

EXHIBITS

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-Special Programs/Alternative Education	43	C
Account Analyst	60	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	62	D
			Deaf and Hard of Hearing		

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>BASIS</u>
<u>Instructional Series (continued)</u>		
Educational Interpreter I- Deaf and Hard of Hearing	55	D
Paraeducator-Severe Behavioral II	47	D
Assistive Technology Technician	47	B
Paraeducator- Environmental Science Park	45	D
Educational Reader- Visually Impaired	45	D
Paraeducator-Severe Behavioral I	45	D
Behavior Intervention Assistant	45	D
Paraeducator-Health Care	41	D
Paraeducator-Severely Impaired	41	D
Paraeducator- At Risk Youth	39	D
Paraeducator -Children's Center II	39	D
Paraeducator- Deaf and Hard Of Hearing (DHH)	39	D
Paraeducator – Special Education	38	C,D
Paraeducator – English Language Learner	37	D
Paraeducator – Adult English Language Development	37	E
Paraeducator – Children's Center	37	A,C,D
Paraeducator – Primary Language Support	37	D
Instructional Resources Assistant	37	D
Paraeducator- Parent Education	36	E
Elementary Physical Education Assistant	36	D
Community Resource Assistant	37	D
Paraeducator	36	D
Volunteer Coordinator	36	D
Paraeducator – Adult Education/ Learning Center	36	E
<u>Auxiliary Services</u>		
Wellness and Behavior Specialist	60	D
Student Services and Attendance Specialist	57	A,C
Student Services and Attendance Specialist for Homeless and Foster Youth	57	A
Health Services Assistant-LVN/RN	56	D
Certified Occupational Therapy Assistant	53	C
Intervention Specialist for At-Risk Students	53	C,D
Speech-Language Pathology Assistant	53	D
Children's Center Health Technician	45	A

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>BASIS</u>
<u>Auxiliary Series (continued)</u>		
Library Coordinator	41	C
Health Services Assistant	41	D
Career Vocational Assistant	40	D
Adult School ELL/ Office Specialist III	39	A,B,E
Senior Textbook Coordinator	38	A
Adult ELL/Office Specialist II	37	A,E
Library Coordinator - Elementary	36	C,D
Campus Supervisor	36	A,D,E
District Office Receptionist	36	A
Adult School ELL/ Office Specialist I	35	E
ELD Office Specialist I	35	D
Adult School Learning Center Technician	35	E
Campus Supervisor - Elementary School	35	D
<u>Purchasing Series</u>		
Lead Buyer	60	A
Buyer	47	A
Purchasing Technician	45	A
Purchasing Clerk	40	A
<u>Operations Series</u>		
<u>1- Grounds Group</u>		
Grounds Leadperson	57	A
Irrigation Specialist	50	A
Integrated Pest Control/ Grounds Technician	48	A
Grounds Technician	43	A
<u>2- Custodian Group</u>		
Swimming Pool Custodian	44	A
Lead Custodian	43	A
Senior Custodian/Campus Supervisor	39	A
Monterey High School/CDS School Safety/Utility Custodian	39	A,C
Custodian	38	A
Utility Custodian	38	A
Children's Center Service Worker	38	A
<u>3-Warehouse Group</u>		
Print Reproduction/Warehouse Worker	47	A
Reprographics Technician	46	A
Lead Warehouse Worker	42	A
Utility Driver	41	A
Warehouse Worker	41	A

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>BASIS</u>
<u>Maintenance Series</u>		
Facilities Services Leadperson	62	A
Maintenace 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
Senior Facilities Worker- Plaster/Cement	53	A
Carpenter	52	A
Painter	52	A
Sheet Metal Mechanic	52	A
Roof Repair Technician	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.

EXHIBIT B**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.

EXHIBIT C

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>2024-2025</u>	<u>2025-2026</u>
Independence Day	July 4	July 4
Labor Day	September 2	September 1
Veterans Day	November 11	November 11
Thanksgiving Days	November 28, 29	November 27, 28
Martin Luther King Day	January 20	January 19
Lincoln Day	February 10	February 13
President's Day	February 17	February 16
Memorial Day	May 26	May 25
Juneteenth	June 19	June 19

* Two (2) Floating
Holidays

RECESSES

<u>Winter Recess</u>	Dec. 23 – Jan. 3	Dec. 22 – Jan. 2
all offices closed:	12/24, 12/25, 12/31, 1/1	12/24, 12/25, 12/31, 1/1
<u>Spring Recess</u>	March 17-21	March 16-20
all offices closed:	3/20, 3/21	3/19, 3/20

* 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 6 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 6-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 6 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 6-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 6 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 6-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 6 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 6-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 6 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 6-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.

