plans
- Specific problems relating to insurance coverage and possible solutions

The Committee shall be made up of two (2) teachers selected by the Association, three (3) administrators selected by the Superintendent, two (2) classified unit members selected by the CSEA, one (1) the Association retiree, and one (1) CSEA retiree. The Committee shall meet as often as necessary to carry out its duties and shall submit a written report on its deliberations and recommendations to the District, the Association, and the CSEA each year.

ARTICLE V EARLY RETIREMENT

A. PLAN A

1. Purpose: The purpose of this early retirement plan is to assist those staff members whose salaries are determined by a certificated salary schedule to retire before the age of sixty-five (65).
2. Eligibility:
 - a. Have at least (30) years of credited service in California State Teacher's Retirement System or be between the 55 and 65 years of age.
 - b. Be under contract or on an approved leave of absence with the District at least three (3) consecutive years immediately prior to retirement.
 - c. Have served the District for a total of ten (10) years or more.
 - d. The period for the effective date of retirement shall be between the conclusion of the current school year and the beginning of the next school year.
3. Benefits:
 - a. For retirees, hired prior to July 1, 2015, health, dental and vision insurance coverage shall be paid by the District for the retiree and dependents covered at the time of retirement as long as a covered dependent remains eligible. Coverage shall continue until the retiree reaches his/her sixty-sixth (66th) birthday. The District contribution shall not exceed the negotiated cap paid by the District for current bargaining unit members.

Employees whose first day of employment with the District is on July 1, 2015 or after and who meet eligibility requirements, will receive retiree benefits until the retiree reaches his/her sixty-fifth (65th) birthday. Employees whose first day of employment with the District is prior to July 1, 2015 and who meet eligibility requirements shall continue to receive retiree benefits until the age of sixty-six (66).
 - b. For retirees whose first date of paid service with the District is after June 1, 2018, and who have served the District for ten (10) consecutive years immediately prior to retirement, the District shall pay for health, dental, and vision insurance for the employee only not to exceed the negotiated cap for employee only paid by the District for current bargaining unit members. Interruption of the consecutive ten (10) years of service by an approved unpaid leave of absence for not more than one (1) year shall necessitate an additional year of active service. Retiree must be retirement benefits form STRS.
 - c. For retirees whose first date of paid service with the District is after June 1, 2018, and who have served the District for fifteen (15) consecutive years immediately prior to retirement, the District shall pay for health, dental, and vision insurance for the retiree and dependents covered at the time of retirement as long as the covered dependent(s) remains eligible. The District payment shall not exceed the negotiated

cap paid by the District for current bargaining unit members. Interruption of the consecutive fifteen (15) years of service by an approved unpaid leave of absence for not more than one (1) year shall necessitate an additional year of active service. Retiree must be receiving retirement benefits from STRS.

- d. The District shall not eliminate or willfully reduce benefits below what is provided active unit members and as agreed upon through contract negotiations prior to age sixty-six (66) for those staff members who have elected early retirement.

B. PLAN B

1. Purpose: The purpose of this plan is to provide the opportunity for a full-time unit member to reduce the work year from full-time to part-time duties and retain all retirement benefits in the years prior to retirement.
2. Eligibility:
 - a. The unit member shall have reached the age of fifty-five (55) prior to the first day of the semester in which part-time employment is requested.
 - b. The unit member shall have been employed full time in a position requiring certification for at least ten (10) years of which the immediately preceding five (5) years were full time employment within the district.
 - c. The unit member may not have had a break in service during the five (5) years immediately preceding the reduction in workload. For purposes of this subdivision, sabbaticals and other approved leaves of absence shall not constitute a break in service.
 - d. Prior to the reduction of a unit member's workload under this section, the employer, in conjunction with the administrative staff of the State Teachers' Retirement Plan and/or the Public Employees' Retirement System, shall verify the member's eligibility for the reduced workload program.
3. Conditions:
 - a. The option of part-time employment shall be exercised at the request of the unit member and subject to agreement by the District. The specific assignment shall be mutually agreed upon by the unit member and the District. The part-time service will be at least one-half (1/2) that of a full-time unit member.
 - b. The agreement to reduce the unit member's workload shall be in effect at the beginning of the school year.
 - c. The unit member will resign no later than five (5) years after exercising this option or at age sixty-five (65), whichever occurs first.
 - d. A unit member who elects this plan may return to full-time service, if he/she so requests, by March 1 of the first year of enrollment in Plan B, with the approval of the School Board. A unit member may not change from Plan B to any other retirement option unless the unit member has returned to full-time service for one (1) school year.

- e. A unit member who retires, or otherwise separates from service, prior to the end of the school year shall be in violation of this section and the unit member's service credit for that period shall be computed in accordance with actual service credit performed.
- f. The unit member must meet all eligibility conditions specified in EC 44922, and other relevant sections, including but not limited to items 2a, 2b, and section 3.

4. Benefits:

- a. The unit member will be paid a salary which is the pro-rated share of the salary earned had he/she not elected to exercise the part-time service option.
- b. The unit member will receive all benefits of a full-time unit member while in part-time service.
- c. The unit member and employer will contribute the full amount to the STRS as if the unit member was working full-time.
- d. For retirees, hired prior to July 1, 2015, health, dental and vision insurance coverage shall be paid by the District for the retiree and dependents covered at the time of retirement as long as a covered dependent remains eligible. Coverage shall continue until the retiree reaches his/her sixty-sixth (66th) birthday. The District contribution shall not exceed the negotiated cap paid by the District for current bargaining unit members.

Employees whose first day of employment with the District is on July 1, 2015 or after and who meet eligibility requirements, will receive retiree benefits until the retiree reaches his/her sixty-fifth (65th) birthday. Employees whose first day of employment with the District is prior to July 1, 2015 and who meet eligibility requirements shall continue to receive retiree benefits until the age of sixty-six (66).

- e. For retirees whose first date of paid service with the District is after June 1, 2018, and who have served the District for ten (10) consecutive years immediately prior to retirement, the District shall pay for health, dental, and vision insurance for the employee only not to exceed the negotiated cap for employee only paid by the District for current bargaining unit members. Interruption of the consecutive ten (10) years of service by an approved unpaid leave of absence for not more than one (1) year shall necessitate an additional year of active service. Retiree must be retirement benefits from STRS.
- f. For retirees whose first date of paid service with the District is after June 1, 2018, and who have served the District for fifteen (15) consecutive years immediately prior to retirement, the District shall pay for health, dental, and vision insurance for the retiree and dependents covered at the time of retirement as long as the covered dependent(s) remains eligible. The District payment shall not exceed the negotiated cap paid by the District for current bargaining unit members. Interruption of the consecutive fifteen (15) years of service by an approved unpaid leave of absence for not more than one (1) year shall necessitate an additional year of active service. Retiree must be receiving retirement benefits from STRS.

C. PLAN C

1. Purpose: The purpose of this early retirement plan is to assist those staff members whose salaries are determined by a certificated salary schedule to retire before the age of sixty-five (65).
2. Eligibility:
 - a. Have at least thirty (30) years of credited service in California State Teacher's Retirement System.
 - b. Be under contract with the District at least three (3) consecutive years prior to retirement.
 - c. Have served the District for a total of ten (10) years or more.
3. Benefits:
 - a. For retirees, health, dental and vision insurance coverage shall be paid by the District for the retiree and dependents covered at the time of retirement as long as a covered dependent remains eligible. Coverage shall continue until the retiree reaches his/her sixty-sixth (66th) birthday. The District contribution shall not exceed the negotiated cap paid by the District for current bargaining unit members. Employees whose first day of employment with the District is on July 1, 2015 or after and who meet eligibility requirements, will receive retiree benefits until the retiree reaches his/her sixty-fifth (65th) birthday. Employees whose first day of employment with the District is prior to July 1, 2015 and who meet eligibility requirements shall continue to receive retiree benefits until the age of sixty-six (66).
 - b. For retirees whose first date of paid service with the District is after June 1, 2018, and who have served the District for ten (10) consecutive years immediately prior to retirement, the District shall pay for health, dental, and vision insurance for the employee only not to exceed the negotiated cap for employee only paid by the District for current bargaining unit members. Interruption of the consecutive ten (10) years of service by an approved unpaid leave of absence for not more than one (1) year shall necessitate an additional year of active service. Retiree must be retirement benefits form STRS.
 - c. For retirees whose first date of paid service with the District is after June 1, 2018, and who have served the District for fifteen (15) consecutive years immediately prior to retirement, the District shall pay for health, dental, and vision insurance for the retiree and dependents covered at the time of retirement as long as the covered dependent(s) remains eligible. The District payment shall not exceed the negotiated cap paid by the District for current bargaining unit members. Interruption of the consecutive fifteen (15) years of service by an approved unpaid leave of absence for not more than one (1) year shall necessitate an additional year of active service. Retiree must be receiving retirement benefits from STRS.
4. The District shall not eliminate or willfully reduce benefits below what is provided active unit members and as agreed upon through contract negotiations prior to age sixty-six (66) for those staff members who have elected early retirement.

ARTICLE VI LEAVES

A. SICK LEAVE

1. Each full-time certificated unit member shall be allowed sick leave as provided in the Education Code, plus one additional sick leave day. Any days not used shall be accumulated by the unit member for use, if necessary, during the succeeding years. All unit members are covered by Workers' Compensation Insurance for injury in line of duty.
2. Unit members contracted for workdays before and/or after the regular work year will receive additional sick leave on a pro-rata basis in increments of one-half (1/2) day of sick leave for each ten (10) working days. This provision excludes all summer school unit members.
3. Upon reasonable cause, the District may require doctor's certification (or proof of treatment and the need therefore by the practice of any well-recognized church or denomination) before allowing pay for absence due to accident or illness.
4. Any certificated unit member who has unused sick leave for accident or illness accumulated in another California school district at the time he/she is employed in the District and such employment occurs within one (1) year of his/her previous employment, shall be credited in this District with the accumulated day(s) upon verification of the day(s) by the former school district.
5. Catastrophic Leave Program (Refer to Appendix F)

The purpose of the Catastrophic Leave Program is to permit employees to donate to a Catastrophic Leave Bank that will be used to support an employee when that employee, or a member of his or her immediate family, suffers from a catastrophic illness or injury, and the employee has exhausted all sick leave and other paid leave options.

Catastrophic illness or injury means an illness or injury that is expected to incapacitate the employee for an extended period of time, hereby defined as not less than ten (10) consecutive duty days, or that incapacitates a member of the employee's immediate family that requires the employee to take time off from work for an extended period of time [ten (10) consecutive days] to care for that family member.

Participants who have exhausted regular sick leave, but still have differential leave available to them, shall be eligible for the Catastrophic Leave Program credits. The District shall pay the participant full pay, and the credits shall be charged at one-half (1/2) day of sick leave for each day of absence.

For purposes of this program, immediate family means spouse, domestic partner, or child. Requests to use catastrophic leave for a family member other than the employee's immediate family will be submitted for consideration to the Superintendent and Association President. If the Superintendent and Association President mutually agree to either approve or disapprove the request, the matter is settled. Whenever the Superintendent and Association President disagree, the matter will be referred to the Board of Education for a final decision.

a. Donations to the Catastrophic Leave Bank

The District shall establish a Catastrophic Leave Bank to which all unit members may donate one (1) day of their earned and unused sick leave days. This donation shall be irrevocable and shall be accomplished by the unit member filing a Catastrophic Leave Bank: Sick Leave Donation Form (see Appendix F) prior to October 1 of the school year or within thirty (30) days of employment. This process shall be administered by the Human Resources Office. This form shall clearly state that sick leave days being donated are irrevocably given to the Catastrophic Leave Bank and cannot be rescinded for any reason whatsoever. A donation to the Catastrophic Leave Bank shall be a general donation and shall not be donated to a specific employee for his or her exclusive use. Participation is voluntary but requires a donation to the Bank. Only donors will be permitted to withdraw from the Bank. Unit members who elect not to join the Catastrophic Leave Bank upon first becoming eligible must wait until the next open enrollment period and are not eligible to withdraw from the Bank until they are enrolled.

The annual rate of donation by each participating unit member for each school year shall be limited to one (1) day of sick leave. Part-time unit members may contribute and use catastrophic leave on a pro-rata basis. Donations will be accepted during a thirty (30) day period beginning September 1 of each school year. The donation period will not occur in any year in which the Bank contains ninety (90) or more days. For employees who did not donate during the initial enrollment period, the Bank will reopen every three (3) years. Existing participants will not be asked to donate unless the Bank has fallen below ninety (90) days. New employees will be offered the opportunity to participate in the Catastrophic Leave Program regardless of the number of days in the Bank. At any time that the Bank is in danger of not being able to meet the demand, the Superintendent and Association President may call for a special donation period. Participating unit members shall make a donation each time a donation period is opened until such time that a unit member notifies the Human Resources Office in writing of his or her desire to cancel participation. The unit member shall not be eligible to draw from the bank as of the effective date of the cancellation. Any participating unit member who does not have earned and unused sick leave available when a donation period occurs shall be allowed to continue in the program until he or she has earned additional sick leave. At that point, the donation will be automatically deducted from the unit member's accrued sick leave.

b. Withdrawals from the Bank

Catastrophic Leave Program participants who are in danger of exhausting their sick leave may apply to withdraw from the Bank for catastrophic illness or injury (see Catastrophic Leave Bank: Request Form; Appendix F). Unit members must use all sick leave, but not differential leave, available to them before being eligible for a withdrawal from the Bank. Participants who are approved and who have exhausted all accrued sick leave are entitled to supplement their differential leave with Catastrophic Leave charged at one-half day increments. Withdrawals from the Catastrophic Leave Bank shall be granted in units of not more than thirty (30) days. Unit members may submit requests for up to three (3) extensions or withdrawals as their prior grants expire. A Unit member's withdrawal from the Bank may not exceed a maximum of one hundred and twenty (120) days for the same injury or illness.

Requests for withdrawals shall be submitted to the Superintendent. The Superintendent or designee may then grant the withdrawal, provided that the unit member meets the eligibility criteria established in the Agreement. Unit members who apply to withdraw or extend their withdrawal from the Catastrophic Leave Bank will be required to submit a doctor's statement indicating the nature of the illness or injury and the probable length of absence from work.

Catastrophic Leave credits shall not be used for illness or disability, which qualifies the unit member for worker's compensation or disability benefits. Unit members do not accrue sick leave while using catastrophic leave credits.

If the Catastrophic Leave Bank does not have sufficient days to fund a withdrawal request, the District is under no obligation to pay the participant any funds whatsoever. If a request for withdrawal is denied because of insufficient days to fund the request, the District shall notify the unit member, in writing, of the reason for the denial.

Participants who are denied a withdrawal or whose withdrawal is not renewed, or who are terminated from the Bank, may within ten (10) days of denial, appeal in writing to the Board of Education. The Board shall hold a hearing in closed session within fifteen (15) workdays and issue a confidential written decision within fifteen (15) workdays of the hearing. If the unit member's incapacitation does not allow participation in this appeal process, the unit member's agent or member of the immediate family may attend the hearing. Approval or denial of catastrophic leave requests shall be final and not subject to grievance.

6. Personal Necessity

Up to eleven (11) days of earned sick leave per year may be used for reasons of "Personal Necessity".

Employees utilizing Personal Necessity Leave shall comply with the District's procedures regarding advance notice to permit the District to secure a substitute, and shall, to the extent possible, provide two weeks advance notice.

Personal Necessity days **shall NOT** be utilized for the following situations:

- a. Days taken to earn extra income.
- b. The day immediately preceding or following a holiday or vacation without prior approval from the principal or District Office supervisor. If the immediate supervisor denies approval, the employee has the right to appeal to a panel, which includes the Superintendent or designee, and the association president.

B. EMERGENCY MEDICAL LEAVE

A certificated unit member may be granted by the Superintendent or his/her designee an emergency leave of up to three (3) days each school year with full pay when serious illness or accident happens to a member of the immediate family (as defined in section C.1 of this article) or necessary surgery for such a member is performed and the surgeon requests the presence of the unit member.

Emergency leaves granted under this provision are not cumulative from year to year, and this leave is not to be subtracted from sick leave. The District may require verification by the attending physician.

C. BEREAVEMENT LEAVE

1. Bereavement leave, without loss of pay, shall be granted up to three (3) days, five (5) days if over three hundred (300) miles, in the event of death of a member of an immediate family, including pregnancy loss as defined by the CDC. Members of the immediate family shall include: the mother, father, parents-in-law, grandmother, grandfather, or grandchild of the unit member or the unit member's spouse domestic partner, son, son-in-law, daughter, daughter-in-law, brother, or sister; or any relative living in the unit member's immediate household. (Education Code 44985, 45194). For extenuating circumstances, up to (6) days of sick leave, in addition to bereavement leave, may be utilized for this purpose if prior notification is presented to the District.
2. Bereavement leave to attend the funeral of a close family friend or relative, not a member of the immediate family, may be granted for the time necessary to attend the funeral; up to one-half (1/2) day if the funeral is on the Monterey Peninsula and up to one (1) full day if the funeral is out of the immediate area.

