

- 1a: PAEA to PAUSD 10/22/25
- 1b: PAUSD to PAEA 10/22/25 (12:45pm)
- 1c: PAEA to PAUSD 11/5/25
- 1d: PAUSD to PAEA 11/5/25 (1:30pm)
- 1e: PAEA to PAUSD 12/9/25
- 1f: PAUSD to PAEA 1/15/26

ARTICLE XX

Hourly Adult Education Teachers

Articles I, II, IV, V, XII, XIII, XIV, XV and XVI of this contract between the Palo Alto Unified School District and the Palo Alto Educators Association are also applicable to hourly Adult Education teachers. Articles III, VI, VII, VIII, IX, X and XI do not apply to hourly Adult Education teachers. The following are unique for hourly Adult Education teachers:

A. Association Rights

1. Right to Join

The District and the Association recognize the right of the employees to form, join and participate in lawful activities of employee organizations, and the equal right of employees to refuse to join or participate in employee organization activities.

2. Use of Facilities

All Association business, discussions, and activities by unit members or Association officials shall be conducted outside established work hours and shall be conducted in places other than District property except when an authorized Association representative obtains advance permission from the Superintendent or designee regarding the specific time, place, and type of activity to be conducted. Permission shall be granted if the Superintendent or designee can verify that such activities and use of facilities will not interfere with the school programs and/or duties of employees, and will not directly or indirectly interfere with the right of employees to refrain from listening or speaking with an Association representative.

3. Association Communications

- a. The Association shall be entitled to the use of and access to employee mailboxes for communications to unit members regarding matters, which involve the Association. The Association shall also be entitled to post notices of Association concern on designated bulletin boards designated for exclusive use by the Association, at least one of which shall be provided in each school building, in areas frequented by employees.
- b. All postings for bulletin boards or items for school mailboxes shall contain the date of posting or distribution and the identification of the Association. A copy of such postings or distributions shall be provided to the Superintendent or designee at the time of posting or distribution.
- c. The Association shall make every effort not to post or to distribute information, which is derogatory or defamatory of the District or its personnel. When the District deems material to be derogatory or defamatory, the site administrator shall notify the Association representative who shall remove the material for referral to the Superintendent and the Association President or their designees. After the two officials have had a reasonable opportunity to discuss the challenged material, the matter may be posted again at the Association's discretion.

4. Association Information

The District shall provide the Association with a staffing list of the bargaining unit members, without cost to the Association, no later than September 30 of each school year. The names of all bargaining unit members employed after October 15 of each school year shall be supplied to the Association within ten (10) days of the first date of their paid service.

- 1a: PAEA to PAUSD 10/22/25
- 1b: PAUSD to PAEA 10/22/25 (12:45pm)
- 1c: PAEA to PAUSD 11/5/25
- 1d: PAUSD to PAEA 11/5/25 (1:30pm)
- 1e: PAEA to PAUSD 12/9/25
- 1f: PAUSD to PAEA 1/15/26

5. Meetings

In an attempt to minimize calendar conflicts, the District’s Adult Education Department shall give the Association reasonable advance notice of scheduled staff meetings.

6. Payroll Deductions

The District shall deduct in two equal parts from the October pay and the November pay of Association members and pay to the Association the normal and regular annual membership dues as voluntarily authorized in writing by the employee on the District form, subject to the following conditions:

- a. Such deduction shall be made only upon submission of the District form to the designated representative of the District. Said form shall be duly completed and executed by the employee and an authorized representative of the Association.
- b. The District shall not be obligated to put into effect any new, changed or discontinued deduction until the pay period commencing fifteen (15) days or longer after such submission.

B. Compensation and Benefits

1. Compensation

See Appendix H for Adult School Hourly rates.

Placement on Step 2 shall be after completing service of ~~700~~ 600 hours.

Placement on Step 3 shall be after completing service of ~~1400~~ 1300 hours.

Placement on Step 4 shall be after completing service of ~~2100~~ 1900 hours.

The schedule shall be increased by an amount equal to the same percentage as the COLA increase from the State for Adult Education for the respective year, rounded to the nearest one-tenth of one percent. ~~In the event Appendix H does not receive the same increase as that of the Teachers' Salary Schedule, the Adult School Hourly rates will receive the same increase as that of the Teachers' Salary Schedule.~~

2. Compensation—~~Miscellaneous Duties~~ Mandated Training ~~Miscellaneous Duties~~

Adult Education teachers will be compensated for district mandated ~~online~~ training. ~~Adult Education teachers will be compensated one hour of preparation time for every three (3) hours of instruction. Adult Education teachers will be compensated one hour of preparation time for every four (4) hours of instruction. Compensation in this section will be at the hourly adult education teaching rate found in Appendix H. Adult Education teachers will be compensated one hour of preparation time for every four (4) hours of instruction. Compensation in this section will be at the hourly adult education teaching rate found in Appendix H.~~

23. Benefits

Subject to approval of the various insurance carriers, unit members may elect to participate in the District’s health and/or dental programs at the unit member’s expense.

C. Working Conditions

1. Working Days

The Director of Adult Education shall determine the work year calendar after consultation with the staff.

2. Discontinued Classes

Adult Education teachers who have been employed by the District in Adult Education for two consecutive years, whose classes are temporarily discontinued by the District, shall have the right of first re-hire in the event that the discontinued class is offered at the beginning of the following year.

1a: PAEA to PAUSD 10/22/25

1b: PAUSD to PAEA 10/22/25 (12:45pm)

1c: PAEA to PAUSD 11/5/25

1d: PAUSD to PAEA 11/5/25 (1:30pm)

1e: PAEA to PAUSD 12/9/25

1f: PAUSD to PAEA 1/15/26

D. Leave Provisions

1. Sick Leave

- a. Hourly Adult Education teachers shall accrue sick leave on the basis of one hour of sick leave for every eighteen (18) hours taught. The District shall compensate teachers at their hourly rate for sick leave as it is used. Unused sick leave shall accrue from year to year.
- b. After a unit member accrues three (3) hours of sick leave, he/she shall be entitled to use this leave (up to a maximum of six (6) hours per year) for death or serious illness of a member of the immediate family or an accident involving his/her person or property or the person or property of a member of the immediate family.
- c. Whenever possible an employee must contact the Adult Education office as soon as the need to be absent is known. In the event the Adult Education office is closed, the employee may contact the District's Certificated Human Resources Office. Failure to provide adequate notice shall be grounds for denial of leave with pay.
- d. Upon request, a unit member shall be informed of the individual's accumulated leave.

2. Leaves of Absence Without Pay

A leave of absence without compensation may be granted to any unit member for any period not to exceed one year. A unit member who is granted such leave by the District shall have the right to return at the expiration of such leave provided such return does not displace any other unit member.

3. Industrial Accidents

- a. Any unit member who is injured as a result of an industrial accident shall submit to the office of the District's Risk Manager a completed District Accident Report form as soon as possible.
- b. Unit members injured as a result of an industrial accident are covered by the Workers' Compensation Laws of the State of California and may be entitled to receive benefits pursuant to such laws.

4. Judicial Leave

Unit members who have hourly daytime classes in the Adult Education Program shall be provided leave for regularly called jury duty, and to appear as a witness in Court, other than as a litigant, for reasons not brought about through the convenience or misconduct of the unit member. Unit members while serving jury duty shall receive pay in the amount of the difference between the unit member's regular earnings and any amount received for jury service. The unit member may retain any fee paid as a travel allowance. If the unit member does not wish jury duty pay to be deducted from the paycheck, a check for the amount of the jury duty pay shall be submitted to the Certificated Human Resources Office with the monthly absence report.