AGREEMENT
FOR 2025/2026 THROUGH 2027/2028
BETWEEN THE
RANCHO SANTA FE SCHOOL DISTRICT
AND THE
RANCHO SANTA FE FACULTY ASSOCIATION

ARTICLE 1 AGREEMENT

A. The Articles and provisions herein constitute a bilateral and binding Agreement between the Governing Board of the Rancho Santa Fe School District (hereinafter, "District") and the Rancho Santa Fe Faculty Association (hereinafter, "Association").

B. This Agreement is entered into pursuant to the Educational Employment Relations Act (hereinafter, "EERA") at Government Code sections 3540-3549.3.

C. This Agreement shall remain in full force and effect from the date of final ratification by both parties through and until June 30, 2028.

D. If there is a change in state or federal law after the ratification of this Agreement which results in a direct and irreconcilable conflict with any specific and express term of this Agreement, either party may request to negotiate over the affected specific and express term.

ARTICLE 2 RECOGNITION

A. The District recognizes the Association as the exclusive bargaining representative for the purposes of the EERA.

B. The bargaining unit represented by the Association shall include all full-time and part-time probationary and permanent certificated employees of the District, except that all full-time or part-time management, supervisory, confidential and classified employees shall be excluded from the bargaining unit, and all substitute and temporary certificated employees shall be excluded from the bargaining unit.

ARTICLE 3 SALARIES AND BENEFITS

A. The increase on the Salary Schedule for each and every school year of these three years is contingent upon no adverse change in current law and/or the implementation of current law governing basic aid funding concept including property tax to the District. An adverse change is any change which would mean less income to the District than under current law and current practice. If, at any time after the ratification of this Agreement, there should be any adverse change in current law and/or the implementation of current law governing basic aid funding concept including property tax for the District, the District may terminate at its discretion any increase in the salary schedule for any school year provided by this provision on Salaries. If the District should determine to terminate any increase in the

salary schedule for any school year provided by this provision, the Association may seek to negotiate any increase in the salary schedule for that school year. Any such negotiations shall commence within thirty (30) days after receipt of an initial proposal from the Association.

The increase on the salary schedule for each and every school year of these three years also is contingent upon no loss in assessed valuation of the District and/or no loss in assessed valuation per pupil of the District. If, at any time after the ratification of this Agreement, there should be a loss in assessed valuation of the District and/or a loss in assessed valuation per pupil of the District, the District may terminate at its discretion any increase in the salary schedule for any school year provided by this provision on Salaries. If the District should determine to terminate any increase in the salary schedule for any school year provided by this provision, the Association may seek to negotiate any increase in the salary schedule for that school year. Any such negotiations shall commence within thirty (30) days after receipt of an initial proposal from the Association.

B. The District will contribute up to a maximum of $1,050 per full-time employee per month ($12,600 annually) for current coverage for employee only under current health (VEBA), vision (VEBA), dental, and life insurance policies. If an eligible employee chooses the available HMO coverage any savings from not choosing the other available plan may be used by the employee to pay part of the costs for vision, dental or spousal coverage.

Any increase in Health Benefits during this Agreement is subject to limited re-opener negotiations.

If in any month the costs exceed the specific maximum contribution by the District, the amount over the specific maximum contribution will be deducted from the paychecks of employees.

If in any month the costs exceed the specific maximum contribution by the District by more than ten (10) percent, the Association may decide to negotiate over different coverage and/or carriers.

The amount of term life insurance made available to employees shall continue to be $100,000.

C. SALARY SCHEDULE RULES:

Initial Placement On The Salary Schedule:

1. Initial placement on the Salary Schedule is based upon any year(s) of credited outside teaching experience and verified degrees(s) and earned hours of formal education at an accredited institution of higher learning.

2. Commencing July 1, 2023 (and with no retroactivity) all teachers new to the District shall receive credit with regard to step placement on the Salary Schedule for outside

teaching experience up to a maximum of eight (8) years. A year of outside teaching experience shall be given only if the teacher actually worked full time for at least seventy-five percent (75%) of the assigned full time school year, and such outside teaching experience was in a public school district which requires a credential.

A maximum of one year of outside teaching experience shall be given if the teacher actually worked full time for at least seventy-five percent (75%) of the assigned full time school year in a private or parochial school where the teacher possessed a regular public school teaching credential.

No credit for outside teaching experience shall be given for substitute teaching.

