AGREEMENT

BETWEEN

CORCORAN JOINT UNIFIED SCHOOL DISTRICT

And

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION CORCORAN CHAPTER #214

(Reopeners for 2024-2025)

July 1, 2023– June 30, 2026

TABLE OF CONTENTS

ARTICLE	TITLE	PAGE
I	Agreement	3
II	Recognition	4
III	District Rights	5
IV	Association Rights	6
V	Grievance Procedure	10
VI	Hiring/Transfers/Promotion	13
VII	Evaluation	16
VIII	Duty Hours and Working Conditions	17
IX	Salary and Compensation	19
X	Professional Growth	23
XI	Vacation and Holidays	23
XII	Leaves	24
XIII	Health and Welfare Benefits	30
XIV	Dues Deduction	30
XV	Severability	31
XVI	Staff Development and Training	31
XVII	Layoff and Reemployment	31
XVIII	Terms and Signatures	33

APPENDICES

Appendix A	Classified Salary Schedule	34
Appendix B	Grievance Form	35
Appendix C	Substitute Work to gain experience	36
Appendix D	Exit Survey Form	37

ARTICLE I: AGREEMENT

1.1 This agreement is made and entered into this first day of July 1, 2023, by and between CORCORAN JOINT UNIFIED SCHOOL DISTRICT, hereinafter referred to as the "District", and the CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its CORCORAN CHAPTER #214 or its successors, hereinafter referred to as "CSEA".

ARTICLE II: RECOGNITION

2.1 The District hereby acknowledges the CSEA is the exclusive bargaining representative for all classified employees holding those positions described below.

RANGE	TITLE
6	Cafeteria Worker; Bus Monitor
6	Clerk Typist; Yard Duty Supervisor
9	Cook
10	Library Technology Clerk
10	Food Service Technician
10	TLC Secretary
11	Head Cook
12	Secretary I
13	Groundsman/Bus Driver
13	Health Clerk; Paraprofessional
14	Bus Driver/Maintenance Worker
14	Community Contact
14	Custodian
14	Associate Pre School-Teacher
16	Secretary II
16	Attendance Secretary II
16	CHS Registrar/Counseling Secretary
16	Work Based Learning Coordinator
17	Technology Support Specialist I; District Liaison Behavioral Support Aide
19	Maintenance Helper/Bus Driver
19	Account Clerk/Asset Analyst
19	Pre School-Teacher
19	Student Activity Account Clerk
19	Ag Farm/District Maintenance Helper/Bus Driver
20	Warehouseperson/Bus Driver
20	Skilled Maintenance; Safety Supervisor
20	Mechanic/Bus Driver
20	Head Custodian; Head Groundsman
20	Pre-School Teacher/Site Supervisor
24	Technology Support Specialist II
25	Sign Language Interpreter
26	Carpenter
30	Health Care Nurse/LVN
30	Technology Support Specialist III
35	System & Network Specialist

Appendix A	Classified Salary Schedule
Appendix B	Grievance Form
Appendix C	Substitute Work to Gain Experience
Appendix D	Exit Feedback Form

ARTICLE III: DISTRICT RIGHTS

3.1 The District retains all its vested rights, powers, and authority to manage and direct its affairs to the extent limited by laws and not otherwise limited by the provision of the Agreement. Included in those powers and authority are the rights to:

3.1.1 Manage and direct its own operations and its classified personnel; such direction to be for the purposes dictated by District goals including, but not limited to, greater District efficiency and high staff morale.

3.1.2 To determine its goals, objective, and educational philosophy.

3.1.3 To insure the rights and educational opportunities of students.

3.1.4 To determine, develop and implement its budget and procedures thereof.

3.1.5 To determine the methods of raising revenue.

3.1.6 To contract or discontinue work for operational or economic reasons.

3.1.6.1 The District agrees not to contract out for services per stipulation under California Education Code §45103.1. The decision and the effects of contracting out work will be negotiated with CSEA #214.

3.1.7 To hire, assign, evaluate, promote, and terminate employees.

3.1.7.1 To discipline employees in accordance with contractual agreements, District policy and State and Federal Law.

3.1.8 To build, move or modify the facilities.

3.2 In the event an emergency affects the ability of the District to reasonable comply with any provision of the Agreement, said provisions may be altered by the District only to the extent and for the time necessary to meet the emergency.

ARTICLE IV: ASSOCIATION RIGHTS

4.1 The Association may have access to an area in which employees work before work hours, after work hours, during breaks, lunch and occasionally with the permission of the Supervisor during regular work hours to address Association business.

4.2 The Association may use District mailboxes, bulletin boards, and the inter-district mails system, provided such usage does not interfere with normal District operation.

4.3 The Association may review employees' personnel files with the written permission of the employee during the hours in which the District office is open for business.

4.4 The Association, upon written request, will be provided with a copy of all public information. In addition, the District will provide the Association a "Seniority Roster" once a year, based upon date of hire. The Seniority Roster shall be submitted to the Chapter President no later than October 1 of each calendar year in an excel format. The Roster will include the names, classifications, and seniority date of each bargaining unit member.

4.5 The Association may send two (2) delegates to their annual convention with a release time provided by the District.

4.6 The District will provide a copy of unit positions when posted in the District.

4.7 CSEA Chapter President or his/her designee is entitled to up to two (2) hours per week, release time subject to prior notice and approval of immediate supervisor. The release time is non-cumulative, and special consideration will be given to be sure that it does not interfere with the required duties of the employee.

4.8 Unit members working the night shift shall be provided the opportunity to utilize their duty-free lunch period to attend union meetings once monthly. Unit members shall notify their supervisor twenty-four (24) hours in advance of changing their lunch period to attend the meeting.

4.9 The District shall provide two (2) hours of time for an Association Meeting before the start of the school year. The Association shall use this time at their discretion and the timeframe shall be mutually agreed upon between the District and CSEA.

4.10 DISTRICT NOTICE TO CSEA OF NEW HIRES

The District shall provide CSEA notice of any newly hired employee, within thirty (30) workdays of date of hire, via an electronic mail to the CSEA Chapter President or designee which will include the following information:

i. Full Legal Name

ii. Date of Hire

iii. Classification

iv. Site

4.11 EMPLOYEE INFORMATION

a) "Newly Hired Employee" or "New Hire" means any employee, whether permanent, full time, part time, hired by the District, and who is still employed as of the date of the new employee orientation. It also includes all employees who are or have been previously employed by the District and whose new position has placed them in the bargaining unit represented by CSEA. For those latter employees, for purposes of this article only, the "date of hire" is the date upon which the employees' employee status changed as such that the employee was placed in the CSEA unit.

b) The District shall provide CSEA with contact information on the new hires. The information shall be provided to CSEA electronically in Excel format, via a CSEA secure FTP site, on the last working day of the month in which they were hired. Except for employees who have submitted written requests pursuant to Government Code Section 6254.3 (c) prohibiting the disclosure of their home address, home telephone number, personal cellular telephone number, personal email address, and/or birth date, the District shall provide CSEA with contact information on the new hires. This contact information shall include the following items, with each field in its own column:

