

April 1, 2023

SALARY RANGE ALLOCATIONS FOR CLASSIFIED BARGAINING UNIT MEMBERS

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>BASIS</u>	<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>BASIS</u>
<u>Accounting Series</u>			<u>Clerical Series (continued)</u>		
Project and Accounting Analyst	66	A	School Office Manager-Cont.	43	B, C
Financial Analyst	60	A	School Office Manager – Adult School	43	A
Benefits Analyst	56	A	School Office Manager- Children’s Center	43	A
Lead Payroll Technician	51	A	School Office Manager- Alternative School	43	C
Payroll Technician/ Benefits Assistant	49	A	School Office Manager- Independent Learning Academy	43	C
Budget/Accounting Technician	48	A	Human Resources Technician	43	A
Project Accounting Technician	48	A	Senior Secretary	42	A, B
Accounting Assistant IV	47	A	Registrar	42	A
Payroll Technician	47	A	Construction & Operations Secretary	41	A
Employee Benefits Technician	47	A	Guidance/Program Technician I	41	B, C
Accounting Assistant III	45	A	College/Career Center Technician	41	B, C
Accounting Assistant II	42	A	School Office Manager- Satellite School	40	C
Senior School Finance Technician	40	A, B, E	Senior Attendance Technician	39	A, B
Accounting Assistant I	33	A	CTE Technician	38	B, C
<u>Clerical Series</u>			Office Technician Continuation	37	C
Use of Facilities Coordinator/ Senior Administrative Assistant	60	A	Counseling Assistant	37	B
Assessment and Accountability Technician	56	A	Secretary III	37	A, C, D
Administrative Secretary II	56	A	Office Assistant- Adult Education	37	C
Special Education Data Systems Technician	52	A	Personnel Clerk	37	A
Human Resources Analyst - Certificated	50	A	Office Assistant Elementary	36	C
Human Resources Analyst Classified	48	A	Office Occupations – Adult Ed	36	D
Facilities Operations and Construction Technician	48	A	Attendance Technician	35	C
District Attendance and Fundraising Technician	46	A	Secretary II	35	A, C, D
Budget/Program Technician	45	A	Secretary I	33	A
Special Education Technician	45	A	<u>Food Service Series</u>		
Administrative Secretary I	45	A	Food Service Utility Driver	42	A, C
Food Service Operations Technician	44	A	Food Service Cook- Central Kitchen	41	D
Facilities Service Assistant	44	A	Serving Kitchen Operator	40	D
Guidance/Program Technician II	44	B, C	Food Service Cook	38	A, D
School Office Manager- High School	43	A	Food Service Assistant	37	D
School Office Manager- Middle School	43	A	Barbecue Cook	37	D
School Office Manager- Elementary	43	C	Food Service Cashier-Elementary	37	D
			<u>Instructional Series</u>		
			Educational Interpreter II Deaf and Hard of Hearing	62	D

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>BASIS</u>	<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>BASIS</u>
<u>Instructional Series (continued)</u>			<u>Auxiliary Series (continued)</u>		
Educational Interpreter I- Deaf and Hard of Hearing	55	D	Career Vocational Assistant	40	D
Paraeducator-Severe Behavioral II	47	D	Adult School ELL/ Office Specialist III	39	A,B,E
Assistive Technology Technician	47	B	Library Coordinator	39	C
Paraeducator- Environmental Science Park	45	D	Senior Textbook Coordinator	38	A
Educational Reader- Visually Impaired	45	D	Adult ELL/Office Specialist II	37	A,E
Paraeducator-Severe Behavioral I	45	D	Library Coordinator - Elementary	36	C,D
Behavior Intervention Assistant	45	D	Health Services Assistant	36	D
Paraeducator-Health Care	41	D	Campus Supervisor	36	A,D,E
Paraeducator-Severely Impaired	41	D	District Office Receptionist	36	A
Paraeducator- At Risk Youth	39	D	Adult School ELL/ Office Specialist I	35	E
Paraeducator -Children's Center II	39	D	ELD Office Specialist I	35	D
Paraeducator- Deaf and Hard Of Hearing (DHH)	39	D	Adult School Learning Center Technician	35	E
Paraeducator – Special Education	38	C,D	Campus Supervisor - Elementary School	35	D
Paraeducator – English Language Learner	37	D			
Paraeducator – Adult English Language Development	37	E	<u>Purchasing Series</u>		
Paraeducator – Children's Center	37	A,C,D	Lead Buyer	60	A
Paraeducator – Primary Language Support	37	D	Buyer	47	A
Instructional Resources Assistant	37	D	Purchasing Technician	45	A
Paraeducator- Parent Education	36	E	Purchasing Clerk	40	A
Elementary Physical Education Assistant	36	D			
Community Resource Assistant	37	D	<u>Operations Series</u>		
Paraeducator	36	D	1- <u>Grounds Group</u>		
Volunteer Coordinator	36	D	Grounds Leadperson	57	A
Paraeducator – Adult Education/ Learning Center	36	E	Irrigation Specialist	50	A
			Integrated Pest Control/ Grounds Technician	48	A
			Grounds Technician	43	A
			2- <u>Custodian Group</u>		
			Swimming Pool Custodian	44	A
			Lead Custodian	43	A
			Senior Custodian/Campus Supervisor	39	A
			Monterey High School/CDS Custodian	38	A
			Utility Custodian	38	A
			Children's Center Service Worker	38	A
			School Safety/Utility Custodian	39	A,C
			3- <u>Warehouse Group</u>		
			Reprographics Technician	46	A
			Lead Warehouse Worker	42	A
			Utility Driver	41	A
			Warehouse Worker	41	A
<u>Auxiliary Services</u>					
Student Services and Attendance Specialist	57	A,C			
Student Services and Attendance Specialist for Homeless and Foster Youth	57	A			
Certified Occupational Therapy Assistant	53	C			
Intervention Specialist for At-Risk Students	53	C,D			
Speech-Language Pathology Assistant	53	D			
Health Services Assistant-LVN/RN	48	D			
Children's Center Health Technician	45	A			

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>BASIS</u>
<u>Maintenance Series</u>		
Facilities Services Leadperson	62	A
Maintenance Leadperson	62	A
Electrician	58	A
HVAC Mechanic	57	A
Plant Engineer	57	A
Low-Voltage Electrician	56	A
Plumber	55	A
Glazier/Carpenter	53	A
Vehicle & Equipment Mechanic	53	A
Locksmith	53	A
Carpenter	52	A
Painter	52	A
Sheet Metal Mechanic	52	A
Plaster/Cement Finisher	52	A
Facilities Worker	46	A
<u>Technology Series</u>		
Lead Information Technology Systems Analyst	72	A
Network Analyst	67	A
Systems Analyst	67	A
Information Technology Systems Analyst	63	A
Lead Technology Support Specialist	61	A
Technology Support Specialist II	60	A
Student Information Systems Analyst	59	A
System Support Specialist	57	A
Adult School Technology Support Specialist II	57	B
User Support Specialist	54	A
Technology Support Specialist I	49	A
Instructional Media Specialist- Middle School	46	B,C
Instructional Technology Media Specialist -Elementary	42	A,C,D

Addendum: The probationary period for a promoted employee shall be six (6) months after the effective date of promotion.

SCHEDULE OF CLASSIFIED MONTHLY SALARY

EFFECTIVE JULY 1, 2023

Range Number	I	II	III	IV	V	VI	Step I Hourly Equivalent
33	3009	3152	3303	3470	3640	3821	17.36
34	3069	3220	3385	3557	3733	3922	17.71
35	3152	3303	3470	3640	3821	4011	18.18
36	3220	3385	3557	3733	3922	4115	18.58
37	3303	3470	3640	3821	4011	4221	19.06
38	3385	3557	3733	3922	4115	4330	19.53
39	3470	3640	3821	4011	4221	4430	20.02
40	3557	3733	3922	4115	4330	4544	20.52
41	3640	3821	4011	4221	4430	4657	21.00
42	3733	3922	4115	4330	4544	4776	21.54
43	3821	4011	4221	4430	4657	4887	22.04
44	3922	4115	4330	4544	4776	5006	22.63
45	4011	4221	4430	4657	4887	5132	23.14
46	4115	4330	4544	4776	5006	5260	23.74
47	4221	4430	4657	4887	5132	5400	24.35
48	4330	4544	4776	5006	5260	5534	24.98
49	4430	4657	4887	5132	5400	5665	25.56
50	4544	4776	5006	5260	5534	5806	26.22
51	4657	4887	5132	5400	5665	5947	26.87
52	4776	5006	5260	5534	5806	6099	27.55
53	4888	5132	5400	5665	5947	6251	28.20
54	5006	5260	5534	5806	6099	6411	28.88
55	5132	5400	5665	5947	6251	6568	29.61
56	5260	5534	5806	6099	6411	6725	30.35
57	5400	5665	5947	6251	6568	6895	31.15
58	5534	5806	6099	6411	6725	7070	31.93
59	5665	5947	6251	6568	6895	7238	32.68
60	5806	6099	6411	6725	7069	7432	33.50
61	5947	6251	6568	6895	7238	7610	34.31
62	6099	6411	6725	7070	7432	7799	35.19
63	6251	6568	6895	7238	7610	8000	36.06
64	6411	6725	7070	7432	7799	8189	36.99
65	6568	6895	7238	7610	8000	8397	37.89
66	6725	7070	7432	7799	8189	8615	38.80
67	6895	7238	7610	8000	8397	8822	39.78
68	7070	7432	7799	8189	8615	9042	40.79

69	7238	7610	8000	8397	8822	9265	41.76
70	7432	7799	8189	8615	9042	9496	42.88
71	7610	8000	8397	8822	9265	9739	43.90
72	8009	8418	8837	9282	9752	10249	46.21

*This hourly rate is established in order to hire temporary hourly employees and to figure overtime rates. It is based on 173.333 hours per month.

**RULES AND REGULATIONS FOR THE IMPLEMENTATION OF THE
SCHEDULE OF CLASSIFIED MONTHLY SALARY RANGES AND
HOURLY EQUIVALENTS**

SERVICE STATUS

Any classified employee who has met the minimum qualifications for employment shall be assigned to the appropriate step and range of the Classified Salary Schedule and will be considered to be an employee of the regular Classified Service of the Burbank Unified School District.

STEP ADVANCEMENT

Effective July 1, 1980, all bargaining unit members hired or promoted after July 1, 1980, shall receive step advancement on the classified personnel master salary schedule based on each employee's original date of employment.

The original date of employment shall be established as the first day of the first creditable calendar month of employment as defined in Article 12.3.2 of this Agreement.

The first advancement on the salary schedule shall be made six months from the original date of employment.

The second advancement on the salary schedule shall be made one year from the original date of employment.

Subsequent advancement through Step Six (VI) shall be made each consecutive year from the original date of employment.

PLACEMENT ON PROMOTION

Placement on any range of Schedule A as a result of promotion shall be on a step that will be at least five percent (5%) greater than the employee's current placement on any salary schedule in the Classified service but not greater than Step VI.

Effective July 1, 1981, if, as a result of promotion, placement is on Step 1 of the Salary Schedule, and if step advancement would not occur within six (6) months, placement at the time of promotion shall automatically be adjusted to Step II.

EXHIBIT D

DUES SCHEDULE

Effective July 1, 2017

Minimum Dues: 1.5% of the first \$3,150 of monthly gross salary exclusive of overtime but including longevity) + \$2.50 monthly Chapter Dues

Maximum Dues: shall not exceed \$475.50 annually + \$25.00 annual Chapter Dues

Dues are payable on a ten month basis, September – June of each year

Burbank Chapter 674 Dues are \$25.00 per year

EXHIBIT E

HOLIDAYS

<u>Name of Holiday</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
Independence Day	July 5	July 4	July 4
Labor Day	September 6	September 5	September 4
Veterans Day	November 11	November 11	November 10
Thanksgiving Days	November 25, 26	November 24, 25	November 23, 24
Martin Luther King Day	January 17	January 16	January 15
Lincoln Day	February 14	February 13	February 12
Washington Day	February 21	February 20	February 19
Admissions Day in lieu of:	March 25 9/9/2021	March 24 9/9/2022	March 22 9/9/2023
Memorial Day	May 30	May 29	May 27
Juneteenth	June 19	June 19	June 19

* Two (2)
Floating Holidays

RECESSES

<u>Winter Recess</u> all offices closed:	Dec. 20 – Dec 31 12/23, 12/24, 12/30, 12/31	Dec. 26 – Jan. 6 12/26, 12/27 1/2, 1/3 1/1, 1/2	Dec 25- Jan 5 12/25, 12/26
<u>Spring Recess</u> all offices closed:	March 21-25 3/24, 3/25	March 20-24 3/23, 3/24	March 18-22 3/21, 3/22

* Per provisions of Article 11.9

EXHIBIT F

TERMS OF EMPLOYMENT CLASSIFIED PERSONNEL

In the event of a conflict between this Exhibit F and the negotiated work calendar, the negotiated work calendar shall prevail.