3. Degrees must be earned from accredited institutions of higher learning. Teachers are required to provide original and certified transcripts for proof of any degree(s) earned and any additional unit(s) earned.

4. Units earned for initial placement must be earned on the upper division or graduate level and must have been taken after the date of the bachelor's degree. All units must be from accredited institutions of higher learning, and acceptable by a university in the University of California system for advancement towards a Masters Degree. All units will be evaluated on a semester unit basis. Special lower division units may be accepted if appropriate to obtaining a special credential. Hours referred to on the Salary Schedule refer to semester hours and not quarter hours. Quarter hours earned must then be adjusted. No credit shall be given for course work which is approximate duplication of work previously done, unless absolutely required by the exigencies of California credentials, or for some justifiable reason, and approved by the Superintendent.

Reclassification On The Salary Schedule:

1. All teachers shall be placed in the appropriate classification (Column: AB+30, AB+45, MA, MA+30) at the time of initial employment.

2. Any subsequent reclassification(s) are based upon verified degrees(s) and earned hours of formal education at an accredited institution of higher learning. Teachers are required to provide original and certified transcripts for proof of any degree(s) earned and any additional unit(s) earned. Units earned for progress from one column to another must be earned on the upper division or graduate level.

   Effective July 1, 2025, for advancement before the MA column, all units must have been taken after the date of the bachelor's degree. For advancement after the MA column, all units must have been taken after the date of the master's degree.

   All units must be from accredited institutions of higher learning. All units will be evaluated on a semester unit basis. Special lower division units may be accepted if appropriate to obtaining a special credential. Hours referred to on the Salary

Schedule refer to semester hours and not quarter hours. Quarter hours earned must then be adjusted. No credit shall be given for course work which is approximate duplication of work previously done, as determined by the Superintendent, unless absolutely required by the exigencies of California credentials, or for some justifiable reason, and approved by the Superintendent.

3. The burden of proof of training, experience, possession of credentials, and other required documents shall lie with the teacher.

4. Whenever a teacher wishes to transfer to a higher classification on the Salary Schedule, the teacher must obtain advance written approval from the Superintendent. Written approval from the Superintendent is also required before any transfer to a higher classification is finalized.

   Application for transfer to a higher classification for the following school year shall be made in writing to the Superintendent by May 15. All transcripts of courses for advancement on the Salary Schedule for a school year must be in the Superintendent's office by August 31.

   Any request for approval of a course for transfer to a higher classification must include necessary information for basing a decision, including: name of course(s); catalog description; name of college or university; type of instruction (extension or residence); level of instruction (lower division, under graduate, graduate, post graduate); and an explanation of the reasons; advancement expected and documentation.

Step Advancement On The Salary Schedule:

1. After initial employment, a teacher may advance one step on the Salary Schedule for each year of teaching experience in the District but only if the teacher actually worked full time for at least seventy-five percent (75%) of the assigned full time school year.

D. LONGEVITY STIPEND:

Effective July 1, 2025, any teacher at Year 26 on the Certificated Salary Schedule shall be paid an annual longevity stipend in the amount of $1,000, which shall be paid on prorated (tenthly) basis. In the event an eligible teacher does not complete a full year of service, the longevity stipend shall be prorated based upon the actual period of service rendered during the year.

ARTICLE 4 ASSOCIATION RIGHTS

A. The Association shall have the reasonable access to employee mailboxes consistent with applicable law. The Association is responsible for the content of all its materials. All Association materials must be signed by the Association official who prepared the

material, and must be dated. At least one copy of Association materials to be placed in employee mailboxes shall be provided to the Superintendent by the President of The Association.

B. The Association shall have the right to put notices of activities and matters of Association concern on a bulletin board adjacent to employee mailboxes. All Association materials must be signed by the Association official who prepared the material, and must be dated. The Association is responsible for the content of all its information posted on the bulletin board.

C. Authorized Association representatives conducting Association business may meet with unit members on District property only during times when the unit members are not required to perform assigned duties.

D. The District agrees to provide information to the Association upon written request which is necessary and relevant to negotiations, grievance processing and/or Association business related to enforcement of this Agreement pursuant to this provision. The Association shall make all such requests in writing to the Superintendent or designee indicating the specific information needed and the reasons such information is needed. The Superintendent or designee will respond with reasons why the information will not be provided (e.g., burdensome, confidential records, legal privilege and non-availability) or provide the requested information in a timely fashion.