Burbank Unified School District

K – 12 and Monterey Instructional Calendar for 2024-2025

Fall Semester

Independence Day Holiday (All offices and schools closed July 4)	Thursday, July 4
District Staff Development.....	August 5-7
Teacher Workdays	August 8, 9
Instruction Begins	Monday, August 12
Labor Day Holiday (All offices and schools closed)	Monday, September 2
Back-to-School Night - Elementary Schools**	August 22
Back-to-School Night – Middle Schools**	September 4
Back-to-School Night - High Schools**	September 5
Minimum Teaching Day for Middle Schools	October 9
Veterans Day (All offices and schools closed)	Monday, November 11
Elementary Schools Only: Non-Student Attendance Parent Teacher Conferences.....	November 4
Elementary Schools Only: Minimum Days: Parent-Teacher Conferences	November 5-8
Non-Instructional Day Elementary	November 27
Thanksgiving Holidays (All offices and schools closed)	November 28, 29
Final Exam Schedule for Comprehensive High Schools	December 17, 18, 19
Minimum Teaching Day for Middle Schools	Thursday December 19
Minimum Teaching Day for Elementary	Friday, December 20
Semester Ends, Pupil Free Secondary/Shortened Day K-5	Friday, December 20
Winter Recess	December 23 – January 3
(All offices and schools closed December 24, 25, 31 and January 1)	

Spring Semester

School Reopens / Instruction Begins	Monday, January 6
Martin Luther King Day (All offices and schools closed)	Monday, January 20
Lincoln Holiday (All offices and schools closed)	Monday, February 10
President’s Day (All offices and schools closed).....	Monday, February 17
Minimum Teaching Day for Middle Schools	February 19
Elementary Schools Only: Minimum Days: Parent-Teacher Conferences	February 24-February 28
Open House - High Schools**	March 6
Open House - Elementary Schools**	March 5
Open House - Middle Schools**	March 13
Spring Recess (All offices and schools closed March 20, 21***)	March 17-21
School Reopens	Monday, March 24
Open House - Elementary Schools**	April 30
Final Exam Schedule for Comprehensive High Schools	May 20,21,22
Minimum Day K-12 Semester Ends	Thursday, May 22
Teacher Work Day & Check-out	Friday, May 23
Memorial Day (All offices and schools closed).....	Monday, May 26
Juneteenth Holiday (All office and school closed)	Thursday, June 19
Summer School Opens	Monday, June 2

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

*** In lieu of Admission Day

Adopted January 18, 2024 by the Board of Education
Revised April 4, 2024, **Revised September 5, 2024**

Burbank Unified School District

K - 12 and Monterey Instructional Calendar for 2025-2026

Fall Semester

Independence Day Holiday (All offices and schools closed July 4)	Friday, July 4
District Staff Development	August 8
Teacher Workdays	August 11,12
Instruction Begins	Wednesday, August 13
Labor Day Holiday (All offices and schools closed)	Monday, September 1
Back-to-School Night - Elementary Schools**	August 28
Back-to-School Night - High Schools**	September 10
Back-to-School Night - Middle Schools**	September 11
District Staff Development (Pupil-Free)	October 13
Minimum Teaching Day for Middle Schools	October 29
Veterans Day (All offices and schools closed)	Tuesday, November 11
Elementary Schools Only: Non-Student Attendance Parent Teacher Conferences	November 17
Elementary Schools Only: Minimum Days: Parent-Teacher Conferences	November 18-21
Non-Instructional Day All Schools	November 26
Thanksgiving Holidays (All offices and schools closed)	November 27, 28
Final Exam Schedule for Comprehensive High Schools	December 16, 17, 18
Minimum Teaching Day for Middle Schools	Thursday December 18
Shortened Day for Elementary	Friday, December 19
Semester Ends, Pupil Free Secondary	Friday, December 19
Winter Recess	December 22 - January 2
(All offices and schools closed December 24, 25, 31 and January 1)	