Basis A – Classified

1. Twelve-month Permanent and Probationary Employee
2. See Exhibit H-1 for work calendar
3. Hours in accordance with assignment
4. Benefits:
 - (a) Holidays (Article 11 and Exhibit E)
 - (b) Vacation (Article 12)
 - (c) Leaves (Article 13)
 - (d) Health and Welfare Benefits (Article 9)
 - (e) Unemployment Insurance
 - (f) Retirement
 - (g) Such other benefits as are provided by state and federal law.
5. Service of probationary employee: After 12 complete calendar months of satisfactory service, a probationary employee becomes permanent. Time spent on leave of absence or time unassigned, including prolonged absence because of illness or accident, will not count toward completion of the 12-month probationary period. (No credit is allowed toward permanency for a calendar month when less than one half of the monthly salary is payable).
6. Pay Schedule (Article 7 and Exhibits A, B, C)

Basis B – Classified

1. Eleven-month permanent and probationary employee
2. See Exhibit H-1 for work calendar
3. Hours in accordance with assignment
4. Benefits:
 - (a) Holidays (Article 11 and Exhibit E)
 - (b) Vacation (Article 12)
 - (c) Leaves (Article 13)
 - (d) Health and Welfare Benefits (Article 9)
 - (e) Unemployment Insurance
 - (f) Retirement
 - (g) Such other benefits as are provided by state and federal law.
5. Service of probationary employee: After 12 complete calendar months of satisfactory service, a probationary employee becomes permanent. Time spent on leave of absence or time unassigned, including prolonged absence because of illness or accident, will not count toward completion of the 12-month probationary period. (No credit is allowed toward permanency for a calendar month when less than one half of the monthly salary is payable).
6. Pay Schedule (Article 7 and Exhibits A, B, C)

Basis C – Classified

1. Ten-month permanent and probationary employee
2. See Exhibit H-1 for work calendar
3. Hours in accordance with assignment
4. Benefits:
 - (a) Holidays (Article 11 and Exhibit E)
 - (b) Vacation (Article 12)
 - (c) Leaves (Article 13)
 - (d) Health and Welfare Benefits (Article 9)
 - (e) Unemployment Insurance
 - (f) Retirement
 - (g) Such other benefits as are provided by state and federal law.
5. Service of probationary employee: After 12 complete calendar months of satisfactory service, a probationary employee becomes permanent. Time spent on leave of absence or time unassigned, including prolonged absence because of illness or accident, will not count toward completion of the 12-month probationary period. (No credit is allowed toward permanency for a calendar month when less than one half of the monthly salary is payable).
6. Pay Schedule (Article 7 and Exhibits A, B, C)
7. Guidance/Program Technicians I and Guidance/Program Technicians II are assigned to work 227 paid days including 14 paid holidays and 9 pre-assigned vacation days.
8. School Office Manager-Elementary are assigned to work two additional weeks per year (227 paid days including 14 paid holidays and 9 pre-assigned vacation days).
9. Office Assistant-Elementary are assigned to work two additional weeks per year (227 paid days including 14 paid holidays and 9 pre-assigned vacation days).
10. Instructional Assistant-Children's Center are assigned to 218 paid days, including 14 paid holidays.

Basis D – Classified

1. Nine-month permanent and probationary employee.
3. See Exhibit H-1 for work calendar
4. Benefits:
 - (a) Holidays (Article 11 and Exhibit E)
 - (c) Vacation (Article 12)
 - (d) Leaves (Article 13)
 - (e) Health and Welfare Benefits (Article 9)
 - (f) Unemployment Insurance
 - (g) Retirement
 - (h) Such other benefits as are provided by state and federal law.
5. Service of probationary employee: After 12 complete calendar months of satisfactory service, a probationary employee becomes permanent. Time spent on leave of absence or time unassigned, including prolonged absence because of illness or accident, will not count toward completion of the 12-month probationary period. (No credit is allowed toward permanency for a calendar month when less than one half of the monthly salary is payable).
6. Pay Schedule (Article 7 and Exhibits A, B, C)

Basis E – Classified

1. Specified Adult Education employees- see Exhibit H-2
2. See Exhibit H-2 for work calendar
3. Benefits:
 - (a) Holidays (Article 11 and Exhibit E)
 - (c) Vacation (Article 12)
 - (d) Leaves (Article 13)
 - (e) Health and Welfare Benefits (Article 9)
 - (f) Unemployment Insurance
 - (g) Retirement
 - (h) Such other benefits as are provided by state and federal law.
4. Service of probationary employee: After 12 complete calendar months of satisfactory service, a probationary employee becomes permanent. Time spent on leave of absence or time unassigned, including prolonged absence because of illness or accident, will not count toward completion of the 12-month probationary period. (No credit is allowed toward permanency for a calendar month when less than one half of the monthly salary is payable).
5. Pay Schedule (Article 7 and Exhibits A, B, C)

EXHIBIT G

CALIFORNIA EDUCATION CODE, SECTION 45117

Notice of Layoff Due to Expiration of Specially Funded Program or Bona Fide Reduction or Elimination of Service:

- 45117 (a) When, as a result of the expiration of a specially funded program, classified positions must be eliminated at the end of any school year, and classified employees will be subject to layoff for lack of funds, the employees to be laid off at the end of such school year shall be given written notice on or before May 29 informing them of their layoff effective at the end of such school year and of their displacement rights, if any, and reemployment rights. However, if the termination date of any specially funded program is other than June 30, such notice shall be given not less than 60 days prior to the effective date of their layoff.
- (b) When, as a result of a bona fide reduction or elimination of the service being performed by any department, classified employees shall be subject to layoff for lack of work, affected employees shall be given notice of layoff not less than 60 days prior to the effective date of layoff, and informed of their displacement rights, if any, and reemployment rights.
- (c) Nothing herein provided shall preclude a layoff for lack of funds in the event of an actual and existing financial inability to pay salaries of classified employees, nor layoff for lack of work resulting from causes not foreseeable or preventable by the governing board, without the notice required by subsection (a) or (b) hereof.

This section shall apply to the districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.

EXHIBIT H

Burbank Unified School District K – 12 and Monterey Instructional Calendar for 2020-2021

Fall Semester

Independence Day Holiday (All offices and schools closed July 3)	Friday, July 3
District Staff Development	August 10-12
Teacher Workdays	August 13, 14
Instruction Begins	Monday August 17
Labor Day Holiday (All offices and schools closed).....	September 7
Back-to-School Night - Elementary Schools**	August 26
Back-to-School Night – Middle Schools**	August 27
Back-to-School Night - High Schools**	September 10
Veterans Day (All offices and schools closed).....	Wednesday, November 11
Minimum Teaching Day for Middle Schools	October 14
Elementary Schools Only: Non-student attendance: Parent-Teacher Conference	November 16
Elementary Schools Only: Minimum Days: Parent-Teacher Conferences.....	November 17 – 20
Non-Instructional Day	November 25
Thanksgiving Holidays (All offices and schools closed)	November 26, 27
Final Exam Schedule for Comprehensive High Schools.....	December 15, 16, 17
Minimum Teaching Day for Middle Schools	December 17
Minimum Teaching Day for Elementary.....	December 18
Semester Ends, Pupil Free Secondary/Shortened Day K-5	December 18
Winter Recess	December 21 – January 1
(All offices and schools closed December 24, 25, 31, January 1)	

Spring Semester

School Reopens / Instruction Begins	Monday, January 4
Martin Luther King Day (All offices and schools closed).....	Monday, January 18
Open House - Elementary Schools**	March 3 or April 29
Open House - Middle Schools**	March 10 or March 17
Open House - High Schools**	March 11
Lincoln Holiday (All offices and schools closed).....	Friday, February 12
President's Day (All offices and schools closed)	Monday, February 15
Minimum Teaching Day for Middle Schools	February 24
Elementary Schools Only: Minimum Days: Parent-Teacher Conferences. February 22-February 26	
Spring Recess (All offices and schools closed March 25, 26***).....	March 22-26
School Reopens.....	March 29
Final Exam Schedule for Comprehensive High Schools.....	May 25, 26, 27
Minimum Day K-12 Semester Ends	Thursday, May 27
Teacher Work Day & Check-out	Friday, May 28
Memorial Day (All offices and schools closed)	Monday, May 31
Summer School Opens.....	Monday, June 7

** All schools have shortened days the day following Back to School Night and Open House

*** In lieu of Admission Day

Adopted December 19, 2019 by the Board of Education
Amended June 25, 2020 by the Board of Education

ESL Program

ESL Registration (Fall Session)	August 10 – 13
Instruction Begins	August 17
All Staff Meeting (12:00-3:00 p.m.)	August 28
Open House – Adult School	September 2
Labor Day Holiday (All offices and schools closed)	September 7
Back-to-School Night - High Schools (No Adult Classes at BHS & JBHS)	September 10
Veterans Day (All offices and schools closed)	November 11
Adult School – No Classes	November 25
Thanksgiving Holidays (All offices and schools closed)	November 26, 27, 28
Fall Semester Ends	December 10
Winter Recess (ESL)	December 7 – January 2
(All offices and school closed December 24 – January 2)	
School Reopens, ESL Registration (Spring Session)	January 4 - 7
Instruction Begins	January 11
Martin Luther King, Jr Day (All offices and schools closed)	January 18
Open House – Adult School	January 20
All Staff Meeting (12:00 – 3:00 p.m.)	January 29
Lincoln Holiday (All offices and schools closed)	February 12
Presidents’ Day (All offices and schools closed)	February 15
Open House – High Schools (No Adult Classes at BHS & JBHS)	March 11
Spring Recess (All offices and schools closed)	March 22 – March 27
Spring Semester Ends (ESL)	May 6
Memorial Day (All offices and schools closed)	May 31

Academic Program

Instruction Begins (Learning Center/ABE)	August 10
Instruction (Academic)	August 17
All Staff Meeting (12:00-3:00 p.m.)	August 28
Open House – Adult School	September 2
Labor Day Holiday (All offices and schools closed)	September 7
Back-to-School Night - High Schools (No Adult Classes at BHS & JBHS)	September 10
Veterans Day (All offices and schools closed)	November 11
Adult School – No Classes	November 25
Thanksgiving Holidays (All offices and schools closed)	November 26, 27, 28
Fall Semester Ends (ABE, Learning Center and Academic)	December 11
Winter Recess (Academic)	December 7 – January 2
(All offices and school closed December 24 – January 5)	
School Reopens, Spring Semester Instruction Begins (Learning Center/ABE)	January 4
Spring Semester Instruction Begins (Academic)	January 11
Martin Luther King, Jr Day (All offices and schools closed)	
January 18	
Open House – Adult School	January 20
All Staff Meeting (12:00 – 3:00 p.m.)	January 29
Lincoln Holiday (All offices and schools closed)	February 12
Presidents’ Day (All offices and schools closed)	February 15
Open House – High Schools (No Adult Classes at BHS & JBHS)	March 11
Spring Recess (All offices and schools closed)	March 22 – March 27
Spring Semester Instruction Ends (Learning Center/ABE/Academic)	May 14
Graduation	May 19
Memorial Day (All offices and schools closed)	May 31