E. The Association shall have the reasonable use of District facilities at reasonable times outside of regular working hours for the purpose of meetings concerning negotiations, grievance processing and/or Association business related to activities pursuant to its responsibilities under the EERA.

F. All negotiating meetings shall be scheduled by mutual agreement between the parties. Two negotiators for the Association shall be granted released time without loss of compensation for the time of actual negotiating meetings with negotiators for the District for every negotiating meeting. The Association, with the prior agreement of the Superintendent, may purchase additional released time for up to two additional negotiators for the Association.

G. GRIEVANCE PROCEDURE:

1. DEFINITIONS

a. A "grievance" is a claim by one (1) or more unit members or the Association that there has been a violation, misinterpretation, or misapplication of a provision of this Agreement which personally and adversely affects the unit member(s). Actions to challenge or change the policies of the District as set forth in Board Policies or procedures adopted by the Superintendent or his/her designee must be undertaken under separate legal processes. A grievance does not include discipline,

reprimands, warnings, admonitions, or the contents of performance evaluations.

b. A "grievant" shall mean a bargaining unit member covered by this Agreement filing a grievance, or the Association grieving the alleged violation of an Association right provided for in this Agreement. In a case of multiple grievance claims on the same issue, the District and the Association may mutually agree to process on the first written grievance filed, and the decision rendered shall be applicable to all claims on the same issue, arising from the same set of circumstances.

c. A "representative" shall mean any one Association representative selected by the grievant to assist the employee in presenting and processing the claimant's grievance, except as limited in the Informal Level of this Procedure. An immediate Administrator with whom a grievance is filed may also choose a representative in processing grievances, except as limited in the Informal Level. A grievant shall have the right to Association representation at any Formal Level of this procedure.

d. "Association" shall mean the Faculty Association which has been recognized by the Board of Trustees as the exclusive representative for the unit of employees covered by this Agreement.

e. "Day" shall mean any day in which the bargaining unit member is required to render service.

f. "Immediate Administrator" shall be the lowest level administrator who has the authority to resolve the grievance and grant the remedy sought.

g. A "District Grievance Form" shall mean a District-provided form, completed in writing by the bargaining unit member within fifteen (15) days of the occurrence or within fifteen (15) days of when the member could reasonably have known of the occurrence, act, or omission giving rise to the grievance.

h. "Mediator" shall mean a member of the California State Conciliation Service, or any other individual mutually acceptable to the Association and the District, who shall work informally with the parties in an attempt to facilitate a bilaterally acceptable resolution.

2. PURPOSE

The purpose of the Procedure is to attempt to secure equitable solutions to grievances. All parties agree that these proceedings will be kept confidential, and

that the grievant and immediate Administrator should attempt to resolve the grievance at the Informal Level.

3. INFORMAL PROCEDURE

An attempt may be made to resolve the grievance by an informal conference between the unit member, if the unit member desires to be present, and an Association representative, if the unit member so desires such representation, and the immediate Administrator.

4. FORMAL PROCEDURE - Level I

Within fifteen (15) days of the occurrence, or within (15) days of when the employee could reasonably have known of the occurrence of the act or omission giving rise to the grievance, the grievant must present his/her grievance in writing on a District-provided form to the immediate Administrator. The grievant shall provide, on the District form, a clear and concise statement of the grievance, identifying the specific provision(s) of this agreement alleged to have been violated, the circumstances involved, the decision rendered at the informal conference, and the specific remedy sought.

The immediate Administrator shall communicate a decision to the grievant in writing within ten (10) days after receiving the grievance, or ten (10) days after the informal procedure. If the Administrator does not respond within the time limits, the grievant may appeal to the next level. Within the foregoing time limits, either party may request a personal conference to discuss the grievance. Either the grievant or the immediate Administrator may have a representative present at such a conference.

5. MEDIATION PROCEDURE - Level II

In the event that the Association is not satisfied with the decision at Level I, within ten (10) days thereafter, it may request the informal assistance of a mediator by submitting a written request for such assistance to the Superintendent. Said request shall be honored by the District. The mediator shall not have the authority to make a written or public recommendation regarding the grievance resolution. Rather, the mediator shall meet with the parties informally in an attempt to help them work out their differences. If the mediator is unsuccessful, the grievance may move to Level III, as provided herein.