D. JURY DUTY

The following provision shall prevail in the event a certificated unit member of the District is called to serve as a juror in a court during a period in which the unit member is on duty:

1. The unit member shall receive his/her rate of pay for any day of jury duty, which occurs on a normal workday.
2. The unit member shall endorse and present to the District any warrants, which represent payments for jury duty.
3. If the unit member is released from jury duty for the day prior to the close of the workday, the unit member shall return to the District to resume his/her normal duties, or other tasks as assigned by the principal.
4. If a substitute teacher has been hired to replace the teacher who is released early from jury duty, the substitute shall be retained for the complete day to maintain the classroom or accomplish other tasks as assigned by the principal.

E. EXTENDED ILLNESS OR INJURY LEAVE

1. When a unit member is absent from his/her duties on account of illness or accident for a period of five (5) school months or less, after exhaustion of accumulated sick leave, the amount due to the unit member for any month in which the absence occurs shall be fifty percent (50%) of the unit member's regular salary.
2. The sick leave, including accumulated sick leave, and the five (5) month period shall run consecutively.
3. A unit member shall not be provided more than 1 five (5) month period per illness or accident. However, if a school year terminates before the five (5) month period is

exhausted; the unit member may take the balance of the five (5) month period in a subsequent school year.

F. PARENTAL LEAVE

A leave of absence shall be granted to certificated unit members for pregnancy, disability due to pregnancy, pregnancy loss as defined by the CDC, childbirth, and recovery there from, for a length of time to be determined by the unit member and the health care provider. The unit member shall submit certification from her health care provider to the district as to the required length of the absence. Leaves of absence due to pregnancy, pregnancy loss as defined by the CDC, childbirth, and recovery there from, shall be treated in the same manner as all other extended illness or injury leaves.

A unit member may request to use accumulated sick days for the above-mentioned purposes.

G. FAMILY AND MEDICAL LEAVE ACT (FMLA) / CALIFORNIA FAMILY RIGHTS ACT (CFRA)

1. The District will comply with all mandated provisions of FMLA and CFRA concerning family and medical care leaves. Information is available in the Human Resources office and on the CUSD website/Human Resources page.
2. The FMLA and CFRA Twelve (12) Month Period shall be defined as the District's fiscal/school year, which starts July 1, and ends June 30.

H. SABBATICAL LEAVE

1. Unit members who have rendered seven (7) years of service to this school district in a full-time capacity, nine (9) years in a four-fifths (4/5) of full-time capacity, or twelve (12) years in a three-fifths (3/5) of full-time capacity, may be granted a sabbatical leave.
2. Sabbatical leaves may be granted for professional study or travel or a combination of study and travel.
 - a. Applicants for sabbatical leave for professional study must submit evidence that the study shall be an equivalent of a full academic load and that the proposed program is designed to directly improve the candidate's competency as a teacher in the District.
 - b. Applicants for sabbatical leave to travel shall submit a brief itinerary with evidence indicating how the proposal will contribute to the applicant's competency as a teacher in the District.
 - c. Applicants for sabbatical leave to travel and study shall submit both a brief itinerary and a proposed program of study with evidence indicating how both proposals will contribute to the applicant's competency as a teacher in the District.
3. Sabbatical leaves may be granted for a full academic year or for one (1) semester.
 - a. A sabbatical leave granted for a full year shall be reimbursed at the difference between the applicant's established salary for the sabbatical year and the salary amount for the temporary unit member, established at Column II, Step 1, of the salary schedule, plus fringe benefits costs of the temporary unit member.

EXAMPLE:	
Regular Salary (IV-18):	110,473
Replacement's Salary (II -1):	67,775
Difference in Annual Salary:	42,698
Replacement's Benefits (EO):	18,948
Gross Salary for Sabbatical:	23,750

- b. A sabbatical leave for one (1) semester shall be reimbursed at one-half (1/2) the amount determined by the above paragraph.
4. A staff member shall be eligible for two (2) one-semester sabbatical leaves in lieu of a one-year sabbatical leave. No more than two (2) of these shall be granted to an individual within a seven (7) year period.
5. A unit member on sabbatical leave shall be considered a full-time unit member and all fringe benefits shall continue in full force during the leave. The contribution of the District to the retirement fund shall be based upon the unit member's placement on the salary schedule for the year the sabbatical leave is taken. The unit member's contribution to the retirement system during the sabbatical period shall be consistent with State Teachers Retirement System (STRS) rules and regulations.
6. The number of sabbatical leaves granted annually shall not exceed two (2) full-time equivalent certificated staff members. Two (2) semester sabbatical leaves taken during the same year by different individuals shall be counted as one (1) full-time sabbatical.
7. All applications for sabbatical leaves shall be submitted to the Association by December 1st.
 - The Association, or a committee appointed by it, shall screen all applications, and submit the necessary documentation and recommendations to the superintendent's office by the end of the first week in January
 - January through March, an attempt to find a suitable replacement will be made
 - The superintendent will present applications to the Board of Education at the first meeting in April.
8. Provided that paragraphs 3.a and 3.b remain constant, it is understood that the Board of Education will not refuse to approve applications based on financial reasons, but may do so if it has been determined that damage to the program will result in the approving of an application.
9. The unit member must agree to return to the service of the District for a period twice the duration of the sabbatical leave. A Surety Bond shall be required.
10. The Board of Education may call for an appropriate report from staff members completing a sabbatical leave.
11. A unit member who has satisfactorily completed a sabbatical leave will progress on the salary schedule as if he/she had remained in active service.

I. LEAVE OF ABSENCE

1. Leave of Absence without pay for a specific period of not less than one (1) semester nor more than one (1) year may be granted by the Board of Education, upon recommendation of the Superintendent, provided such leave does not seriously inconvenience the educational program of the District.

Deadline for submitting a leave request shall be as follows:

March 1st for the following school year or first semester of the following school year.

October 15th for the second semester of the school year.

A certificated unit member who has been on leave for one (1) school year or more must notify the District by March 1 of the calendar year in which the unit member intends to return. Failure to notify the Board by this date shall constitute notice by the unit member that he/she does not intend to return. Such failure to notify shall be considered a resignation.

2. A leave of absence without pay may be granted by the Superintendent for a period of not more than one (1) semester provided such leave does not seriously inconvenience the educational program of the District.
3. Upon request of the unit member, the Board may extend the leave of absence of the unit member.

J. PART-TIME LEAVE

1. A part-time leave of absence without pay for a specified period of not less than one (1) semester nor more than one (1) year may be granted by the Board of Education, upon recommendation of the Superintendent, provided such leave does not seriously inconvenience the educational program of the District.
2. A part-time leave of absence without pay may be granted by the Superintendent for a period of not more than one (1) semester provided that such leave does not seriously inconvenience the educational program of the District.
3. Upon request of the unit member, the Board may extend the part-time leave of absence of the unit member.

K. PART-TIME EMPLOYMENT - JOB SHARING PLAN

1. Job sharing is a plan whereby two (2) certificated teachers of the District share the full teaching responsibilities for one (1) identifiable full-time classroom position.
2. Participation in job sharing requires four (4) full teaching years within the District within the last seven (7) years.
3. Before the job-sharing plan can be implemented there must be mutual agreement among the two (2) teachers, the building principal, District Superintendent, and the Board of Education.

4. Any participant approved for and assigned to a job-sharing plan shall become a part-time teacher in the District.
5. Faculty meeting attendance is required unless excused by the principal.
6. The participating unit member's benefits (medical, dental, and vision, and sick leave credit) shall be pro-rated.
7. Salaries shall be computed in accordance with Article II, Section B.
8. District and unit member contributions to STRS will be pro-rated.
9. Salaries of the participants will be paid on a basis that is proportional to full-time service.
10. Revision or termination of a job-sharing plan will not modify or affect any vested unit member rights acquired prior to or during participation in the program, except that a teacher withdrawing from a job-sharing plan or displaced if the plan is terminated by the Board, may be re-assigned to a regular full-time position, if available. Such teacher(s) shall have preference over temporary teachers only.
11. If one of the teachers in the job-sharing plan resigns, retires, dies, or goes on leave or returns to other full-time employment, the remaining teacher may have the option of recruiting a partner to be approved by the Superintendent or taking the position full-time.
12. All other advantages pertaining to unit members not expressly modified within this Article shall be retained under the terms of this Agreement and shall be made available to unit members participating in job sharing plans.
13. The agreement or contract for one-half (1/2) time service shall be executed by the member and the employer, in writing, prior to the period of reduced service, before March 1 for the beginning of the school year, or before October 15 for the beginning of the second half of the school year. A unit member currently on the job-sharing plan shall notify the District prior to March 1 if he/she wishes to continue in the job-sharing program for the following year.

L. EXCHANGE TEACHING LEAVE

1. An exchange leave is a leave granted to permit a teacher to serve as an exchange teacher in a foreign country or in any state, territory, or possession of the United States.
2. Exchange leave of absence may be granted to certificated unit members who meet the following requirements.
 - a. Unit members must have permanent status in this District on the effective date of leave.
 - b. Unit members must have rendered full-time service in a certificated position for at least one (1) year immediately preceding the leave.
 - c. The unit member must be a superior teacher and an excellent representative of the United States and Carmel Unified School District.

3. Request for exchange leave shall be made in writing and be presented to the building principal for his/her review and recommendation. The request shall be submitted to the District Office by April 1 of the year prior to the year for which the leave is requested.
4. In leaves other than those arranged through the Federal Government, the District teacher must ascertain from the other district its willingness to participate in the exchange. When such a district is found, the CUSD unit member shall notify the District Office and send the necessary papers to the other district. These papers shall be returned to the District Office on or before May 1. When all arrangements have been approved, the contract will be negotiated by the District Office.
5. Applicants from CUSD will be evaluated by the Association and referred to the superintendent and Board of Education.
6. Applicants from other districts will be evaluated and approved by the superintendent and Board of Education based on reference forms and other appropriate means, including personal interview if possible.
7. An Exchange Agreement must be signed by the unit members and the districts concerned.
8. The exchange is for one (1) year unless extended for one (1) additional year by unanimous consent of the Boards of Education and the unit members concerned.
9. Compensation, including fringe benefits, shall be arranged according to one of the following plans:
 - a. Plan A - The CUSD unit member is paid by the other district and will receive the rate of pay on the other district salary schedule, which is nearest to the rate received in the CUSD, but not more than the other district unit member would have received.
 - b. Plan B - Applies to exchanges outside of California. The CUSD unit member is paid by the CUSD at his/her regular rate. This plan is limited to exchanges with states or countries where the other teacher will receive an adequate salary for living in this community.
 - c. Plan C - Applies to exchanges outside of California. The CUSD unit member is paid by the other district at a negotiated rate. Since this plan allows the outside unit member to be paid by the CUSD and to be placed on the District salary schedule, there are wider opportunities for working out exchange agreements.
10. Credit for service on exchange leave counts toward advancement on the salary schedule as if such service were given in the District, provided that the unit member serves a sufficient number of days in the exchange position to have been paid at least seventy-five percent (75%) of the salary agreed to in the contract signed with the outside district. A notarized affidavit shall be filed certifying this service.
11. Service on an exchange leave grants credit toward retirement. If retirement contributions are not deducted from compensation, the unit member must personally arrange for payment of required contributions.
12. One (1) year on an exchange leave counts toward the seven (7) year service required for sabbatical leave.

13. The CUSD unit member and the exchange unit member shall be covered by the existing health and accident program.
14. At the completion of any exchange, the CUSD unit member shall return to duty in the District and shall serve full-time for at least two (2) consecutive years before being eligible for another exchange teaching assignment.
15. Before returning to service in the District, the Board may require the CUSD unit member to submit to a physical examination (at the Board's expense). If so requested, the unit member shall present evidence provided by a licensed physician as to his/her health and physical fitness.
16. A teacher may request the Association to review his/her case if a leave request is denied. The Association may represent the unit member in an appeal action if it deems the case merits further negotiations.

M. MILITARY LEAVE

Unit members shall be entitled to such leaves of absence with pay and other benefits as are provided and allowed in Division II, Part I, Chapter VII of the Military and Veterans' Code, Section 389, et. seq.

N. INDUSTRIAL ACCIDENT OR INDUSTRIAL ILLNESS LEAVE

Industrial accident or industrial illness leave is granted to an individual as a result of a job-related accident or illness and is in addition to regularly accrued sick leave.

1.
 - a. Allowable industrial accident or industrial illness leave with pay shall not exceed sixty (60) working days in anyone (1) fiscal year for the same accident or illness.
 - b. When an industrial accident or industrial illness occurs at a time when the full sixty (60) days will overlap into the next fiscal year, the unit member shall be entitled to only that amount remaining at the end of the fiscal year, in which the injury occurred, for the same accident or illness.
2. Allowable industrial accident or industrial illness leave shall not be accumulative from year to year.
3. Industrial accident or industrial illness leave shall commence on the first day of absence.
4. Payment for wages lost on any day, when added to an award granted the unit member under Workers' Compensation laws of this State, shall not exceed the unit member's actual wage if he/she were on the job.
5. Industrial accident or industrial illness leave will be reduced by one (1) day for each day of authorized absence, regardless of a compensation award made under Workers' Compensation.
6. Entitlement to this leave will be based upon finding that the disability has been due to industrial accident or industrial illness. In such case, regular sick leave will not be deducted for absence due to the industrial accident or industrial illness until the full sixty (60) days, if granted, has been exhausted.

O. ASSOCIATION REPRESENTATIVES

The Association may be granted up to fifteen (15) days of leave each school year, to utilize for local, state, or national conferences, or for conducting other business pertinent to Association affairs. The Association representatives may be excused from school duties upon two (2) days advance notification to the superintendent by the Association President. The Association shall reimburse the District for the cost of substitutes, if substitutes are required.

P. NATIONAL AND STATE PROFESSIONAL ORGANIZATION OFFICERS

Members of the certificated unit who hold the offices of president, vice-president, or president-elect, in state or national organizations related to education may have paid leave to utilize for state or national conferences or for conducting business pertinent to affairs of the educational organization. These representatives may be excused from school duties upon two (2) days advance notification to the superintendent by the Association President. The length of the leave is to be determined cooperatively by the superintendent and the unit member. Each such officer shall be limited to four (4) days of leave per year for these purposes.

Q. RELEASE TIME FOR DISTRICT PURPOSE

Certificated unit members may be released from duty at no loss in pay to attend professional meetings, appear in court in behalf of the District, or participate in other professional or educational activities that will benefit the Carmel Unified School District.

All such paid leaves shall be approved by the Superintendent. Such release time shall be kept to a minimum for each individual so that the instructional program of the District will be disrupted as little as possible. Generally, such leaves will be limited to no more than three (3) days per year for each unit member.

A 0.2 FTE release period shall be provided to the Association President each year, for the following purposes:

- Regular meetings with the Superintendent.
- Promoting cooperation between the bargaining unit and administration.
- Working with administrators and teachers to provide optimum learning environment for students.
- Serving on district committees.
- Assisting in the resolution of personnel issues.
- Communicating teacher concerns and potential solutions.
- Dedicating time at school sites.

ARTICLE VII SAFETY CONDITIONS OF EMPLOYMENT
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A. ALLEGED VIOLATIONS

Alleged violations of safe work conditions shall be reported to the unit member's immediate supervisor. If the situation has not been resolved within a reasonable period of time, the unit member may submit such alleged violation to an appropriate administrative agency, such as CAL/OSHA.

B. UNSAFE OR HAZARDOUS CONDITIONS

Unit members shall not be required to work under unsafe or hazardous conditions or to perform tasks that endanger their safety, as defined by CAL/OSHA rules and regulations.

C. ASSAULT

If a unit member is assaulted while serving within the course and scope of his/her employment, the unit member shall report it, in writing, to his/her supervisor. The supervisor or his/her designee shall report it to the appropriate law enforcement authority.

D. RELATIONSHIP TO GRIEVANCE PROCEDURE

Any alleged violation of safe work conditions shall not be processed as a grievance.

ARTICLE VIII
CLASS SIZE

A. DISTRICT STAFFING GOAL

1. The District shall have the goal of classroom teacher staffing at the ratio of one (1) teacher for twenty-five (25) students at grades K-5, and one (1) teacher for twenty-nine (29) pupils, including preparation period, at grades 6-12, based upon projected enrollment. Captain Cooper School shall be exempt from this ratio.

2. Instructional Aide Staffing Ratio

Instructional Aide positions, funded by the General Fund, shall be allocated to each elementary school site (River, Tularcitos, and Captain Cooper) as follows:

As of the first ten (10) days of school, Instructional Aide time shall be assigned to classrooms as enrollments reach the following levels:

<u>Grade Level</u>	<u>Enrollment</u>	<u>Instructional Aide Hours</u>
K-1	25	1 hour
K-5	27	2 hours
K-5	30	3 hours

The aide assignments shall be reviewed by the principal at least once per quarter, and adjustment shall be made accordingly.

B. CLASS SIZE

If an elementary (grades K-5) enrollment should exceed thirty (30) students as of the first ten (10) days of school, the principal shall meet with that teacher, or all teachers of that grade level, if appropriate, to discuss various alternatives to implement Board Policy 6152.