Parent Education Program

Instruction Begins (Parent Ed)	August 17
All Staff Meeting (12:00-3:00 p.m.)	August 28
Labor Day Holiday (All offices and schools closed)	September 7
Open House – Adult School.....	September 2
Veterans Day (All offices and schools closed)	November 11
Adult School – No Classes.....	November 25
Thanksgiving Holidays (All offices and schools closed).....	November 26, 27, 28
Fall Semester Ends (Parent Ed).....	December 11
Winter Recess (Parent Ed)	December 7 – January 2
(All offices and school closed December 24 – January 5)	
School Reopens, Spring Semester Instruction Begins (Parent Ed)	January 4
Martin Luther King, Jr Day (All offices and schools closed)	January 18
Open House – Adult School.....	January 20
All Staff Meeting (12:00 – 3:00 p.m.).....	January 29
Lincoln Holiday (All offices and schools closed).....	February 12
Presidents’ Day (All offices and schools closed).....	February 15
Spring Recess (All offices and schools closed).....	March 22 – March 27
Spring Semester Instruction Ends (Parent Ed).....	May 7
Memorial Day (All offices and schools closed).....	May 31

Burbank Unified School District
K – 12 and Monterey Instructional Calendar for 2021-2022

Fall Semester

Independence Day Holiday (All offices and schools closed July 5)	Monday, July 5
District Staff Development	August 9-11
Teacher Workdays	August 12, 13
Instruction Begins	Monday August 16
Labor Day Holiday (All offices and schools closed).....	September 6
Back-to-School Night - Elementary Schools**	August 26
Back-to-School Night – Middle Schools**	September 1
Back-to-School Night - High Schools**	September 9
Minimum Teaching Day for Middle Schools	October 13
Veterans Day (All offices and schools closed)	Thursday, November 11
Elementary Schools Only: Non-student attendance: Parent-Teacher Conference	November 15
Elementary Schools Only: Minimum Days: Parent-Teacher Conferences.....	November 16 – 19
Non-Instructional Day	November 24
Thanksgiving Holidays (All offices and schools closed)	November 25, 26
Final Exam Schedule for Comprehensive High Schools.....	December 14, 15, 16
Minimum Teaching Day for Middle Schools	December 16
Minimum Teaching Day for Elementary.....	December 17
Semester Ends, Pupil Free Secondary/Shortened Day K-5	December 17
Winter Recess	December 20 – December 31
(All offices and schools closed December 23, 24, 30, 31)	

Spring Semester

School Reopens / Instruction Begins	Monday, January 3
Martin Luther King Day (All offices and schools closed).....	Monday, January 17
Lincoln Holiday (All offices and schools closed).....	Monday, February 14
President’s Day (All offices and schools closed)	Monday, February 21
Minimum Teaching Day for Middle Schools	February 23
Elementary Schools Only: Minimum Days: Parent-Teacher Conferences February 22-February 25	25 28
Open House - High Schools**	March 9
Open House - Elementary Schools**	March 10 or April 28
Open House - Middle Schools**	March 16
Spring Recess (All offices and schools closed March 24, 25***).....	March 21-25
School Reopens.....	March 28
Final Exam Schedule for Comprehensive High Schools.....	May 24, 25, 26
Minimum Day K-12 Semester Ends	Thursday, May 26
Teacher Work Day & Check-out	Friday, May 27
Memorial Day (All offices and schools closed)	Monday, May 30
Summer School Opens.....	Wednesday, June 8

** All schools have shortened days the day following Back to School Night and Open House

*** In lieu of Admission Day

ESL Program

ESL Registration (Fall Session)	August 9 - 12
Instruction Begins	August 16
Open House – Adult School.....	August 25
All Staff Meeting (12:00-3:00 p.m.)	August 27
Labor Day Holiday (All offices and schools closed)	September 6
Back-to-School Night - High Schools (No Adult Classes at BHS & JBHS)	September 9
Veterans Day (All offices and schools closed)	November 11
Adult School – No Classes	November 24
Thanksgiving Holidays (All offices and schools closed)	November 25, 26, 27
Fall Semester Ends	December 9
Winter Recess (ESL).....	December 13 – January 1
(All offices and school closed December 23, 24, 30, 31)	
School Reopens, ESL Registration (Spring Session)	January 3 - 6
Instruction Begins	January 10
Martin Luther King, Jr Day (All offices and schools closed)	January 17
Open House – Adult School.....	January 19
All Staff Meeting (12:00 – 3:00 p.m.).....	January 21
Lincoln Holiday (All offices and schools closed).....	February 14
Presidents’ Day (All offices and schools closed).....	February 21
Open House – High Schools (No Adult Classes at BHS & JBHS).....	March 16
Spring Recess (All offices and schools closed).....	March 21 – March 26
Spring Semester Ends (ESL).....	May 5
Memorial Day (All offices and schools closed).....	May 30

Academic Program

Instruction Begins (Learning Center/ABE).....	August 9
Instruction (Academic).....	August 16
Open House – Adult School.....	August 25
All Staff Meeting (12:00-3:00 p.m.)	August 27
Labor Day Holiday (All offices and schools closed)	September 6
Back-to-School Night - High Schools (No Adult Classes at BHS & JBHS)	September 9
Veterans Day (All offices and schools closed)	November 11
Adult School – No Classes	November 24
Thanksgiving Holidays (All offices and schools closed)	November 25, 26, 27
Fall Semester Ends (ABE, Learning Center and Academic)	December 10
Winter Recess (Academic).....	December 13 – January 1
(All offices and school closed December 23, 24, 30, 31)	
School Reopens, Spring Semester Instruction Begins (Learning Center/ABE).....	January 3
Spring Semester Instruction Begins (Academic)	January 10
Martin Luther King, Jr Day (All offices and schools closed)	January 17
Open House – Adult School.....	January 19
All Staff Meeting (12:00 – 3:00 p.m.).....	January 21
Lincoln Holiday (All offices and schools closed).....	February 14
Presidents’ Day (All offices and schools closed).....	February 21
Open House – High Schools (No Adult Classes at BHS & JBHS).....	March 16
Spring Recess (All offices and schools closed).....	March 21 – March 26
Spring Semester Instruction Ends (Learning Center/ABE/Academic)	May 13
Graduation.....	May 18
Memorial Day (All offices and schools closed).....	May 30

Parent Education Program

Instruction Begins (Parent Ed)	August 16
Open House – Adult School.....	August 25
All Staff Meeting (12:00-3:00 p.m.)	August 27
Labor Day Holiday (All offices and schools closed)	September 6
Veterans Day (All offices and schools closed)	November 11
Adult School – No Classes	November 24
Thanksgiving Holidays (All offices and schools closed).....	November 25, 26, 27
Fall Semester Ends (Parent Ed).....	December 10
Winter Recess (Parent Ed)	December 13 – January 1
(All offices and school closed December 23, 24, 30, 31)	
School Reopens, Spring Semester Instruction Begins (Parent Ed).....	January 3
Martin Luther King, Jr Day (All offices and schools closed)	January 17
Open House – Adult School.....	January 19
All Staff Meeting (12:00 – 3:00 p.m.).....	January 28
Lincoln Holiday (All offices and schools closed).....	February 14
Presidents’ Day (All offices and schools closed).....	February 21
Spring Recess (All offices and schools closed).....	March 21 – March 26
Spring Semester Instruction Ends (Parent Ed)	May 6
Memorial Day (All offices and schools closed).....	May 30

Burbank Unified School District
K – 12 and Monterey Instructional Calendar for 2022-2023

Fall Semester

Independence Day Holiday (All offices and schools closed July 4)	Monday, July 4
District Staff Development	August 8-10
Teacher Workdays	August 11, 12
Instruction Begins	Monday, August 15
Labor Day Holiday (All offices and schools closed).....	Monday, September 5
Back-to-School Night - Elementary Schools**	August 25
Back-to-School Night – Middle Schools**	September 8
Back-to-School Night - High Schools**	September 7
Minimum Teaching Day for Middle Schools	October 12
Veterans Day (All offices and schools closed)	Friday, November 11
Elementary Schools Only: Non-student attendance: Parent-Teacher Conference	November 14
Elementary Schools Only: Minimum Days: Parent-Teacher Conferences.....	November 14 – 18
Non-Instructional Day	November 23
Thanksgiving Holidays (All offices and schools closed)	November 24, 25
Final Exam Schedule for Comprehensive High Schools.....	December 20, 21, 22
Minimum Teaching Day for Middle Schools	Friday Thursday, December 23 <u>22</u>
Minimum Teaching Day for Elementary.....	Friday, December 23
Semester Ends, Pupil Free Secondary/Shortened Day K-5	Friday, December 23
Winter Recess	December 26 – January 6
(All offices and schools closed December 26, 27 and January, 2, 3)	

Spring Semester

School Reopens / Instruction Begins	Monday, January 9
Martin Luther King Day (All offices and schools closed).....	Monday, January 16
Lincoln Holiday (All offices and schools closed).....	Monday, February 13
President’s Day (All offices and schools closed)	Monday, February 20
Minimum Teaching Day for Middle Schools	February 22
Elementary Schools Only: Minimum Days: Parent-Teacher Conferences. February 21-February 27	
Open House - High Schools**	March 9
Open House - Elementary Schools**	March 8 or April 27
Open House - Middle Schools**	March 15
Spring Recess (All offices and schools closed March 23, 24***).....	March 20-24
School Reopens.....	Monday, March 27
Final Exam Schedule for Comprehensive High Schools.....	May 23, 24, 25
Minimum Day K-12 Semester Ends	Thursday, May 25
Teacher Work Day & Check-out	Friday, May 26
Memorial Day (All offices and schools closed)	Monday, May 29
Summer School Opens.....	Wednesday, June 5

** All schools have shortened days the day following Back to School Night and Open House
*** In lieu of Admission Day

Adopted April 21, 2022 by the Board of Education
Revised May 23, 2022

ESL Program

ESL Registration (Fall Session).....	August 8 - 11
Instruction Begins	August 15
All Staff Meeting (12:00-3:00 p.m.)	August 19
Open House – Adult School.....	August 24
Labor Day Holiday (All offices and schools closed)	September 5
Back-to-School Night - High Schools (No Adult Classes at BHS & JBHS)	TBD
Veterans Day (All offices and schools closed)	November 11
Adult School – No Classes	November 23
Thanksgiving Holidays (All offices and schools closed).....	November 24, 25, 26
Fall Semester Ends	December 17
Winter Recess (ESL).....	December 19 – January 7
(All offices and school closed December 26, 27; January 2, 3)	
School Reopens, ESL Registration (Spring Session).....	January 9 - 12
Martin Luther King, Jr Day (All offices and schools closed)	January 16
Instruction Begins	January 17
Open House – Adult School.....	January 18
All Staff Meeting (12:00 – 3:00 p.m.).....	January 20
Lincoln Holiday (All offices and schools closed)	February 13
Presidents’ Day (All offices and schools closed).....	February 20
Open House – High Schools (No Adult Classes at BHS & JBHS).....	TBD
Spring Recess (All offices and schools closed).....	March 20 – March 25
Spring Semester Ends (ESL).....	May 13
Memorial Day (All offices and schools closed).....	May 29

Academic Program

Instruction Begins (Learning Center).....	August 8
Instruction (Academic/ABE).....	August 15
All Staff Meeting (12:00-3:00 p.m.)	August 19
Open House – Adult School.....	August 24
Labor Day Holiday (All offices and schools closed)	September 5
Back-to-School Night - High Schools (No Adult Classes at BHS)	TBD
Veterans Day (All offices and schools closed)	November 11
Adult School – No Classes	November 23
Thanksgiving Holidays (All offices and schools closed).....	November 24, 25, 26
Fall Semester Ends (ABE, Learning Center and Academic)	December 17
Winter Recess (Academic).....	December 19 – January 6
(All offices and school closed December 26, 27; January 2, 3)	
School Reopens, Spring Semester Instruction Begins (Learning Center/ABE).....	January 9
Spring Semester Instruction Begins (Academic)	January 9
Martin Luther King, Jr Day (All offices and schools closed)	January 16
Open House – Adult School.....	January 18
All Staff Meeting (12:00 – 3:00 p.m.).....	January 20
Lincoln Holiday (All offices and schools closed)	February 13
Presidents’ Day (All offices and schools closed).....	February 20
Open House – High Schools (No Adult Classes at BHS)	TBD
Spring Recess (All offices and schools closed).....	March 20 – March 25
Graduation.....	May 17
Spring Semester Instruction Ends (Learning Center/ABE/Academic)	May 25
Memorial Day (All offices and schools closed).....	May 29