6. FORMAL PROCEDURE - Level III

In the event the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision in writing on a District-provided form to the Superintendent, or his/her designee, within ten (10) days. This written appeal statement should include a copy of the original grievance, the decision rendered at

previous levels I and II, and a clear, concise statement of the reasons for the appeal.

The Superintendent shall communicate a decision within ten (10) days after receiving the appeal. Either the grievant or the Superintendent may request a personal conference within the foregoing limits to discuss the grievance. Either party may have a representative present at such a conference. If the Superintendent, or his/her designee, does not respond within the time limits, the grievant may appeal to the next level. In the event that the grievant is not satisfied with the decision of Level III, the grievant may appeal the decision in writing to the Board of Trustees within ten (10) days. This written appeal statement should include a copy of the original grievance, the decisions rendered at previous levels, and a clear, concise statement of the reasons for the appeal. The Board shall conduct such review, hearings, and investigations, as it deems necessary for the grievance appeal and shall render a final decision on the matter within thirty (30) days of receipt of the appeal from Level II.

7. MISCELLANEOUS

a. No grievance shall be processed through the Grievance Procedure by any grievant who pursues any other available legal remedy with an agency or judicial body that accepts jurisdiction, unless agreed to by the District. If such an agency or judicial body does not accept jurisdiction, the time limit for filing a grievance begins on the date of receipt of notification of rejected jurisdiction.

b. No grievant shall use the Grievance Procedure to appeal any decision of the District or its representative if such decision is pursuant to any order of, or consent agreement with, any state or federal court, regulatory commission, or agency.

c. If the grievant introduces new evidence at any level in the Grievance Procedure, the District may require that the grievance be returned to the prior level.

d. Until final disposition of the grievance takes place, the grievant is required to conform to the original direction of the Superintendent or designee.

e. Time limits provided for at each level shall begin the day following the occurrence of the act or omission, the receipt of the grievance or appeal of written decision, etc. Time limits may be extended or shortened only by mutual agreement in writing.

f. Failure of a grievant to adhere to the submission deadlines shall mean that the grievant is satisfied with the latest decision and waives any right to further

appeal, however, nothing prevents the parties from extending the dates by mutual agreement.

g. When a grievance has been filed by an employee, the grievant may terminate the grievance at any time by giving written notice to the District. Failure to comply with time limits, to attend scheduled meetings to discuss or hear the grievance without due cause, or to provide requested information at the grievant's disposal relating to the subject matter of the grievance shall be deemed a termination of the grievance by the employee.

H. New Employee Orientations (Government Code §§ 3555-3559)

1. The District shall provide the Association with access to scheduled group orientation meetings for new employees and shall provide the Association President at least 10 days' advance notice of a group orientation meetings, except that shorter notice may be provided when there is an urgent need critical to the District's operations that was not reasonably foreseeable.

2. If the District determines to conduct group orientation meetings for new employees, they shall be scheduled at the discretion of the District and shall be scheduled outside the regular workday of certificated employees.

3. The Association shall be granted fifteen (15) minutes of uninterrupted time at the end of a group orientation meeting to communicate with new employees hired to fill bargaining unit positions. Non-bargaining unit District employees or managers/supervisors shall not be present during this fifteen (15) minute time period. New employees may elect not to attend the presentation with the Association.

I. Employee Contact Information (Government Code §§ 3555-3559)

1. The District shall provide the Association with the following information in electronic editable format for all newly hired employees within 30 days of the date of hire, and shall provide the Association with this same information for all teachers in the bargaining unit twice annually on September 30 and February 28:

a. Name
b. Job Title/Classification
c. Department
d. Work location/site
e. Work telephone number
f. Home address
g. Home phone number on file with the District
h. Personal mobile telephone number on file with the District
i. Personal email address on file with the District

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2. The District will not disclose the personal contact information (items f. through i. above) of any teacher who has elected in writing not to have their personal contact information shared with the Association.