1. First Name;
2. Middle initial;
3. Last name;
4. Suffix (e.g. Jr., III), if used;
5. Job Title;
6. Department;
7. Primary Worksite name;
8. Work Telephone number;
9. Home Street address (Incl. Apartment #);
10. City;
11. State;
12. ZIP Code (5 or 9 digits);
13. Telephone number (10 digits);
14. Employee ID, which shall be assigned by the District;
15. CalPERS Status ("Y" if in CalPERS; "N" if not in CalPERS);
16. Hire Date;

This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the District.

c) Periodic Update of Contact Information:

The District shall provide CSEA with a list of all bargaining unit members' names and contact information above on the last working day of September, January, and May. The information will be provided to CSEA electronically in Excel format, via a mutually agreeable secure FTP site or service. This contact information shall include the following items, with each field in its own column:

1. First Name;
2. Middle initial;
3. Last name;
4. Suffix (e.g. Jr., III), if used;
5. Job Title;
6. Department;
7. Primary Worksite name;
8. Work Telephone number;
9. Home Street address (Incl. Apartment #);
10. City;
11. State;
12. ZIP Code (5 or 9 digits);
13. Telephone number (10 digits);
14. Employee ID, which shall be assigned by the District;
15. CalPERS Status ("Y" if in CalPERS; "N" if not in CalPERS);
16. Hire Date;

4.12 NEW EMPLOYEE ORIENTATION

a) "New Employee Orientation" means the onboarding process of a newly hired bargaining unit employee, whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters.

b) The District shall provide CSEA mandatory access to its new employee orientations. CSEA shall not receive less than ten (10) days' notice in advance of orientations,

except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District's operations that were not reasonably foreseeable.

i. After the District completes its portion of the one-on-one orientations with new employees CSEA shall have fifteen (15) minutes of paid release time for one (1) CSEA chapter leader or designee to conduct a CSEA orientation session with the new employee. The time spent by CSEA communicating with the new employee shall not interfere with the regular operations of the District or the ability of any employee to perform their duties. The CSEA Labor Relations Representative may also attend the orientation.

c) The District shall include the CSEA membership application in any employee orientation packet of District materials provided to any newly hired employee. CSEA shall provide the copies of any CSEA literature/membership applications to the District for distribution.

d) The orientations session shall be held on District property during the regular workday and hours of operation of the district.

e) During CSEA's orientation session, no District manager or supervisor, or non-unit employee shall be present.

ARTICLE V: GRIEVANCE PROCEDURE

5.1 General Provisions

5.1.1 It is the intent of the parties to resolve problems equitably at the lowest possible administrative level. Before filing a grievance, an employee shall attempt to resolve a problem by means of **an** informal conference with his or her immediate supervisor.

5.1.2 A grievance is defined as a formal written statement by a unit member and/or the Association that the District has violated an express term of this Agreement and that by reason of such violation, his or her rights have been adversely affected.

5.1.3 The filing or tendency of a grievance shall not delay or interfere with implementation of any District action during the processing thereof. This section shall not preclude reasonable release time for filing a grievance, or for representing a grievant.

5.1.4 A "day" is a day in which the Administration Office of the District is open for business.

5.1.5 If the grievance involves employees with different immediate supervisors, the grievance may be filed at Level II.

5.1.6 If a grievance involves a District-wide violation of an express term of this Agreement, the grievance may be submitted at Level II.

5.1.7 An employee covered by this Agreement may present a grievance directly and have such grievance adjusted without intervention of the Association as long as the adjustment is not inconsistent with the terms of this Agreement. The Association shall be provided copies of any grievances filed by employees directly and any responses by the District. Prior to the final resolution of any grievance, the Association shall be provided with a copy of the proposed resolution. Within five (5) days of the Level III response, the Association shall be given an opportunity to file a written response to the proposed resolution. Any disagreement concerning whether the settlement is inconsistent with the terms of this Agreement shall be subject to the grievance procedure.

5.2 Formal State

5.2.1.1 Level I

5.2.1.1 Within ten (10) days after the occurrence of the act or omission giving rise to the grievance, or within ten (10) days after the grievant might reasonably have known

of the act or omission, the grievant must present such grievance in writing to his/her immediate administrator using the grievance form attached as Appendix B.

5.2.1.2 The written statement shall be a clear, concise statement of the grievance, including the specific provisions of this Agreement alleged to have been violated, the circumstances involved, and the specific remedy sought.

5.2.1.3 Either party shall be entitled to a personal conference on request. The immediate administrator/designee shall communicate a decision to the grievant in writing within ten (10) days after receiving the grievance and such action will terminate Level I.

5.2.2 Level II

5.2.2.1 In the event the grievant is not satisfied with the decision at Level I, the grievant may appeal the decision in writing to the Superintendent or designee with five (5) days after termination of Level I.

5.2.2.2 This statement shall include a copy of the original grievance, the decision rendered at Level I, and a clear, concise statement of the reason for the appeal.

5.2.2.3 Either party shall be entitled to a personal conference on request.

5.2.2.4 The Superintendent or designee shall communicate a decision within the ten (10) day after receiving the appeal.

5.2.3 Level III

5.2.3.1 In the event the grievant is not satisfied with the decision at Level II, the grievant may request that a State mediator be assigned to assist the parties in resolving the grievance. If the grievance is not resolved at this level, the mediator will not issue a report, nor may any offers of settlement be referred to at subsequent levels.

5.2.4 Level IV

5.2.4.1 In the event the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision in writing to the Board of Education within five (5) days after the termination of Level II.

5.2.4.2 This statement shall include a copy of the original grievance, the decision rendered at Level II and a clear, concise statement of the reason for the appeal.

5.2.4.3 The Board of Education shall provide the grievant with the right to a hearing at the first mutually convenient opportunity and following the hearing shall with

fifteen (15) days render a final decision. The grievant has the right to seek a review of the decision in a court of appropriate jurisdiction.

The District encourages bargaining unit members to communicate with their supervisor when having a complaint as per Board Policy.

ARTICLE VI: HIRING/TRANSFERS/PROMOTION

6.1 VOLUNTARY LATERAL TRANSFER A voluntary lateral transfer is defined as an approved change in a unit member's job site within the same position classification. For the purpose of this Agreement, seniority is defined as the initial date of hire in the District. If a bargaining unit member serves employment with the District and is rehired at a later date, that later date will be considered the "initial date of hire" with the District.

6.1.1 Requests for transfer within classification will be solicited from bargaining unit members prior to advertising. Requests for transfer will be considered prior to reviewing applicants for all vacancies.

6.1.2 All position vacancies will be posted for not less than five (5) working days before filling a position. Any qualifying bargaining unit member who has applied for the vacant position shall be granted an interview. The District reserves the right to staff its positions based upon the needs of the District. First consideration guarantees bargaining unit members who meet the established qualifications for an interview and priority consideration of the interview process but does not guarantee transfer.

6.1.3 When all other considerations are equal* among those bargaining unit members applying for transfers and the position is filled by a unit member, the employee with the greatest bargaining unit seniority will be granted the transfer. *The determination of "equal" may include, but not be limited to, the following factors: work experience and training prior to employment by the District; work history in the District to include assignments, evaluations, punctuality, absenteeism, and training, education, special skills and abilities. Any derogatory information 24 months or older will not be considered in this determination.