Parent Education Program

Instruction Begins (Parent Ed)	August 15
All Staff Meeting (12:00-3:00 p.m.)	August 19
Open House – Adult School.....	August 24
Labor Day Holiday (All offices and schools closed)	September 5
Veterans Day (All offices and schools closed)	November 11
Adult School – No Classes	November 23
Thanksgiving Holidays (All offices and schools closed).....	November 24, 25, 26
Fall Semester Ends (Parent Ed).....	December 9
Winter Recess (Parent Ed)	December 12 – January 6
(All offices and school closed December 26, 27; January 2, 3)	
School Reopens, Spring Semester Instruction Begins (Parent Ed)	January 9
Martin Luther King, Jr Day (All offices and schools closed)	January 16
Open House – Adult School.....	January 18
All Staff Meeting (12:00 – 3:00 p.m.).....	January 20
Lincoln Holiday (All offices and schools closed)	February 13
Presidents’ Day (All offices and schools closed).....	February 20
Spring Recess (All offices and schools closed).....	March 20 – March 25
Spring Semester Instruction Ends (Parent Ed).....	May 12
Memorial Day (All offices and schools closed).....	May 29

Burbank Unified School District
K – 12 and Monterey Instructional Calendar for 2023-2024

Fall Semester

Independence Day Holiday (All offices and schools closed July 4)	Tuesday, July 4
District Staff Development	August 7-9
Teacher Workdays	August 10, 11
Instruction Begins	Monday, August 14
Labor Day Holiday (All offices and schools closed).....	Monday, September 4
Back-to-School Night - Elementary Schools**	August 24
Back-to-School Night – Middle Schools**	September 6
Back-to-School Night - High Schools**	September 7
Minimum Teaching Day for Middle Schools	October 11
Veterans Day (All offices and schools closed)	Friday, November 10
Elementary Schools Only: Non-student attendance: Parent-Teacher Conference	TBD
Elementary Schools Only: Minimum Days: Parent-Teacher Conferences.....	TBD
Non-Instructional Day	November 22
Thanksgiving Holidays (All offices and schools closed)	November 23, 24
Final Exam Schedule for Comprehensive High Schools.....	December 19, 20, 21
Minimum Teaching Day for Middle Schools	Friday, December 22
Minimum Teaching Day for Elementary.....	Friday, December 22
Semester Ends, Pupil Free Secondary	Friday, December 22
Winter Recess	December 25 – January 5
(All offices and schools closed December 25, 26 and January 1, 2)	

Spring Semester

School Reopens / Instruction Begins	Monday, January 8
Martin Luther King Day (All offices and schools closed).....	Monday, January 15
Lincoln Holiday (All offices and schools closed).....	Monday, February 12
President’s Day (All offices and schools closed)	Monday, February 19
Minimum Teaching Day for Middle Schools	February 21
Elementary Schools Only: Minimum Days: Parent-Teacher Conferences.....	TBD
Open House - High Schools**.....	March 7
Open House - Elementary Schools**	March 6
Open House - Middle Schools**	March 14
Spring Recess (All offices and schools closed March 21, 22***).....	March 18-22
School Reopens.....	Monday, March 25
Final Exam Schedule for Comprehensive High Schools.....	May 21, 22, 23
Minimum Day K-12 Semester Ends	Thursday, May 23
Teacher Work Day & Check-out	Friday, May 24
Memorial Day (All offices and schools closed)	Monday, May 27
Summer School Opens.....	Monday, June 3

** All schools have shortened days the day following Back to School Night and Open House

*** In lieu of Admission Day

Adopted January 19, 2022 by the Board of Education

ESL Program

ESL Registration (Fall Session)	August 7 - 10
Instruction Begins	August 14
All Staff Meeting (3:30-6:30 p.m.)	August 18
Labor Day Holiday (All offices and schools closed)	September 2 - 4
Back-to-School Night - High Schools (No Adult Classes at BHS)	September 7
Veterans Day (All offices and schools closed)	November 10 - 11
Adult School – No Classes	November 22
Thanksgiving Holidays (All offices and schools closed)	November 23 - 26
Fall Semester Ends	December 16
Winter Recess (ESL)	December 18 – January 6
(All offices and school closed December 25, 26; January 1, 2)	
School Reopens, ESL Registration (Spring Session)	January 8 - 11
Martin Luther King, Jr Day (All offices and schools closed)	January 13 - 15
Instruction Begins	January 16
All Staff Meeting (3:30-6:30 p.m.)	January 19
Lincoln Holiday (All offices and schools closed)	February 10 - 12
Presidents' Day (All offices and schools closed)	February 17 - 19
Open House – High Schools (No Adult Classes at BHS)	March 7
Spring Recess (All offices and schools closed)	March 18 – 23
Spring Semester Ends (ESL)	May 24
Memorial Day (All offices and schools closed)	May 25 - 27

Academic Program

Instruction Begins (HSD)	August 7
Instruction Begins (ABE and HSE)	August 14
All Staff Meeting (3:30-6:30 p.m.)	August 18
Labor Day Holiday (All offices and schools closed)	September 2 - 4
Veterans Day (All offices and schools closed)	November 10 - 11
Adult School – No Classes	November 22
Thanksgiving Holidays (All offices and schools closed)	November 23 - 26
Fall Semester Instruction Ends (ABE, HSD and HSE)	December 22
Winter Recess (ABE, HSD and HSE)	December 23 – January 6
(All offices and school closed December 25, 26; January 1, 2)	
School Reopens, Spring Semester Instruction Begins (HSD and HSE)	January 8
Martin Luther King, Jr Day (All offices and schools closed)	January 13 - 15
Spring Semester Instruction Begins (ABE)	January 16
All Staff Meeting (3:30-6:30 p.m.)	January 19
Lincoln Holiday (All offices and schools closed)	February 10 - 12
Presidents' Day (All offices and schools closed)	February 17 - 19
Spring Recess (All offices and schools closed)	March 18 - 23
Graduation	May 22
Spring Semester Instruction Ends (ABE, HSD, and HSE)	May 24
Memorial Day (All offices and schools closed)	May 25 - 27

Parent Education Program

Instruction Begins (Parent Ed).....	August 14
All Staff Meeting (3:30-6:30 p.m.)	August 18
Labor Day Holiday (All offices and schools closed)	September 2 - 4
Veterans Day (All offices and schools closed)	November 10 - 11
Adult School – No Classes	November 22
Thanksgiving Holidays (All offices and schools closed).....	November 23 - 26
Fall Semester Ends (Parent Ed).....	December 8
Winter Recess (Parent Ed)	December 9 – January 6
(All offices and school closed December 25, 26; January 1, 2)	
School Reopens, Spring Semester Instruction Begins (Parent Ed).....	January 8
Martin Luther King, Jr Day (All offices and schools closed)	January 13 - 15
All Staff Meeting (3:30-6:30 p.m.)	January 19
Lincoln Holiday (All offices and schools closed)	February 10 - 12
Presidents' Day (All offices and schools closed).....	February 17 - 19
Spring Recess (All offices and schools closed).....	March 18 - 23
Spring Semester Instruction Ends (Parent Ed).....	May 17
Memorial Day (All offices and schools closed).....	May 25 - 27

**Burbank Unified School District
CSEA Work Calendar 2020-2021
Exhibit H-1**

DATE	Event	Basis A	Basis B	Basis C	Basis C	Basis C	Basis C	Basis D
Month		12	11	10	10	10	10	9
Total Work Days*		261	238	226	220	220	216	204
7/1/2020		Begin Work						
7/3/2020	Independence Day	Paid Holiday						
7/17/2020			Begin Work					
8/3/2020				Begin Work				
8/10/2020								
8/14/2020								
8/17/2020	First Day of School					Begin Work		
8/17/2020	Labor Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Begin Work
11/11/2020	Veteran's Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
11/29/2020		Work Day	Work Day	Work Day	Work Day	Work Day	Work Day	Paid Holiday*
11/26/2020	Thanksgiving Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
11/27/2020	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/21, 12/22, 12/23	3 Vacation Days			Paid Vac	Paid Vac	Paid Vac	Paid Vac	Paid Vac
12/24/2020	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/25/2020	Christmas Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/28, 12/29, 12/30	3 Vacation Days			Paid Vac	Paid Vac	Paid Vac	Paid Vac	Paid Vac
12/31/2020	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
1/1/2021	New Years Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
1/16/2021	MLK Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
2/12/2021	Lincoln Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
2/15/2021	President's Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
3/22, 3/23, 3/24	3 Vacation Days			Paid Vac	Paid Vac	Paid Vac	Paid Vac	Paid Vac
3/25/2021	Local Holiday	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**
3/26/2021	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
5/27/2021	Last Day of School							
5/31/2021	Memorial Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Last Day
6/7/2021								
6/14/2021				Last Day				
6/15/2021								
6/17/2021			Last Day					
6/30/2021		Last Day				Last Day		

In paid status which includes vacation and holidays (paid vacation as allotted per hire date)
 Total Work Days are based on employees working five (5) days a week.
 *In lieu of Memorial Day
 **In lieu of Admissions Day

**Burbank Unified School District
CSEA Work Calendar 2021-2022
Exhibit H-1**

	Event	Basis A	Basis B	Basis C	Basis C	Basis C	Basis C	Basis D
Month		12	11	10	10	10	10	9
Total Work Days*		261	239	227	218	217	217	204
DATE				Guidance/Program Tech I, School Office Manager, Elementary, Office Assistant, Elementary	Inst. Asst. Children Center	All Other 10 month employees not listed in this exhibit		
7/1/2021		Begin Work						
7/5/2021	Independence Day	Paid Holiday						
7/16/2021			Begin Work					
8/2/2021				Begin Work				
8/9/2021					Begin Work			
8/13/2021								
8/16/2021	First Day of School				Begin Work			
9/6/2021	Labor Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Begin Work	Begin Work
11/11/2021	Veteran's Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
11/24/2021		Work Day	Work Day	Work Day	Work Day	Work Day	Work Day	Paid Holiday*
11/25/2021	Thanksgiving Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
11/26/2021	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/20, 12/21, 12/22	3 Vacation Days			Paid Vac	Paid Vac	Paid Vac	Paid Vac	Paid Vac
12/23/2021	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/24/2021	Christmas Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/27, 12/28, 12/29	3 Vacation Days			Paid Vac	Paid Vac	Paid Vac	Paid Vac	Paid Vac
12/30/2021	Local Holiday							
12/31/2021	New Years Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
1/17/2022	MLK Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
2/14/2022	Lincoln Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
2/21/2022	President's Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
3/21, 3/22, 3/23	3 Vacation Days			Paid Vac	Paid Vac	Paid Vac	Paid Vac	Paid Vac
3/24/2022	Local Holiday	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**
3/25/2022	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
5/26/2022	Last Day of School							
5/30/2022	Memorial Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Last Day
6/7/2022								
6/14/2022								
6/15/2022			Last Day					
6/14/2022								
6/30/2022		Last Day			Last Day			

In paid status which includes vacation and holidays (paid vacation as allotted per hire date)
 Total Work Days are based on employees working five (5) days a week.
 *In lieu of Memorial Day
 **In lieu of Admissions Day

Burbank Unified School District
CSEA Work Calendar 2022-2023
Exhibit H-1

Month	Basis A	Basis B	Basis C	Basis C	Basis C	Basis C	Basis D
Total Work Days*	12 261	11 240	10 228	10 219	10 218	10 204	9 204
DATE			Guidance/Program Tech I, School Office Manager, Elementary, Office Assistant, Elementary	Inst. Asst. Children Center	All Other 10 month employees not listed in this exhibit		
7/1/2022	Begin Work						
7/4/2022	Paid Holiday						
7/15/2022		Begin Work					
8/1/2022			Begin Work				
8/10/2022							
8/12/2022							
8/15/2022							
9/5/2022				Begin Work			
11/1/2022	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Begin Work
11/11/2022	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
11/23/2022	Work Day	Work Day	Work Day	Work Day	Work Day	Work Day	Paid Holiday*
11/24/2022	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
11/25/2022	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/26/2022	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/27/2022	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/28/2022-12/30/2022	3 Vacation Days	3 Vacation Days	3 Vacation Days	3 Vacation Days	3 Vacation Days	3 Vacation Days	3 Vacation Days
1/2/2023	New Years Holiday	New Years Holiday	New Years Holiday	New Years Holiday	New Years Holiday	New Years Holiday	New Years Holiday
1/3/2023	Local Holiday	Local Holiday	Local Holiday	Local Holiday	Local Holiday	Local Holiday	Local Holiday
1/4/2023-1/6/2023	3 Vacation Days	3 Vacation Days	3 Vacation Days	3 Vacation Days	3 Vacation Days	3 Vacation Days	3 Vacation Days
1/16/2023	MLK Day	MLK Day	MLK Day	MLK Day	MLK Day	MLK Day	MLK Day
2/13/2023	Lincoln Holiday	Lincoln Holiday	Lincoln Holiday	Lincoln Holiday	Lincoln Holiday	Lincoln Holiday	Lincoln Holiday
2/20/2023	President's Day	President's Day	President's Day	President's Day	President's Day	President's Day	President's Day
3/20/2023-3/22/2023	3 Vacation Days	3 Vacation Days	3 Vacation Days	3 Vacation Days	3 Vacation Days	3 Vacation Days	3 Vacation Days
3/23/2023	Local Holiday	Local Holiday	Local Holiday	Local Holiday	Local Holiday	Local Holiday	Local Holiday
3/24/2023	Local Holiday	Local Holiday	Local Holiday	Local Holiday	Local Holiday	Local Holiday	Local Holiday
5/25/2023	Last Day of School	Last Day of School	Last Day of School	Last Day of School	Last Day of School	Last Day of School	Last Day of School
5/29/2023	Memorial Day	Memorial Day	Memorial Day	Memorial Day	Memorial Day	Memorial Day	Memorial Day
6/7/2023							
6/14/2023							
6/15/2023							
6/19/2023	Juneteenth Holiday	Juneteenth Holiday	Juneteenth Holiday	Juneteenth Holiday	Juneteenth Holiday	Juneteenth Holiday	Juneteenth Holiday
6/30/2023	Last Day	Last Day	Last Day	Last Day	Last Day	Last Day	Last Day

In paid status which includes vacation and holidays (paid vacation as allotted per hire date)
Total Work Days are based on employees working five (5) days a week.