ARTICLE 5 DISTRICT RIGHTS

A. It is understood and agreed that the District retains all of its powers and authority to direct, manage and control its operations to the full extent of the law except as specified in other provisions of this Agreement. Included in but not limited to those duties and powers are the exclusive rights to: determine the times and hours of operation including instructional times, determine the kinds and levels of services to be provided, and the methods and means of providing them, establish its educational policies, goals and objectives, establish minimum and maximum class sizes, insure the rights and educational opportunities of students, determine staffing patterns, determine assignments and reassignments, determine job descriptions, determine classifications and reclassifications; determine the number and kinds of personnel and select them, maintain the efficiency of District operations, determine the curriculum, build, move or modify facilities, establish budget procedures and determine budgetary allocation, determine and assign extra-duties and extra-curricular assignments, determine the methods of raising revenue, and contract out work to non-employees or employees outside the bargaining unit. The District retains the right to establish and modify the instructional calendar for students and the work calendar for employees as long as there is no increase in the number of required work days. The District retains the right to schedule, reschedule and cancel any and all classes and instructional programs and activities. The District also retains the right to hire, classify, assign, transfer, evaluate, promote, lay off, terminate and discipline employees; and to establish and modify rules of conduct for employees. In addition, the District retains the right to determine the impacts and effects of any action taken under this Article, or other provisions of this Agreement, except as specified in this Agreement.

B. The exercise of these powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the terms of this Agreement.

C. The District may suspend temporarily any provision in this Agreement in case of emergency for the duration of an emergency only when such temporary suspension is necessary. An emergency shall include national, state or local declared emergencies and natural disasters such as earthquake, fire or flood.

ARTICLE 6 NEGOTIATION PROCEDURES

A. The Association and the District agree that any Article of this Agreement including Article 3 covering Salaries and Benefits may be reopened at any time by mutual agreement. There shall be the following limited re-opener negotiations during this Agreement:

1. 2025-26: Article 3 (Salary Schedule and Benefits) and six (6) additional Articles of each party's choice.

2. 2026-27: Article 3 (Salary Schedule and Benefits) and six (6) additional Articles of each party's choice.

3. 2027-28: Article 3 (Salary Schedule and Benefits) and three (3) additional Articles of each party's choice.

ARTICLE 7 HOURS OF EMPLOYMENT

A. The workday for full-time teachers shall be seven (7) hours and forty-five (45) minutes, except on days of student study team or staff meetings. A teacher, with prior notice to the Superintendent or designee, may arrive at work fifteen (15) minutes early and depart early at the end of the work day after completion of the required length of the instructional day. This "early" option may not be utilized by a teacher to miss staff meetings, IEP's, parent conferences, or any other professional duty that would compromise the instructional day for pupils. Employees who utilize this "early" option will notify the school office of their arrival and departure times.

B. A teacher, with prior written permission of the Superintendent, may work a full day in the summer to prepare the teacher's classroom for the school year, and receive a compensatory day off in exchange to be selected by the teacher and mutually agreed to by the Superintendent and the teacher. The compensatory day off will not be scheduled so as to allow the teacher to be absent on a "critical" instructional day as determined by the Superintendent, to extend a holiday weekend, to be absent from inservice training, to be absent from an IEP meeting or conference, to be absent from any meeting scheduled by the Superintendent or to engage in any concerted activity against the District.

ARTICLE 8 EARLY RETIREMENT

A. Any teacher who has worked full-time and continuously for the District at least fifteen (15) years, who is at least fifty-five (55) years old, who has a current placement on the Salary Schedule of at least Class V, Step 15, and who retires under the laws and regulations of the State Teachers Retirement System (STRS), shall be eligible for the following early retirement benefits as long as the teacher submits a voluntary retirement letter to the Superintendent no later than March 15:

Continued paid employee only medical benefits and paid dental benefits by the District on behalf of the teacher, as if the teacher remained in paid status, until the teacher reaches age

65. This provision does not guarantee the continuance of any specific contribution by the District, and it does not guarantee the continuance of any specific medical benefits plan or dental benefits plan by the District, but it does guarantee payments of premiums by the District for whatever medical benefits plan and dental benefits plan may be provided by the District to certificated employees of the District. The retired teacher may continue to pay for any coverage for the teacher's spouse as long as the retired teacher makes regular and timely payments for the excess costs.

B. The District, within its discretion, may agree to an individual consultancy contract with any retired teacher as long as such consultancy contract is not in conflict with provisions of the Education Code.

ARTICLE 9 LEAVES

A. PERSONAL NECESSITY AND PERSONAL BUSINESS LEAVE:

1. Certificated employees are credited with ten (10) days of sick leave at the beginning of each school year. A certificated employee may use accumulated sick leave in case of personal necessity up to a maximum of eight (8) days per school year.