C. P.E. CLASS SIZE

If a P.E. class exceeds forty (40) students per credentialed instructor, the principal shall meet with that teacher or all teachers in the department within five (5) working days to discuss the various means of solving the problem, including reducing class size and/or hiring a substitute to relieve short-term high enrollment.

D. SPECIAL EDUCATION STUDENTS

Any secondary special education student placed in a classroom for the full period shall be counted as a full-time equivalent element for the purpose of balancing class sizes within a school. Any elementary special education student placed in a classroom for the full day shall be counted as a full-time equivalent for the purpose of balancing class size within a school.

ARTICLE IX UNIT MEMBER EVALUATION

A. THE PROFESSIONAL AGREEMENT

1. Each non-tenured (year one (1) probationary or year two (2) probationary) certificated unit member shall develop an annual written professional agreement, California Standards for the Teaching Profession (C.S.T.P.) Fall Planning/Self-Assessment Form (Appendix G), with the school principal or his/her representative, hereinafter referred to as "Evaluator".

Each tenured certificated unit member*, together with the evaluator, shall develop an annual written professional agreement, California Standards for the Teaching Profession (C.S.T.P.) Fall Planning/Self-Assessment Form (Appendix G), no less than every other year, at the option of the evaluator.

The C.S.T.P. Fall Planning/Self-Assessment Form shall be used, and the unit member shall write a minimum of one (1) Area of Growth for the C.S.T.P. performance areas listed below. Each year, the administration will determine which C.S.T.P. performance areas are required.

- Engaging and Supporting All Students in Learning
- Creating & Maintaining Effective Environments for Student Learning
- Understanding and Organizing Subject Matter for Student Learning
- Planning Instruction & Designing Learning Experiences for All Students
- Assessing Student Learning
- Developing as a Professional Educator

The Fall Planning conference shall be held by the end of October of each school year. The finalized professional agreement, California Standards for the Teaching Profession (C.S.T.P.) Fall Planning/Self-Assessment Form (Appendix G), shall require the approval of the evaluator.

** School Counselors shall use the School Counselor Performance Standards Fall Planning/Self-Assessment Form (Appendix G)*

2. At the time of the planning conference, the unit member may identify and record any hindering or limiting factors he/she feels exist.
3. No certificated unit member shall be held accountable for any aspect of the educational program over which he/she has no authority to correct deficiencies.
4. Non-administrative certificated personnel shall not be required to participate in evaluation and/or observation of other non-administrative certificated personnel nor shall they be required to assess their own performance.
5. The evaluation shall not include the use of standardized test scores.

B. OBSERVATION

1. Each annual evaluation for first-year probationary teachers will be supported by quarterly (4) formal classroom observations and shall be followed by a post-observation conference in which the evaluator and unit member will review each of the areas of observation.

Each annual evaluation for second-year probationary teachers will be supported by at least two (2) formal classroom observations, one (1) in each semester, to be followed by a post-observation conference in which the evaluator and unit member will review each of the areas of observation. The unit member shall receive a signed copy of the written observation form.

Each bi-annual evaluation of tenured certificated unit members shall be based on at least one (1) formal classroom observation of a reasonable length of time and shall be followed by a post observation conference in which the evaluator and unit member will review each of the areas of observation. The unit member shall receive a signed copy of the written observation form.

Informal observations may take place at any time during the school year at the request of the unit member or as determined by the evaluator.

2. The evaluator shall endeavor to assist the unit member in correcting cited deficiencies. Such action shall include documented specific recommendations for improvement, direct assistance in implementing such recommendations, and, if appropriate, adequate release time to allow the unit member to visit and observe other similar classrooms.

C. OTHER THAN CLASSROOM TEACHERS

1. Evaluation and assessment procedures applicable to non-classroom certificated personnel shall parallel as closely as practical the guidelines for classroom teachers.
2. Unit members in this category shall be evaluated on the basis of achievement of stated goals and objectives, and job descriptions written for each position, and district standards.

D. REVISION, REVIEW AND ASSESSMENT OF THE PROFESSIONAL AGREEMENT

1. Each non-tenured (year one (1) probationary) certificated unit member and the evaluator shall review the written professional agreement, California Standards for the Teaching Profession (C.S.T.P.) Fall Planning/Self-Assessment Form (Appendix G), during each of the four (4) formal observation conferences. Each non-tenured (year two (2) probationary) certificated unit member and the evaluator shall review the written professional agreement, California Standards for the Teaching Profession (C.S.T.P.) Fall Planning/Self-Assessment Form (Appendix G), during each of the two (2) formal observation conferences. The evaluator and unit member shall assess whether or not the terms of the professional agreement are being met.

Each tenured certificated unit member and the evaluator shall review the written professional agreement during the first formal observation conference. The evaluator and unit member shall assess whether or not the terms of the professional agreement are being met.

Each tenured and non-tenured unit member (Evaluatee) shall review the written professional agreement as part of the final evaluation conference at the end of the school year as part of the final evaluation process.

Adjustments may be made in any aspect of the professional agreement at any time during the year by the unit member with the approval of the evaluator.

2. If, in the judgment of the evaluator, the unit member is not meeting the expectations of district standards and/or the terms of the professional agreement:
 - a. The evaluator shall notify the unit member, in writing, of unsatisfactory performance as soon as possible.
 - b. The written notice of unsatisfactory performance shall be clearly and comprehensively stated.
 - c. The evaluator shall confer with the unit member and make specific recommendations on improvement of his/her performance. These recommendations shall be in writing.
 - d. The evaluator shall endeavor to assist the unit member to upgrade his/her performance.

E. RECORDING ASSESSMENT AND EVALUATION FORMS (Refer to Appendix G)

Forms for recording assessment and evaluation shall be agreed to by the Association and the District.

F. PEER ASSISTANCE AND REVIEW PROGRAM (PAR)

The district's Peer Assistance and Review Program (PAR) is designed to help educators improve performance in classroom instruction, through collaboration with professional colleagues and appropriate training. Teachers receiving an unsatisfactory evaluation will be referred to the PAR Program for mandatory participation. The PAR Program is also available to any teacher in the district who would like assistance with any aspect of their instructional program and who requests assistance through the Peer Review Panel.

- G. The Association and the District agree to reconvene the Evaluations Committee to continue the work on creating a new evaluation process. The Evaluations Committee shall reconvene at the start of the 2022/23 school year, in order to carry out the foregoing. For the 2023/24 school year, this process shall be made available as a pilot program for any unit member who wishes to participate. The intention of the pilot program is to gather feedback for the Evaluations Committee on the new process, in order to make recommendations for potential inclusion in the collective bargaining agreement. This pilot program shall sunset at the end of the 2023/24 school year unless it is ratified by the Association and approved by the District's Board of Education.

ARTICLE X STAFF DEVELOPMENT
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- A. This plan is based on the concept that staff development efforts can best be administered at the building level, and that teachers and administrators can arrive at recommendations beneficial to the organization.
- B. This plan will be financed without additional money added to the budget. It will incorporate a realignment of already existing funds.
- C. Each school shall annually allocate from their operating budget funds to support site defined professional learning activities. The District will attempt to supplement this allotment with additional District funds as available based on the financial status of the District.
- D. Staff development funds may be used for the following purposes:
 - Attendance at meetings, conference, workshops.
 - Curriculum development projects.
 - Inter-school visitations and observations.
 - Employment of consultants.
 - District-sponsored in-service activities.
- E. Strategic grade level or content-based collaboration between schools will be encouraged.
- F. No equipment may be purchased with these funds, nor shall the District subsidize college course work for academic credits. Under no circumstances shall a school staff utilize a pro-rata system for the use of staff development funds. Each application must be dealt with on an individual basis and be consistent with the school's master plan for staff development.

ARTICLE XI GRIEVANCE PROCEDURE

A. PURPOSE

1. This grievance procedure shall be used to process and resolve grievances arising under this Agreement.
2. The purpose of this procedure is to provide an orderly procedure for reviewing and resolving grievances promptly.

B. DEFINITIONS

1. A "grievance" is an alleged violation, misinterpretation or misapplication of the express terms of the Agreement, which directly and adversely affect the grievant. Actions to challenge or change the terms of this Agreement shall not be considered a grievance. Matters for which a specific method of review is provided by law or by the terms of this Agreement are not within the scope of this procedure.
2. A "grievant" is a member (or members) of the association.
3. The "immediate supervisor" means the administrator who assigns, reviews, and directs the work of the grievant.
4. A "day" is any day in which the District Office is open for business.

C. TIME LIMITS

1. Each party involved in a grievance shall act quickly so that the grievance may be resolved promptly. Every effort should be made to complete action within the time limits contained in the grievance procedure, but, with the written consent of both parties, the time limitation for any step may be extended.
2. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school term and, if left unresolved until the beginning of the following school year, could result in harm to an aggrieved person, the time limits set forth herein shall be reduced so that the procedure shall be exhausted prior to the end of the school term or as soon thereafter as is practicable.

D. INFORMAL DISCUSSION

1. Initially, the grievant shall meet with his/her immediate supervisor and attempt to resolve the grievance informally.

E. LEVEL I

1. If the informal discussion does not resolve the grievance to the satisfaction of the grievant, a formal grievance may be initiated. A formal grievance may be initiated no later than ten (10) days after the grievant knew of, or with the exercise of due diligence would have known of, the event or circumstances occasioning the grievance.

2. A formal grievance shall be initiated in writing, on forms prescribed by the District, and shall be filed with the immediate supervisor/principal. (Refer to Appendix H)
3. Within ten (10) days after the filing of the formal grievance, the immediate supervisor/principal shall investigate the grievance and give his/her decision, in writing, to the grievant. The grievant may file a copy of the grievance with the Association.

F. LEVEL II

1. If the grievant is not satisfied with the decision rendered at Level I, he/she may appeal the decision within ten (10) days to the superintendent or his/her designee. The grievant may file a copy of the appeal with the Association.
2. The appeal shall include a copy of the original grievance, the decision rendered at Level I, and a clear, concise statement of the reasons for the appeal.
3. Within ten (10) days, the superintendent or his/her designee shall investigate the grievance and give his/her decision, in writing, to the grievant.

G. LEVEL III

1. If the grievant is not satisfied with the decision rendered pursuant to Level II, the Association may submit a request in writing to the superintendent for arbitration of the dispute.
2. Said request shall be made within five (5) days.
3. Upon receipt of the written request, the superintendent shall request the American Arbitration Association to supply a panel of five (5) names. A copy of this request shall be sent to the grievant and the Association. Within three (3) days of the receipt of the panel of five (5) names, the superintendent and the grievant shall either mutually agree upon an arbitrator or notify the American Arbitration Association to select an arbitrator in accordance with its rules.
4. The fees and expenses of the arbitrator and a court reporter, if required by the arbitrator, shall be shared equally. Any additional expenses shall be borne by the party incurring such expense.
5. The rules of the American Arbitration Association shall govern the arbitration with the exception stated within this Agreement. The arbitrator shall have no authority to add, delete, or alter any provisions of this Agreement, but shall limit his/her decision to the application and interpretation of its provisions.
6. Within ten (10) days of selection, provided an arbitrator is available, the arbitrator shall conduct a hearing and submit his/her findings and award in writing to the Board of Education, the grievant, and the Association. The award of the arbitrator shall be binding on the grievant, the Association, and the District. The award of the arbitrator may, on petition of either the Board of Education or the grievant and the Association, be reviewed by a court of competent jurisdiction in the same manner as a decision made by a hearing officer under Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code. The court, on review, shall determine whether there was sufficient evidence to support the arbitrator's findings and award. The reviewing court may not exercise its independent judgment on the evidence.

ARTICLE XII REASSIGNMENT AND TRANSFER
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A. For purpose of this provision:

1. Reassignment is the change of a unit member's position within the same school or facility.
2. Transfer is defined as the change of a unit member's position from one school/facility to another school/facility.
3. The term vacancy shall include a new position and an opening arising from resignation, retirement, leave, transfer, release, or reassignment.
4. School day shall be defined as a teacher duty day.

B. Assignments/Reassignments

1. Assignments/Reassignments shall not be made arbitrarily, capriciously or without good cause.
2. A certificated unit member who agrees to teach a subject, which is outside of the scope of his/her credential or major or minor areas, shall be provided with all reasonable support, which might include release time. In such cases, the agreement shall be made as early as possible. A copy of any text previously used, when available, and any course outline and other materials that are in the possessions of the administration will be provided to the certificated unit member. Evaluations of the certificated unit member should be intended to assist him/her overcome any problems.
3. Special consideration shall be given to certificated unit members who are assigned to more than one school to minimize travel time and insure an adequate amount of time for lunch and conference period (if applicable).
4. The administration may reassign a certificated unit member within the same school or facility. Certificated unit members shall have the right to request and receive, in writing, the reasons for the reassignment.
5. If it becomes necessary for the principal to reassign a certificated unit member, he/she shall meet with the certificated unit member at least three (3) school days prior to the reassignment unless the certificated unit member agrees to be reassigned in a shorter period of time.

C. Transfers

1. General Provisions:
 - a. Transfers shall not be made arbitrarily, capriciously or without good cause.
 - b. Certificated unit members involved in transfers after the opening of school shall be given written notice not less than three (3) school days prior to such transfer unless the certificated unit member agrees to the transfer in a shorter period of time.

- c. The certificated unit member shall be relieved of all teaching duties on at least one (1) of these days for the purpose of planning, observing, moving and orientation to the new position. The principal shall make every attempt to provide additional materials, equipment, and secretarial help to produce a good learning situation.

2. Voluntary Transfers:

- a. Vacancies in teaching positions that arise during the school term shall be announced by the District Office by posting a notice at each school. The notice of vacancy shall be distributed by the District Office prior to the effective application date that shall be noted clearly on each notice of vacancy and shall remain posted for no less than five (5) school days. The school administrator shall be responsible for posting the vacancy announcement in a conspicuous place in the school.
- b. This posting procedure shall be waived during the two (2) weeks prior to the opening of school and the first twenty (20) school days of the school term; however, posting shall occur at the District Office on the day of the vacancy and the following day.
- c. Applicants shall contact the District Office by telephone or in writing indicating their interest in the vacancy prior to the stated application deadline.
- d. Before making a final decision, the school administration shall review the personnel file of each applicant and shall provide an opportunity for an interview to the applicant. All applicants shall be notified of the decision prior to announcing the successful candidate.
- e. Certificated unit members with specific interests in possible vacancies shall notify the District Office of their interest in writing.
- f. Should a vacancy occur, the District Office shall make every reasonable effort to contact the certificated unit members who have expressed an interest in a position. The effort shall include mailing the vacancy notice to the interested unit member.
- g. If two (2) or more certificated unit members apply for the same vacancy, the principal shall consider criteria such as the following, not necessarily in the order listed:
 - (1) Student, school and district program needs which include, but are not limited to: willingness and ability to teach a specific program, i.e., math, reading, remedial, gifted, bilingual, etc., age, sex and ethnic balance of staff; willingness and ability to work with an instructional aide; ability to teach in a specific classroom management arrangement or to teach specific combinations
 - (2) Academic preparation
 - (3) Previous evaluations
 - (4) Appropriate certification
 - (5) Length of tenure in District
- h. Qualified certificated personnel within the District shall be given primary consideration, including interview, for any opening prior to any interview of outside

candidates. If not selected for the vacated position, upon request, the unit member shall receive a written statement of reasons for not being selected.

3. Involuntary Transfers

- a. An involuntary transfer is one that occurs due to reasons such as the following:
 - (1) Declining enrollment.
 - (2) Certificated personnel returning from a leave of absence or sabbatical leave where no need exists at the home school.
 - (3) Special program needs such as willingness and ability to teach a specific program, i.e., math, reading, cooperative teaching and specific student needs; and
 - (4) Degree of compatibility with school program and personnel.
- b. The certificated unit member to be involuntarily transferred shall have a right to indicate preferences and shall be given consideration prior to those applying for voluntary transfers.
- c. Conditions for Involuntary Transfers:
 - (1) Notice of a possible involuntary transfer shall be given to the affected certificated unit member not later than May 15th except where mutual agreement or good cause exists, including but not limited to programming and scheduling changes resulting from resignations, transfers, and retirements.
 - (2) An involuntary transfer shall take place only after a meeting or consultation (such as written communication or telephone call) between the certificated unit member and the principal has been held. At this meeting or consultation, the principal shall inform the certificated unit member of his/her right to appeal to the Superintendent or initiate the grievance procedure if the unit member determines that the transfer policy has been violated.
 - (3) Upon request, a written statement of reasons for the involuntary transfer shall be provided to the unit member.
 - (4) In all cases where two (2) or more teachers from one (1) school could fill the need being met by the involuntary transfer, the determination of which unit member is transferred shall be based upon the following, (not necessarily in the order listed):
 - (4.1) Length of tenure at the school
 - (4.2) Evaluation
 - (4.3) Academic preparation
 - (4.4) Experience
 - (4.5) Best interest of the District

D. RELOCATION PROCESS

The District recognizes that relocation from one classroom to another requires an extra time commitment on the part of the teacher. Relocation occurs when a teacher is required to vacate a workspace and re-establish that workspace in another location. Relocation may occur as a result of a transfer, a reassignment, or the need to vacate a workspace. The District will make every attempt to give timely notification of relocation. Once teachers are notified of their relocation, they will meet with the site administrator to formulate a transition plan, including the compensation option stated below. This plan will include a timeline, and the assistance and materials that the district will provide for the move. Sufficient boxes for packing will be provided in a timely manner.