*In lieu of Memorial Day

**In lieu of Admissions Day

**Burbank Unified School District
CSEA Work Calendar 2023-2024
Exhibit H-1**

DATE	Event	Basis A	Basis B	Basis C	Basis C	Basis C	Basis C	Basis C	Basis D
Month		12	11	10	10	10	10	10	9
Total Work Days*		260	241	229	221	221	219	219	204
				Guidance/Program Tech I, School Office Manager, Elementary, Office Assistant, Elementary	Inst. Asst. Children Center	All Other 10 month employees not listed in this exhibit			
7/1/2023		Begin Work							
7/4/2023	Independence Day	Paid Holiday							
7/17/2023			Begin Work						
7/31/2023									
8/7/2023				Begin Work				Begin Work	
8/10/2023									
8/11/2023									
8/14/2023	First Day of School								
9/4/2023	Labor Day								
11/10/2023	Veteran's Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Begin Work
11/22/2023		Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
11/23/2023		Work Day	Work Day	Work Day	Work Day	Work Day	Work Day	Work Day	Paid Holiday*
11/24/2023	Thanksgiving Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/25/2023	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/26/2023	Christmas Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/27/2023-12/29/2023	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/27/2023-12/29/2023	3 Vacation Days								
1/1/2024	New Years Holiday	Paid Holiday	Paid Holiday	Paid Vac	Paid Vac	Paid Vac	Paid Vac	Paid Vac	Paid Vac
1/2/2024	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
1/3/2024-1/5/2024	3 Vacation Days								
1/15/2024	MLK Day	Paid Holiday	Paid Holiday	Paid Vac	Paid Vac	Paid Vac	Paid Vac	Paid Vac	Paid Vac
2/12/2024	Lincoln Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
2/19/2024	President's Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
3/18/2024-3/20/2024	3 Vacation Days								
3/21/2024	Local Holiday	Paid Holiday**	Paid Holiday**	Paid Vac	Paid Vac	Paid Vac	Paid Vac	Paid Vac	Paid Vac
3/22/2024	Local Holiday	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**
5/23/2024	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
5/27/2024	Last Day of School								
6/6/2024	Memorial Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Last Day
6/14/2024									
6/17/2024			Last Day	Last Day	Last Day	Last Day	Last Day	Last Day	
6/19/2024		Paid Holiday							
6/28/2024	Juneteenth Holiday	Last Day							

In paid status which includes vacation and holidays (paid vacation as allotted per hire date)
Total Work Days are based on employees working five (5) days a week.

*In lieu of Memorial Day

**In lieu of Admissions Day

Burbank Unified School District
 CSEA Adult School Work-Calendar
 Exhibit H-2

Month	Event	Basis A	Basis B	Basis C	Basis E	Basis E	Basis E	Basis E	Basis E
Total Work Days *		12 261	11 238	10 216	ESL 200	ACADEMIC 205	PARENT ED 185	CAMPUS SUPERVISOR 205	
DATE									
7/1/2020		Begin Work							
7/3/2020	Independence Day	Paid Holiday							
7/17/2020			Begin Work						
8/3/2020				Begin Work	Begin Work			Begin Work	
8/10/2020									
8/17/2020	First Day of School								
9/7/2020	Labor Day	Paid Holiday		Paid Holiday	Paid Holiday		Begin Work		
11/11/2020	Veterans Day	Paid Holiday		Paid Holiday	Paid Holiday			Paid Holiday	
11/25/2020		Work Day		Work Day	Paid Holiday*			Paid Holiday*	
11/26/2020	Thanksgiving Holiday	Paid Holiday		Paid Holiday	Paid Holiday			Paid Holiday	
11/27/2020	Local Holiday	Paid Holiday		Paid Holiday	Paid Holiday			Paid Holiday	
12/10-12/11					Non Work Days			Paid Holiday	
12/14-12/18					Non Work Days			Non Work Days	
12/21, 12/22, 12/23	3 Vacation Days			Paid Vac	Non Work Days			Non Work Days	
12/24/2020	Local Holiday	Paid Holiday		Paid Holiday	Paid Vac			Paid Vac	
12/25/2020	Christmas Holiday	Paid Holiday		Paid Holiday	Paid Holiday			Paid Holiday	
12/28, 12/29, 12/30	3 Vacation Days			Paid Vac	Paid Holiday			Paid Holiday	
12/31/2020	Local Holiday	Paid Holiday		Paid Holiday	Paid Vac			Paid Vac	
1/1/2021	New Years Holiday	Paid Holiday		Paid Holiday	Paid Holiday			Paid Holiday	
1/18/2021	MLK Day	Paid Holiday		Paid Holiday	Paid Holiday			Paid Holiday	
2/12/2021	Lincoln Holiday	Paid Holiday		Paid Holiday	Paid Holiday			Paid Holiday	
2/15/2021	Presidents Day	Paid Holiday		Paid Holiday	Paid Holiday			Paid Holiday	
3/22, 3/23, 3/24	3 Vacation Days			Paid Vac	Paid Vac			Paid Vac	
3/25/2021	Local Holiday	Paid Holiday**		Paid Holiday**	Paid Holiday**			Paid Holiday**	
3/26/2021	Local Holiday	Paid Holiday		Paid Holiday	Paid Holiday			Paid Holiday	
5/10/2021									
5/18/2021									
5/21/2021									
5/31/2021	Memorial Day	Paid Holiday		Paid Holiday					
6/7/2021									
6/15/2021									
6/30/2021		Last Day							

In paid status which includes vacation and holidays (paid vacation as allotted per hire date)

Total Work Days are based on employees working five (5) days a week.

*In lieu of Memorial Day

**In lieu of Admissions Day

Burbank Unified School District
CSEA Adult School Work-Calendar 2021-2022
 Exhibit H-2

Month	Event	Basis A	Basis B	Basis C	Basis E	ESL	ACADEMIC	PARENT ED	Basis E	CAMPUS SUPERVISOR
Total Work Days *		12 261	11 239	10 217		200	205	185		205
DATE										
7/1/2021		Begin Work								
7/5/2021	Independence Day	Paid Holiday								
7/16/2021			Begin Work							
8/2/2021						Begin Work	Begin Work			Begin Work
8/9/2021				Begin Work						
8/13/2021				Begin Work						
8/16/2021	First Day of School							Begin Work		
9/6/2021	Labor Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
11/11/2021	Veterans Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
11/24/2021		Work Day	Work Day	Work Day	Work Day	Paid Holiday*	Paid Holiday*	Non Work Day	Non Work Day	Paid Holiday*
11/25/2021	Thanksgiving Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
11/26/2021	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/13-12/17					Non-Work Days	Non-Work Days	Non-Work Days	Non-Work Days	Non-Work Days	Non-Work Days
12/20, 12/21, 12/22	3 Vacation Days			Paid Vac	Paid Vac	Paid Vac	Paid Vac	Paid Vac	Paid Vac	Paid Vac
12/23/2021	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/24/2021	Christmas Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/27, 12/28, 12/29	3 Vacation Days			Paid Vac	Paid Vac	Paid Vac	Paid Vac	Paid Vac	Paid Vac	Paid Vac
12/30/2021	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/31/2021	New Years Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
1/17/2022	MLK Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
2/14/2022	Lincoln Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
2/21/2022	Presidents Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
3/21, 3/22, 3/23	3 Vacation Days			Paid Vac	Paid Vac	Paid Vac	Paid Vac	Paid Vac	Paid Vac	Paid Vac
3/24/2022	Local Holiday	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**
3/25/2022	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
5/6/2022	Local Holiday									
5/17/2022						Last Day				
5/20/2022										
5/30/2022	Memorial Day	Paid Holiday	Paid Holiday	Paid Holiday			Last Day			Last Day
6/7/2022										
6/15/2022										
6/30/2022		Last Day	Last Day							

In paid status which includes vacation and holidays (paid vacation as allotted per hire date)
 Total Work Days are based on employees working five (5) days a week.
 *In lieu of Memorial Day
 **In lieu of Admissions Day

**Burbank Unified School District
CSEA Work Calendar 2022-2023
Exhibit H-2
Adult School**

	Event	Basis A	Basis B	Basis C	Basis E	Basis E	Basis E
Month		12	11	10	ESL	Academic and Campus Supervisor	Parent Ed
Total Work Days*		261	240	218	200	205	185
DATE							
7/1/2022	Begin Work						
7/4/2022	Paid Holiday						
7/15/2022	Independence Day		Begin Work				
8/1/2022							
8/3/2022					Begin Work		
8/5/2022							
8/8/2022							
8/12/2022							
8/15/2022	First Day of School						
9/5/2022	Labor Day	Paid Holiday	Paid Holiday	Paid Holiday			Begin Work
11/1/2022	Veteran's Day	Paid Holiday	Paid Holiday	Paid Holiday			Paid Holiday
11/23/2022		Work Day	Work Day	Work Day			Paid Holiday*
11/24/2022	Thanksgiving Holiday	Paid Holiday	Paid Holiday	Paid Holiday			Paid Holiday
11/25/2022	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday			Paid Holiday
12/13/22-12/16/22							
12/19/22-12/23/22							
12/19/22	Christmas Holiday	Paid Holiday	Paid Holiday	Paid Holiday			Non Work Days
12/27/2022	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday			Paid Holiday
12/28/2022-12/30/2022	3 Vacation Days						Paid Holiday
1/2/2023	New Years Holiday	Paid Holiday	Paid Holiday	Paid Holiday			Paid Vac
1/3/2023	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday			Paid Holiday
1/4/2023-1/6/2023	3 Vacation Days						Paid Holiday
1/16/2023	MLK Day	Paid Holiday	Paid Holiday	Paid Vac			Paid Holiday
2/13/2023	Lincoln Holiday	Paid Holiday	Paid Holiday	Paid Holiday			Paid Vac
2/20/2023	President's Day	Paid Holiday	Paid Holiday	Paid Holiday			Paid Holiday
3/20/2023-3/22/2023	3 Vacation Days						Paid Holiday
3/23/2023	Local Holiday	Paid Holiday**	Paid Holiday**	Paid Holiday**			Paid Vac
3/24/2023	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday			Paid Holiday**
5/12/2022							Paid Holiday
5/16/2022							Last Day
5/25/2023	Last Day of School						
5/29/2023	Memorial Day	Paid Holiday	Paid Holiday	Paid Holiday			Last Day
6/7/2023							
6/14/2023							
6/15/2023							
6/19/2023	Juneteenth Holiday	Paid Holiday	Last Day				
6/30/2023							

In paid status which includes vacation and holidays (paid vacation as allotted per hire date)
Total Work Days are based on employees working five (5) days a week.