2. For purposes of this provision, "personal necessity" is defined as:

   a. Death or serious illness of a member of the employee's immediate family;

   b. Accident involving the employee's person or property, or the person or property of a member of the employee's immediate family;

   c. Religious observance; or

   d. An emergency requiring prompt response, which response cannot reasonably be made by anyone other than the employee and cannot be made at any time other than during the employee's working hours.

3. For purposes of this provision, "personal necessity" shall not include:

   a. Pursuit of business, financial, or economic interests of the employee;

   b. Vacation or other recreational pursuits;

   c. Social events.

4. For purposes of this provision, "members of the immediate family" means the mother, father, grandmother, grandfather, or a grandchild of the employee or the spouse of an employee, and the spouse, son, son-in-law, daughter, daughter-in-law, mother-in-law, father-in-law, brother, or sister of the employee, or any relative living in the immediate household of the employee.

5. A teacher may use three (3) days of accumulated sick leave each school year for the purpose of "personal business." For purposes of this provision, "personal business" does not include vacation, holidays or recreational pursuits. It does include important family events such as graduations and weddings. A teacher shall not take such personal business leave to be absent on a "critical" instructional day as determined by the Superintendent, to extend a holiday weekend, to be absent from inservice training, to be absent from an IEP meeting or conference, to be absent from any meeting scheduled by the Superintendent or to engage in any concerted activity against the District. The employee must give at least seventy-two (72) hours prior notice to the Superintendent and must clearly describe the specific purpose of the requested absence. The Superintendent must grant the personal business day unless to do so would violate this provision or cause harm to the educational program.

B. PARENTAL LEAVE:

1. During each school year, a certificated employee may use his or her sick leave for purposes of parental leave for a period of up to 12 workweeks.

2. When an employee has exhausted all sick leave, including all accumulated sick leave, and continues to be absent from his or her duties on account of parental leave pursuant to Section 12945.2 of the Government Code, the amount deducted from the salary due to him or her for any of the remaining portion of the 12-workweek period in which the absence occurs shall not exceed the sum that is actually paid a substitute employee employed to fill his or her position during his or her absence or, if no substitute employee was employed, the amount that would have been paid to a substitute had he or she been employed.

3. For purposes of this provision the 12-workweek period shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of parental leave.

4. An employee shall not be provided more than one 12-week period for parental leave during any 12-month period.

5. The minimum duration of this parental leave shall be two-week time periods, however, the District shall grant a request for parental leave of less than two weeks' duration on at least two occasions.

6. Parental leave taken pursuant to Education Code section 44977.5 shall run concurrently with parental leave taken pursuant to Government Code section 12945.2 of the Government Code. The aggregate amount of parental leave taken pursuant to Education Code section 44977.5 and Government Code section 12945.2 shall not exceed 12 workweeks in a 12-month period.

7. For purposes of this provision, "parental leave" means leave for reason of the birth of a child of the employee, or the placement of a child with an employee in connection with the adoption or foster care of the child by the employee.

8. The 12 workweeks of parental leave provided for under this Article must be taken within 12 months of the birth of a child of the employee, or the placement of a child with an employee in connection with the adoption or foster care of the child by the employee.

C. SICK LEAVE:

1. Consistent with Education Code section 44978, every certificated employee employed five days a week by a school district shall be entitled to 10 days' leave of absence for illness or injury, exclusive of all days he or she is not required to render service to the District, with full pay for a school year of service. A certificated employee employed for less than five schooldays a week shall be entitled, for a school year of service, to that proportion of 10 days' leave of absence for illness or injury as the number of days he or she is employed per week bears to five.

2. Consistent with Labor Code section 246, the first three days of sick leave that a certificated employee uses in the school year must be taken in minimum increments of two hours. The remainder of a certificated employee's sick leave in the school year must be taken in minimum increments of a half day of school. For purposes of this provision, "half day of school" shall mean either the first half or second half of the school day.