Spring Semester

School Reopens/ Instruction Begins	Monday, January 5
Martin Luther King Jr. Day (All offices and schools closed)	Monday, January 19
Lincoln Holiday (All offices and schools closed)	Friday, February 13
President's Day Holiday (All offices and schools closed)	Monday, February 16
Minimum Teaching Day for Middle Schools	February 18
Elementary Schools Only: Minimum Days: Parent-Teacher Conferences	February 23-February 27
Open House - High Schools**	March 11
Open House - Middle Schools**	March 12
Spring Recess (All offices and schools closed March 19, 20***)	March 16-20
School Reopens	Monday, March 23
District Staff Development (Pupil-Free)	April 24
Open House - Elementary Schools**	April 30
Memorial Day (All offices and schools closed)	Monday, May 25
Final Exam Schedule for Comprehensive High Schools	May 26,27,28
Minimum Day K-12 Semester Ends	Thursday, May 28
Teacher Work Day & Check-out	Friday, May 29
Summer School Opens	Wednesday, June 10
Juneteenth Holiday (All offices and schools closed)	Friday, June 19

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

*** In lieu of Admission Day

2024-25 BUSD Adult School Instructional Calendar

ESL Program

ESL Registration (Fall Session)	August 5 - 10
Instruction Begins	August 12
All Staff Meeting (3:30-6:30 p.m.)	August 16
Labor Day Holiday (All offices and schools closed)	August 31 – September 2
Back-to-School Night - High Schools (No Adult Classes at BHS)	September 5
Veterans Day (All offices and schools closed)	November 9 - 11
Thanksgiving Holidays (All offices and schools closed)	November 27 - 30
Fall Semester Ends	December 14
Winter Recess (ESL).....	December 23 – January 4
(All offices and school closed December 25, 26; January 1, 2)	
School Reopens, ESL Registration (Spring Session).....	January 6 - 11
Instruction Begins	January 13
All Staff Meeting (3:30-6:30 p.m.)	January 17
Martin Luther King, Jr Day (All offices and schools closed)	January 18 - 20
Lincoln Holiday (All offices and schools closed).....	February 8 - 10
Presidents' Day (All offices and schools closed).....	February 15 - 17
Open House – High Schools (No Adult Classes at BHS)	March 6
Spring Recess (All offices and schools closed).....	March 17 - 22
Spring Semester Ends (ESL).....	May 23
Memorial Day (All offices and schools closed).....	May 24 - 26

Academic Program

Instruction Begins (HSD).....	August 5
Instruction Begins (ABE and HSE)	August 12
All Staff Meeting (3:30-6:30 p.m.)	August 16
Labor Day Holiday (All offices and schools closed)	August 31 – September 2
Veterans Day (All offices and schools closed)	November 9 - 11
Thanksgiving Holidays (All offices and schools closed)	November 27 - 30
Fall Semester Instruction Ends (ABE, HSD and HSE).....	December 20
Winter Recess (ABE, HSD and HSE).....	December 23 – January 4
(All offices and school closed December 25, 26; January 1, 2)	
Instruction Begins (HSD).....	January 6
Instruction Begins (ABE and HSE)	January 13
All Staff Meeting (3:30-6:30 p.m.)	January 17
Martin Luther King, Jr Day (All offices and schools closed)	January 18 - 20
Lincoln Holiday (All offices and schools closed).....	February 8 - 10
Presidents' Day (All offices and schools closed).....	February 15 - 17
Spring Recess (All offices and schools closed).....	March 17 - 22
Graduation.....	May 21
Spring Semester Instruction Ends (ABE, HSD, and HSE)	May 23
Memorial Day (All offices and schools closed).....	May 24 - 26

2024-25 BUSD Adult School Instructional Calendar

Parent Education Program

Instruction Begins (Parent Ed)	August 12
All Staff Meeting (3:30-6:30 p.m.)	August 16
Labor Day Holiday (All offices and schools closed)	August 31 – September 2
Veterans Day (All offices and schools closed)	November 9 - 11
Thanksgiving Holidays (All offices and schools closed)	November 27 - 30
Fall Semester Ends (Parent Ed)	December 13
Winter Recess (Parent Ed)	December 16 – January 4
(All offices and school closed December 25, 26; January 1, 2)	
School Reopens, Spring Semester Instruction Begins (Parent Ed)	January 6
All Staff Meeting (3:30-6:30 p.m.)	January 17
Martin Luther King, Jr Day (All offices and schools closed)	January 18 - 20
Lincoln Holiday (All offices and schools closed)	February 8 - 10
Presidents' Day (All offices and schools closed)	February 15 - 17
Spring Recess (All offices and schools closed)	March 17 - 22
Spring Semester Instruction Ends (Parent Ed)	May 16
Memorial Day (All offices and schools closed)	May 24 - 26