*In lieu of Memorial Day

**In lieu of Admissions Day

**Burbank Unified School District
CSEA Work Calendar 2023-2024
Exhibit H-2
Adult School**

Event	Basis A	Basis B	Basis C	Basis E	Basis E	Basis E
Month	12	11	10	ESL	Academic and Campus Supervisor	Parent Ed
Total Work Days*	260	241	219	200	205	185
DATE						
7/3/2023	Begin Work					
7/4/2023	Paid Holiday					
7/17/2023		Begin Work				
8/7/2023			Begin Work		Begin Work	
8/14/2023						
9/4/2023						
11/10/2023	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Begin Work
11/22/2023	Work Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
11/23/2023	Work Day	Work Day	Work Day	Paid Holiday*	Non Work Day	Non Work Day
11/24/2023	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/11/23-12/15/23	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/18/23-12/22/23						Non Work Days
12/25/2023	Paid Holiday	Paid Holiday	Paid Holiday	Non Work Days	Non Work Days	Non Work Days
12/26/2023	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/27/23-12/29/23						Paid Holiday
1/1/2024			Paid Vac	Paid Vac	Paid Vac	Paid Vac
1/2/2024	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
1/3/24-1/5/24						Paid Holiday
1/15/2024	Paid Holiday	Paid Holiday	Paid Vac	Paid Vac	Paid Vac	Paid Vac
2/12/2024	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
2/19/24	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
3/18/24-3/20/24						Paid Holiday
3/21/2024	Paid Holiday**	Paid Holiday**	Paid Vac	Paid Vac	Paid Vac	Paid Vac
3/22/2024	Paid Holiday	Paid Holiday	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**
5/17/2024						Paid Holiday
5/21/2024						Last Day
5/23/2024						
5/27/2024	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
6/6/2024			Last Day			
6/17/2024						
6/19/2024	Paid Holiday					
6/28/2024	Last Day					

In paid status which includes vacation and holidays (paid vacation as allotted per hire date)
Total Work Days are based on employees working five (5) days a week.
*In lieu of Memorial Day
**In lieu of Admissions Day

EXHIBIT I

**BURBANK UNIFIED SCHOOL DISTRICT
HEALTH AND WELFARE PREMIUMS
EFFECTIVE JANUARY 1, 2024**

These rates reflect a 10thly premium

Please note - Your employee deduction amount will be larger if you work less than full time.

HMO Plans

	Monthly Premium	Monthly District Contribution	Monthly Employee Deduction
<u>PERS Anthem HMO Select</u>			
Employee only	\$1,009.36	\$1,009.36	\$0.00
Two Party	\$2,018.71	\$1,325.00	\$693.71
Family	\$2,624.33	\$1,325.00	\$1,299.33
<u>PERS Anthem HMO Traditional</u>			
Employee only	\$1,215.20	\$1,215.20	\$0.00
Two Party	\$2,430.41	\$1,325.00	\$1,105.41
Family	\$3,159.53	\$1,325.00	\$1,834.53
<u>PERS Blue Shield Access+ HMO</u>			
Employee only	\$907.98	\$907.98	\$0.00
Two Party	\$1,815.96	\$1,325.00	\$490.96
Family	\$2,360.75	\$1,325.00	\$1,035.75
<u>PERS Blue Shield Trio</u>			
Employee only	\$845.63	\$845.63	\$0.00
Two Party	\$1,691.26	\$1,325.00	\$366.26
Family	\$2,198.63	\$1,325.00	\$873.63
<u>PERS Health Net Salud y Mas</u>			
Employee only	\$756.16	\$756.16	\$0.00
Two Party	\$1,512.31	\$1,325.00	\$187.31
Family	\$1,966.01	\$1,325.00	\$641.01
<u>PERS Kaiser</u>			
Employee only	\$1,038.49	\$1,038.49	\$0.00
Two Party	\$2,076.98	\$1,325.00	\$751.98
Family	\$2,700.08	\$1,325.00	\$1,375.08
<u>PERS UnitedHealthcare Signature Value Alliance</u>			
Employee only	\$991.73	\$991.73	\$0.00
Two Party	\$1,983.46	\$1,325.00	\$658.46
Family	\$2,578.49	\$1,325.00	\$1,253.49
<u>PERS UnitedHealthcare Signature Value Harmony</u>			
Employee only	\$881.71	\$881.71	\$0.00
Two Party	\$1,763.42	\$1,325.00	\$438.42
Family	\$2,292.46	\$1,325.00	\$967.46

**BURBANK UNIFIED SCHOOL DISTRICT
HEALTH AND WELFARE PREMIUMS
EFFECTIVE JANUARY 1, 2024**

These rates reflect a 10thly premium
Please note - Your employee deduction amount will be larger if you work less than full time.

PPO Plans

	Monthly Premium	Monthly District Contribution	Monthly Employee Deduction
<u>PERS Gold PPO 80/20</u>			
Employee only	\$942.34	\$942.34	\$0.00
Two Party	\$1,884.67	\$1,325.00	\$559.67
Family	\$2,450.08	\$1,325.00	\$1,125.08
<u>PERS Platinum PPO 90/10</u>			
Employee only	\$1,357.76	\$1,325.00	\$32.76
Two Party	\$2,715.53	\$1,325.00	\$1,390.53
Family	\$3,530.18	\$1,325.00	\$2,205.18

**BURBANK UNIFIED SCHOOL DISTRICT
HEALTH AND WELFARE PREMIUMS
EFFECTIVE JANUARY 1, 2024**

These rates reflect a 10thly premium

Please note - Your employee deduction amount will be larger if you work less than full time.

	Monthly Premium	Monthly District Contribution	Monthly Employee Deduction
<u>DELTA DENTAL PPO</u>			
Employee only	\$68.28	\$68.28	\$0.00
Two Party	\$141.58	\$68.28	\$73.30
Family	\$221.62	\$68.28	\$153.34
<u>DELTA CARE HMO</u>			
Employee or Family Composite	\$45.45	\$45.45	\$0.00
<u>VISION SERVICE PLAN (VSP)</u>			
Employee only	\$12.98	\$12.98	\$0.00
Two Party	\$28.10	\$12.98	\$15.12
Family	\$28.10	\$12.98	\$15.12
<u>MUTUAL OF OMAHA</u>			
Certificated	\$7.20	\$7.20	\$0.00
Management	\$4.80	\$4.80	\$0.00
Classified	\$4.80	\$4.80	\$0.00
<u>CIGNA BEHAVIORAL Employee Assistance Plan (district paid)</u>			
<small>Employees are automatically enrolled</small>			
Composite	\$1.89	\$1.89	\$0.00

**BURBANK UNIFIED SCHOOL DISTRICT
HEALTH AND WELFARE PREMIUMS
EFFECTIVE JANUARY 1, 2024**

These rates reflect a 10thly premium

Please note - Your employee deduction amount will be larger if you work less than full time.

HMO Plans

	Monthly Premium	Monthly District Contribution	Monthly Employee Deduction
<u>PERS Anthem HMO Select</u>			
Employee only	\$1,009.36	\$1,009.36	\$0.00
Two Party	\$2,018.71	\$1,713.89	\$304.82
Family	\$2,624.33	\$1,713.89	\$910.44
<u>PERS Anthem HMO Traditional</u>			
Employee only	\$1,215.20	\$1,215.20	\$0.00
Two Party	\$2,430.41	\$1,713.89	\$716.52
Family	\$3,159.53	\$1,713.89	\$1,445.64
<u>PERS Blue Shield Access+ HMO</u>			
Employee only	\$907.98	\$907.98	\$0.00
Two Party	\$1,815.96	\$1,713.89	\$102.07
Family	\$2,360.75	\$1,713.89	\$646.86
<u>PERS Blue Shield Trio</u>			
Employee only	\$845.63	\$845.63	\$0.00
Two Party	\$1,691.26	\$1,691.26	\$0.00
Family	\$2,198.63	\$1,713.89	\$484.74
<u>PERS Health Net Salud y Mas</u>			
Employee only	\$756.16	\$756.16	\$0.00
Two Party	\$1,512.31	\$1,512.31	\$0.00
Family	\$1,966.01	\$1,713.89	\$252.12
<u>PERS Kaiser</u>			
Employee only	\$1,038.49	\$1,038.49	\$0.00
Two Party	\$2,076.98	\$1,713.89	\$363.09
Family	\$2,700.08	\$1,713.89	\$986.19
<u>PERS UnitedHealthcare Signature Value Alliance</u>			
Employee only	\$991.73	\$991.73	\$0.00
Two Party	\$1,983.46	\$1,713.89	\$269.57
Family	\$2,578.49	\$1,713.89	\$864.60
<u>PERS UnitedHealthcare Signature Value Harmony</u>			
Employee only	\$881.71	\$881.71	\$0.00
Two Party	\$1,763.42	\$1,713.89	\$49.53
Family	\$2,292.46	\$1,713.89	\$578.57

**BURBANK UNIFIED SCHOOL DISTRICT
HEALTH AND WELFARE PREMIUMS
EFFECTIVE JANUARY 1, 2024**

These rates reflect a 10thly premium

Please note - Your employee deduction amount will be larger if you work less than full time.

PPO Plans

	Monthly Premium	Monthly District Contribution	Monthly Employee Deduction
<u>PERS Gold PPO 80/20</u>			
Employee only	\$942.34	\$942.34	\$0.00
Two Party	\$1,884.67	\$1,713.89	\$170.78
Family	\$2,450.08	\$1,713.89	\$736.19
<u>PERS Platinum PPO 90/10</u>			
Employee only	\$1,357.76	\$1,357.76	\$0.00
Two Party	\$2,715.53	\$1,713.89	\$1,001.64
Family	\$3,530.18	\$1,713.89	\$1,816.29

**BURBANK UNIFIED SCHOOL DISTRICT
HEALTH AND WELFARE PREMIUMS
EFFECTIVE JANUARY 1, 2024**

These rates reflect a 10thly premium

Please note - Your employee deduction amount will be larger if you work less than full time.

	Monthly Premium	Monthly District Contribution	Monthly Employee Deduction
<u>DELTA DENTAL PPO</u>			
Employee only	\$68.28	\$68.28	\$0.00
Two Party	\$141.58	\$68.28	\$73.30
Family	\$221.62	\$68.28	\$153.34
<u>DELTA CARE HMO</u>			
Employee or Family Composite	\$45.45	\$45.45	\$0.00
<u>VISION SERVICE PLAN (VSP)</u>			
Employee only	\$12.98	\$12.98	\$0.00
Two Party	\$28.10	\$12.98	\$15.12
Family	\$28.10	\$12.98	\$15.12
<u>MUTUAL OF OMAHA</u>			
Certificated	\$7.20	\$7.20	\$0.00
Management	\$4.80	\$4.80	\$0.00
Classified	\$4.80	\$4.80	\$0.00
<u>CIGNA BEHAVIORAL Employee Assistance Plan (district paid)</u>			
<small>Employees are automatically enrolled</small>			
Composite	\$1.89	\$1.89	\$0.00

EXHIBIT J

Classified Employee

**PERFORMANCE
EVALUATION
HANDBOOK**



PURPOSE OF THE EVALUATION PROCESS

The purpose of the job performance evaluation is to communicate clearly to the employee the degree of success a person is achieving on the job.

GENERAL PROVISIONS

An employee's immediate supervisor shall be the employee's evaluator. Another evaluator may be designated with the employee's consent.

One copy of each formal evaluation shall be placed in the District's personnel files maintained in the District Human Resources office.

Areas rated in Personal Factors and Interpersonal Skills shall be the same for all employees as both are appropriate to any employee in the District. "Other," that is listed under Personal Factors is to allow the supervisor flexibility to rate an employee in another related area within this category. Factors in Job Skill and Job Knowledge are designed to be specific to the job. There are job specific evaluation pages for instructional assistants and auxiliary personnel, maintenance, operations, food service, clerical and technology employees.

PERMANENT EMPLOYEES

A permanent employee has successfully completed the required probationary period.

Permanent, nine, ten, eleven, and twelve-month employees shall be formally evaluated at least every other year. Employees who receive ratings of below standard or unacceptable shall be formally evaluated annually until the employee either successfully remedies the poor job performance or until the employee's service is severed from the District. Regardless of previous years' evaluation ratings, evaluators of all permanent employees shall have an informal evaluation conference during January, February or March of each year. This informal evaluation may or may not be written, and if written shall be placed in the employee's personnel file in the District Human Resources office. The purpose of this informal conference is to provide employees information regarding their job performance.