D. CATASTROPHIC LEAVE:

1. Upon written request, the Superintendent or designee may authorize an employee to donate accrued sick leave to another employee pursuant to Education Code section 44043.5 when that employee or that employee's family member suffers from a catastrophic illness or injury. Each request will be considered on a case-by-case basis, considering both the circumstances of the employee and any operational constraints of the District. The donation and receipt of such sick leave are subject to the following conditions:

   a. "Catastrophic illness" or "injury" means an illness or injury that is expected to incapacitate the employee for an extended period of time, or that incapacitates a member of the employee's family which incapacity requires the employee to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship for the employee because he or she has exhausted all of his or her sick leave and other paid time off.

   b. "Extended period of time" is defined to mean more than ten (10) consecutive workdays.

c. "Family member" is defined to mean the employee's spouse, domestic partner, parents, parents-in-law, siblings, and children.

2. The employee who is, or whose family member is, suffering from a catastrophic illness or injury and who is requesting that sick leave be donated must do all of the following:

   a. Submit a written request to the Superintendent that eligible sick leave be donated. The request must be submitted at least ten (10) days before the employee wishes to use the donated leave.

   b. Provide written verification of the catastrophic injury or illness by a licensed physician to include the anticipated length.

   c. Exhaust all of the employee's own accrued sick leave and extended sick leave (if applicable), and use all sick leave that the employee continues to accrue on a monthly basis before receiving sick leave that is donated pursuant to this Article.

3. An employee who chooses to donate sick leave must do all of the following:

   a. Execute a District issued Sick Leave Donation Agreement acknowledging that the employee understands and agrees that all donations of sick leave pursuant to this Article are irrevocable and binding.

   b. Donate a minimum of one (1) accrued sick leave day (partial days are not permitted). No donation may result in the employee having less than ten (10) accrued sick leave days.

4. Although more than one employee in the bargaining unit may donate sick leave to the requesting employee, the cumulative maximum number of sick leave days the requesting employee may receive is sixty (60) per school year, and the maximum number of sick leave days donated by any employee shall be ten (10) per school year.

4. The Superintendent or designee will determine whether an employee is eligible to receive or donate sick leave pursuant to this Article. Prior to making this determination, the Superintendent shall consult with President of the Faculty Association to receive input on this decision. The Superintendent's decision is final and not subject to review or appeal through the Grievance Procedure.

ARTICLE 10 EVALUATION PROCEDURES

A. Each certificated employee shall be evaluated to determine whether such employee is meeting the job responsibilities defined in the applicable job description, and/or defined in other actions by the Board and applicable law. Such evaluation shall assess the competency of each certificated employee with regard to the fulfillment of the employee's job responsibilities. Evaluations shall include evaluation of certificated employees using the California Standards for the Teaching Profession developed by the California Commission on Teacher Credentialing and the requirements contained in Education Code section 44660 *et seq*.

B. Each school year the assigned evaluator and the certificated employee should meet to discuss specific objectives for the school year. The assigned evaluator shall be a certificated administrator. The evaluator shall determine such specific objectives after review of input from appropriate sources including the evaluatee. The formal evaluation finalized pursuant to this Article should reference such specific objectives in addition to the evaluatee's other job responsibilities.

The formal evaluation process should normally include formal and informal observation(s) conducted by the assigned evaluator. The assigned evaluator may consider input or information from others but should verify the accuracy of such input or information with the evaluatee before including any reference to it in a formal evaluation.

C. Any formal evaluation made pursuant to this Article shall be reduced in writing and a copy given to the evaluatee thirty (30) days before the last school day scheduled on the calendar, or in the case of any such employee employed on a twelve-month basis, no later than June 30 of the year in which the formal evaluation is made.

D. Each evaluatee shall have the right to initiate a written response to the formal evaluation finalized pursuant to this Article. This written response shall be placed in the permanent personnel file of the evaluatee.

E. Each evaluatee shall be granted a meeting with the evaluator to discuss the formal evaluation. This meeting shall be scheduled before the last school day scheduled on the school calendar, or in the case of any such employee employed on a twelve-month basis, before July 30.

F. Each probationary certificated employee shall be evaluated at least once each school year. Each permanent certificated employee shall be evaluated at least every other school year. On a case-by-case basis, the District and a permanent certificated employee employed at least ten years, who is highly qualified as defined in 20 U.S.C. section 7801, and whose previous evaluation rated the employee as meeting or exceeding standards, may mutually agree to the performance of an evaluation every five years. If such agreement occurs, either the employee or the Superintendent may withdraw from such agreement at any time.

G. The job performance of certificated employees may be observed and assessed at any time.

In cases of serious concerns regarding job performance, an evaluator also may conduct evaluations of job performance in an evaluation procedure other than the one described in this Article.