BUSD ADULT SCHOOL
Instructional Calendar
2025-26

ESL Program

ESL Registration and Teacher Work Days	August 4 - 9
Fall Semester Instruction Begins	August 11
All Staff Meeting (3:30-6:30 p.m.)	August 15
Labor Day Holiday (All offices and schools closed)	August 30 – September 1
Back-to-School Night - High Schools (No Adult Classes at BHS)	September 10
Veterans Day (All offices and schools closed)	November 11
Thanksgiving Holidays (All offices and schools closed)	November 27 - 30
Fall Semester Ends	December 13
Winter Recess (ESL)	December 15 – January 4
(All offices and school closed December 24, 25, 31; January 1)	
School Reopens, ESL Registration and Teacher Work Days	January 5 - 10
Spring Semester Instruction Begins	January 12
All Staff Meeting (3:30-6:30 p.m.)	January 16
Martin Luther King, Jr Day (All offices and schools closed)	January 17 - 19
Lincoln Holiday (All offices and schools closed)	February 13 - 14
Presidents' Day (All offices and schools closed)	February 16
Open House – High Schools (No Adult Classes at BHS)	March 11
Spring Recess (All offices and schools closed)	March 16 - 21
Spring Semester Ends (ESL)	May 22
Memorial Day (All offices and schools closed)	May 23 - 25

Academic Program

Academic Registration (Counseling) and Teacher Work Days (Fall)	August 4 - 9
Fall Semester Instruction Begins (All Programs)	August 11
All Staff Meeting (3:30-6:30 p.m.)	August 15
Labor Day Holiday (All offices and schools closed)	August 30 – September 1
Veterans Day (All offices and schools closed)	November 11
Thanksgiving Holidays (All offices and schools closed)	November 27 - 30
Fall Semester Instruction Ends (All Programs)	December 19
Winter Recess (All Programs)	December 22 – January 4
(All offices and school closed December 24, 25, 31; January 1)	
Academic Registration (Counseling) and Teacher Work Days	January 5 – 10
Spring Semester Instruction Begins	January 12
All Staff Meeting (3:30-6:30 p.m.)	January 16
Martin Luther King, Jr Day (All offices and schools closed)	January 17 - 19
Lincoln Holiday (All offices and schools closed)	February 13 - 14
Presidents' Day (All offices and schools closed)	February 16
Spring Recess (All offices and schools closed)	March 16 - 21
Graduation	May 20
Spring Semester Instruction Ends (All Programs)	May 22
Memorial Day (All offices and schools closed)	May 23 - 25

BUSD ADULT SCHOOL
Instructional Calendar
2025-26

Parent Education Program

Teacher Work Days and Orientation.....	August 13 - 15
All Staff Meeting (3:30-6:30 p.m.)	August 15
Fall Semester Instruction Begins.....	August 18
Labor Day Holiday (All offices and schools closed)	August 30 – September 1
Veterans Day (All offices and schools closed)	November 11
Thanksgiving Holidays (All offices and schools closed).....	November 27 - 30
Fall Semester Instruction Ends (Parent Ed)	December 5
Winter Recess (Parent Ed)	December 8 – January 4
(All offices and school closed December 24, 25, 31; January 1)	
School Reopens, Spring Semester Instruction Begins	January 5
All Staff Meeting (3:30-6:30 p.m.)	January 16
Martin Luther King, Jr Day (All offices and schools closed)	January 17 - 19
Lincoln Holiday (All offices and schools closed)	February 13 - 14
Presidents' Day (All offices and schools closed).....	February 16
Spring Recess (All offices and schools closed).....	March 16 - 21
Spring Semester Instruction Ends (Parent Ed).....	May 1
Teacher Work Days.....	May 4 - 6
Memorial Day (All offices and schools closed).....	May 23 - 25