PROBATIONARY EMPLOYEES

A probationary employee is one who has not attained tenure in the classification in which the employee is serving. The probationary period is six months from the date of hire.

Probationary employees are evaluated during their six month probation. The evaluator shall meet with the employee during the first two months of employment to provide assistance to the employee and to supervise closely the employee's work.

Nine, and ten month unit employees shall be formally evaluated at the beginning of the third and fifth months of employment. Eleven and twelve month employees shall be formally evaluated at the beginning of the third and fifth months of employment.

- Probationary
- Month of Evaluation
- 3rd
- 5th

- Permanent
- 11 or 12 Month Assignment
- 9 or 10 Month Assignment

- Promoted
- 3 Month
- 5 Month

Employee	Job Position	Site	Evaluator
<p>Rating Scale:</p> <p>* (1) Outstanding 1. Consistently exceeds job requirements.</p> <p>(2) Above Standard 2. Often exceeds job requirements.</p> <p>(3) Standard 3. Meets job requirements.</p> <p>* (4) Below Standard 4. Needs to improve: Specific suggestions will be made and included on this form to assist employee performance.</p> <p>* (5) Unacceptable 5. Unsatisfactory: Assistance plan must be developed to remediate any unacceptable performance. Plan must be submitted to Human Resources Services.</p> <p>N/A Not Applicable N/A Not Applicable</p>			
<p>Directions:</p> <p>Evaluators are to rate each item outlined in the four areas of evaluation. Personal Factors, Interpersonal Skills, Job Knowledge, and Job Skill. The ratings, 1-5, are described on this form. All ratings require that an evaluator's comment on the rating substantiating the mark. Evaluators are to provide the employee with an overall rating which best describes the overall work performance of the employee.</p>			

EVALUATOR'S COMMENTS: (Personal Factors and Interpersonal Skills)

Personal Factors

Employee

- _____ Maintains strict confidence
- _____ Complies with work instructions; accepts and uses constructive criticism.
- _____ Complies with work hours.
- _____ Has regular attendance.
- _____ Presents positive personal image.
- _____ Wears clothing appropriate to job responsibility.
- _____ Is flexible and adaptive.
- _____ Is dependable and able to work independently.
- _____ Demonstrates ability to perform the physical requirements of the job.
- _____ Other _____

Interpersonal Skills

Employee is able to work cooperatively and effectively

- _____ With coworkers.
- _____ With students.
- _____ With supervisors.
- _____ With public.

EMPLOYEE'S COMMENTS: (Optional) Additional written response may be attached

Job Knowledge

- _____ Has knowledge of computer hardware/software and other office machines.
- _____ Has knowledge of State and District regulations, policies/procedures when applicable.
- _____ Has knowledge of correct spelling, English, grammar, and punctuation.
- _____ Has knowledge of typing, filing, and business correspondence.
- _____ Has knowledge of collective bargaining agreements and interprets within the scope of the position.
- _____ Has knowledge of basic first aid where required by position.
- _____ Has knowledge of basic mathematical concepts.

Job Skill

Employee

- _____ Writes legibly.
- _____ Performs clerical work with speed and accuracy.
- _____ Composes correspondence independently.
- _____ Establishes work priorities effectively and organizes work.

Job Skill (continued)

- _____ Grasps written and oral instructions and follows through to completion.
- _____ Reviews work for accuracy.
- _____ Demonstrates appropriate telephone etiquette and takes messages accurately.
- _____ Recognizes problem situations and seeks effective solutions.
- _____ Demonstrates a professional demeanor in the office.
- _____ Handles frequent interruptions with ease and calmness.
- _____ Communicates to others all pertinent information related to task.
- _____ Requests and processes records/files and fulfills requests of others promptly.
- _____ Schedules and coordinates appointments and interviews efficiently.
- _____ Maintains neat and accurate records/files.
- _____ Performs computations with speed and accuracy.
- _____ Operates office machines with efficiency.
- _____ Collects, organizes, and evaluates information.
- _____ Processes mail accurately and promptly.
- _____ Understands and uses proper bookkeeping procedures and terminology.
- _____ Demonstrates ability to work under pressure.

EVALUATOR'S COMMENTS:

EMPLOYEE'S COMMENTS: (Optional) Additional written response may be attached

OVERALL RATING (Scale 1-5) _____

(Evaluators are to provide an overall (average of all ratings) rating that best describes the overall work performance.)

I have provided the employee an opportunity for discussion, comments, and written reaction to the performance evaluation.

I have reviewed this document and discussed the contents with my supervisor. My signature on this page acknowledges that I have been advised of my performance status, which does not necessarily imply that I agree with the evaluation.

Signature of Evaluator _____

Date _____

Signature of Employee _____

Date _____

Use this evaluation form for the following Clerical Positions

Accounting Assistant I	Facilities Operations and Construction Technician	Registrar
Accounting Assistant II	Financial Analyst	School Office Manager-Adult School
Accounting Assistant III	Food Service Operations Technician	School Office Manager-Alternative School
Accounting Assistant IV	Guidance/Program Technician I	School Office Manager-Children's Center
Administrative Secretary I	Guidance/Program Technician II	School Office Manager-Continuation
Administrative Secretary II	Human Resources Analyst-Classified	School Office Manager-Elementary
Attendance Technician	Human Resources Analyst-Certificated	School Office Manager-High School
Assessment and Accountability Technician	Human Resources Technician	School Office Manager-Independent Learning Academy
Benefits Analyst	Lead Buyer	School Office Manager-Middle School
Budget/Accounting Technician	Lead Payroll Technician	School Office Manager-Satellite School
Budget/Program Technician	Office Assistant-Adult Education	Secretary I
Buyer	Office Assistant-Elementary	Secretary II
College/Career Center Technician	Office Occupations – Adult Education	Secretary III
Construction & Operations Secretary	Office Technician-Continuation	Senior Secretary
Counseling Assistant	Payroll Technician	Senior Attendance Technician
CTE Technician	Payroll Technician/Benefits Technician	Senior School Finance Technician
District Attendance and Fundraising Technician	Personnel Clerk	Special Education Data Systems Technician
Employee Benefits Technician	Project and Accounting Analyst	Special Education Technician
Facilities Services Assistant	Project Accounting Technician	Use of Facilities Coordinator/
	Purchasing Clerk	Senior Administrative Assistant
	Purchasing Technician	

Job Knowledge

Employee

- ___ Has basic knowledge of skill or trade.
- ___ Has ability to read and follow written instructions.
- ___ Has knowledge to read, understand, and use plot maps, schematics, line drawings, and blue prints.
- ___ Has knowledge of Federal, State, and local codes required for job.
- ___ Follows supervisor's directions regarding District policies and procedures.
- ___ Has knowledge of the proper use and selection of hand and power tools to complete the job in a safe and proper manner.

EVALUATOR'S COMMENTS:

OVERALL RATING (Scale 1 - 5)

(Evaluators are to provide an overall (average of all ratings) rating that best describes the overall work performance.)

I have provided the employee an opportunity for discussion, comments, and written reaction to the performance evaluation.

Signature of Evaluator

Date

Job Skill

Employee

- ___ Has ability to operate vehicles in a safe manner.
- ___ Plans and organizes for efficiency of work to accomplish job task.
- ___ Operates equipment in a safe, cost efficient manner.
- ___ Performs assigned duties accurately and thoroughly.
- ___ Completes assignment that is professional in appearance and manner.
- ___ Presents written work that is correct, legible, and concise in a trades person like manner.
- ___ Maintains safe working conditions for self and others.
- ___ Recognizes problem situations and seeks effective solutions.
- ___ Recognizes limits of authority and refers serious or complex problems to supervisor.
- ___ Displays job skills that are applicable to work requirements.

EMPLOYEE'S COMMENTS: (Optional) Additional written response may be attached

I have reviewed this document and discussed the contents with my supervisor. My signature on this page acknowledges that I have been advised of my performance status, which does not necessarily imply that I agree with the evaluation.

Signature of Employee

Date

Use this evaluation form for the following Maintenance Positions

Carpenter
Electrician
Facilities Leadperson
Facilities Worker
Glazier/Carpenter
HVAC Mechanic
Locksmith

Low-Voltage Electrician
Maintenance Leadperson
Painter
Plant Engineer
Plasterer/Cement Finisher
Plumber
Sheet Metal Mechanic
Vehicle & Equipment Mechanic

Job Knowledge

Employee

Has knowledge of basic duties necessary for performance of Food Service position, including principles of portion control and food handling.
Learns and follows Federal, State, District, and local school lunch program procedures.

Learns assigned tasks and acquires skills necessary to perform the job.
Understands, follows, and implements the standards and rules of kitchen safety and sanitation.

Job Skill

Employee

Plans and organizes for efficiency of work regarding the assembling of necessary items to complete the task.

Operates equipment in a safe, sanitary manner, using good judgement regarding safety procedures and cost efficiency.

Job Skill (continued)

Employee

Performs assigned duties accurately and thoroughly, following written and/or verbal directions.
Determines needs for efficient operation of the kitchen.

Presents written work that is correct, legible, concise, and neat.
Recognizes problem and potentially dangerous situations and seeks effective solutions.

Recognizes limits of authority and refers serious/complex problems to supervisor.

Understands, accepts, and practices the principles of time and motion and work simplification techniques.

Displays technical job skills that are applicable to work requirements, including knowledge of basic measurements and ability to follow a written set of directions and adapt as necessary.

EVALUATOR'S COMMENTS:

[Empty box for Evaluator's Comments]

EMPLOYEE'S COMMENTS: (Optional) Additional written response may be attached

[Empty box for Employee's Comments]

OVERALL RATING (Scale 1-5)

(Evaluators are to provide an overall (average of all ratings) rating that best describes the overall work performance.)

I have provided the employee an opportunity for discussion, comments, and written reaction to the performance evaluation.

I have reviewed this document and discussed the contents with my supervisor. My signature on this page acknowledges that I have been advised of my performance status, which does not necessarily imply that I agree with the evaluation.

Signature of Evaluator

Date

Signature of Employee

Date

Use this evaluation form for the following Food Service Positions

- Barbecue Cook
- Food Service Assistant
- Food Service Cashier-Elementary
- Food Service Cook
- Food Service Cook – Central Kitchen
- Serving Kitchen Operator
- Food Service Utility Driver

Job Knowledge

Employee

- Has knowledge of basic duties of position including student/child guidance and practices.
- Demonstrates correct English usage, grammar, spelling, punctuation, and vocabulary, both orally and in writing.
- Follows school and District procedures, including safe practices in classroom activities.
- Learns newly-assigned tasks and acquires skills necessary to perform the job.

Job Skill

Employee

- Plans and organizes for efficiency of work.
- Provides assistance to individuals or small groups.
- Presents written work that is correct, legible, concise and neat.
- Recognizes problem situations and seeks effective solutions.
- Recognizes limits of authority and refers serious situations to teacher or supervisor as appropriate.
- Demonstrates skill in preparing teaching aids and devices.
- Performs routine clerical tasks if part of job description (e.g., filing, typing, duplicating, recordkeeping).
- Supervises students in firm, professional, friendly manner, creating support and building positive relationships.
- Works effectively with students having diverse needs and learning abilities.
- Exercises confidentiality and discretion.

EVALUATOR'S COMMENTS:

EMPLOYEE'S COMMENTS: (Optional) Additional written response may be attached

OVERALL RATING (Scale 1 -5)

(Evaluators are to provide an overall (average of all ratings) rating that best describes the overall work performance.)

I have provided the employee an opportunity for discussion, comments, and written reaction to the performance evaluation.

I have reviewed this document and discussed the contents with my supervisor. My signature on this page acknowledges that I have been advised of my performance status, which does not necessarily imply that I agree with the evaluation.