1. There are three options for compensation for relocation to be determined by the principal. Full time teachers (1.0 FTE) will be entitled to:

For Elementary Level Teachers:

- a. Up to three (3) days of stipend at the hourly teacher rate; or
- b. Up to three (3) days of release time; or
- c. Or a combination of the above (whole days only)

For Secondary Level Teachers:

- a. Up to two (2) days of stipend at the hourly teacher rate; or
- b. Up to two (2) days of release time; or
- c. Or a combination of the above (whole days only)
- d. An allowance of up to one additional day may be made by the principal for classrooms that require an extraordinary amount of packing

2. Part-time teachers will receive the percentage of the selected option that corresponds to the percentage of full-time equivalency.
3. Principals will select one of the above-listed compensation options at least two weeks prior to the scheduled move date by noting it on the Pre-Move Designation form.
4. If a teacher chooses not to pack, he/she must notify the District via the pre-Move Designation form no later than two weeks before the scheduled move. In such cases, District personnel will pack the classroom materials. Teachers who do not pack their own classroom materials will not be eligible for stipends or release time related to the move.
5. Teachers must get their principal's prior approval when scheduling their release day(s). When deciding whether to approve a requested release day, the principal will communicate with the Personnel Office to determine if there is adequate substitute availability.

ARTICLE XIII NOTIFICATION OF A.C.T. REGARDING NEW EMPLOYEES
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A. NOTICE TO A.C.T. OF NEW HIRES

1. The Carmel Unified School District (District) shall provide the Association of Carmel Teachers (ACT) notice of any newly hired employee covered within the Recognition clause of Article I of the Collective Bargaining Agreement at least ten (10) days prior to the August new employee orientation, or at the time the new employee accepts an offer of employment once school has begun. The District will communicate via an email sent to the Association Membership Coordinator and include the information described below in B.3.

B. EMPLOYEE INFORMATION

1. "Newly hired employee" or "new hire" means any employee hired by the District covered within the CUSD/the Association's Collective Bargaining Agreement, whether permanent, full time, or part time, and who is still employed as of the date of the new employee orientation. It also includes all employees who are or have been previously employed by the District and whose current position has placed them in the bargaining unit represented by the Association. For those latter employees, for the purposes of this article only, the "date of hire" is the date upon which the employee's "Employee Status" changed such that the employee was covered under the negotiated Recognition Clause of the Collective Bargaining Agreement.
2. The District shall provide the Association with contact information on the new hires. The information will be provided to the Association electronically in a mutually agreeable, secure manner, within 30 days of hire.
3. This contact information shall include the following items as provided by the employee
 - a. First Name.
 - b. Middle initial.
 - c. Last name.
 - d. Suffix (e.g., Jr., III).
 - e. Job Title.
 - f. Department.
 - g. Primary worksite name.
 - h. Work telephone number.
 - i. Work Extension.
 - j. Home Street address (incl. apartment#)
 - k. City
 - l. State
 - m. ZIP Code (5 or 9 digits)
 - n. Personal telephone number (10 digits).
 - o. Personal email.
 - p. Last four digits of the social security number
 - q. Hire Date
 - r. FTE

4. This information shall be provided to the Association regardless of whether the newly hired employee was previously employed by the District.
5. The District shall provide the Association with a list of all bargaining unit members' names and contact information on or before the last working day of August, October, December, and April. The information will be provided to the Association electronically in a mutually agreeable secure manner. This contact information shall be provided as outlined in section B.3 of this article.
6. The District will not encourage the employee to opt out of providing information nor from enrolling in the Association/CTA/NEA.
7. The District is not required to provide to the Association a field of information if an employee does not provide the information to the District or if otherwise requested by the employee.

C. NEW EMPLOYEE ORIENTATION

1. "New employee orientation" means the onboarding process of a newly hired public employee, whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters.
2. The District shall provide the Association access to its new employee orientations. The Association shall receive no less than ten (10) days' notice in advance of any group orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District's operations that was not reasonably foreseeable.
 - a. In the event the District conducts a group orientation, the Association shall have up to thirty (30) minutes of paid release, excluding travel time if needed, for one (1) the Association's representative (the Association President or designee) to conduct the orientation session.
 - b. In the event the District conducts one-on-one orientations with new employees, the Association shall have up to thirty (30) minutes of paid release time, excluding travel time if needed, for one (1) Association representative (the Association President or designee) to conduct the orientation session.
 - c. At the request of the Association, District Administration may be asked to leave any meeting in which the Association is meeting with bargaining unit members on association business.
3. The Association shall provide copies of the CTA membership application to all new hires and provide the District with a list of employees for whom payroll deductions are authorized.
4. The orientation session will be held at a mutually agreed upon time, on District property during the workday of the employee(s), who shall be given release time, if needed, to attend.
5. The District will not pay for the Association's orientation work outside of the normal work hours of the employee.

6. Release time provided for orientation activities shall not be counted against the total release time contained elsewhere in the collective bargaining agreement.
7. The Association's Labor Relations Representative may attend any orientation session.
8. No employee shall be forced to participate in the above Association orientation. An employee's refusal to participate does not constitute a violation by the District of any provision of this section.
9. Neither the employer nor the Association shall interfere with, intimidate, restrain, coerce, or discriminate against employees because of their decision to participate or not participate in the employee orientation.

D. GRIEVANCE PROCEDURE

1. Any alleged violation, misinterpretation, or misapplication of the terms of this agreement shall be subject to the grievance article as outlined in the Collective Bargaining Agreement.

**ARTICLE XIV
CONCLUDING STATEMENTS**

COMPLETION OF AGREEMENT

This document comprises the entire Agreement between the District and the Association on matters within the lawful scope of negotiations.

TERM OF AGREEMENT

The term of this agreement shall be from July 1, 2021, through June 30, 2024.

SAVINGS PROVISION

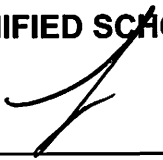
If any provisions of this Agreement or any application thereof is held to be contrary to law by a Court of Final Jurisdiction or the PERB, such provision or application shall be deemed invalid, to the extent required by such Court or the PERB, but all other provisions shall continue in full force and effect.

The parties agree that when the funding is reduced or eliminated, the categorical program becomes obsolete, and that portion of the contract is set aside. Either party may bring forward the issue to negotiate.

SIGNATURE AGREEMENT

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE EXECUTED THIS AGREEMENT OF THE DAY AND YEAR FIRST ABOVE WRITTEN.

CARMEL UNIFIED SCHOOL DISTRICT

BY: 
Ted Knight, Ed. D., Superintendent

DATE: 11/8/22

BY: 
Bill Schrier, ACT President

DATE: 11/8/22

**TENTATIVE AGREEMENT
BETWEEN THE ASSOCIATION OF CARMEL TEACHERS
AND
THE CARMEL UNIFIED SCHOOL DISTRICT**

This is a tentative agreement to settle negotiations related to the following articles of the contract.

ARTICLE II

SALARIES AND WAGES

A. Salary and Wages:

This is a three-year agreement for the 2021/22, 2022/23, and 2023/24 school years.

- For the 2021/22 School Year, the 2020/21 salary schedule shall be increased by 5.0%. There shall be an additional one-time amount of 3.0% in the 2021/22 school year.
- For the 2022/23 School Year, the 2021/22 salary schedule shall be increased by 5.0%. The parties agree to meet and negotiate the possibility of an additional, one-time off-schedule payment, following the approval of the District's Unaudited Actuals.
- For the 2023/24 School Year, the 2022/23 salary schedule shall be increased by 5.0%. The parties agree to meet and negotiate the possibility of an additional, one-time off-schedule payment, following the approval of the District's Unaudited Actuals.

ARTICLE VI

LEAVES

This article is amended to read as follows:

6. Personal Necessity

Up to seven eleven (7 11) days of earned sick leave per year may be used for reasons of "Personal Necessity" as defined below. Personal Necessity leave may be utilized for family or personal emergencies, or special situations, when the member's presence is urgently required, as opposed to situations where the particular matter could be taken care of during non-school hours. (For purposes of this provision, immediate family means spouse, domestic partner, children, parents, brothers, sisters, parents-in-law, sons and/or daughters-in-law, or grandparents, grandchildren, or any relative living in

the immediate household of the employee). Such situations are those that could not be avoided by a prudent person through planning. Something that would be easier to do, but not necessary to do during the normal workday, would not be considered Personal Necessity.

Employees utilizing Personal Necessity Leave shall comply with the District's procedures regarding advance notice to permit the District to secure a substitute, and shall, to the extent possible, provide two weeks advance notice.

~~_____ The term "Personal Necessity" shall include the following situations:~~

~~_____ a. _____ Illness or injury of a member of the unit member's immediate family. In this circumstance only, up to eleven (11) days of sick leave earned in the current year may be used as Personal Necessity days.~~

~~_____ b. _____ An accident involving the member's personal property or that of his/her immediate family.~~

~~_____ c. _____ An appearance in court as a witness or litigant.~~

~~_____ d. _____ Child-rearing issues.~~

~~_____ e. _____ Other situations where the member's presence is urgently required.~~

~~_____ f. _____ Attending school activities of the unit member's child under Labor Code Section 230.8.~~

~~_____ g. _____ Other activities that cannot reasonably be deferred to other than regular work hours, which are neither matters of personal convenience, recreational activities, or concerted activities. Important family events, whose timing is not within the control of the staff member, such as weddings, graduations, or family reunions, will not be considered matters of convenience or recreation.~~

Personal Necessity days shall NOT be utilized for the following situations:

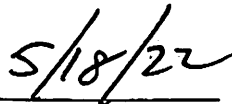
~~_____ h. _____ days taken for recreation, vacation, or hobbies. Regarding hobbies, an exception may be allowed to enable a certificated unit member to participate in a significant event that cannot otherwise be accommodated except during a school day. This is intended to be an exceptional request and is not intended to allow repeated participation in such events.~~

a. ~~i. _____ days taken to earn extra income.~~

- b. j. —the day immediately preceding or following a holiday or vacation without prior approval from the principal or District Office supervisor. If the immediate supervisor denies approval ~~the request~~, the employee has the right to appeal to a panel which includes the Superintendent or designee, and the association president ~~Human Resources~~.



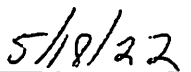
ACT President



Date



CUSD Superintendent



Date

**TENTATIVE AGREEMENT
BETWEEN THE ASSOCIATION OF CARMEL TEACHERS
AND
THE CARMEL UNIFIED SCHOOL DISTRICT**

This is a tentative agreement to settle negotiations related to the following articles of the contract.

ARTICLE II
SALARIES AND WAGES

For the 2022/23 school year, there shall be an additional, one-time off-schedule payment to be paid no later than January 31, 2023 in the following amounts:

- \$3,200 for employees of 0.5 FTE or greater
- \$1,600 for employees of less than 0.5 FTE

Appendix B – Certificated Salary Schedule shall be updated to include the following language: “EDUCATIONAL INCENTIVE: Master’s - \$2,000, Doctorate - \$5,635 (all amounts are annual totals, only one incentive for each degree level)”

Appendix C – Extra Duty Pay Schedule shall be updated to include the following language: “ELEMENTARY SCHOOLS – 4% OF Column 1/Step 1 Grade Level Reps & Special Education Rep: (River, Tularcitos)”

C. Extra-Duty Stipends & D. Department Chairperson Pay

The parties agree to form a Stipend Committee to meet no later than March 24, 2023, to develop criteria for the provision of stipends, extra duty pay, and other similar additional pay. The Committee will make recommendations to the ACT and CUSD negotiations teams.

ARTICLE IV
UNIT MEMBER HEALTH AND WELFARE BENEFITS

In an effort to eliminate any increase to employee out-of-pocket cost, the parties agree that the District shall cover the cost of any additional increases to the Health & Welfare benefit rate increases to the 2023 benefit year. The resulting out of pocket costs for employees shall remain the same as the 2022 rates for the same plans.

ARTICLE VI
LEAVES

B. EMERGENCY MEDICAL LEAVE

A certificated unit member may be granted by the Superintendent or his/her designee an emergency leave of up to three (3) days each school year with full pay when serious illness or accident happens to a member of the immediate family (as defined in section C.1 of this article) or necessary surgery for such a member is performed and the surgeon requests the presence of the unit member.

Emergency leaves granted under this provision are not cumulative from year to year, and this leave is not to be subtracted from sick leave. The District may require verification by the attending physician.

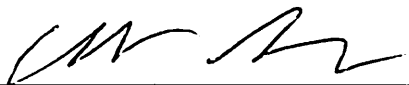
C. BEREAVEMENT LEAVE

1. Bereavement leave, without loss of pay, shall be granted up to three (3) days, five (5) days if over three hundred (300) miles, in the event of death of a member of an immediate family, including pregnancy loss as defined by the CDC. Members of the immediate family shall include: the mother, father, parents-in-law, grandmother, grandfather, or grandchild of the unit member or the unit member's spouse, domestic partner, son, son-in-law, daughter, daughter-in-law, brother, or sister; or any relative living in the unit member's immediate household. (Education Code 44985, 45194). For extenuating circumstances, up to (6) days of sick leave, in addition to bereavement leave, may be utilized for this purpose if prior notification is presented to the District.
2. Bereavement leave to attend the funeral of a close family friend or relative, not a member of the immediate family, may be granted for the time necessary to attend the funeral; up to one-half (1/2) day if the funeral is on the Monterey Peninsula and up to one (1) full day if the funeral is out of the immediate area.

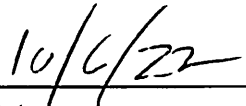
F. PARENTAL LEAVE

A leave of absence shall be granted to certificated unit members for pregnancy, disability due to pregnancy, ~~miscarriage~~ pregnancy loss as defined by the CDC, childbirth and recovery there from, for a length of time to be determined by the unit member and ~~her~~ the health care provider. The unit member shall submit certification from their health care provider to the district as to the required length of the absence. Leaves of absence due to pregnancy, ~~miscarriage~~ pregnancy loss as defined by the CDC, childbirth and recovery there from, shall be treated in the same manner as all other extended illness or injury leaves.

A unit member may request to use accumulated sick days for the above-mentioned purposes.



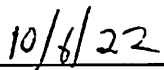
ACT President



Date



CUSD Superintendent



Date

APPENDIX B ACT AGREEMENT

Carmel Unified School District
2021-2022
Certificated Salary Schedule
186 Day Work Year
APPENDIX A

Board Approved

June 22, 22

Carmel Unified School District

Pending Board Approval

	Col I BA +<30		Col II BA +30		Col III BA +45		Col IV BA +60		Col V BA +75	
	Annually	Monthly	Annually	Monthly	Annually	Monthly	Annually	Monthly	Annually	Monthly
1	69,532	6,321.09	74,766	6,796.90	80,000	7,272.72	85,233	7,748.45	85,233	7,748.45
2	72,148	6,558.90	77,383	7,034.81	82,614	7,510.36	87,849	7,986.27	87,849	7,986.27
3	74,766	6,796.90	80,000	7,272.72	85,233	7,748.45	90,465	8,224.09	90,465	8,224.09
4	77,383	7,034.81	82,614	7,510.36	87,849	7,986.27	93,080	8,461.81	93,080	8,461.81
5	80,000	7,272.72	85,233	7,748.45	90,465	8,224.09	95,700	8,700.00	95,700	8,700.00
6	82,614	7,510.36	87,849	7,986.27	93,080	8,461.81	98,318	8,938.00	98,318	8,938.00
7	85,233	7,748.45	90,465	8,224.09	95,700	8,700.00	100,935	9,175.90	100,935	9,175.90
8	87,849	7,986.27	93,080	8,461.81	98,318	8,938.00	103,550	9,413.63	103,550	9,413.63
9			95,700	8,700.00	100,935	9,175.90	106,167	9,651.54	106,167	9,651.54
10			98,318	8,938.00	103,550	9,413.63	108,784	9,889.45	108,784	9,889.45
11			100,935	9,175.90	106,167	9,651.54	111,403	10,127.54	111,403	10,127.54
12					108,784	9,889.45	114,016	10,365.09	119,250	10,840.90
13										
14					111,403	10,127.54	116,633	10,603.00	121,869	11,079.00
15							-			
16							119,250	10,840.90	124,484	11,316.72
17										
18							121,869	11,079.00	127,100	11,554.54
19										
20									129,718	11,792.54
21										
22									132,337	12,030.63
23										
24									134,951	12,268.27
25										
26									137,568	12,506.18
27										
28									140,184	12,744.00
29										
30									142,802	12,982.00

An additional \$2,000/year shall be paid to teachers holding a Phd, MA, JD, MFA

An additional \$1,000/year shall be paid to teachers holding a current National Board Certification & Certificate of Clinical Competency for Speech and Language Therapist for its duration.

Hourly rate shall be \$50.00/hour.