6.1.4 Applications for transfer must be filed on District forms with the Human Resources Department.

6.2 INVOLUNTARY TRANSFER An involuntary transfer may be made by the District for any of the following reasons:

a) A change of enrollment or workload necessitating the transfer of a bargaining unit member.

b) Improved efficiency of the District.

c) For good and sufficient reasons based on the educational or operational needs as determined by the District.

6.2.1 Except in disciplinary cases, employees involuntarily transferred will be given first priority for available vacancies within the same classification.

6.2.2 Employees involuntarily transferred will be given the reason in writing.

6.2.3 An employee on leave shall have the right to have his or her Association file for the transfer on his or her behalf.

6.2.4 A bargaining unit member affected by such a transfer shall be given written notice of at least five (5) working days prior to any such transfer. A copy of the notice will be provided to CSEA Chapter President.

6.3 PROMOTION A promotion is defined as the movement of an employee from one-unit position to another unit position with a higher range as a result of an application submitted by the employee.

6.3.1 Permanent employees may apply for vacant promotional positions by submitting a district approved application.

6.3.2 Applicant(s) from within the unit who are qualified and apply for a promotional classification shall be given consideration for promotions and granted an interview.

6.3.3 Any employee who is promoted shall be placed on the step that yields at least a five (5%) percent salary increase in the hourly rate or the highest step in the appropriate range that is closest to five (5%) percent due to the employee's current placement.

6.3.4 A permanent employee who is promoted to a higher classification shall serve a probationary period of six (6) months or 130 paid days of service whichever is longer, in a new classification.

6.3.5 A promoted employee who has served the required probationary period and has received a satisfactory written evaluation(s), shall be classified as a permanent employee in that new classification.

6.3.6 In the event that a current promoted employee does not satisfactorily complete their probationary period, they may elect to bump back to their prior classification position.

6.4 MEDICAL TRANSFERS: The District may give alternate work when the same is available to an employee who has become medically unable to satisfactorily perform their regular job class duties. The alternate work may constitute promotion, demotion, or lateral transfer to a related class, but it shall be constituted only by mutual agreement between the District, and the employee. CSEA Chapter President will notified as early as practicable.

6.5 HIRING: Upon initial employment and upon each change in classification thereafter, each classified employee shall be furnished two copies of their class specification (job description), salary data, assignment work location with duty hours and the prescribed workweek. The salary data shall include the annual, monthly or pay period, daily, hourly, overtime and differential rate of compensation, whichever are applicable. One copy shall be retained by the employee and the other copy shall be signed and dated by the employee and returned to the District. The provisions of this section shall not apply to short-term, limited term, or provisional employees, as those terms are defined in this chapter.

6.6 VACANCIES AND POSTINGS

6.6.1 All position vacancies will be posted for not less than five (5) working days before filling a position on a district approved website.

6.6.2 Position vacancies will be emailed to bargaining unit members during the summer.

6.6.3 Salary Range placement for newly created or modified class titles shall be negotiated.

6.7 ATHLETIC WALK-ON COACHING

Once priority consideration is given to Certificated employees, unit members shall be eligible to be hired into coaching positions within the District.

Unit members meeting all qualifications prior to the season (CPR, first aid, and all coaching requirements) who apply and hired for district coaching positions shall be entitled to receive the approved compensation for all coaches in the District.

ARTICLE VII: EVALUATION

7.1 Probationary unit members will be evaluated on an ongoing basis and formally in writing at least twice during the six-month probationary period or 130 paid days of service whichever is longer and, if promoted into a higher classification, during a six (6) month probationary period in the new classification. These formal evaluations shall take place during the 3rd and 5th month of the employee's probationary period. Unit members not successful in promoted positions shall be returned to their previously held classification. The District will provide an exit survey form for the departing employee to complete at their discretion. (Appendix D). If completed, the survey should be returned to the District.

7.2 Permanent unit members will be evaluated formally in writing once (1) during the work year.

7.3 The evaluation will be reviewed with the unit member and the evaluator will make suggestions for improvement, if appropriate.

7.3.1 Both the evaluator* and the unit member will sign the evaluation form.

7.3.2 The unit member may submit his/her written comments to the formal written evaluation within ten (10) workdays after the review and his/her comments will be attached to the evaluation. For the purposes of this article, a "workday" will be any day the District Office is open for business.

7.4 Employees shall be provided with copies of any derogatory material before it is placed in the employee's personnel file. The written response shall be attached to the material.

7.5 Discipline shall be imposed on permanent employees of the bargaining unit only for just cause.

7.6 An employee shall have the right at any reasonable time without loss of pay to examine and/or obtain copies of any material from the employee's personnel file with the exception of material that includes ratings, reports or records which were obtained prior to the employment of the employee involved. The District shall work with Bargaining Unit Members to provide any requested materials from the employee's files at no charge within seven (7) working days of the request. With the exception of HR, employee's personnel files shall only be accessed in the presence of an administrator.

7.7 Substantive judgment of the evaluator* shall not be subject to the grievance procedure (Article V) of this Agreement.

*Evaluator = Board approved management employee

ARTICLE VIII: DUTY HOURS AND WORKING CONDITIONS

8.1 The workday, work week, work year and working conditions for all unit members shall be established and fixed by the District, except as restricted below:

8.2 The workday for classified personnel is based on an eight (8) hour day and a forty (40) hour week. Hours of beginning and ending of shifts shall be established by the Superintendent or his/her designee. These provisions do not restrict the extension of a regular workday or work week on an overtime basis. The Board is not barred from establishing a workday or workweek of less than eight (8) hours/forty (40) hours for all or any of the classified positions.

8.3 Any employee in the bargaining unit who is assigned on an average of thirty (30) minutes or more per day in excess of his/her regular part-time assignment for a period of (20) consecutive working days or more shall have his/her regular assignment adjusted upward to reflect the longer hours, effective with the next pay period.

8.4 All employees covered by this Agreement shall be entitled to a duty-free lunch of not less than thirty (30) minutes.

8.5 All employees covered by this Agreement shall be entitled to fifteen (15) minute rest periods per four (4) hours worked insofar as practical shall be in the middle of each work period.

8.6 Except as otherwise provided herein, all overtime hours as defined in this section shall be compensated by cash compensation or compensatory time at the rate of pay equal to the time and one-half the regular rate of pay of the employee for all work authorized. Overtime is defined to include any time required in excess of eight (8) hours in any one day or on any one shift or in excess of forty (40) hours in any calendar week, whether such hours are worked prior to the commencement of a regular assigned starting time or subsequent to the assigned quitting time. EXTRA TIME: Any ordered or authorized extra hours worked by a part-time employee that total, when combined with the employee's regular hours, not more than eight (8) hours per day or forty (40) hours per week. Extra time as defined in this section shall be paid at the employee's regular rate of pay. All overtime and extra time must have the approval of the employee's immediate supervisor.

8.6.1 All hours worked beyond the workweek of five (5) days shall be compensated at the overtime rate commencing on the sixth consecutive day of work.

8.7 The District shall follow all Education Code provisions as they relate to overtime and extra time.

8.8 Overtime and extra time shall be distributed and rotated as equally as is practical among qualified employees in the bargaining unit within each appropriate department or site starting each year with the most senior employee.