**Burbank Unified School District
CSEA Work Calendar 2024-2025
Exhibit H-1**

	Event	Basis A	Basis B	Basis C	Basis C	Basis C	Basis D
Month		12	11	10	10	10	9
Total Work Days*		261	239	230	221	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	
7/1/2024		Begin Work					
7/4/2024	Independence Day	Paid Holiday					
7/17/2024			Begin Work				
7/29/2024				Begin Work			
8/5/2024						Begin Work	
8/9/2024					Begin Work		
8/12/2024	First Day of School						Begin Work
9/2/2024	Labor Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
11/11/2024	Veteran's Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
11/27/2024		Work Day	Work Day	Work Day	Work Day	Work Day	Paid Holiday*
11/28/2024	Thanksgiving Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
11/29/2024	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/24/2024	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/25/2024	Christmas Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/23, 12/26, 12/27 & 12/30/24	4 Vacation Days			Paid Vac	Paid Vac	Paid Vac	Paid Vac
12/31/2024	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
1/1/2025	New Years Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
1/2/2025-1/3/2025	2 Vacation Days			Paid Vac	Paid Vac	Paid Vac	Paid Vac
1/20/2025	MLK Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
2/10/2025	Lincoln Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
2/17/2025	President's Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
3/17/25-3/19/25	3 Vacation Days			Paid Vac	Paid Vac	Paid Vac	Paid Vac
3/20/2025	Local Holiday	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**
3/21/2025	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
5/22/2025	Last Day of School						Last Day
5/26/2025	Memorial Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	
6/3/2025						Last Day	
6/13/2025				Last Day	Last Day		
6/16/2025			Last Day				
6/19/2025	Juneteenth Holiday	Paid Holiday					
6/30/2025		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 2024-2025
Exhibit H-2
Adult School**

	Event	<u>Basis A</u>	<u>Basis B</u>	<u>Basis C</u>	<u>Basis E</u>	<u>Basis E</u>	<u>Basis E</u>
Month		12	11	10	ESL	Academic and Campus Supervisor	Parent Ed
Total Work Days*		261	239	217	205	210	199
DATE							
7/1/2024		Begin Work					
7/4/2024	Independence Day	Paid Holiday					
7/17/2024			Begin Work				
8/5/2024				Begin Work	Begin Work	Begin Work	Begin Work
8/7/2024							
8/12/2024	First Day of School						
9/2/2024	Labor Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
11/11/2024	Veteran's Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
11/27/2024		Work Day	Work Day	Work Day	Non Work Day	Non Work Day	Non Work Day
11/28/2024	Thanksgiving Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
11/29/2024	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/16/24-12/20/24					Non Work Days		Non Work Days
12/24/2024	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/25/2024	Christmas Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/23, 12/26, 12/27 & 12/30/24	4 Vacation Days			Paid Vac	Paid Vac	Paid Vac	Paid Vac
12/31/2024	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
1/1/2025	New Years Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
1/2/2025-1/3/2025	2 Vacation Days			Paid Vac	Paid Vac	Paid Vac	Paid Vac
1/20/2025	MLK Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
2/10/2025	Lincoln Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
2/17/2025	President's Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
3/17/25-3/19/25	3 Vacation Days			Paid Vac	Paid Vac	Paid Vac	Paid Vac
3/20/2025	Local Holiday	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**
3/21/2025	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
5/20/2025							Last Day
5/23/2025					Last Day	Last Day	
5/22/2025	Last Day of School						
5/26/2025	Memorial Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	
6/3/2025				Last Day			
6/16/2025			Last Day				
6/19/2025	Juneteenth Holiday	Paid Holiday					
6/30/2025		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 Admissions Day