Teacher Daily Stipend shall be \$300

Approved: Pending
Effective: 7/1/2021

APPENDIX B ACT AGREEMENT

Carmel Unified School District
2022-2023
Certificated Salary Schedule
186 Day Work Year
APPENDIX A

Pending Board Approval

	Col I BA +30		Col II BA +30		Col III BA+45		Col IV BA+60		Col V BA+75	
	Annually	Monthly	Annually	Monthly	Annually	Monthly	Annually	Monthly	Annually	Monthly
1	73,009	6,637.18	78,504	7,136.72	84,000	7,636.36	89,495	8,135.90	89,495	8,135.90
2	75,755	6,886.81	81,252	7,386.54	86,745	7,885.90	92,241	8,385.54	92,241	8,385.54
3	78,504	7,136.72	84,000	7,636.36	89,495	8,135.90	94,988	8,635.27	94,988	8,635.27
4	81,252	7,386.54	86,745	7,885.90	92,241	8,385.54	97,734	8,884.90	97,734	8,884.90
5	84,000	7,636.36	89,495	8,135.90	94,988	8,635.27	100,485	9,135.00	100,485	9,135.00
6	86,745	7,885.90	92,241	8,385.54	97,734	8,884.90	103,234	9,384.90	103,234	9,384.90
7	89,495	8,135.90	94,988	8,635.27	100,485	9,135.00	105,982	9,634.72	105,982	9,634.72
8	92,241	8,385.54	97,734	8,884.90	103,234	9,384.90	108,728	9,884.36	108,728	9,884.36
9			100,485	9,135.00	105,982	9,634.72	111,475	10,134.09	111,475	10,134.09
10			103,234	9,384.90	108,728	9,884.36	114,223	10,383.90	114,223	10,383.90
11			105,982	9,634.72	111,475	10,134.09	116,973	10,633.90	116,973	10,633.90
12					114,223	10,383.90	119,717	10,883.36	125,213	11,383.00
13										
14					116,973	10,633.90	122,465	11,133.18	127,962	11,632.90
15										
16							125,213	11,383.00	130,708	11,882.54
17										
18							127,962	11,632.90	133,455	12,132.27
19										
20									136,204	12,382.18
21										
22									138,954	12,632.18
23										
24									141,699	12,881.72
25										
26									144,446	13,131.45
27										
28									147,193	13,381.18
29										
30									149,942	13,631.09

An additional \$2,000/year shall be paid to teachers holding a PhD, MA, JD, MPA

An additional \$1,000/year shall be paid to teachers holding a current National Board Certification & Certificate of Clinical Competency for Speech and Language Therapist for its duration.

Hourly rate shall be \$50.00/hour.

Teacher Daily Stipend shall be \$300

APPENDIX B ACT AGREEMENT

Carmel Unified School
District 2023-2024
Certificated Salary
Schedule 186 Day Work
Year APPENDIX B

	Col I BA +<30		Col II BA +30		Col III BA+45		Col IV BA+60		Col V BA+75	
	Annually	Monthly	Annually	Monthly	Annually	Monthly	Annually	Monthly	Annually	Monthly
1	76,659	6,969.00	82,429	7,493.54	88,200	8,018.18	93,970	8,542.72	93,970	8,542.72
2	79,543	7,231.18	85,315	7,755.90	91,082	8,280.18	96,853	8,804.81	96,853	8,804.81
3	82,429	7,493.54	88,200	8,018.18	93,970	8,542.72	99,737	9,067.00	99,737	9,067.00
4	85,315	7,755.90	91,082	8,280.18	96,853	8,804.81	102,621	9,329.18	102,621	9,329.18
5	88,200	8,018.18	93,970	8,542.72	99,737	9,067.00	105,509	9,591.72	105,509	9,591.72
6	91,082	8,280.18	96,853	8,804.81	102,621	9,329.18	108,396	9,854.18	108,396	9,854.18
7	93,970	8,542.72	99,737	9,067.00	105,509	9,591.72	111,281	10,116.45	111,281	10,116.45
8	96,853	8,804.81	102,621	9,329.18	108,396	9,854.18	114,164	10,378.54	114,164	10,378.54
9			105,509	9,591.72	111,281	10,116.45	117,049	10,640.81	117,049	10,640.81
10			108,396	9,854.18	114,164	10,378.54	119,934	10,903.09	119,934	10,903.09
11			111,281	10,116.45	117,049	10,640.81	122,822	11,165.63	122,822	11,165.63
12					119,934	10,903.09	125,703	11,427.54	131,474	11,952.18
13										
14					122,822	11,165.63	128,588	11,689.81	134,360	12,214.54
15										
16							131,474	11,952.18	137,243	12,476.63
17										
18							134,360	12,214.54	140,128	12,738.90
19										
20									143,014	13,001.27
21										
22									145,902	13,263.81
23										
24									148,784	13,525.81
25										
26									151,668	13,788.00
27										
28									154,553	14,050.27
29										
30									157,439	14,312.63

EDUCATIONAL INCENTIVE: Master's - \$2,000, Doctorate - \$5,635 (all amounts are annual totals, only one incentive for each degree level)

An additional \$1,000/year shall be paid to teachers holding a current National Board Certification & Certificate of Clinical Competency for Speech and Language Therapist for its

**APPENDIX B
HEALTH AND WELFARE BENEFITS**

11/16/2021

**Carmel Unified School District
Health Welfare Rates Effective January 1, 2022**

PPO \$25 Active Employees All Groups	2022 Calendar Yr. Premium	District Contribution Cap	Employee's Annual Cost	11 mo deduction for Employee	12 mo deduction for ER	12 month rate for coverage	11 mo rate to purch add'n'l
Medical							
Employee	13,068.00	11,588.00	1,480.00	134.55	965.67	1,099.00	-
Employee + 1	26,064.00	16,887.00	10,177.00	925.18	1,323.92	2,172.00	1,316.00
Full Family	33,652.00	19,758.00	14,094.00	1,281.27	1,646.50	2,821.00	2,024.00
Purchase Full Family when qualify for EE+1 only							1,633.18

PPO \$30 Active Employees All Groups	2022 Calendar Yr. Premium	District Contribution Cap	Employee's Annual Cost	11 mo deduction for Employee	12 mo deduction for ER	12 month rate for coverage	11 mo rate to purch add'n'l
Medical							
Employee	11,856.00	11,516.00	340.00	30.91	959.67	988.00	-
Employee + 1	23,652.00	16,755.00	7,897.00	717.91	1,312.92	1,971.00	1,103.27
Full Family	30,732.00	19,590.00	11,142.00	1,012.91	1,632.50	2,551.00	1,746.91
Purchase Full Family when qualify for EE+1 only							1,381.65

PPO \$40 Active Employees All Groups	2022 Calendar Yr. Premium	District Contribution Cap	Employee's Annual Cost	11 mo deduction for Employee	12 mo deduction for ER	12 month rate for coverage	11 mo rate to purch add'n'l
Medical							
Employee	11,232.00	11,232.00	-	-	936.00	936.00	-
Employee + 1	22,428.00	15,695.00	6,733.00	612.09	1,307.92	1,869.00	1,017.82
Full Family	29,112.00	19,506.00	9,606.00	873.28	1,625.50	2,426.00	1,625.45
Purchase Full Family when qualify for EE+1 only							1,219.73

PPO \$50 Active Employees All Groups	2022 Calendar Yr. Premium	District Contribution Cap	Employee's Annual Cost	11 mo deduction for Employee	12 mo deduction for ER	12 month rate for coverage	11 mo rate to purch add'n'l
Medical							
Employee	10,536.00	10,892.00	-	-	878.00	878.00	-
Employee + 1	21,048.00	15,623.00	5,425.00	493.19	1,301.92	1,754.00	923.27
Full Family	27,336.00	19,410.00	7,926.00	720.55	1,617.50	2,278.00	1,494.91
Purchase Full Family when qualify for EE+1 only							1,064.82

APPENDIX B HEALTH AND WELFARE BENEFITS

11/16/2021

Carmel Unified School District
Health Welfare Rates Effective January 1, 2022

PPO \$60 Active Employees All Groups	2022 Calendar Yr. Premium	District Contribution Cap	Employee's Annual Cost	11 mo deduction for Employee	12 mo deduction for ER	12 month rate for coverage	11 mo rate to purch add'l
Medical							
Employee	9,492.00	10,892.00	-	-	791.00	791.00	-
Employee + 1	18,864.00	15,503.00	3,361.00	305.55	1,291.92	1,572.00	724.73
Full Family	24,528.00	19,266.00	5,262.00	478.36	1,605.50	2,044.00	1,239.64
Purchase Full Family when qualify for EE+1 only							820.45

PPO SELECT Active Employees All Groups	2022 Calendar Yr. Premium	District Contribution Cap	Employee's Annual Cost	11 mo deduction for Employee	12 mo deduction for ER	12 month rate for coverage	11 mo rate to purch add'l
Medical							
Employee	8,484.00	10,892.00	-	-	707.00	707.00	-
Employee + 1	16,896.00	15,395.00	1,501.00	136.45	1,282.82	1,408.00	545.82
Full Family	21,948.00	19,134.00	2,814.00	255.82	1,594.50	1,829.00	1,005.09
Purchase Full Family when qualify for EE+1 only							595.73

Complete Care Active Employees All Groups	SEE FLYER FOR QUALIFICATION \$428 Per Month 100% District Paid						
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All Groups & Retirees	2022 Calendar Yr. Premium	District Contribution Cap	Employee's Annual Cost	11 mo deduction for Employee	12 mo deduction for ER	12 month rate for coverage	11 mo rate to purch add'l
Dental							
Employee	708.00	708.00	-		59.00	59.00	
Employee + 1	1,284.00	1,284.00	-		107.00	107.00	52.36
Full Family	2,112.00	2,112.00	-		176.00	176.00	127.64
Purchase Full Family when qualify for EE+1 only							75.27

All Groups & Retirees	2022 Calendar Yr. Premium	District Contribution Cap	Employee's Annual Cost	11 mo deduction for Employee	12 mo deduction for ER	12 month rate for coverage	11 mo rate to purch add'l
Vision							
Employee	132.00	132.00	-		11.00	11.00	
Employee + 1	192.00	192.00	-		16.00	16.00	5.45
Full Family	348.00	348.00	-		29.00	29.00	19.64
Purchase Full Family when qualify for EE+1 only							14.18

APPENDIX B HEALTH AND WELFARE BENEFITS

11/16/2021

Carmel Unified School District
Health Welfare Rates Effective January 1, 2022

PPO \$25 All Groups Retiree's less than 65 Yrs old / W/O Medicare	2022 Calendar Yr. Premium	District Contribution Cap	Retiree's Annual Premium Cost	Monthly Premium Cost for RE 12 mos	12 mo District Cost	12 month rate for coverage	12 mo rate to purch add't'l
Medical							
Employee	13,032.00	11,588.00	1,444.00	120.33	965.67	1,086.00	
Employee + 1	26,028.00	15,887.00	10,141.00	845.08	1,323.92	2,169.00	1,203.33
Full Family	33,816.00	19,758.00	14,058.00	1,171.50	1,646.50	2,818.00	1,852.33
Purchase Full Family when qualify for EE+1 only							1,494.08

PPO \$30 All Groups Retiree's less than 65 Yrs old / W/O Medicare	2022 Calendar Yr. Premium	District Contribution Cap	Retiree's Annual Premium Cost	Monthly Premium Cost for RE 12 mos	12 mo District Cost	12 month rate for coverage	12 mo rate to purch add't'l
Medical							
Employee	11,820.00	11,516.00	304.00	25.33	959.67	985.00	
Employee + 1	23,616.00	15,755.00	7,861.00	655.08	1,312.92	1,968.00	1,008.33
Full Family	30,696.00	19,590.00	11,106.00	925.50	1,632.50	2,558.00	1,598.33
Purchase Full Family when qualify for EE+1 only							1,245.08

PPO \$40 All Groups Retiree's less than 65 Yrs old / W/O Medicare	2022 Calendar Yr. Premium	District Contribution Cap	Retiree's Annual Premium Cost	Monthly Premium Cost for RE 12 mos	12 mo District Cost	12 month rate for coverage	12 mo rate to purch add't'l
Medical							
Employee	11,196.00	11,232.00	-	-	933.00	933.00	
Employee + 1	22,392.00	15,695.00	6,697.00	558.08	1,307.92	1,866.00	930.00
Full Family	29,076.00	19,506.00	9,570.00	797.50	1,625.50	2,423.00	1,487.00
Purchase Full Family when qualify for EE+1 only							1,115.08

PPO \$50 All Groups Retiree's less than 65 Yrs old / W/O Medicare	2022 Calendar Yr. Premium	District Contribution Cap	Retiree's Annual Premium Cost	Monthly Premium Cost for RE 12 mos	12 mo District Cost	12 month rate for coverage	12 mo rate to purch add't'l
Medical							
Employee	10,500.00	10,892.00	-	-	875.00	875.00	
Employee + 1	21,012.00	15,623.00	5,389.00	449.08	1,301.92	1,751.00	843.33
Full Family	27,300.00	19,410.00	7,890.00	657.50	1,617.50	2,275.00	1,367.33
Purchase Full Family when qualify for EE+1 only							973.08

APPENDIX B **HEALTH AND WELFARE BENEFITS**

11/16/2021

Carmel Unified School District
Health Welfare Rates Effective January 1, 2022

PPO \$60 All Groups Retiree's less than 65 Yrs old/ W/O Medicare	2022 Calendar Yr. Premium	District Contribution Cap	Retiree's Annual Premium Cost	Monthly Premium Cost for RE 12 mos	12 mo District Cost	12 month rate for coverage	12 mo rate to purch add'l
Medical							
Employee	9,456.00	10,892.00	-	-	788.00	788.00	
Employee + 1	18,828.00	15,503.00	3,325.00	277.08	1,291.92	1,569.00	661.33
Full Family	24,492.00	19,266.00	5,226.00	435.50	1,605.50	2,041.00	1,133.33
Purchase Full Family when qualify for EE+1 only							749.08

PPO SELECT Retiree's less than 65 Yrs old/ W/O Medicare	2022 Calendar Yr. Premium	District Contribution Cap	Retiree's Annual Premium Cost	Monthly Premium Cost for RE 12 mos	12 mo District Cost	12 month rate for coverage	12 mo rate to purch add'l
Medical							
Employee	8,448.00	10,892.00	-	-	704.00	704.00	
Employee + 1	16,860.00	15,395.00	1,465.00	122.08	1,282.92	1,405.00	497.33
Full Family	21,912.00	19,134.00	2,778.00	231.50	1,594.50	1,826.00	918.33
Purchase Full Family when qualify for EE+1 only							543.08

All Groups & Retirees	2022 Calendar Yr. Premium	District Contribution Cap	Retiree's Annual Cost	Monthly Premium Cost for RE 12 mos	12 mo deduction for ER	12 month rate for coverage	11 mo rate to purch add'l
Dental							
Employee	708.00	708.00	-		59.00	59.00	
Employee + 1	1,284.00	1,284.00	-		107.00	107.00	52.36
Full Family	2,112.00	2,112.00	-		176.00	176.00	127.64
Purchase Full Family when qualify for EE+1 only							75.27

All Groups & Retirees	2022 Calendar Yr. Premium	District Contribution Cap	Retiree's Annual Cost	Monthly Premium Cost for RE 12 mos	12 mo deduction for ER	12 month rate for coverage	11 mo rate to purch add'l
Vision							
Employee	132.00	132.00	-	-	11.00	11.00	
Employee + 1	192.00	192.00	-	-	16.00	16.00	5.45
Full Family	348.00	348.00	-	-	29.00	29.00	19.64
Purchase Full Family when qualify for EE+1 only							14.18

APPENDIX B **HEALTH AND WELFARE BENEFITS**

10/24/2022

Carmel Unified School District
Medical, Dental and Vision Rates Effective January 2023

PPO \$25 Active Employees All Groups	2023 Calendar Yr. Premium	District Contribution Cap	Employee's Annual Cost	11 mo deduction for Employee (EE)	11 mo deduction for ER	12 mo deduction for EE	12 mo deduction for ER	12 month rate for coverage	11 mo rate to purch add'l
Medical									
Employee	14,040.00	12,559.95	1,480.05	134.55	1,141.81	123.34	1,046.66	1,170.00	-
Employee + 1	28,008.00	17,931.02	10,176.98	925.18	1,621.00	848.08	1,485.92	2,334.00	1,404.37
Full Family	38,384.00	22,290.03	14,093.97	1,281.27	2,026.37	1,174.50	1,857.50	3,032.00	2,165.82

PPO \$30 Active Employees All Groups	2023 Calendar Yr. Premium	District Contribution Cap	Employee's Annual Cost	11 mo deduction for Employee	11 mo deduction for ER	12 mo deduction for EE	12 mo deduction for ER	12 month rate for coverage	11 mo rate to purch add'l
Medical									
Employee	12,744.00	12,403.99	340.01	30.91	1,127.64	28.33	1,033.67	1,062.00	-
Employee + 1	25,416.00	17,518.99	7,897.01	717.91	1,592.64	658.08	1,459.92	2,118.00	1,182.91
Full Family	33,024.00	21,881.99	11,142.01	1,012.91	1,989.27	928.50	1,823.50	2,752.00	1,874.55