8.8.1 If all employees on the rotation list for overtime refuse such overtime, the first person on the list shall work such overtime prior to any substitute performing the duties.

8..2 Extra Driving Trips. Extra trips aside from regular routes shall be offered to Bus Driver/Maintenance Workers available for the assignment in rotational order based on seniority. If no Bus Driver/Maintenance Worker is available, the trip would be available for other employees with the proper driver certification.

8.9 As appropriate all employees covered by this Agreement, with the agreement of the District, may elect compensatory time off in lieu of overtime postdated time to be taken within the same pay period as earned and not to exceed eight hours.

8.10 Any employee called in to work on a day when the employee is not scheduled to work shall receive a minimum of ninety (90) minutes pay at the appropriate rate of pay under this Agreement.

8.11 Any bargaining employee assigned to work a shift that begins at or after 2:00 p.m. shall receive a shift differential of $0.50 per hour when working a night shift.

8.12 With the exception of employees called into work, pursuant to Section 8.9, unit members are not required to respond to calls or text messages regarding work during their off-duty time and thus, may not receive any form of reprimand for failure to respond.

8.13 The District agrees to provide each employee with a safe working environment and equipment. Employees shall not be required to perform tasks which endanger their health, safety, or welfare.

8.14 SECURITY CAMERAS / SCHOOL BUS CAMERAS:

8.14.1 Security cameras installed on school sites and in District vehicles exist for the purpose of providing security to students, staff, equipment, and facilities. Cameras are not the primary source of documentation but may be used to support action(s) necessary to ensure the safety of students, staff, and the wellbeing of equipment and facilities. The use of security cameras on school sites

and in District vehicles may not be used by the District to threaten or intimidate bargaining unit members.

ARTICLE IX: SALARY AND COMPENSATION

SALARY SCHEDULE: The regular rate of pay for each position in the bargaining unit shall be in accordance with the rates established for each classification as provided in the Classified Salary Schedule (Appendix A). Effective July 1, 2023, all bargaining unit members shall be placed on the squared salary schedule outlined in Appendix A with no loss of seniority. Existing bargaining unit members shall thereafter progress on available steps annually. The classified employee salary schedule contains Steps A-K at a rate between each step of 2.5% and Ranges (1-36) at a rate of 1.75% between each range.

DEFERRED PAY: Employees working less than twelve (12) months shall have the option to prorate their pay over twelve (12) months. The individual shall notify the District regarding payment choice. If the employee does not notify the District of desire to change, the employee's salary will be paid in the manner of the previous year.

9.1 All employees in the bargaining unit shall be paid once per month payable on or before the last working day of the month. If the normal pay date falls on a holiday, the paycheck shall be issued on the preceding workday.

9.2 Any employee in the bargaining unit receiving a promotion under the provision of the Agreement shall be moved to the appropriate range and step of the new class to insure not less than current salary.

9.3 Any employee in the bargaining unit required to use his/her vehicle on District business shall be reimbursed at the rate established by the I.R.S.

9.4 Any employee in the bargaining unit who must have meals away from the District, may with prior supervisor's approval, be reimbursed the actual cost of the meal, not to exceed Federal and State reimbursement rates plus any payment in accordance with district past practice. Receipts must be provided and signed by the claimant. No alcoholic beverage expenses will be reimbursed.

9.5 Any employee in the bargaining unit who, as a result of a work assignment, must be lodged away from home shall be reimbursed by the District for the cost of such lodging, providing such cost is reasonable and appropriate. Barring the unusual circumstances, reimbursement will be payable with the next pay period.

9.6 The District agrees to provide the cost of medical examinations to the extent required as a condition of employment or continued employment, provided that if a District program and/or physician is available, the employee must use it.

9.7 The District will supply all tools it deems necessary to accomplish assigned tasks.

9.8 Training expenses required by the District, as a condition of continuing employment, shall be reimbursed at standard District rates. Should that training occur during regular hours, an employee will be paid his/her normal rate of pay. The district will normally schedule training during work hours, if possible.

9.9 The District will supply all required uniforms.

9.10 The District shall reimburse employees the cost of renewing their bus driver's certificate.

9.10.1 Any position that requires a bus driver's license will be paid $75.00 per month stipend for active B license/bus certification.

RECLASSIFICATION

9.11 Definition: Reclassification shall mean the redefining of a position to account for changes in duties, responsibilities or work that alters the nature of the classification or salary of the position.

a. Reclassification may be employee and/or District initiated.

b. The position will be reviewed, not the person serving in the position. Reclassification should not be viewed as a reward for superior services, seniority or qualifications of the incumbent or temporary nature of assignments. Assuming duties on one's own authority does not constitute a basis for reclassification.

9.12 Reclassification Criteria (at least one must be met to be eligible).

a. Significant job duties and increased responsibilities (other than increased workload) added to specific position by the supervisor.

b. Significant job duties are added to a position or class of positions by the District.

9.13 Timing of Request for Reclassification: All requests for reclassifications of positions shall be filed with the District and the CSEA President no sooner than January 1st but no later than March 1st of that school year. The District and CSEA will meet to review the request and confer no later than April 15th of that school year with a resolution by May 1st.

a. Regardless of whether the parties agree or disagree on the disposition of the reclassification request, the District and CSEA will jointly notify the affected unit member of the decision. In the event they agree to grant the request for reclassification, the reclassification shall be effective July 1 of the following school year.

If the parties do not agree on whether the reclassification should be granted or denied, CSEA or the District may then request that the matter be included in negotiations for the ensuing year. Any reclassification approved through the negotiations process shall be effective as of July 1st of the following school year.

b. The Union may present up to three (3) reclassification request per year.

9.14 Contents of Request: Each request for a reclassification shall contain two (2) copies (one to the District and one to CSEA) of the following:

9.14.1 A cover letter stating an overview of the request.

9.14.2 A letter from the employee's supervisor stating his/her recommendation and reasons for such recommendation regarding the request is highly recommended but not required;

9.14.3 A current job description;

9.14.4 A proposed job description;

9.14.5 Data justifying the request;

9.14.6 A letter outlining the additional duties acquired over a period of time that differ from the current job description and justifying the request;

9.14.7 A historical overview of the new duties;

9.14.8 The current and proposed salary ranges;

9.14.9 Any other relevant information supporting the request.

9.14.10 The employee shall bear the burden of proof with respect to presenting their facts and substantiating the evidence.

9.15 The District and CSEA shall meet as soon as practical thereafter to negotiate the requests for reclassification.

With the immediate supervisor's consent, should a classified employee be assigned to work in a higher classification for a full day, the employee shall be paid at Step 1 of the appropriate range of the higher classification unless the current rate of pay is higher, then an adjustment will be made to insure an increase in compensation. Payment shall be from day 1 of the assignment. With the exception of Parent Liaison, Community Contact, and District Office Secretary positions that include bilingual abilities in their job description, any employee who volunteers to provide interpreter services for the District shall receive pay for the extra time worked. Employees will not receive a reprimand for refusing to provide such services on a voluntary basis.

9.16 New hires will be compensated based on verified year for year experience on the appropriate salary schedule.

9.17 Salary Adjustments

The salary schedule shall be adjusted by 1.07% effective July 1, 2024. This retroactive pay will be based on contracted hours only, it does not include overtime or extra time worked. An off schedule one time payment of $1,000 for each employee, that is employed at the time of board ratification.