ARTICLE 11 WORKPLACE SAFETY

A. The District shall comply with the mandatory legal requirements for school safety applicable to California public school districts.

B. Unit members shall report any potentially unsafe or hazardous conditions to their immediate supervisor as soon as they are known. Upon notification of any potentially unsafe or hazardous conditions, the District will address the report as required under the law.

C. In the event the Association has a concern regarding whether the District is complying with Paragraph A, above, it shall submit such concern(s) in writing to the Superintendent as soon as possible. Upon receipt, the Superintendent shall meet with the Association as soon as possible, but in no event later than the next school day after the concern is submitted in writing to the Superintendent.

D. The Association shall have the right to annually appoint two (2) unit members to assist with the annual review required under Education Code section 32286(a) of the District's Comprehensive School Safety Plan. The Association shall notify the Superintendent of its appointment selections on or before September 1. In the event the Association does not notify the District of its appointment selections, the District may select unit members to assist with the annual review of the District's Comprehensive School Safety Plan.

ARTICLE 12 COMPLETION OF AGREEMENT AND ZIPPER PROVISION

A. The District and the Association agree that the terms of this Agreement in negotiations for 2025-2026 through 2027-2028 shall represent the full and complete understanding and commitment between the parties for those three school years with no exception.

B. The District and the Association mutually agree that the terms of this Agreement in negotiations shall be in full settlement of all issues and/or subjects which were, could have been, or may be the subject of negotiating for 2025-2026, 2026-2027 and 2027-2028. The District has the right to act on any matter in those three school years as long as it does not violate the terms of this Agreement.

C. The Association hereby clearly and unequivocally waives its right to meet and negotiate for 2025-2026, 2026-2027 and 2027-2028 except as specifically authorized in Article 6.

D. Any policies and practices of the District in conflict with or inconsistent with the terms of this Agreement in negotiations may be deleted by the District. The District may amend, change, delete or adopt policies and practices as long as those policies and practices do not violate the terms of this Agreement.

In witness whereof, the parties have caused this Agreement to be signed by their duly authorized representatives.

Amanda Mallow / 10/8/25
On Behalf Of The Faculty Association Date

[signature] / 10/15/2025
On Behalf Of The District Date

Appendix A: Certificated Salary Schedule

_____/_____

APPENDIX A

Rancho Santa Fe School District
Certificated Salary Schedule 2024-25
Effective Date: July 1, 2024 (4.25%)

Year	BA +30 3	BA +45 4	MA 5	MA +30 6	Year
1	$65,365	$71,380	$73,491	$77,974	1
2	$68,306	$73,878	$76,819	$81,303	2
3	$71,380	$76,464	$80,147	$84,631	3
4	$74,592	$79,140	$83,474	$87,959	4
5	$77,949	$82,319	$86,803	$91,286	5
6	$81,456	$85,646	$90,131	$94,615	6
7	$85,122	$89,193	$93,459	$97,944	7
8	$88,952	$92,304	$96,788	$101,271	8
9	$92,955	$95,631	$100,116	$104,599	9
10	$94,531	$98,959	$103,444	$107,928	10
11	$94,531	$102,288	$106,771	$111,256	11
12	$94,531	$104,003	$110,100	$114,583	12
13	$94,531	$104,003	$110,100	$114,583	13
14	$94,531	$104,003	$110,100	$123,239	14
15	$94,531	$104,003	$118,666	$123,239	15
16	$94,531	$104,003	$118,666	$123,239	16
17	$94,531	$104,003	$118,666	$126,633	17
18	$94,531	$104,003	$122,062	$126,633	18
19	$94,531	$104,003	$122,062	$126,633	19
20	$97,769	$106,376	$122,062	$130,029	20
21	$97,769	$106,376	$125,456	$130,029	21
22	$97,769	$106,376	$125,456	$130,029	22
23	$97,769	$106,376	$125,456	$133,423	23
24	$97,769	$106,376	$128,850	$133,423	24
25	$97,769	$106,376	$128,850	$133,423	25
26	$97,769	$107,860	$131,200	$139,722	26
27	$97,769	$107,860	$131,200	$139,722	27
28	$97,769	$107,860	$131,200	$139,722	28
29	$97,769	$107,860	$131,200	$139,722	29
30	$97,769	$107,860	$131,200	$139,722	30

Board Date of Approval: 10/14/2025