PPO \$40 Active Employees All Groups	2023 Calendar Yr. Premium	District Contribution Cap	Employee's Annual Cost	11 mo deduction for Employee	11 mo deduction for ER	12 mo deduction for EE	12 mo deduction for ER	12 month rate for coverage	11 mo rate to purch add'l
Medical									
Employee	12,072.00	12,072.00	-	-	1,097.45	-	1,006.00	1,006.00	-
Employee + 1	24,096.00	17,363.01	6,732.99	612.09	1,578.46	561.08	1,446.92	2,008.00	1,093.09
Full Family	31,284.00	21,677.92	9,606.08	873.28	1,970.72	800.51	1,806.49	2,607.00	1,746.55

PPO \$50 Active Employees All Groups	2023 Calendar Yr. Premium	District Contribution Cap	Employee's Annual Cost	11 mo deduction for Employee	11 mo deduction for ER	12 mo deduction for EE	12 mo deduction for ER	12 month rate for coverage	11 mo rate to purch add'l
Medical									
Employee	11,316.00	11,316.00	-	-	1,028.73	-	943.00	943.00	-
Employee + 1	22,620.00	17,194.91	5,425.09	493.19	1,563.17	452.09	1,432.91	1,885.00	1,027.64
Full Family	29,376.00	21,449.95	7,926.05	720.55	1,950.00	660.50	1,787.50	2,448.00	1,641.82

PPO \$60 Active Employees All Groups	2023 Calendar Yr. Premium	District Contribution Cap	Employee's Annual Cost	11 mo deduction for Employee	11 mo deduction for ER	12 mo deduction for EE	12 mo deduction for ER	12 month rate for coverage	11 mo rate to purch add'l
Medical									
Employee	10,200.00	10,200.00	-	-	927.27	-	850.00	850.00	-
Employee + 1	20,268.00	16,908.95	3,361.05	305.55	1,537.00	280.09	1,408.91	1,689.00	915.27
Full Family	26,352.00	21,090.04	5,261.96	478.36	1,917.28	438.50	1,757.50	2,196.00	1,468.36

APPENDIX B HEALTH AND WELFARE BENEFITS

10/24/2022

Carmel Unified School District
Medical, Dental and Vision Rates Effective January 2023

PPO SELECT Active Employees All Groups	2023 Calendar Yr. Premium	District Contribution Cap	Employee's Annual Cost	11 mo deduction for Employee	11 mo deduction for ER	12 mo deduction for EE	12 mo deduction for ER	12 month rate for coverage	11 mo rate to purch add'l'l
Medical									
Employee	8,484.00	10,892.00	-	-	771.27	-	707.00	707.00	-
Employee + 1	16,896.00	15,395.00	1,501.00	136.45	1,399.55	125.08	1,282.92	1,408.00	545.82
Full Family	21,948.00	19,134.00	2,814.00	255.82	1,739.45	234.50	1,594.50	1,829.00	1,005.09

TRIO HMO Active Employees All Groups	2023 Calendar Yr. Premium	District Contribution Cap	Employee's Annual Cost	11 mo deduction for Employee	11 mo deduction for ER	12 mo deduction for EE	12 mo deduction for ER	12 month rate for coverage	11 mo rate to purch add'l'l
Medical									
Employee	11,172.00	11,172.00	-	-	1,015.64	-	931.00	931.00	-
Employee + 1	24,024.00	17,311.69	6,712.31	610.21	1,573.79	559.36	1,442.64	2,002.00	1,168.36
Full Family	29,676.00	21,669.42	8,006.58	727.88	1,969.95	667.22	1,805.79	2,473.00	1,682.18

Complete Care Active Employees All Groups	SEE FLYER FOR QUALIFICATION \$457 Per Month 100% District Paid Medical Expense Reimbursement Plan Co-pays, deductables and co-insurance reimbursed by CompleteCare up to \$9,100/single and \$18,200 family per year								
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All Groups & Retirees	2023 Calendar Yr. Premium	District Contribution Cap	Employee's Annual Cost	11 mo deduction for Employee			12 mo deduction for ER	12 month rate for coverage	11 mo rate to purch add'l'l
Dental									
Employee	708.00	708.00	-				59.00	59.00	
Employee + 1	1,284.00	1,284.00	-				107.00	107.00	52.36
Full Family	2,112.00	2,112.00	-				176.00	176.00	127.64

All Groups & Retirees	2023 Calendar Yr. Premium	District Contribution Cap	Employee's Annual Cost	11 mo deduction for Employee			12 mo deduction for ER	12 month rate for coverage	11 mo rate to purch add'l'l
Vision									
Employee	132.00	132.00	-				11.00	11.00	
Employee + 1	192.00	192.00	-				16.00	16.00	5.45
Full Family	348.00	348.00	-				29.00	29.00	19.64

APPENDIX B HEALTH AND WELFARE BENEFITS

10/24/2022

Carmel Unified School District
Medical, Dental and Vision Rates Effective January 2023

PPO \$25 Retiree's less than 65 Yrs old/ W/O Medicare	2023 Calendar Yr. Premium	District Contribution Cap	Retiree's Annual Premium Cost	Monthly Premium Cost for RE 12 mos			12 mo District Cost	12 month rate for coverage	12 mo rate to purch add'l'l
Medical									
Employee	14,004.00	12,560.04	1,443.96	120.33			1,046.67	1,167.00	
Employee + 1	27,972.00	17,831.04	10,140.96	845.08			1,485.92	2,331.00	1,284.33
Full Family	36,348.00	22,290.00	14,058.00	1,171.50			1,857.50	3,029.00	1,982.33

PPO \$30 Retiree's less than 65 Yrs old/ W/O Medicare	2023 Calendar Yr. Premium	District Contribution Cap	Retiree's Annual Premium Cost	Monthly Premium Cost for RE 12 mos			12 mo District Cost	12 month rate for coverage	12 mo rate to purch add'l'l
Medical									
Employee	12,708.00	12,404.04	303.96	25.33			1,033.67	1,059.00	
Employee + 1	25,380.00	17,519.04	7,860.96	655.08			1,459.92	2,115.00	1,081.33
Full Family	32,988.00	21,882.00	11,106.00	925.50			1,823.50	2,749.00	1,715.33

PPO \$40 Retiree's less than 65 Yrs old/ W/O Medicare	2023 Calendar Yr. Premium	District Contribution Cap	Retiree's Annual Premium Cost	Monthly Premium Cost for RE 12 mos			12 mo District Cost	12 month rate for coverage	12 mo rate to purch add'l'l
Medical									
Employee	12,036.00	12,036.00	-	-			1,003.00	1,003.00	
Employee + 1	24,060.00	17,363.04	6,696.96	558.08			1,446.92	2,005.00	1,002.00
Full Family	31,248.00	21,678.00	9,570.00	797.50			1,806.50	2,604.00	1,601.00

PPO \$50 Retiree's less than 65 Yrs old/ W/O Medicare	2023 Calendar Yr. Premium	District Contribution Cap	Retiree's Annual Premium Cost	Monthly Premium Cost for RE 12 mos			12 mo District Cost	12 month rate for coverage	12 mo rate to purch add'l'l
Medical									
Employee	11,280.00	11,280.00	-	-			940.00	940.00	
Employee + 1	22,584.00	17,195.04	5,388.96	449.08			1,432.92	1,882.00	942.00
Full Family	29,340.00	21,450.00	7,890.00	657.50			1,787.50	2,445.00	1,505.00

PPO \$60 Retiree's less than 65 Yrs old/ W/O Medicare	2023 Calendar Yr. Premium	District Contribution Cap	Retiree's Annual Premium Cost	Monthly Premium Cost for RE 12 mos			12 mo District Cost	12 month rate for coverage	12 mo rate to purch add'l'l
Medical									
Employee	10,164.00	10,164.00	-	-			847.00	847.00	
Employee + 1	20,232.00	16,907.04	3,324.96	277.08			1,408.92	1,686.00	839.00
Full Family	26,316.00	21,090.00	5,226.00	435.50			1,757.50	2,193.00	1,346.00

APPENDIX B HEALTH AND WELFARE BENEFITS

10/24/2022

Carmel Unified School District
Medical, Dental and Vision Rates Effective January 2023

PPO SELECT Retiree's less than 65 Yrs old/ W/O Medicare	2023 Calendar Yr. Premium	District Contribution Cap	Retiree's Annual Premium Cost	Monthly Premium Cost for RE 12 mos			12 mo District Cost	12 month rate for coverage	12 mo rate to purch add'l
Medical									
Employee	8,448.00	10,892.00	-	-			704.00	704.00	
Employee + 1	16,860.00	15,395.00	1,465.00	122.08			1,282.92	1,405.00	497.33
Full Family	21,912.00	19,134.00	2,778.00	231.50			1,594.50	1,826.00	918.33

TRIO HMO Retiree's less than 65 Yrs old/ W/O Medicare	2023 Calendar Yr. Premium	District Contribution Cap	Retiree's Annual Premium Cost	Monthly Premium Cost for RE 12 mos			12 mo District Cost	12 month rate for coverage	12 mo rate to purch add'l
Medical									
Employee	11,136.00	11,172.00	-	-			928.00	928.00	
Employee + 1	23,988.00	17,311.69	6,676.31	556.36			1,442.64	1,999.00	1,068.00
Full Family	29,640.00	21,669.42	7,970.58	664.22			1,805.79	2,470.00	1,539.00

All Groups & Retirees	2023 Calendar Yr. Premium	District Contribution Cap	Retiree's Annual Cost	Monthly Premium Cost for RE 12 mos			12 mo deduction for ER	12 month rate for coverage	11 mo rate to purch add'l
Dental									
Employee	708.00	708.00	-	-			59.00	59.00	
Employee + 1	1,284.00	1,284.00	-	-			107.00	107.00	52.36
Full Family	2,112.00	2,112.00	-	-			176.00	176.00	127.64

All Groups & Retirees	2023 Calendar Yr. Premium	District Contribution Cap	Retiree's Annual Cost	Monthly Premium Cost for RE 12 mos			12 mo deduction for ER	12 month rate for coverage	11 mo rate to purch add'l
Vision									
Employee	132.00	132.00	-	-			11.00	11.00	
Employee + 1	192.00	192.00	-	-			16.00	16.00	5.45
Full Family	348.00	348.00	-	-			29.00	29.00	19.64

EXTRA DUTY PAY SCHEDULE

CARMEL HIGH SCHOOL

Flat Rate

One Assistant Robotics Advisor: \$1,000
One Assistant Mock Trial Advisor: \$1,000
Mathletics: \$700
Science Fair: \$1,000

10% of Column 1 / Step 1

Annual:
Activities Director: (1 assignment value & 2 release periods; OR 2 assignment values & release period; by mutual agreement between Site Administrator & Activities Director based on scheduling needs.)
Link Crew Coordinator
Robotics Lead Advisor
Mock Trial Lead Advisor

Fall:

Girls	Boys	Co-Ed
Varsity Water Polo Varsity Volleyball Varsity Tennis Varsity Field Hockey Varsity Golf	Varsity Football Varsity Water Polo	Varsity Cross Country Athletic Trainer

Winter:

Girls	Boys	Co-Ed
Varsity Basketball Varsity Soccer	Varsity Basketball Varsity Soccer	Varsity Wrestling Athletic Trainer

Spring:

Girls	Boys	Co-Ed
Varsity Swimming Varsity Softball Varsity Lacrosse	Varsity Swimming Varsity Baseball Varsity Tennis Varsity Volleyball	Varsity Lacrosse Varsity Golf Varsity Track & Field Athletic Trainer

8% of Column 1 / Step 1

Fall:

Girls	Boys	Co-Ed
JV Volleyball JV Water Polo JV Field Hockey	Soph/JV Football JV Water Polo	

APPENDIX C
EXTRA DUTY PAY SCHEDULE (5 pages)

Winter:

Girls	Boys	Co-Ed
JV Basketball JV Soccer	JV Basketball Freshman Basketball JV Soccer	

Spring:

Girls	Boys	Co-Ed
JV Softball	JV Baseball Freshman Baseball JV Lacrosse JV Volleyball	JV Golf

7% of Column 1 / Step 1

Fall:

Girls	Boys	Co-Ed
	Asst. Varsity Football (3 positions) Asst. Soph/JV Football Asst. Varsity Water Polo	

Winter:

Girls	Boys	Co-Ed
		Asst. Wrestling

Spring

Girls	Boys	Co-ed
Asst. Softball Asst. Swimming	Asst. Varsity Baseball Asst. Swimming Asst. Lacrosse	Asst. Track & Field (3 positions) Asst. Swimming/Diving

5% of Column 1 / Step 1

1 Stipend / Semester

Pep
Yearbook (if taught as a class, there is no stipend)
Newspaper (if taught as a class, there is no stipend)

1 Stipend/Semester – Production Required

Choral
Drama
Music
Dance / Gymnastics

4% of Column 1 / Step 1

Fall:

Girls	Boys	Co-Ed
Asst. Varsity Volleyball Asst. Varsity Field Hockey	Asst. J.V. Water Polo	Asst. Cross Country

Winter:

APPENDIX C
EXTRA DUTY PAY SCHEDULE (5 pages)

Girls	Boys	Co-Ed
Asst. Varsity Basketball	Asst. Varsity Basketball	

CSF Advisor
AVID Coordinator

Department Chair (Academic):

English
Science

Foreign Language
Social Science

Math
Special Education

2% of Column 1 / Step 1

Department Chair:
Counselor

Fine/Performing Arts

Physical Education

1.5% of Column 1 / Step 1

Summer Repair of Shop Equipment – 1 / shop teacher; maximum 2
Requires site administrator approval of proposal

CARMEL MIDDLE SCHOOL

Flat Rate

Battle of the Books, Geography Bee, Spelling Bee: \$1,000
History Day – Based on Grade-level participation: Up to \$1,000
Mathletics: \$700
Science Fair: \$1,000
Science Olympiads: \$1,200

10% of Column 1 / Step 1

Athletic Director - 1 Stipend/Semester (if compensated as 0.2, no stipend)

5% of Column 1 / Step 1

1 Stipend / Semester

Yearbook (if taught as a class, there is no stipend)

1 Stipend / Semester – Production required

Choral
Drama
Music

APPENDIX C
EXTRA DUTY PAY SCHEDULE (5 pages)

Athletics:

Fall:

Girls	Boys	Co-Ed
Soccer 6/7/8 Volleyball 6/7 Volleyball 8	Soccer 6/7/8 Volleyball 6/7/8	Cross Country

Winter:

Girls	Boys	Co-Ed
Basketball 6/7 Basketball 8	Basketball 6 Basketball 7 Basketball 8	

Spring:

Girls	Boys	Co-Ed
		Tennis 6/7/8 Golf 6/7/8 Track 6/7/8 Wrestling 6/7/8

4% of Column 1 / Step 1

CJSF Advisor
Department Chair (Academic):
6th Gr. Core
Science

Language Arts
Social Studies

Math
Special Education

3% of Column 1 / Step 1

Asst. Coach
Developmental Team Coach

2% of Column 1 / Step 1

Department Chair:
Fine/Performing Arts

Foreign Language

Physical Education

1.5% of Column 1 / Step 1

Summer Repair of Shop Equipment – Requires Site Administrator approval of proposal
Outdoor Education Coordinator

ELEMENTARY SCHOOLS

Flat Rate	
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Mathletics: \$500
Math Olympiads: \$1,200

5% of Column 1 / Step 1	
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Drama - 1 Stipend / Semester – Production required

4% of Column 1 / Step 1	
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Grade Level Reps & Special Education Rep: (River, Tularcitos)

1.25% of Column 1 / Step 1	
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Science Camp

DISTRICT-WIDE

Music Festival Coordinator – HS / MS Only

The coordinator of the district-wide music festival shall receive an annual stipend of \$500

Teacher-in-Charge

Each school year, each principal may identify a teacher who will assume responsibility at the school site in the absence of an administrator. The assigned Teacher-in-Charge will be paid a stipend of \$500 for the school year. The Teacher-in-Charge will be compensated at the end of the school year.

Whenever feasible, the Teacher-in-Charge shall receive prior notification of the time period for which they will be responsible. In addition, a substitute will be paid to cover the regular assignment of the Teacher-in-Charge when deemed necessary by the principal.

Overnight Stipend

Teachers shall be paid an overnight stipend for district-designated programs only. The stipend will be 0.25% of Column 1/Step 1 per night.

District-designated programs are defined as:

1. Trips that the district has directed to happen
2. Standards based trips that serve all students in a particular category; such as:
 - All students in a site's grade level or course
 - All students in Opportunity Ed
 - All students interested in a particular project, such as Lava Beds, East Coast Trips, etc.