9.18 Bilingual Pay:

Incumbent employees listed below shall receive the bilingual stipend effective with the 2023-2024 year.

District Liaison (1); Community contact (6); District Office Secretary (1); Food Service Technician (1).

Current incumbents in the following classifications that can provide verification of passing the County bilingual test or who previously held one of the above-references classifications shall receive the bilingual stipend.

Secretary II – Principal, Site, Department, Attendance (12); Registrar – High School (1), Health Clerk (1).

Testing would be administered by the County. The test would include three components (listening, reading, and writing) with a passing grade of 4 or above.

A stipend of $500.00 per year payable in monthly payments would be provided.

The County testing fee would be paid by the applicant. No limit on the number of times the test may be taken. Tests must be completed by the first duty day for the year.

ARTICLE X: PROFESSIONAL GROWTH

10.1 For all employees in the bargaining unit excluding the classifications of Paraprofessional, Yard Duty, and Pre-School, a 1% annual increase to employee's salary with 30 units earned at an accredited college and 1% (total of 2%) annual increase in salary with an Associate Degree, in addition, a 1% increase for a Bachelor's Degree (total of 3%).

ARTICLE XI: VACATION AND HOLIDAYS

11.1.a. A bargaining unit member may earn vacation at the rate of one (1) day per month worked; after five (5) years of continuous service, one and one-quarter (1.25) days per month worked, after ten (10) years of continuous service, on and one-half (1.5) days per month worked, and after fifteen (15) years of continuous service, an employee will be entitled to twenty (20) days. For employees working less than twelve (12) months, the twenty (20) days will be prorated. Employees shall be allowed to carry over five (5) vacation days.

11.1.b Employees shall be allowed to carry over ten (10) vacation days from one year to the next year. Five (5) of these carryover days must be used by December 31st of the ensuring year. The remaining five (5) days must be used by June 30th of the ensuing year, or the employee has the option of taking pay (at the rate of their base daily rate) in lieu of time off equal to five (5) days by written request. The carryover days are not accumulative for use in future years.

11.1.c Summer Work Force – During the summer break (when school is not in session during the summer) employees may use up to ten (10) of their vacation days. The District will determine the number of employees using more than five (5) consecutive days of accrued vacation during the summer if operations are compromised.

11.1.d Employee shall provide the District five (5) days' notice prior to taking vacation.

11.2 If the District prevents an employee from taking vacation during the year it is earned, or within the time constraints defined in 11.1.b (above), the District must either pay the employee at the rate of pay during the timeframe the leave was earned or allow the employee to carry the vacation over to the next year.

11.3 Pay for vacation days for all bargaining unit employees shall be the same as that which the employee would have received had he or she been in a working status.

11.4 When an employee in the bargaining unit is terminated for any reason, he or she shall be entitled to all vacation pay earned and accumulated up to and including the effective date of the termination.

11.5 When an employee becomes ill at the time his or her vacation is due, he or she may reschedule the vacation at a time to be mutually acceptable to the employee and the District.

11.6 The total number of holidays shall not exceed sixteen days.

The following holidays will be scheduled for bargaining unit members: Independence Day, Labor Day, Veteran's Day, Thanksgiving Day (2 Days), Christmas Day (3 Days), New Year's Day (2 Days), Martin Luther King's Birthday, Lincoln's Birthday, President's Day, Friday of Spring Recess, Memorial Day, and Juneteenth.

11.7 Every day declared by the President or Governor of this state, and mandated by the Education Code, shall be a paid holiday for all members of the bargaining unit normally scheduled to work that day.

11.8 Any day granted as a teacher training day, teacher institute, or teacher-parent conference day by whatever name for whatever purpose is a regular workday for all classified employees in the bargaining unit. Except as otherwise provided in the Article, an employee must be in paid status on the working day immediately preceding or succeeding the holiday to be paid for the holiday. Employees in the bargaining unit who are not normally assigned to duty during the school holidays of Christmas Day and the day after, New Year's Day and Friday of Spring vacation, shall be paid for those holidays provided that they were in paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period. When a holiday falls on a Saturday, the preceding workday, not a holiday, shall be deemed to be that holiday. When a holiday falls on a Sunday, the following day, not a holiday, shall be deemed to be that holiday.

ARTICLE XII: LEAVES

12.1 Bereavement Leave: Employees shall be granted a leave with full pay in the event of the death of any member of the employee's immediate family. Immediate family is defined for the purpose of the agreement as spouse of the employee; mother, father, grandmother, grandfather, and grandchild of both employee and the spouse; son, son-in-law, daughter, daughter-in-law, brother, sister, brother-in-law, sister-in-law, mother-in-law, father-in-law, and registered domestic partner; or any relative living in the immediate household of the employee. The leave shall be for no more than five (5) days within the State of California and no more than seven (7) days for out-of-state travel.

12.2 Jury Duty: An employee shall be entitled to leave without loss of pay for any time the employee is required to perform jury duty. An employee must submit proof of service in a timely manner verified on the day of service with the date and time stamped by the Jury Service Office with communication to their immediate supervisor.

12.2.1 Employees shall be entitled to as many days of paid leave as are necessary for appearances as a juror before any duly convened court of law. A copy of the jury summons shall be attached to the request for leave. If the employee receives any juror's fees while on leave under this provision, such fees less mileage fees shall be remitted to the District. If no juror's fees are paid, the employee must provide the District court documents to support their jury service.

12.2.2 Employees shall verify the need for appearance as a juror by calling the evening before the appearance is scheduled and provide notice to their supervisor of the status.

12.2.3 Any employee who is granted jury duty leave shall only be required to work that portion of remaining hours which, when added to the number of jury duty hours served, equals his/her regularly assigned workday. Adjustments to an employee's regular work schedule to determine reasonable work time and travel time needed to attend jury service will be discussed and mutually agreed to by the employee and supervisor.

12.3 Military Leave: An employee shall be entitled to military leave as provided by law.

12.4 Sick Leave

12.4.1 An employee employed five (5) days per week shall be granted one (1) day per month leave of absence for illness or injury for each month of service. An employee employed less than five (5) days per week shall be granted that proportion of one (1) day per month as the number of days per week he or she is employed bears to five (5). If the employee is using sick leave, they must notify their immediate supervisor at least 1.5 hours prior to their start time, if practicable.

12.4.2 Pay for any day of such absence shall be the same as the pay which would have been received had the employee served during the day of illness.

12.4.3 At the beginning of each fiscal year, the full amount of sick leave granted under this Section shall be credited to each employee. Credit for sick leave need not be accrued prior to taking such leave and such leave may be taken at any time during

the year. However, a new employee of the District shall not be eligible to take more than six (6) days until the first day of the calendar month after completion of six months of active service with the District.

12.4.4 Pregnancy shall be treated as an illness for the purposes of sick leave, provided a physician verifies that continued employment would cause harm or injury to the employee or the unborn child.

12.4.5 If an employee does not take the full amount of leave allowed in any year under this Section, the amount not taken shall be accumulated from year to year.

12.4.6 The District will require a physician's verification of illness if a classified employee has been on sick leave for five (5) or more consecutive days of absence.