Signature of Evaluator

Date

Signature of Employee

Date

Use this evaluation form for the following Instructional Series Positions

Assistive Technology Assistant
Behavior Intervention Assistant
Community Resource Assistant
Educational Interpreter I – Deaf and Hard of Hearing
Educational Interpreter II – Deaf and Hard of Hearing
Educational Reader-Visually Impaired
Elementary Physical Education Assistant
Instructional Resources Assistant
Paraeducator
Paraeducator - Adult Education/Learning Center
Paraeducator - Adult English Language Development
Paraeducator – At Risk Youth
Paraeducator – Children’s Center

Paraeducator – Children’s Center II
Paraeducator-Deaf and Hard of Hearing (DHH)
Paraeducator - English Language Learner
Paraeducator- Environmental Science Park
Paraeducator-Health Care
Paraeducator - Parent Education
Paraeducator – Primary Language Support
Paraeducator-Severe Behavioral I
Paraeducator Severe Behavioral II
Paraeducator - Severely Impaired
Paraeducator - Special Education
Volunteer Coordinator

Job Knowledge

Employee _____

- _____ Has knowledge of basic duties of position including student/child guidance and practices.
- _____ Demonstrates correct English usage, grammar, spelling, punctuation, and vocabulary, both orally and in writing.
- _____ Follows school and District procedures, including safe practices in classroom activities.
- _____ Learns newly-assigned tasks and acquires skills necessary to perform the job.

Job Skill

Employee _____

- _____ Plans and organizes for efficiency of work to accomplish job task.
- _____ Operates equipment in a safe, cost efficient manner, and leaves equipment in working order.
- _____ Reinforces or follows up on learning activities after receiving instructions.
- _____ Is able to assist individuals or small groups.
- _____ Presents written work that is correct, legible, concise and neat.
- _____ Recognizes problem situations and seeks effective solutions.
- _____ Recognizes limits of authority and refers serious situations to teacher or supervisor as appropriate.
- _____ Demonstrates skill in preparing teaching aids and devices.
- _____ Performs routine clerical tasks if part of assigned duties (e.g., filing, typing, duplicating, recordkeeping).
- _____ Supervises students in firm, professional, friendly manner, creating support and building positive relationships.
- _____ Works effectively with students having diverse needs and learning abilities.
- _____ Exercises confidentiality and discretion.

EVALUATOR'S COMMENTS:

[Empty box for Evaluator's Comments]

EMPLOYEE'S COMMENTS: (Optional) Additional written response may be attached

[Empty box for Employee's Comments]

OVERALL RATING (Scale 1 -5) _____

(Evaluator's are to provide an overall (average of all ratings) rating that best describes the overall work performance.)

I have provided the employee an opportunity for discussion, comments, and written reaction to the performance evaluation.

I have reviewed this document and discussed the contents with my supervisor. My signature on this page acknowledges that I have been advised of my performance status, which does not necessarily imply that I agree with the evaluation.

Signature of Evaluator _____

Date _____

Signature of Employee _____

Date _____

Use this evaluation form for the following Auxiliary positions

Adult School ELL/Office Specialist I
Adult School ELL/Office Specialist II
Adult School ELL/Office Specialist III
Adult School Learning Center Technician
Campus Supervisor
Campus Supervisor-Elementary School
Career Vocational Assistant
Certified Occupational Therapy Assistant
Children's Center Health Technician
District Office Receptionist
ELD Office Specialist I

Health Services Assistant
Health Services Assistant-LVN/RN
Instructional Media Specialist - Middle School
Intervention Specialist for At-Risk Students
Library Coordinator
Library Coordinator-Elementary
Senior Textbook Coordinator
Speech Pathology Assistant
Student Services and Attendance Specialist
Student Services and Attendance Specialist for
Homeless and Foster Youth

Job Knowledge

Employee

- _____ Has knowledge of basic duties of position.
- _____ Follows supervisor's directions regarding school and District procedures.
- _____ Has ability to learn newly-assigned tasks and acquires skills necessary to perform job.
- _____ Has knowledge of safety procedures and techniques in operating equipment/materials in a safe, cost effective manner.
- _____ Has ability to follow oral and written instructions.
- _____ Has ability to acquire knowledge necessary to perform job tasks.

EVALUATOR'S COMMENTS:

OVERALL RATING (Scale 1 - 5) _____

(Evaluators are to provide an overall (average of all ratings) rating that best describes the overall work performance.)

I have provided the employee an opportunity for discussion, comments, and written reaction to the performance evaluation.

Signature of Evaluator

Date

Job Skill

Employee

- _____ Plans and organizes for efficiency of work to accomplish job task.
- _____ Recognizes problem situations and seeks effective solutions.
- _____ Recognizes limits of authority and refers serious, complex problems to supervisor.
- _____ Displays technical job skill that is applicable to work requirements.
- _____ Performs duties and operates equipment in a safe manner.
- _____ Has ability to operate vehicles in a safe manner.
- _____ Performs and completes assigned duties accurately, thoroughly, and efficiently.

EMPLOYEE'S COMMENTS: (Optional) Additional written response may be attached

I have reviewed this document and discussed the contents with my supervisor. My signature on this page acknowledges that I have been advised of my performance status, which does not necessarily imply that I agree with the evaluation.

Signature of Employee

Date

Use this evaluation form for the following Operations Positions

Children's Center Service Worker
Custodian
Grounds Leadperson
Grounds Technician
Irrigation Specialist
Integrated Pest Control/Grounds Technician
Lead Custodian
Lead Warehouse Worker

Reprographics Technician
School Safety/Utility Custodian
Senior Custodian/Campus Supervisor Monterey High School/CDS
Swimming Pool Custodian
Utility Custodian
Utility Driver
Warehouse Worker

Job Knowledge

Employee

- _____ Has adequate knowledge of installing, repairing, and replacing computer hardware and software.
- _____ Has ability to read and follow written and verbal instructions.
- _____ Demonstrates adequate hardware and software diagnostic skills.
- _____ Keeps abreast of new and changing technologies required for job.
- _____ Follows supervisor's directions regarding District policies and procedures.
- _____ Has knowledge of the proper use and selection of equipment and diagnostic tools to complete the job in a safe and proper manner.

EVALUATOR'S COMMENTS:

OVERALL RATING (Scale 1 - 5)

(Evaluators are to provide an overall (average of all ratings) rating that best describes the overall work performance.)

I have provided the employee an opportunity for discussion, comments, and written reaction to the performance evaluation.

Signature of Evaluator

Date

Job Skill

Employee

- _____ Plans and organizes for efficiency of work to accomplish job task.
- _____ Operates equipment in a safe, cost efficient manner.
- _____ Performs assigned duties accurately and thoroughly.
- _____ Completes assignment that is professional in appearance and manner.
- _____ Presents written work and provides documentation that is correct, legible, and and concise in a professional manner.
- _____ Maintains safe working conditions for self and others.
- _____ Recognizes problem situations and seeks effective solutions.
- _____ Recognizes limits of authority and refers serious or complex problems to supervisor.
- _____ Displays job skills that are applicable to work requirements.
- _____ Works independently with little direction.

EMPLOYEE'S COMMENTS: (Optional) Additional written response may be attached

I have reviewed this document and discussed the contents with my supervisor. My signature on this page acknowledges that I have been advised of my performance status, which does not necessarily imply that I agree with the evaluation.

Signature of Employee

Date

Use this evaluation form for the following Technology Positions

Adult School Technology Support Specialist II
Information Technology Systems Analyst
Instructional Technology Media Specialist-Elementary
Lead Information Technology Systems Analyst
Lead Technology Support Specialist
Network Analyst
Student Information Systems Analyst
Systems Analyst
System Support Specialist
Technology Support Specialist I
Technology Support Specialist II
User Support Specialist

BURBANK UNIFIED SCHOOL DISTRICT

**ASSISTANCE PLAN FORM
CLASSIFIED EVALUATION**

(Refer to Article 18.8 for additional guidelines)

Describe unsatisfactory area(s) of performance:

List specific corrective actions:

Supervisor's Signature

Date

Employee's Signature

Date

Clerical Form

Accounting Assistant I
Accounting Assistant II
Accounting Assistant III
Accounting Assistant IV
Administrative Secretary I
Administrative Secretary II
Attendance Technician
Assessment and Accountability Technician
Benefits Analyst
Budget/Accounting Technician
Budget/Program Technician
Buyer
College/Career Center Technician
Construction & Operations Secretary
Counseling Assistant
CTE Technician
District Attendance and Fundraising
Technician
Employee Benefits Technician
Facilities Services Assistant
Facilities Operations and Construction
Technician
Financial Analyst
Food Service Operations Technician
Guidance/Program Technician I
Guidance/Program Technician II
Human Resources Analyst-Classified
Human Resources Analyst-Certificated
Human Resources Technician
Lead Buyer
Lead Payroll Technician
Office Assistant-Adult Education
Office Assistant-Elementary
Office Occupations – Adult Education
Office Technician-Continuation
Payroll Technician
Payroll Technician/Benefits Technician
Personnel Clerk
Project and Accounting Analyst
Project Accounting Technician
Purchasing Clerk
Purchasing Technician
Registrar
School Office Manager-Adult School
School Office Manager-Alternative School

Clerical Form (continued)

School Office Manager-Children's Center
School Office Manager-Continuation
School Office Manager-Elementary
School Office Manager-High School
School Office Manager-Independent
Learning Academy
School Office Manager-Middle School
School Office Manager-Satellite School
Secretary I
Secretary II
Secretary III
Senior Secretary
Senior Attendance Technician
Senior School Finance Technician
Special Education Data Systems Technician
Special Education Technician
Use of Facilities Coordinator/
Senior Administrative Assistant

Food Services Form

Barbecue Cook
Food Service Assistant
Food Service Cashier-Elementary
Food Service Cook
Food Service Cook – Central Kitchen
Serving Kitchen Operator
Food Service Utility Driver

Auxiliary Form

Adult School ELL/Office Specialist I
Adult School ELL/Office Specialist II
Adult School ELL/Office Specialist III
Adult School Learning Center Technician
Campus Supervisor
Campus Supervisor-Elementary School
Career Vocational Assistant
Certified Occupational Therapy Assistant
Children's Center Health Technician
District Office Receptionist
ELD Office Specialist I
Health Services Assistant
Health Services Assistant-LVN/RN
Instructional Media Specialist - Middle
School
Intervention Specialist for At-Risk Students

Auxiliary Form (continued)

Library Coordinator
Library Coordinator-Elementary
Senior Textbook Coordinator
Speech Pathology Assistant
Student Services and Attendance Specialist
Student Services and Attendance Specialist
For Homeless and Foster Youth

Instructional Series

Assistive Technology Assistant
Behavior Intervention Assistant
Community Resource Assistant
Educational Interpreter I – Deaf and Hard of Hearing
Educational Interpreter II – Deaf and Hard of Hearing
Educational Reader-Visually Impaired
Elementary Physical Education Assistant
Instructional Resources Assistant
Paraeducator
Paraeducator - Adult Education/Learning Center
Paraeducator - Adult English Language Development
Paraeducator - At Risk Youth
Paraeducator – Children’s Center
Paraeducator – Children’s Center II
Paraeducator-Deaf and Hard of Hearing (DHH)
Paraeducator - English Language Learner
Paraeducator- Environmental Science Park
Paraeducator-Health Care
Paraeducator - Parent Education
Paraeducator – Primary Language Support
Paraeducator-Severe Behavioral I
Paraeducator Severe Behavioral II
Paraeducator - Severely Impaired
Paraeducator - Special Education
Volunteer Coordinator

Technology Series

Adult School Technology Support Specialist II
Information Technology Systems Analyst
Instructional Technology Media Specialist-Elementary
Lead Information Technology Systems Analyst
Lead Technology Support Specialist
Network Analyst
Student Information Systems Analyst

Technology Series (continued)

Systems Analyst
System Support Specialist
Technology Support Specialist I
Technology Support Specialist II
User Support Specialist

Operations Form

Children’s Center Service Worker
Custodian
Grounds Leadperson
Grounds Technician
Irrigation Specialist
Integrated Pest Control/Grounds Technician
Lead Custodian
Lead Warehouse Worker
Reprographics Technician
School Safety/Utility Custodian
Senior Custodian/Campus Supervisor
Monterey High School/CDS
Swimming Pool Custodian
Utility Custodian
Utility Driver
Warehouse Worker

Maintenance Form

Carpenter
Electrician
Facilities Leadperson
Facilities Worker
Glazier/Carpenter
HVAC Mechanic
Locksmith
Low-Voltage Electrician
Maintenance Leadperson
Painter
Plant Engineer
Plasterer/Cement Finisher
Plumber
Sheet Metal Mechanic
Vehicle & Equipment Mechanic