Department/Grade Level Chairperson Responsibilities

Essential Functions/Examples of Duties

Duties may include, but are not limited, to the following:

1. Actively participate on site leadership team and advise principal on department/grade level issues

2. Plan agenda, facilitate, and maintain minutes for department/grade level meetings
3. Participate in planning and implementing staff development and collaboration activities
4. When requested, act as spokesperson for the department/grade level
5. Assist with site and district leadership in curriculum initiatives
 - Provide leadership for horizontal consistency and vertical articulation of the curriculum
 - Keep department/grade level members informed of relevant curriculum matters
 - Coordinate selection process for all textbooks, audio-visual, and reference materials
6. Manage department budget (secondary only) including:
 - Maintenance of book and supply inventories
 - Oversight and approval of all requests for supplies and equipment
7. Upon request, serve on interview team
8. Promote the district/sites vision, mission, goals, and objectives



CERTIFICATED
PROFESSIONAL GROWTH REQUEST
For Coursework/Workshop Approval

Name: _____ Site/Dept: _____

School Year: _____

Requests must be processed through Human Resources for final district approval
 at least two (2) weeks prior to the start date of the course/workshop.
 Incomplete request forms will be returned.

Approval is requested for the following work per Board Policy and according to the ACT Master Contract

COURSEWORK

				1 Qtr Unit = 2/3 Sem. Unit	
Course Dates	College/University	Course Number	Course Title	Quarter/CE Units	Semester Units

WORKSHOP CREDIT (*Please note: credit will not be given if the district has paid for the workshop or if a stipend has been awarded for attending.*) *Please initial the understanding of this stipulation. Thank you.*

Course Dates	Presenter/Sponsor & Location	Workshop Title	# of CE Units 15 CEU's = 1 Sem. Unit

To receive appropriate credits bring your official transcript(s) to Human Resources.
 (Salary placement is based on semester units. The official transcript will determine the salary.)

Brief Description of Course(s): Please attach course syllabus and estimate of credits to be earned.

Select One:

 Teacher's Signature Date: _____

 RECOMMENDED FOR APPROVAL (Principal/Supervisor's Signature) Date: _____

 District Office APPROVAL (Chief Human Resources Officer) Date: _____

Copies to: Personnel File
 Employees (when coursework is approved and when transcripts are recorded)

Rev: 3/5/15 HR

Carmel Unified School District 2021 - 2022										
2021	M	T	W	TH	F					
Aug	2	3	4	5	6	8/3	Welcome Breakfast/Association Mtgs./Site Mtgs.			
	9	10	11	12	13	8/4	Staff Development Day			
	16	17	18	19	20	8/5	Assigned Teacher Planning Day			
	23	24	25	26	27	8/6	Assigned Teacher Work Day/Bus Driver Training			
	30	31	1	2	3	8/9	First Day of School			
Sept	6	7	8	9	10	8/13	Minimum Day All Sites/E-Trainings/Car Week			
	13	14	15	16	17	9/6	Labor Day			
	20	21	22	23	24	9/17	Minimum Day All Sites/Staff Dev.			
	27	28	29	30	1					
Oct	4	5**	6**	7	8+	10/5-6	Fall Conferences CMS			
	11	12	13	14	15	10/11-15	October Break			
	18	19	20	21	22					
	25	26	27	28	29					
Nov	1	2	3	4	5-					
	8	9	10	11	12	11/11	Veterans Day			
	15*	16*	17*	18*	19*	11/15-19	Fall Conference Week - Elementary			
	22	23	24	25	26	11/22-26	Thanksgiving Break			
	29	30	1	2	3					
Dec	6	7	8	9	10					
	13	14=	15=	16=	17=+	12/14-17	CHS Finals			
	20	21	22	23	24	12/20-12/31	Winter Break			
	27	28	29	30	31					
2022	3	4	5	6	7	1/3	Staff Development Day			
Jan	10	11	12	13	14					
	17	18	19	20	21	1/17	Martin Luther King Jr. Day			
	24	25	26	27	28					
	31	1	2	3	4	2/4	Minimum Day All Sites/Staff Dev.			
Feb	7	8	9	10	11					
	14	15	16	17	18-					
	21	22	23	24	25	2/21-25	February Break			
	28	1	2	3	4					
March	7*	8*	9*	10*	11*	3/7-11	Spring Conf Week - Elementary			
	14	15	16	17	18+	TBD	District Choral Festival			
	21	22	23	24	25	TBD	District Instrumental (Band) Festival			
	28	29	30	31	1	4/1	Minimum Day All Sites/Staff Dev.			
April	4	5	6	7	8					
	11	12	13	14	15	4/11-15	Spring Break			
	18	19	20	21	22					
	25	26	27	28	29					
May	2	3	4	5	6	5/6	Minimum Day All Sites/Staff Dev.			
	9	10	11	12	13					
	16	17	18	19	20					
	23	24	25	26	27	5/30	Memorial Day			
	30	31=	1=	2=	3+	6/3	Last Day of School			
June	6	7	8	9	10					
	13	14	15	16	17					
	20	21	22	23	24					
	27	28	29	30	1					
July	4	5	6	7	8	7/4	July 4th Holiday			
	11	12	13	14	15					
	18	19	20	21	22					
	25	26	27	28	29					
First / Last Day The first day of school is Tuesday, August 9th The last day of school is Friday, June 3rd						* Minimum Day / Elementary ** Minimum Day / CMS = Minimum Day / CHS (Finals)			180 Teaching Days 1 Welcome Back Breakfast [8/3] 2 Staff Dev.Days [8/4, 1/3 - full days, and 8/13, 9/17, 10/25, 2/1, 5/6 half days]	
First/Last Day of School Breaks/Holidays Full Day Staff Development						Min Day/All Sites~ Staff Development + CHS Quarter/Semester Ends - CMS/Elementary Trimester Ends			1 Teacher Planning Day [8/6] 2 Teacher Work Days [8/5 & Floating]	
									186 Total Days	

cc 3/18/21

cc 3/18/21

**Carmel Unified School District
2022 - 2023**

2022	M	T	W	TH	F		
Aug	1	2	3	4	5	8/2	Welcome Breakfast/Association Mtgs./Site Mtgs.
	8	9	10	11	12	8/3	Staff Development Day
	15	16	17	18	19	8/4	Assigned Teacher Planning Day/Bus Driver Training
	22	23	24	25	26	8/5	Assigned Teacher Work Day
	29	30	31	1	2	8/8	First Day of School
Sept	5	6	7	8	9	8/19	Minimum Day All Sites/E-Training
	12	13	14	15	16	9/5	Labor Day
	19	20	21	22	23	9/9	Minimum Day All Sites/Staff Dev
	26	27	28	29	30		
	3	4**	5**	6	7+	10/4-5	Fall Conferences CMS
Oct	10	11	12	13	14	10/10-14	October Break
	17	18	19	20	21		
	24	25	26	27	28		
	31	1	2	3	4-		
	7	8	9	10	11	11/11	Veterans Day
Nov	14*	15*	16*	17*	18*		Fall Conference Week - Elementary
	21	22	23	24	25	11/21-25	Thanksgiving Break
	28	29	30	1	2		
	5	6	7	8	9	12/9	Minimum Day All Sites/Staff Dev
	12	13	14	15	16		
Dec	19	20=	21=	22=	23=+	12/20-23	CHS Finals
	26	27	28	29	30	12/26-1/1	Winter Break
	2	3	4	5	6		
	9	10	11	12	13	1/9	Staff Development Day
	16	17	18	19	20	1/16	Martin Luther King Jr. Day
Jan	23	24	25	26	27		
	30	31	1	2	3	2/3	Minimum Day All Sites/Staff Dev
	6	7	8	9	10		
	13	14	15	16	17-		
	20	21	22	23	24	2/20-24	February Break
Feb	27	28	1	2	3		
	6*	7*	8*	9*	10*	3/6-10	Spring Conf Week - Elementary
	13	14	15	16	17		
	20	21	22	23	24	3/24	Minimum Day All Sites/Staff Dev
	27	28	29	30	31		
March	3	4	5	6	7		
	10	11	12	13	14	4/10-14	Spring Break
	17	18	19	20	21		
	24	25	26	27	28		
	1	2	3	4	5		
May	8	9	10	11	12		
	15	16	17	18	19		
	22	23	24	25	26		
	29	30=	31=	1=	2+	5/29	Memorial Day
	5	6	7	8	9	6/2	Last Day of School
June	12	13	14	15	16		
	19	20	21	22	23	6/19	Juneteenth Holiday
	26	27	28	29	30		
	3	4	5	6	7		
	10	11	12	13	14	7/4	July 4th Holiday
July	17	18	19	20	21		
	24	25	26	27	28		
	31						
First / Last Day The first day of school is Monday, August 8th The last day of school is Friday, June 2nd						* Minimum Day / Elementary ** Minimum Day / CMS = Minimum Day / CHS (Finals) Min Day/All Sites~ Staff Development + CHS Quarter/Semester Ends - CMS/Elementary Trimester Ends	
First/Last Day of School Breaks/Holidays Full Day Staff Development						180 Teaching Days 1 Welcome Back Breakfast [8/2] 2 Staff Dev. Days [8/3, 1/9] 1 Teacher Planning Day [8/4] 2 Teacher Work Days [8/5 & Floating] 186 Total Days cc 5/20/22	



APPENDIX F
CATASTROPHIC LEAVE BANK
REQUEST FORM

CATASTROPHIC LEAVE BANK: REQUEST FORM

Employee Name: _____

School Site: _____

I am a ☐ Certificated ☐ Classified Employee

I request that the Carmel Unified School District (CUSD) Superintendent or designee approve access to the Catastrophic Leave Bank: Sick Leave Donation Program.

Explanation for Request:

Withdrawal Request Date: _____

Number of days requesting to withdraw:

- | | | |
|--|-------|-----------------|
| ☐ Initial Request | _____ | days (up to 30) |
| ☐ 1 st Extension Request | _____ | days (up to 30) |
| ☐ 2 nd Extension Request | _____ | days (up to 30) |
| ☐ 3 rd Extension Request | _____ | days (up to 30) |

Employee Signature

Date

FOR DISTRICT USE ONLY		
Withdrawal Request: _____	Approved _____	Pool Participant as of: _____
Reason for denial: _____	Denied _____	

Superintendent or Designee		

6/4/13 HR



CATASTROPHIC LEAVE BANK: SICK LEAVE DONATION FORM

The purpose of the catastrophic leave program is to permit employees to donate to a CATASTROPHIC leave bank (CLB) that will be used to support an employee when that employee, or a member of his or her immediate family, suffers from a catastrophic illness or injury, and the employee has exhausted all sick leave and other paid leave options. The CLB, while supporting your colleagues, also acts like an insurance policy for you, in case of unforeseen events.

Donated Sick leave days are irrevocably given to the Catastrophic Leave Bank and cannot be rescinded for any reason whatsoever. A donation to the Catastrophic Leave Bank shall be a general donation and shall not be donated to a specific employee for his or her exclusive use.

Only donors will be permitted to withdraw from the CLB. Unit members who elect not to join the Catastrophic Leave Bank upon first becoming eligible must wait until the next open enrollment period and are not eligible to withdraw from the Bank until they are enrolled.

Donations will be accepted during a thirty (30) day period beginning September 1 of each school year. The donation period will not occur in any year in which the Bank contains ninety (90) or more days. For employees who did not donate during the initial enrollment period, the Bank will reopen every three (3) years. Existing participants will not be asked to donate unless the Bank has fallen below ninety (90) days.

Participating unit members shall make a donation each time a donation period is opened until such time that a unit member notifies the Human Resources Office in writing of his or her desire to cancel participation. The unit member shall not be eligible to draw from the bank as of the effective date of the cancellation.

I, _____ a ☐ Certificated ☐ Classified Employee,

do hereby donate one (1) day of my accumulated Sick Leave to the Catastrophic Leave Bank. I understand that this contribution is irrevocable and waive my right to appeal this decision to any court, administrative agency or arbitrator.

Donor Employee Signature

Date

Work Site

FOR DISTRICT USE ONLY

6/4/13 HR



California Standards for the Teaching Professional (CSTP 2009) Fall Planning/Self-Assessment

Name: _____		Date: _____	
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Strengths		Areas for Growth
	Engaging and Supporting All Students in Learning 1-1 Using knowledge of students to engage them in learning 1-2 Connecting learning to students' prior knowledge, backgrounds, life experiences, and interests 1-3 Connecting subject matter to meaningful, real-life contexts 1-4 Using a variety of instructional strategies, resources, and technologies to meet students' diverse learning needs 1-5 Promoting critical thinking through inquiry, problem solving, and reflection 1-6 Monitoring student learning and adjusting instruction while teaching	
	Creating & Maintaining Effective Environments for Student Learning 2-1 Promoting social development and responsibility within a caring community where each student is treated fairly and respectfully 2-2 Creating physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students 2-3 Establishing and maintaining learning environments that are physically, intellectually, and emotionally safe 2-4 Creating a rigorous learning environment with high expectations and appropriate support for all students 2-5 Developing, communicating, and maintaining high standards for individual and group behavior. 2-6 Employing classroom routines, procedures, norms, and supports for positive behavior to ensure a climate in which all students can learn 2-7 Using instructional time to optimize learning	

Strengths		Areas for Growth
	Understanding & Organizing Subject Matter for Student Learning 3-1 Demonstrating knowledge of subject matter, academic content standards, and curriculum frameworks 3-2 Applying knowledge of student development and proficiencies to ensure student understanding of subject matter 3-3 Organizing curriculum to facilitate student understanding of the subject matter 3-4 Utilizing instructional strategies that are appropriate to the subject matter 3-5 Using and adapting resources, technologies, and standards-aligned instructional materials, including adopted materials, to make subject matter accessible to all students 3-6 Addressing the needs of English learners and students with special needs to provide equitable access to the content	
	Planning Instruction & Designing Learning Experiences for All Students 4-1 Using knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction 4-2 Establishing and articulating goals for student learning 4-3 Developing and sequencing long-term and short-term instructional plans to support student learning 4-4 Planning instruction that incorporates appropriate strategies to meet the learning needs of all students 4-5 Adapting instructional plans and curricular materials to meet the assessed learning needs of all students	

Strengths		Areas for Growth
	Assessing Students For Learning 5-1 Applying knowledge of the purposes, characteristics, and uses of different types of assessments 5-2 Collecting and analyzing assessment data from a variety of sources to inform instruction 5-3 Reviewing data, both individually and with colleagues, to monitor student learning 5-4 Using assessment data to establish learning goals and to plan, differentiate, and modify instruction 5-5 Involving all students in self-assessment, goal setting, and monitoring progress 5-6 Using available technologies to assist in assessment, analysis, and communication of student learning 5-7 Using assessment information to share timely and comprehensible feedback with students and their families	
	Developing as a Professional Educator 6-1 Reflecting on teaching practice in support of student learning 6-2 Establishing professional goals and engaging in continuous and purposeful professional growth and development 6-3 Collaborating with colleagues and the broader professional community to support teacher and student learning 6-4 Working with families to support student learning 6-5 Engaging local communities in support of the instructional program 6-6 Managing professional responsibilities to maintain motivation and commitment to all students 6-7 Demonstrating professional responsibility, integrity, and ethical conduct	

<u>Evaluatee's Signature</u>		<u>Evaluator's Signature</u>		<u>Date</u>
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Classroom Observation Report (CSTP 2009)

Evaluatee's Name: _____ Site: _____

Evaluator's Name: _____ Assignment: _____

Date _____ Time In _____ Time Out _____ Scheduled _____ Unscheduled _____

Lesson Topic _____

Number of Students _____

Engaging and Supporting All Students in Learning

	Meets Standards	Does Not Meet Standards	Not Observed
• Using knowledge of students to engage them in learning			
• Connecting learning to students' prior knowledge, backgrounds, life experiences, and interests			
• Connecting subject matter to meaningful, real-life contexts			
• Using a variety of instructional strategies, resources, and technologies to meet students' diverse learning needs			
• Promoting critical thinking through inquiry, problem solving, and reflection			
• Monitoring student learning and adjusting instruction while teaching			

Evidence:

Creating & Maintaining Effective Environments for Student Learning

• Promoting social development and responsibility within a caring community where each student is treated fairly and respectfully			
• Creating physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students			
• Establishing and maintaining learning environments that are physically, intellectually, and emotionally safe			
• Establishes and maintains standards for student behavior			
• Creating a rigorous learning environment with high expectations and appropriate support for all students			
• Developing, communicating, and maintaining high standards for individual and group behavior			
• Employing classroom routines, procedures, norms, and supports for positive behavior to ensure a climate in which all students can learn			
• Using instructional time to optimize learning			

Evidence:

Understanding & Organizing Subject Matter for Student Learning

	Meets Standards	Does Not Meet Standards	Not Observed
• Demonstrating knowledge of subject matter, academic content standards, and curriculum frameworks			
• Applying knowledge of student development and proficiencies to ensure student understanding of subject matter			
• Organizing curriculum to facilitate student understanding of the subject matter			
• Utilizing instructional strategies that are appropriate to the subject matter			
• Using and adapting resources, technologies, and standards-aligned instructional materials, including adopted materials, to make subject matter accessible to all students			
• Addressing the needs of English learners and students with special needs to provide equitable access to the content			
• Establishing and articulating goals for student learning			

Evidence:

Assessing Students for Learning

• Using assessment data to establish learning goals and to plan, differentiate, and modify instruction			
• Involving all students in self-assessment, goal setting, and monitoring progress			
• Using available technologies to assist in assessment, analysis, and communication of student learning			

Evidence:

A copy of this document will be filed in your personnel file. You are entitled to review and comment upon this document and to have your own written comments attached. Any such written comments should be submitted to the personnel office within ten (10) working days of the following date.