12.4.7 An employee, upon initial employment, who had been an employee of a public-school system in California for a period of one (1) year or more, shall be allowed to transfer their accumulated sick leave provided the sick leave is transferred within one (1) year of the date of the termination from the previous California public school employer.

12.5 Industrial Accident and Illness Leave: Employees shall be entitled to the following benefits:

12.5.1 An employee suffering an injury or illness arising out of and in the course and scope of his or her employment shall be entitled to leave of up to sixty (60) working days in any one fiscal year for the same accident or illness. This leave shall not be accumulated from year to year, and when any leave will overlap a fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.

12.5.2 Payment for wages lost on any day shall not, when added to an award granted the employee under the Worker's Compensation laws of this state, exceed the normal wage for the day.

12.5.3 The Industrial Accident or Illness Leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this Section has been exhausted, entitlement to other sick leave, vacation or other paid leave may then be used. If, however, an employee is still receiving temporary disability payments under the Worker's compensation laws of this state at the time of the exhaustion of benefits under this Section, he or she shall be entitled to use only so much of his or her accumulated and available normal sick leave and

vacation leave which when added to the Worker's compensation award provides for a day's pay at the regular rate of pay.

12.6 Entitlement of Other Sick Leave:

Extended Sick Leave: A regular classified employee shall once a year be credited with a total of one hundred (100) sick leave days per illness or injury including current and accumulated days to the sick leave under 12.4.1. Upon exhaustion of all accumulated sick leave, an employee who continues to be absent each day of sick leave shall receive fifty percent (50%) of their regular salary regardless of whether the District hired a substitute to fill their position. The extended sick leave will run concurrently with other paid leave provided in Article 12. The extended sick leave authorized under such a rule shall be exclusive of holidays, vacation, or compensating time to which the employee may be entitled.

12.7 Personal Necessity Leave: Eight (8) days of absence earned for sick leave under Section 12.4 of this Article may be used by the employee, at his or her election, in cases of personal necessity on the following basis:

12.7.1 The death of a member of the employee's immediate family, as defined in Section 12.1, when additional leave is required beyond that provided in section 12.1 of this Article.

12.7.2 As a result of an accident or illness involving an employee's person or property or the person or property of his or her immediate family.

12.7.3 When resulting from an appearance in any court or before any administrative tribunal as a litigant, party or witness under subpoena or other order.

12.7.4 Such other reasons approved by the District for personal business, which cannot be normally handled before or after the school day. The employee shall give the District twenty-four hours notice for all personal necessity leave with the exception of the one discretionary day (section 12.7.6).

12.7.5 Only a reasonable number of personal necessity leaves will be allowed per department per day.

12.7.6 One discretionary day may be used for any purpose subject to compliance with Section 12.7.4 and 12.7.5. Employees shall submit a request to their immediate supervisor for approval for this day no less than 48 hours prior to the date of leave. Requests for one discretionary day shall be ordinarily approved but may be denied for the needs of the district.

12.8 General Leave: When no other leave is available, a leave of absence may be granted to an employee on a paid or unpaid basis at any time upon any terms acceptable to the District this is to include leave for educational advancement. Requests may be submitted to Human Resources to be placed on the Board agenda. (Refer to Board Policy 4261)

12.9 Family Medical Leave Act provisions will be consistent with those provided by statute. This provision will be provided in the hiring orientation packet.

12.10 For purposes of this section, "parental leave" means leave for the 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.

During each school year, a classified employee may use all available sick leave, including accumulated sick leave, for the purpose of parental leave for a period of up to 12 work weeks. The 12-week period shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of such parental leave. (Education Code 45196.1)

Eligibility for such leave shall not require 1,250 hours of service with the district during the previous 12 months. (Education Code 45196.1)

An employee who has exhausted all available sick leave, including accumulated sick leave, and continues to be absent on account of parental leave shall receive differential pay of at least 50 percent of the employee's regular salary for the remainder of the 12 work weeks. (Education Code 45196.1)

Parental leave taken pursuant to Education Code 45196.1 shall run concurrently with the parental leave taken pursuant to Government Code 12945.2 or 12945.6, and the aggregate amount of parental leave shall not exceed 12 work weeks in a 12-month period. (Education Code 45196.1; Government Code 12945.2, 12945.6)

A unit member shall not be provided with more than one 12-week period of paid absence for parental bonding leave in any 12-month period. However, if a school year terminates before the 12-week period is exhausted, the employee may take the balance of the 12-week period in the subsequent school year. Any leave taken must be concluded within one year of the birth or placement of the child with an employee.

Leave taken pursuant to this section may be taken by a unit member who qualifies.

12.11 Catastrophic Illness or Injury –Donated Sick Leave

12.11.1 Employees may donate no more than two (2) days of their sick leave to another classified employee per board approval. Sick leave days can be donated for the use by fellow employees who experience a catastrophic illness or injury.

12.11.2 Catastrophic illness or injury means an illness or injury that is expected to incapacitate the employee or the employee's spouse or legal domestic partner or child for an extended period of time, requiring the employee to take time off work due to his/her illness or injury or to care for the spouse or legal domestic partner or child, and taking extended time off work creates a financial hardship for the employee because he/she has exhausted all of his/her accrued sick leave and other paid time off.

12.11.3 All sick leave donations shall be in writing, dated, and bear the signature of the donor. Donated leaves will not be transferred until needed.

12.11.4 The employee shall attach to the request written verification of the catastrophic injury or illness. Verification shall be made to the District Office by means of a letter dated and signed by the sick or injured person's physician, indicating the incapacitating nature and probable duration of the illness or injury, and the need for care by a family member if applicable.

12.11.5 Employees may use sick leave that is donated after they have used all of their personal sick leave. An employee may not receive or use more than one hundred (100) days of donated sick leave in a school year.

12.11.6 Sick leave so transferred shall be deducted and credited in whole days only. There shall be no adjustment for individual salary differences. An employee must maintain a minimum of 10 days of sick leave to be eligible to donate to another employee.

12.11.7 If eligible for differential pay and/or CALPERS or private disability during the catastrophic leave, the employee shall receive only as much donated leave as is necessary to maintain his/her regular salary or wages. The employee shall use any leave credits that he/she continues to accrue on a monthly basis while on catastrophic sick leave before receiving paid leave pursuant to donations under this program.

12.11.8 All sick leave donations are irrevocable once transferred.

ARTICLE XIII: HEALTH AND WELFARE BENEFITS

13.1 The six (6) hour Paraprofessionals have the option of selecting dental and vision insurance coverage as long as the District costs contribution is less than the District cost for 50% coverage for medical insurance.

13.2 Retirees

13.2.1 After eighteen (18) years of continuous service at the age of fifty-five (55), the district shall pay $3,000 annually toward the cost of health premium. The District's contribution will cease upon qualification of Medi-Cal or Medicare whichever occurs first.

13.2.2 The District agrees to pay 60% of the health District contribution at the time of retirement to any retiree who retires at 60 years of age or older for a period not to exceed five (5) years. The District's contribution will cease upon five (5) years duration or upon qualification for MediCal or Medicare whichever occur first.

13.3 Provision in the above Article 13.3 will not apply to a unit member whose initial employment will begin after the 2007-2008 fiscal year.