Burbank Unified School District CSEA Work Calendar 2025-2026 Exhibit H-1

	Event	Basis A	Basis B	Basis C	Basis C	Basis C	Basis D
Month		12	11	10	10	10	9
Total Work Days*		261	238	229	219	219	208
				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	
DATE							
7/1/2025		Begin Work					
7/4/2025	Independence Day	Paid Holiday					
7/17/2025			Begin Work				
7/30/2025				Begin Work			
8/6/2025							
8/11/2025						Begin Work	Begin Work
8/12/2025							
8/13/2025	First Day of School						
9/1/2025	Labor Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
11/1/2025	Veteran's Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
11/26/2025		Work Day	Work Day	Work Day	Work Day	Work Day	Paid Vac
11/27/2025	Thanksgiving Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
11/28/2025	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/24/2025	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/25/2025	Christmas Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/22, 12/23, 12/26, 12/29, 12/30/2025	5 Vacation Days						
12/31/2025	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Vac	Paid Vac
1/1/2026	New Years Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
1/2/2026	1 Vacation Day			Paid Vac	Paid Vac	Paid Vac	Paid Vac
1/19/2026	MLK Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
2/13/2026	Lincoln Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
2/16/2026	President's Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
3/16/26-3/18/26	3 Vacation Days						
3/19/2026	Local Holiday	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Vac	Paid Vac
3/20/2026	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday**	Paid Holiday**
5/25/2026	Memorial Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
5/28/2026	Last Day of School						Last Day
6/3/2026						Last Day	
6/12/2026					Last Day		
6/15/2026			Last Day	Last Day			
6/19/2026	Juneteenth Holiday	Paid Holiday					
6/30/2026		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 Admissions Day

**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</u>			
Employee Assistance Plan (district paid)			
Employees are automatically enrolled			
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</u>			
Employee Assistance Plan (district paid)			
Employees are automatically enrolled			
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
<u>Rating Scale:</u>	<u>Definition:</u>	<u>Directions:</u>	
* (1) Outstanding	1. Consistently exceeds job requirements.	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.	
(2) Above Standard	2. Often exceeds job requirements.		
(3) Standard	3. Meets job requirements.		
* (4) Below Standard	4. Needs to improve: Specific suggestions will be made and included on this form to assist employee performance.		
* (5) Unacceptable	5. Unsatisfactory: Assistance plan must be developed to remediate any unacceptable performance. Plan must be submitted to Human Resources Services.		
N/A Not Applicable	N/A Not Applicable		

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.

EVALUATOR'S COMMENTS:

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.

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.

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.

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 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:

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

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:

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

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

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.

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 Operations Positions

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

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

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 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

EXHIBIT K



BURBANK UNIFIED SCHOOL DISTRICT HUMAN RESOURCE SERVICES

1900 WEST OLIVE AVENUE • BURBANK • CALIFORNIA • 91506
TELEPHONE (818) 729-4416 • FAX (818) 729-4554

CERTIFICATE FOR RETURN TO WORK OR FURTHER TREATMENT

Patient/Employee Name: _____ Job Title: _____

Industrial Injury Yes ☐ No ☐ _____ Date of Injury/Disabling Condition: _____
Exam Date: _____

The above employee has been under my care since _____ (Date)

PATIENT'S STATUS

Please indicate **ALL** that apply.

- ☐ Job Analysis or Job Description has been reviewed and taken into consideration.
- ☐ Return to Work with **NO RESTRICTIONS** on _____ (Date) Follow up visit (if needed) _____ (Date)
- ☐ Return to Work **WITH RESTRICTIONS**** starting _____ (Date) thru _____ (Date)
- ☐ Employee is expected to **RETURN TO FULL DUTY WITHIN 60 DAYS** ☐ Restrictions are **PERMANENT**
- ☐ **TAKEN OFF WORK** starting _____ (Date) thru _____ (Date)
- ☐ Next Appointment Date: _____

****NOTE PHYSICAL RESTRICTIONS BELOW**

PHYSICAL ACTIVITY RESTRICTIONS

- | | |
|--|---|
| ☐ NO repetitive lifting/carrying of _____ lbs. or more | ☐ NO repetitive bending / stooping |
| ☐ NO lifting/carrying of _____ lbs. or more | ☐ NO repetitive squatting / kneeling |
| ☐ NO repetitive pushing/pulling of _____ lbs. or more | ☐ NO prolonged standing in excess of _____ hours |
| ☐ NO pushing/pulling of _____ lbs. or more | ☐ NO prolonged sitting in excess of _____ hours |
| ☐ NO at or above shoulder level reaching | ☐ Must alternate sitting/standing |
| ☐ NO repetitive keyboarding in excess of _____ minutes per hour | ☐ NO running / jumping / climbing |
| ☐ NO prolonged walking in excess of _____ hours | |
| ☐ Other: (please be specific) _____ | |

Additional Physician Restrictions:

Physician's Original Signature _____

Date _____

PLEASE PRINT:

Physician's Name: _____ CA Lic #: _____

Address _____

Phone _____ Fax: _____

RETURN FORM TO: Burbank Unified School District – Human Resources Services

05/09