Administrator's Signature

Date

I have received a copy of this observation report. I understand that this observation report only contains a portion of the evaluation criteria that will be included on the interim and/or final evaluation report. Signing this form does not necessarily mean that I agree with the ratings.

Teacher's Signature

Date

These criteria are based on state law (Education Code Sections 44660-44665) and the California Standards for the Teaching Profession (CSTP 2009). The Standards address the following areas: I. Engaging and Supporting All Students in Learning II. Creating and Maintaining Effective Environments for Student Learning III. Understanding and Organizing Subject Matter for Student Learning IV. Planning Instruction and Designing Learning Experiences for All Students V. Assessing Students for Learning VI. Developing as a Professional Educator. The CSTP are included in the Collective Bargaining Agreement (Appendix G). Please consult your CSTP handbook for further elaboration in each topic area.



California Standards for the Teaching Profession
Spring Reflection / Self-Evaluation

Name:		School Year:	
-------	--	--------------	--

PLEASE LIST SPECIFIC SUCCESSES / ACCOMPLISHMENTS	
Standard I - Engaging and Supporting All Students in Learning	
Standard II -Creating and Maintaining Effective Environments for Student Learning	
Standard III - Understanding and Organizing Subject Matter for Student Learning	

PLEASE LIST SPECIFIC SUCCESSES / ACCOMPLISHMENTS	
Standard IV – Planning Instruction & Designing Learning Experiences for All Students	
Standard V - Assessing Students for Learning	
Standard VI – Developing as a Professional Educator	

Evaluatee's Signature	Evaluator's Signature	Date
-----------------------	-----------------------	------

Teacher Evaluation Report (CSTP 2009)

Probationary ☐

Permanent ☐

Evaluatee's Name: _____

Date: _____

Evaluator's Name: _____

Grade/Subject: _____

Site: _____

Performance Areas

Criteria and Related Indicators

☐ Meets Standards ☐ Does Not Meet Standards	Engaging and Supporting All Students in Learning • Using knowledge of students to engage them in learning • Connecting learning to students' prior knowledge, backgrounds, life experiences, and interests • Connecting subject matter to meaningful, real-life contexts • Using a variety of instructional strategies, resources, and technologies to meet students' diverse learning needs • Promoting critical thinking through inquiry, problem solving, and reflection • Monitoring student learning and adjusting instruction while teaching
--	---

Comments:

☐ Meets Standards ☐ Does Not Meet Standards	Creating & Maintaining Effective Environments for Student Learning • Promoting social development and responsibility within a caring community where each student is treated fairly and respectfully • Creating physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students • Establishing and maintaining learning environments that are physically, intellectually, and emotionally safe • Creating a rigorous learning environment with high expectations and appropriate support for all students • Developing, communicating, and maintaining high standards for individual and group behavior • Employing classroom routines, procedures, norms, and supports for positive behavior to ensure a climate in which all students can learn • Using instructional time to optimize learning
--	--

Comments:

	Understanding & Organizing Subject Matter for Student Learning • Demonstrating knowledge of subject matter, academic content standards, and curriculum frameworks
--	--

☐ Meets Standards ☐ Does Not Meet Standards	• Applying knowledge of student development and proficiencies to ensure student understanding of subject matter • Organizing curriculum to facilitate student understanding of the subject matter • Utilizing instructional strategies that are appropriate to the subject matter • Using and adapting resources, technologies, and standards-aligned instructional materials, including adopted materials, to make subject matter accessible to all students • Addressing the needs of English learners and students with special needs to provide equitable access to the content
--	---

Comments:

☐ Meets Standards ☐ Does Not Meet Standards	Planning Instruction & Designing Learning Experiences for All Students • Using knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction • Establishing and articulating goals for student learning • Developing and sequencing long-term and short-term instructional plans to support student learning • Planning instruction that incorporates appropriate strategies to meet the learning needs of all students • Adapting instructional plans and curricular materials to meet the assessed learning needs of all students
--	---

Comments:

☐ Meets Standards ☐ Does Not Meet Standards	Assessing Students For Learning • Applying knowledge of the purposes, characteristics, and uses of different types of assessments • Collecting and analyzing assessment data from a variety of sources to inform instruction • Reviewing data, both individually and with colleagues, to monitor student learning • Using assessment data to establish learning goals and to plan, differentiate, and modify instruction • Involving all students in self-assessment, goal setting, and monitoring progress • Using available technologies to assist in assessment, analysis, and communication of student learning • Using assessment information to share timely and comprehensible feedback with students and their families
--	--

Comments:

☐ Meets Standards	Developing as a Professional Educator • Reflecting on teaching practice in support of student learning • Establishing professional goals and engaging in continuous and purposeful professional growth and development • Collaborating with colleagues and the broader professional community to support teacher and student learning • Working with families to support student learning • Engaging local communities in support of the instructional program
--	---

☐ Does Not Meet Standards	• Managing professional responsibilities to maintain motivation and commitment to all students • Demonstrating professional responsibility, integrity, and ethical conduct
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Comments:

Overall Comments and Commendations:

Overall Comments and Recommendations:

Final Rating:

The final rating of evaluation categories assessed in this evaluation is:

☐ Meets Standards

☐ Does Not Meet Standards

A copy of this document will be filed in your personnel file. You are entitled to review and comment upon this document and to have your own written comments attached. Any such written comments should be submitted to the personnel office within ten (10) working days of the following date.

Administrator's Signature	Date
--	---

I have received a copy of this evaluation report. My signature does not necessarily mean that I agree with the ratings.

Teacher's Signature	Date
--	---

These criteria are based on state law (Education Code Sections 44660-44665) and the California Standards for the Teaching Profession (CSTP 2009). The Standards address the following areas: I. Engaging and Supporting All Students in Learning II. Creating and Maintaining Effective Environments for Student Learning III. Understanding and Organizing Subject Matter for Student Learning IV. Planning Instruction and Designing Learning Experiences for All Students V. Assessing Students for Learning VI. Developing as a Professional Educator. The CSTP are included in the Collective Bargaining Agreement (Appendix G). Please consult your CSTP handbook for further elaboration in each topic area.

Teacher Evaluation Report revised 9-7-10



School Counselor Performance Standards Fall Planning/Self-Assessment

Name: _____

Date: _____

Strengths		Areas for Growth
	Standard 1: Plan, organize and deliver the Comprehensive School Guidance and Counseling Program with effective interpersonal relations. 1.1 Program has been written to meet the needs of the school. 1.2 The professional school counselor demonstrates effective interpersonal relations with students, staff, and parents/guardians.	
	Standard 2: The professional school counselor implements the Guidance Curriculum through the use of effective instructional skills and careful planning of structured group sessions for all students. 2.1 The professional school counselor teaches guidance units effectively. 2.2 The professional school counselor develops materials and instructional strategies to meet student outcomes and school goals 2.3 The professional school counselor encourages staff involvement to insure the effective implementation of the guidance curriculum.	

	Standard 3: The Professional school counselor implements the Individual Planning Component by guiding individuals and groups of students and their parents through the development of educational and career plans. 3.1 The professional school counselor, in collaboration with parents, helps students establish goals and develop and use planning skills. 3.2 The professional school counselor demonstrates accurate and appropriate interpretation of assessment data and the presentation of relevant, unbiased information.	
	Standard 4: The professional school counselor provides responsive services through the effective use of individual and small group counseling, consultation and referral skills. 4.1 The professional school counselor counsels individual students and small groups of students with identified needs/concerns. 4.2 The professional school counselor consults effectively with parents, teachers, administrators and other relevant individuals. 4.3 The professional school counselor implements an effective referral process with administrators, teachers, and other school personnel.	
	Standard 5: The professional school counselor provides systems support through effective guidance program management and support for other educational programs. 5.1 The professional school counselor provides a comprehensive and balanced guidance program in collaboration with school staff. 5.2 The professional school counselor provides support for other school programs.	

	Standard 6: The professional school counselor has discussed the counseling department management system and the program action plans with the school administrator. 6.1 The professional school counselor has discussed the qualities of the counselor management system with the other members of the counseling staff and has agreement. 6.2 The professional school counselor has discussed the program results which will be obtained on the action plans for the school year.	
	Standard 7: The professional school uses data as a guide to program direction and emphasis. 7.1 The professional school counselor uses school data to make decisions regarding student choice of classes and special program. 7.2 The professional school counselor uses data from the counseling program to make decisions regarding revisions to the program. 7.3 The professional school counselor analyzes data to ensure every student has equity and access to a rigorous academic curriculum.* 7.4 The professional school counselor understands and uses data to establish goals and activities to close identified gaps.*	
	Standard 8: The professional school counselor monitors the students on a regular basis as they progress in school. 8.1 The professional school counselor is accountable for monitoring the progress of every student. 8.2 The professional school counselor implements monitoring activities appropriate to their own school. 8.3 The professional school counselor develops appropriate interventions for students as needed and monitors their progress.	

	Standard 9: The professional school counselor implements the Master Calendar/time component to have an efficiently run program. 9.1 The professional school counselor uses a master calendar to plan activities through the year. 9.2 The professional school counselor distributes the master calendar to parents, staff, and students. 9.3 The professional school counselor posts a weekly/monthly calendar. 9.4 The professional school counselor analyzes their time spent in each of the four areas of the management system to achieve a healthy balance.	
	Standard 10: The professional school counselor has developed a results evaluation for the program. 10.1 The professional school counselor includes every student in the results. 10.2 The professional school counselor works with members of the guidance and counseling team and with the principal to formulate the desired results. 10.3 The professional school counselor knows how to collect process data.	
	Standard 11: The professional school counselor conducts a yearly program audit. 11.1 The professional school counselor provides a yearly program audit which includes the results of all the program components. 11.2 The professional school counselor shares the results of the program audit with the advisory council. 11.3 The professional school counselor uses the yearly audit to make changes in the school guidance and counseling program and calendar for the following year.	

	Standard 12: The professional school counselor is responsible for establishing and convening a school Advisory Council for the Comprehensive School Guidance and Counseling Program. 12.1 The professional school counselor has met with the advisory committee. 12.2 The professional school counselor has reviewed the guidance program audit with the council. 12.3 The professional school counselor keeps a record of meeting information.	
	Standard 13: The professional school counselor is a student advocate, leader, collaborator and a systems change agent.* 13.1 The professional school counselor promotes academic success of every student. 13.2 The professional school counselor promotes equity and access for every student. 13.3 The professional school counselor takes a leadership role within the counseling department, the school setting, and the community. 13.4 The professional school counselor understands reform issues and works to identify and close gaps. 13.5 The professional school counselor collaborates with teachers, parents and the community to promote academic success of students. 13.6 The professional school counselor builds effective teams by encouraging collaboration among all school staff. 13.7 The professional school counselor uses data to recommend systematic change in policy and procedures that limit or inhibit academic achievement.	

 Evaluatee's Signature

 Evaluator's Signature

 Date



**School Counselor Performance Standards
Spring Reflection / Self-Evaluation**

Name: _____

School Year: _____

PLEASE LIST SPECIFIC SUCCESSES / ACCOMPLISHMENTS

Standard 1: Plan, organize and deliver the Comprehensive School Guidance and Counseling Program with effective interpersonal relations.

Standard 2: The professional school counselor implements the Guidance Curriculum through the use of effective instructional skills and careful planning of structured group sessions for all students.

Standard 3: The Professional school counselor implements the Individual Planning Component by guiding individuals and groups of students and their parents through the development of educational and career plans.

Standard 4: The professional school counselor provides responsive services through the effective use of individual and small group counseling, consultation and referral skills.

PLEASE LIST SPECIFIC SUCCESSES / ACCOMPLISHMENTS

Standard 5: The professional school counselor provides systems support through effective guidance program management and support for other educational programs.

Standard 6: The professional school counselor has discussed the counseling department management system and the program action plans with the school administrator.

Standard 7: The professional school counselor uses data as a guide to program direction and emphasis.

Standard 8: The professional school counselor monitors the students on a regular basis as they progress in school.

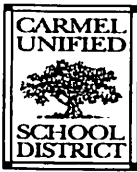
Standard 9: The professional school counselor implements the Master Calendar/time component to have an efficiently run program.

PLEASE LIST SPECIFIC SUCCESSES / ACCOMPLISHMENTS
Standard 10: The professional school counselor has developed a results evaluation for the program.
Standard 11: The professional school counselor conducts a yearly program audit.
Standard 12: The professional school counselor is responsible for establishing and convening a school Advisory Council for the Comprehensive School Guidance and Counseling Program.
Standard 13: The professional school counselor is a student advocate, leader, collaborator and a systems change agent.

Evaluatee's Signature

Evaluator's Signature

Date



Counselor Evaluation Report

Probationary ☐
Permanent ☐

Evaluatee's Name: _____ Date: _____

Evaluator's Name: _____ Grade/Subject: _____

Site: _____

Performance Areas

Criteria and Related Indicators

- ☐ Meets Standards
☐ Does Not Meet Standards

Standard 1: Plan, organize and deliver the Comprehensive School Guidance and Counseling Program with effective interpersonal relations.

Comments:

- ☐ Meets Standards
☐ Does Not Meet Standards

Standard 2: The professional school counselor implements the Guidance Curriculum through the use of effective instructional skills and careful planning of structured group sessions for all students.

Comments:

- ☐ Meets Standards
☐ Does Not Meet Standards

Standard 3: The Professional school counselor implements the Individual Planning Component by guiding individuals and groups of students and their parents through the development of educational and career plans.

Comments:

- ☐ Meets Standards
☐ Does Not Meet Standards

Standard 4: The professional school counselor provides responsive services through the effective use of individual and small group counseling, consultation and referral skills.

Comments:

☐ Meets Standards ☐ Does Not Meet Standards	Standard 5: The professional school counselor provides systems support through effective guidance program management and support for other educational programs.
--	---

Comments:

☐ Meets Standards ☐ Does Not Meet Standards	Standard 6: The professional school counselor has discussed the counseling department management system and the program action plans with the school administrator.
--	--

Comments:

☐ Meets Standards ☐ Does Not Meet Standards	Standard 7: The professional school counselor uses data as a guide to program direction and emphasis.
--	--

Comments:

☐ Meets Standards ☐ Does Not Meet Standards	Standard 8: The professional school counselor monitors the students on a regular basis as they progress in school.
--	---

Comments:

☐ Meets Standards ☐ Does Not Meet Standards	Standard 9: The professional school counselor implements the Master Calendar/time component to have an efficiently run program.
--	--

Comments:

☐ Meets Standards ☐ Does Not Meet Standards	Standard 10: The professional school counselor has developed a results evaluation for the program.
--	---

Comments: _____

☐ Meets Standards ☐ Does Not Meet Standards	Standard 11: The professional school counselor conducts a yearly program audit.
--	--

Comments: _____

☐ Meets Standards ☐ Does Not Meet Standards	Standard 12: The professional school counselor is responsible for establishing and convening a school Advisory Council for the Comprehensive School Guidance and Counseling Program.
--	---

Comments: _____

☐ Meets Standards ☐ Does Not Meet Standards	Standard 13: The professional school counselor is a student advocate, leader, collaborator and a systems change agent.
--	---

Comments: _____

Overall Comments and Commendations: _____

Overall Comments and Recommendations: _____

Final Rating:

The final rating of evaluation categories assessed in this evaluation is:

☐ Meets Standards

☐ Does Not Meet Standards

A copy of this document will be filed in your personnel file. You are entitled to review and comment upon this document and to have your own written comments attached. Any such written comments should be submitted to the personnel office within ten (10) working days of the following date.

Administrator's Signature

Date

I have received a copy of this evaluation report. Signing this form does not necessarily mean that I agree with the ratings.

Counselor's Signature

Date

Carmel Unified School District

Grievance Procedure

GRIEVANCE FORM

Directions: This form is to be completed by a member of the representation unit filing a grievance.

Name: _____

Address: _____

Phone: _____

School: _____

Subject: _____ Grade: _____

Representative (if any): _____

Date Grievance Occurred: _____

Grievance (Clear, concise statement of circumstances and grievance):

Contract provision(s) violated, misapplied, or misinterpreted:

Specific remedy sought:

Conference requested: Yes ☐ No ☐

Received by:

Name: _____

Title: _____

Date: _____

Carmel Unified School District
Grievance Procedure
ADMINISTRATIVE FORM

Directions: This form is to be completed by the administrator receiving the grievance at each level of the grievance procedure and is to be attached to the level decision as a part of the grievance file.

Grievant's Name: _____

Please print

Representative and/or
Representative Organization: _____

Date grievance received: _____

Date of alleged grievance or
Date grievant received prior decision: _____

Was grievance or appeal timely received?
Statement of exact nature of the grievance:

Yes ☐ No ☐

List the contract provision(s) which was/were allegedly violated
(attach a copy of the provision, etc. to this form, underlining the alleged violations):

Statement of grievant's specific remedy sought:

Completed by:

Name: _____ Title: _____ Date: _____