13.4 The District contribution toward Health and Welfare benefit year for the 2024-2025 school year effective October 1, 2024, will be a Cap of $17,383.20 (the equivalent 0.19% in total compensation).

ARTICLE XIV: DUES DEDUCTION

14.1 Dues Deductions:

14.1.1 The District shall deduct, in accordance with the CSEA dues from wages of all employees who are members or become members of CSEA who have submitted dues authorization forms to the District.

14.2 Along with each monthly payment to CSEA, the employer shall, without charge, furnish CSEA with an alphabetical list of all workers in the bargaining unit, identifying them by name, last four of social security number, and indicating the amount deducted.

14.3 Hold Harmless Provisions:

14.3.1 CSEA agrees to reimburse the employer, its officers and agents for any award or compromise of damages or liability arising out of any court or administrative action challenging the legality of this agreement or the implementation thereof,

provided the employer has compiled with the terms of this article and has promptly notified CSEA of its awareness of such an action.

14.3.2 CSEA shall have the exclusive right to decide and determine whether any such action shall be compromised, resisted, defended, tried, or appealed.

ARTICLE XV: SEVERABILITY

15.1 Saving Clause: If during the life of the Agreement there exists any applicable law of any applicable rule, regulations, or order issued by governmental authority other than the District which shall render invalid or restrain compliance with or enforcement of any provision of this Agreement, such provision shall be immediately suspended and be of no effect hereunder so long as such law, rule, regulation, or order shall remain in effect.

15.2 Replacement for Severed Provision: In the event of suspension or invalidation of any Article or Section of this Agreement, the parties agree to meet and negotiate within thirty (30) days for the replacement of such Article or Section.

ARTICLE XVI: STAFF DEVELOPMENT AND TRAINING

16.1 The District shall ensure that the staff development program is aligned with District goals, school improvement objectives, the local control and accountability plan, and other District and school plans. Staff surveys will be provided to classified staff for input for District review. A sub-committee, determined by the District with CSEA recommendations, comprised of CSEA employees and District representatives will be developed to provide additional input.

ARTICLE XVII: LAYOFF AND REEMPLOYMENT

17.1 Layoffs and reemployment procedures are set forth in Education Code Sections 45117, 45298, and 45308. The District will follow the provisions of the Education Code as it relates to employee layoffs and agrees to meet with the exclusive representative to negotiate the effects of any layoff.

17.2 Reason for Layoff: A layoff shall occur only for lack of work or lack of funds.

17.3 Notice of Layoff: Permanent classified employees shall be given notice by March 15th that the employee's services will not be required for the ensuing year due to lack of work or lack of funds. Advanced notice of a proposed layoff will be provided to the employee and

CSEA. Any notice of layoff shall state the reasons that the employee's services will not be required for the ensuing year, and inform the employee of the employee's displacement rights, if any, and reemployment rights.

17.4 Specially Funded Programs: When classified positions must be eliminated as a result of the expiration of a specially funded program, the employees to be laid off shall be given written notice not less than 60 days prior to the effective date of their layoff informing them of their layoff date and their displacement rights, if any, and reemployment rights.

ARTICLE XVIII: TERM and SIGNATURES

18.1 July 1, 2023, to June 30, 2026, an agreement for a three-year contract with re-openers of compensation (Salary, Health, and Welfare) with two additional openers to be determined by each party.

18.2 Following the completion of the sunshine provision in the last year of the Agreement the parties agree to meet and negotiate on a successor agreement.

SIGNATURES:

BOARD OF TRUSTEES:

President of the Board

Date 10-24-2025

ASSOCIATION CHAPTER 214:

President of the Association

Date 10-02-2025

APPENDIX A

Corcoran Joint Unified School District
Classified Salary Schedule
2024-2025

	A	B	C	D	E	F	G	H	I	J	K
1	$17.70	$18.14	$18.59	$19.06	$19.53	$20.02	$20.52	$21.04	$21.56	$22.10	$22.65
2	$18.01	$18.46	$18.92	$19.39	$19.88	$20.37	$20.88	$21.40	$21.94	$22.49	$23.05
3	$18.32	$18.78	$19.25	$19.73	$20.22	$20.73	$21.25	$21.78	$22.32	$22.88	$23.45
4	$18.64	$19.11	$19.59	$20.08	$20.58	$21.09	$21.62	$22.16	$22.71	$23.28	$23.86
5	$18.97	$19.44	$19.93	$20.43	$20.94	$21.46	$22.00	$22.55	$23.11	$23.69	$24.28
6	$19.30	$19.78	$20.28	$20.79	$21.30	$21.84	$22.38	$22.94	$23.52	$24.10	$24.71
7	$19.64	$20.13	$20.63	$21.15	$21.68	$22.22	$22.78	$23.34	$23.93	$24.53	$25.14
8	$19.98	$20.48	$20.99	$21.52	$22.06	$22.61	$23.17	$23.75	$24.35	$24.96	$25.58
9	$20.33	$20.84	$21.36	$21.90	$22.44	$23.00	$23.58	$24.17	$24.77	$25.39	$26.03
10	$20.69	$21.21	$21.74	$22.28	$22.84	$23.41	$23.99	$24.59	$25.21	$25.84	$26.48
11	$21.05	$21.58	$22.12	$22.67	$23.24	$23.82	$24.41	$25.02	$25.65	$26.29	$26.95
12	$21.42	$21.95	$22.50	$23.07	$23.64	$24.23	$24.84	$25.46	$26.10	$26.75	$27.42
13	$21.79	$22.34	$22.90	$23.47	$24.06	$24.66	$25.27	$25.91	$26.55	$27.22	$27.90
14	$22.17	$22.73	$23.30	$23.88	$24.48	$25.09	$25.72	$26.36	$27.02	$27.69	$28.39
15	$22.56	$23.13	$23.70	$24.30	$24.91	$25.53	$26.17	$26.82	$27.49	$28.18	$28.88
16	$22.96	$23.53	$24.12	$24.72	$25.34	$25.97	$26.62	$27.29	$27.97	$28.67	$29.39
17	$23.36	$23.94	$24.54	$25.16	$25.78	$26.43	$27.09	$27.77	$28.46	$29.17	$29.90
18	$23.77	$24.36	$24.97	$25.60	$26.24	$26.89	$27.56	$28.25	$28.96	$29.68	$30.43
19	$24.18	$24.79	$25.41	$26.04	$26.69	$27.36	$28.05	$28.75	$29.47	$30.20	$30.96
20	$24.61	$25.22	$25.85	$26.50	$27.16	$27.84	$28.54	$29.25	$29.98	$30.73	$31.50
21	$25.04	$25.66	$26.31	$26.96	$27.64	$28.33	$29.04	$29.76	$30.51	$31.27	$32.05
22	$25.48	$26.11	$26.77	$27.43	$28.12	$28.82	$29.54	$30.28	$31.04	$31.82	$32.61
23	$25.92	$26.57	$27.23	$27.92	$28.61	$29.33	$30.06	$30.81	$31.58	$32.37	$33.18
24	$26.38	$27.03	$27.71	$28.40	$29.11	$29.84	$30.59	$31.35	$32.14	$32.94	$33.76
25	$26.84	$27.51	$28.20	$28.90	$29.62	$30.36	$31.12	$31.90	$32.70	$33.52	$34.35
26	$27.31	$27.99	$28.69	$29.41	$30.14	$30.90	$31.67	$32.46	$33.27	$34.10	$34.95
27	$27.78	$28.48	$29.19	$29.92	$30.67	$31.44	$32.22	$33.03	$33.85	$34.70	$35.57
28	$28.27	$28.98	$29.70	$30.44	$31.21	$31.99	$32.79	$33.61	$34.45	$35.31	$36.19
29	$28.77	$29.48	$30.22	$30.98	$31.75	$32.55	$33.36	$34.19	$35.05	$35.92	$36.82
30	$29.27	$30.00	$30.75	$31.52	$32.31	$33.12	$33.94	$34.79	$35.66	$36.55	$37.47
31	$29.78	$30.53	$31.29	$32.07	$32.87	$33.69	$34.54	$35.40	$36.29	$37.19	$38.12
32	$30.30	$31.06	$31.84	$32.63	$33.45	$34.28	$35.14	$36.02	$36.92	$37.84	$38.79
33	$30.83	$31.60	$32.39	$33.20	$34.03	$34.88	$35.76	$36.65	$37.57	$38.51	$39.47
34	$31.37	$32.16	$32.96	$33.78	$34.63	$35.49	$36.38	$37.29	$38.22	$39.18	$40.16
35	$31.92	$32.72	$33.54	$34.38	$35.24	$36.12	$37.02	$37.94	$38.89	$39.87	$40.86
36	$32.48	$33.29	$34.12	$34.98	$35.85	$36.75	$37.67	$38.61	$39.57	$40.56	$41.58

This schedule includes a 1.07% increase

Any position that requires a bus driver's license will be paid $75/month stipend for active B license/bus certification

Health clerk (Range 13) to receive 5% differential for LVN Certificate; 10% differential for RN Certificate

2% Annual increase for Associate Teacher Permit if required for Associate PreSchool Teacher position only

Range	Title
6	Bus Monitor
	Cafeteria Worker
	Clerk Typist
	Yard Duty Supervisor
9	Cook
10	Food Service Technician
	Library Technology Clerk
	TLC Secretary
11	Head Cook
12	Secretary I
13	Groundsman/Bus Driver
	Health Clerk
	Paraprofessional
14	Associate Preschool Teacher
	Bus Driver/Maintenance Worker
	Community Connect
	Custodian
16	Attendance Secretary II
	CHS Registrar/Counseling Secretary
	Secretary II
	Work Based Learning Coordinator
17	Behavioral Support Aide
	District Liaison
	Technology Support I
19	Account Clerk/Asset Analyst
	Ag Farm Maintenance Helper/Bus Driver
	Maintenance Helper/Bus Driver
	Preschool Teacher
	Student Activity Account Clerk
20	Head Custodian
	Head Groundsman
	Mechanic/Bus Driver
	Preschool Teacher/Site Supervisor
	Safety Supervisor
	Skilled Maintenance
	Warehouseperson/Bus Driver
24	Technology Support II
25	Sign Language Interpreter
26	Carpenter
30	Health Care Nurse/LVN
	Technology Support III
35	System & Network Specialist

Professional Growth (College Units) excluding Paraprofessional, Yard Duty Supervisor and Classifications with preschool in their title
1% for 30+ units
2% for Associates Degree
3% for Bachelors Degree

Vacation Days (Based on Years of Service) for less than 12-month employees		
5 years	add	1.25 days per month
10 years	add	1.50 days per month
15 years	add	1.67 days per month

Longevity	
$70.00	10 years - $70/month (based on 8 hr/day) or $.40/hour (based on less than 8 hr/day)
$75.00	15 years - $75/month (based on 8 hr/day) or $.43/hour (based on less than 8 hr/day)
$80.00	20 years - $80/month (based on 8 hr/day) or $.46/hour (based on less than 8 hr/day)
$100.00	25 years - $100/month (based on 8 hr/day) or $.58/hour (based on less than 8 hr/day)
$110.00	30 years - $110/month (based on 8 hr/day) or $.63/hour (based on less than 8 hr/day)

APPENDIX B

Grievance Form

Printed Name of Grievant/Union Representative:	Date Form Submitted:
Job Title:	Contact Number:
1. Date, time and place of event leading to grievance:	
2. Applicable sections of Contract Violated:	
3. Clear and concise statement of the grievance, i.e., a detailed description of the circumstances including names of other persons involved. [Attach additional pages if necessary]	
4. Date of informal meeting with immediate supervisor:	
5. Remedy Sought by Grievant/Union:	

Level	Grievance Filed With (Please Print Name)	Date	Grievant Signature	Date
1	Immediate Supervisor *(Grievance Response Attached)*			
2	Superintendent *(Grievance Response Attached)*			
3	Request for Mediation			
4	Governing Board			

This form is to be used to file a formal grievance. The above detailed sections must be completed and will serve as the source document for the grievance process (attach additional pages if more room is necessary). Please answer all information fully. All supporting documentation must be attached to this grievance form at the time the grievance is filed. Additional information may be requested as necessary.

APPENDIX C

Substitute Work to gain Experience.

Current employees who do not work during the regular summer months or are less than full-time may request to be put on substitute lists for positions where they may wish to gain experience. Substitute work will not increase work hours on a permanent basis or make employees eligible for Health and Welfare Benefits.

APPENDIX D

Exit Feedback Form

Please return directly to the District Office.

Printed
Name: _____ SS#: XXX-XX-_____ Position: _____

We would appreciate you taking a few minutes to rate the following questions as honestly as possible. Your individual responses are treated as confidential, and will not become part of your personnel file. We believe that the information is of vital importance and will assist in analyzing our employee retention and turnover. Thank you for your cooperation!

1. How would you rate the following at Corcoran Unified:	**Excellent**	**Above Average**	**Average**	**Below Average**	**Poor**
Immediate Supervisor	☐	☐	☐	☐	☐
Cooperation with the Sites	☐	☐	☐	☐	☐
Cooperation with my Department	☐	☐	☐	☐	☐
Adequacy of Training Received	☐	☐	☐	☐	☐
Rate of Pay	☐	☐	☐	☐	☐
Work Schedule	☐	☐	☐	☐	☐
Type of Work Performed	☐	☐	☐	☐	☐
Tools and equipment provided	☐	☐	☐	☐	☐
Opportunity for Advancement	☐	☐	☐	☐	☐
Avenues of Communication	☐	☐	☐	☐	☐
Benefit Plans Provided by CUSD (if applicable)	☐	☐	☐	☐	☐
Explanation of Job Duties/Responsibilities	☐	☐	☐	☐	☐
Explanation of Pay Plan/Benefits	☐	☐	☐	☐	☐
Accessibility to CUSD Regulations, Policy and Procedures	☐	☐	☐	☐	☐
	Frequently		**Often**		**Never**
How frequently did you get performance feedback?	☐		☐		☐
How frequent did you have discussions with your supervisor about your performance?	☐		☐		☐
How frequent did you provide suggestions for improvement?	☐		☐		☐

Any other comments/suggestions you would like to share: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Thank you for your candid comments. All responses will be kept secured and maintained confidential. Your answers will not be revealed to any other organization.

_____ _____

Signature Today's Date

Please return directly to the District Office